

**Hilton Parish Council**  
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**MINUTES OF THE HILTON PARISH COUNCIL MONTHLY MEETING HELD ON WEDNESDAY 18<sup>TH</sup> MAY 2011 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

**Present:**

Cllr Bates (in the Chair)  
Cllr Day, Cllr Carter, Cllr McDonald and Cllr Keery

3 District Council Representatives, 1 County Councillor Representative, 1 Police Representative and 5 members of the public were in attendance

**AGENDA**

**PART 1 - NON EXEMPT INFORMATION**

**1. Minute Number 1259/11 - To Receive Apologies for absence.**

There were no apologies for absence.

**2. Minute Number 1260/11 - Variation of the Order of Business.**

There were no Variations to the Order of Business.

**3. Minute Number 1261/11 - Declaration of Members' Interests.**

***Resolved: Cllr Bates, Cllr McDonald, Cllr Day and Cllr Carter declared a Personal and Prejudicial Interest in item 15 Planning Applications for Discussion, Item g) Reg No 9 2011 0381 – The erection of extensions and alterations at the sports pavilion, Peacroft Lane, Hilton.***

***Resolved: Cllr Kerry declared a Personal Interest in item 15, Planning Matters for Discussion, Item g) Reg No 9 2011 0381 – The erection of extensions and alterations at the sports pavilion, Peacroft Lane, Hilton.***

**4. Minute Number 1262/11 - Public Speaking.**

**Minute Number 1262/11/A - Public Speaking**

Members of the Public raised the following matters:

- The Parish Council was asked if they could do anything about the Old Paper Shop on Main Street, Hilton.
- A resident spoke about the bus service going through the estate and asked if this could be redirected around the outskirts of The Mease as this would be safer. The resident then explained the problems and spoke about the petition that was handed over to the Representatives from Trent Barton Bus Company. The resident was informed that residents should write individually to the bus company and complain about the situation as this would have more impact than a petition.
- Cllr Patten explained that she was trying to arrange a meeting with the Police and Fire Service with regards to parked cars around the estate to establish if emergency vehicles could gain access if required in an emergency.
- It was agreed that the Parish Council would like another face to face meeting with the Representatives from Trent Barton Bus Company and that the Clerk should try and arrange this for the June 2011 Parish Council Meeting.
- A representative from The Party in the Park Committee had attended the meeting to ask the Parish Council for permission to use the Football Field on Back Lane for their event to be held on 3<sup>rd</sup> July 2011 commencing between 1.30pm to 5.30pm. He explained that this would be the 3<sup>rd</sup> year the event would be running. The Chair explained that The Party in the Park was an asset to the Village and a decision on this matter would be made under the Clerks Report later on in the meeting.
- Cllr Keery reported that Mr Doug Allen had sadly passed away. She explained that Mr Allen had been a Hilton Parish Councillor for many years before retiring. The Parish Council agreed that Mr Doug Allen would be sadly missed.

**Minute Number 1262/11/B - Police Representatives Report**

**PCSO Waite was in attendance at the meeting and gave her report as follows:**

- **The Stats for Hilton and the surrounding area could now be accessed via a link at the bottom of the emails; [www.police.uk](http://www.police.uk) this was a change to the current system.**

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### **Minute Number 1262/11/C - County Councillor's Report**

Cllr Patten was in attendance at the meeting.

Cllr Patten gave her report as follows:

- The Mease Pavilion held their official opening today and was very disappointed that no members of the Parish Council were in attendance. The Clerk apologised for this and explained that she had not read the letter properly as she thought the event was to be held in the evening and had replied stating that the Parish Council was holding their meeting on the same evening.
- A Family fund day would be held at The Mease Pavilion on Sunday 22<sup>nd</sup> May 2011 commencing at 1pm everyone was welcome to attend.
- The Mease Committee had completed funding applications for Biffa Ward and Lafarge towards The Mease Extension.
- Andrew Brooks had been successful in applying for his Personal Drinks License for The Mease Pavilion.
- Advisory signs erected on A50 roundabout which was big yellow signs with a tipping lorry on them.
- A list of proposed Street names had been emailed to the Clerk with regards to the new Bloors Development.
- There had been complaints received with regards to car parking issues on Welland Road.
- Cllr Patten handed the Clerk a list of new road adoptions for the village.
- The overhanging vegetation on Sutton Lane had now been reported.
- It was reported that at the John Port Leavers Day last year there had been a crack down on dangerous vehicles by VOSA with regards to the limousines. It was reported that VOSA did the same checks again this year and again vehicles were found in a dangerous state and prohibition orders were served.
- Cllr Patten was now the Cabinet Support Member for Education at the County Council

### **Minute Number 1262/11/D - District Councillor's Report**

Cllr Plenderleith, Cllr Patten and Cllr Bale were in attendance at the meeting.

Cllr Plenderleith gave her report as follows:

- She reported that the budget for the School had taken a long time to be set. However they had now had a meeting with the County Council and have received a budget which balances. They have told the County Council that they do not wish to be in this position next year so the budgets will be started in June 2012. She reported that there was now a will to look at Hilton and solve the current problem as all the schools in the area not just Hilton are full to bursting. The County Council will now be looking at the admissions and this was discussed at the School Governors meeting the previous night.
- The Children's Centre was currently trying to get parents to join the forum and the next meeting would be held on 15<sup>th</sup> July commencing between 9.30am to 11am.
- She had spent most of the day at The Citizens Advice Bureau where she sits on the panel as the District Council Representative.
- She had attended the last Party in the Park Meeting.

Cllr Bale gave his report as follows:

- He explained that there was already 2 District Council Representative for Hilton and he was the new Ward Member.
- He thanked the electorate of Hilton for all the support that had been given to him over the election period and he thanked everyone most sincerely for this.

**5. Minute Number 1263/11 - To confirm the Non Exempt Minutes of the Hilton Parish Council Meeting held on 27<sup>th</sup> April 2011**  
***Resolved: The Non Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 27<sup>th</sup> April 2011 having been circulated were approved and signed as a true record.***

**6. Minute Number 1264/11 - Co-option of Councillors.**

***Resolved: Hilton Parish Council Co-Opted Carol Smith and Piet Walton-Knight onto the Parish Council with immediate affect.***

**7. Minute Number 1265/11 - Chairperson's Report**

There was nothing to report.

**8. Minute Number 1266/11 - Committee Reports**

**A) Minute Number 1266/11/A - Community Services – Cllr Bates, Cllr Day, Cllr Keery, Cllr Smith and the Clerk to Hilton Parish Council**

***Resolved: To add Cllr Smith to the above Committee with immediate affect.***

- Safer Neighbourhoods

The next Safer Neighbourhoods meeting will be held on 13<sup>th</sup> June 2011 commencing at 6.30pm at Dalbury Lees.

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- Community Information and Publicity

There was nothing to report.

**B) Minute Number 1266/11/B - Finance – Cllr Bates, Cllr Day, Cllr Keery, Cllr Smith and the Clerk to Hilton Parish Council**

**Resolved: To add Cllr Smith to the above Committee with immediate affect.**

- Parish Council Human Resources
- Fees for the use of Parish Council Facilities
- Allocation of Grant Funding to Local Organisations
- Suggested Amount of Annual Precept
- Regular Scrutiny of the Accounts
- Audit of the end of year Financial Accounts
  - 1) Annual Return section 1 and 2 for approval
  - 2) Financial Accounts for Approval

The Clerk explained that the Internal Audit had been completed by Ian Fraser on 18<sup>th</sup> May 2011, and explained that the Internal Audit had gone extremely well.

The Clerk went through Section 1 the Statement of Accounts of the Annual Return with the Councillors and explained that they had been produced on an accruals and prepayments system for the Financial Year 2010/2011.

**Resolved: The Annual Accounts for Hilton Parish Council, Section 1 the Statement of Accounts of the Annual Return for the Financial Year 2010/2011 was approved by Hilton Parish Council in their meeting on 18<sup>th</sup> May 2011 and was signed in accordance by both the Clerk/RFO Mrs Clare Orme and by the Chairperson Cllr James Bates.**

The Clerk then went through Section 2, Annual Governance Statement of the Annual Return.

**Resolved: The Annual Accounts for Hilton Parish Council, Section 2 the Annual Governance Statement of the Annual Return for the Financial Year 2010/2011 was approved by Hilton Parish Council in their Meeting held on 18<sup>th</sup> May 2011 and was signed in accordance by both the Clerk/RFO Mrs Clare Orme and by the Chairperson Cllr James Bates.**

**3) Review of the Financial Regulations and Internal Audit for the year 2010/2011**

The Clerk gave her report as follows:

1. Under the Accounts and Audit Regulations 2006 (which amends the Accounts and Audit Regulations 2003) The Hilton Parish Council Clerk/RFO is obliged to carry out a review of the effectiveness of its internal controls and to report the matter to the Council.
2. There is also a new requirement to conduct a review of the effectiveness of Hilton Parish Council's system of Internal Audit and formally report accordingly.
3. With regard to paragraph 1 above, the Financial Regulations under which Hilton Parish Council's internal controls operate are required to be reviewed by the Clerk/RFO annually. As the Clerk/RFO and advisor to Hilton Parish Council on its financial issues, I recommend the following:-

**That no amendments are needed to the Financial Regulations at this time.**

**Resolved: Hilton Parish Council accepted that there was no need to make any amendments to the Financial Regulations at this time.**

4. Paragraph 2 above relates to the effectiveness of the system of internal audit. Hilton Parish Council has appointed a qualified local government accountant to act as its independent internal auditor. The role of the internal auditor is to assist Hilton Parish Council in fulfilling its responsibility for the prevention and detection of fraud and corruption, errors and mistakes. It is for Hilton Parish Council to determine the level of internal audit required based on the internal controls in place. Currently the internal auditor undertakes an internal audit after the end of the financial year. Amongst other things he reviews the internal controls and ensures that Hilton Parish Council has complied with its own Financial Regulations.

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As Clerk/ RFO I provide quarterly bank reconciliation to the auditor together with copies of bank statements. All payments are approved by Hilton Parish Council and all invoices are available for inspection by the council. Cheques are signed by 2 members of the Parish Council and countersigned by the Clerk/RFO. The internal auditor produces a written report for the Council after the internal audit and highlights any deficiencies in the internal controls, or provides a clean bill of health.

As your Clerk/RFO I am happy with these arrangements and would not wish to change them as it provides both Hilton Parish Council and me with an element of security. I am therefore satisfied with the effectiveness of Hilton Parish Council's system of internal audit.

The Council considered the report by the Clerk/RFO regarding the obligations of the Council relating to the Financial Regulations and the effectiveness of the internal audit.

**Resolved: That the comments of the Clerk/Responsible Financial Officer be noted and the Council, having reviewed the effectiveness of the system of internal audit, approves the current arrangements.**

**Resolved: The Council accepted that no changes should be made to the Financial Regulations but that they be reviewed at this meeting each year.**

4) Risk Assessment Report for approval

**Resolved: The Risk Assessment Report produced by the Clerk/RFO was approved at the meeting and signed in accordance by the Chair and Clerk.**

C) Minute Number 1266/11/C - Environment and Green Space – Cllr Bates, Cllr Carter, Cllr McDonald, Cllr Walton-Knight and the Clerk to Hilton Parish Council.

**Resolved: To add Cllr Walton-Knight to the above Committee with immediate affect.**

- Maintenance of Public Footpaths, Cycle Paths, Greenway, Verges, Open Space, Trees and Hedges
- Environmental Issues
- Recycling Facilities
- Dog and Litter Bin Provisions
- Groundsman and Lengthsman's Report

1) Groundsman and Lengthsman Report from Sam Bevins

The Chair read out the Groundsman and Lengthsman Report.

- Anti climb paint for the fencing to the Astro turf court and garage and warning signs

**Resolved: The Parish Council did not agree to use anti climb paint at this time.**

- Ground anchors to secure equipment within the garage
- Door defender for the garage

**Resolved: The Clerk to obtain priced for the above and report back to the Parish Council.**

**Resolved: The Clerk to put together a list of areas that are covered by the Groundsman and Lengthsman and the frequency in which they are cleansed/maintained.**

D) Minute Number 1266/11/D - Village Infrastructure – Cllr Day, Cllr Carter, Cllr Walton-Knight and the Clerk to Hilton Parish Council

**Resolved: To add Cllr Walton-Knight to the above Committee with immediate affect.**

- Planning matters including the Village Plan
- New Road Adoptions
- Traffic Management and Parking
- Street Lighting
- Public Transport Provision

There was nothing to report.

E) Minute Number 1266/11/E - Recreation and Leisure – Cllr Bates, Cllr Carter, Cllr Keery and the Clerk to Hilton Parish Council.

- Provision and maintenance of sport and leisure facilities
- Children play equipment

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- Parish Council owned Parks and Landscaping

There was nothing to report.

**F) Minute Number 1266/11/F - Employment Issues – The Chair and the Clerk to Hilton Parish Council**

- Contracts of Employment
- Staffing Arrangements
- Employment Law changes
- Employment issues
- Training

**Resolved: The Clerk to book Cllr Carter on the DALC Training Course for Chairmen to be held on 16<sup>th</sup> July 2011 at Hulland Ward Millennium Village Hall commencing at 9.30am.**

**Resolved: The Clerk to Book Cllr McDonald, Cllr Smith and Cllr Day on the Law and Good Practice for parish Councillors Course at Barrow upon Trent Village Hall on 15<sup>th</sup> August 2011 commencing at 6pm**

**G) Minute Number 1266/11/G - Hilton Village Hall Management Committee – Cllr Bates, Cllr Carter, Cllr McDonald, Cllr Smith and the Clerk to Hilton Parish Council.**

**Resolved: To add Cllr Smith to the above Committee with immediate affect.**

**Resolved the next Meeting of the Hilton Village Hall Committee will take place on 23<sup>d</sup> May 2011 at Hilton Village Hall commencing at 7pm.**

**Resolved: Cllr Keery signed the Bank Mandate for the Village Hall to take herself, a former employee and a former Councillor off as signatories and to add Cllr Bates, Cllr Carter and the Clerk to Hilton Parish Council as new signatories. Cllr Keery also signed a letter produced by the Clerk as per the Banks instruction via telephone. The Clerk had already spoken to a member of the public present throughout the meeting to independently witness the signing of these documents, which was to be completed after the meeting as the independent witness knew all three members to come off the Bank Mandate and the three new ones to go on.**

**9. Minute Number 1267/11 - Reports from Councillors that have attended any other Meetings.**

- Etwall Area Meeting – Cllr Bates and Cllr Carter

There was nothing to report.

- Toyota Liaison – Cllr Bates as the Chair

There was nothing to report.

- Derby Airfield Consultative Committee – Cllr Walton-Knight

**Resolved: To add Cllr Walton-Knight to the above Committee with immediate affect.**

- The Mease Management Committee – Cllr Carter

There was nothing to report.

- Marston on Dove Relief in Need Charity – Cllr Bates as the Chair of Hilton Parish Council and the Clerk to Hilton Parish Council.

There was nothing to report.

- Hilton Dog Walking Group – Cllr McDonald and Cllr Walton-Knight

**Resolved: To add Cllr Walton-Knight to the above Committee with immediate affect.**

The AGM will be held on 26<sup>th</sup> May 2011

- Flood Liaison – Cllr Walton-Knight

**Resolved: To add Cllr Walton-Knight to the above Committee with immediate affect.**

There was nothing to report.

- DCC - Cllr Bates as the Chair to Hilton Parish Council

There was nothing to report.

**10. Minute Number 1268/11 - Clerk's Reports**

- Update on the Back Lane Pavilion extensions – Previously reported under minute number 1056/10, 1076/10, 1111/10,1128/10, 1146/10, 1173/11,1189/11, 1206/11, 1123/11 Clerk Report

The Clerk reported that the Planning Application had been filed and had gone out to consultation.

- b. Parish Council Office update. – Previously reported under minute number 1146/11,1173/2011, 1189/11, 1206/11, 1123/11 – Clerks Report

There was nothing to report.

- c. Astro Turf lighting problems update – previously reported under minute number 1173/11, 1189/11, 1206/11, 1123/11 – Clerks Report

**Resolved: The Parish Council agreed for the Clerk to place the order for the Trackway as per the quote received.**

- d. Request of Group Fitness Training on the park, wants to change the area. – previously reported under minute number 1123/11 – Clerks Report

**Resolved: The Clerk to inform the Fitness Trainer that the Parish Council have given permission for them to use the strip of land between the Senior and Junior Football Pitches for training as the Picnic area was too small.**

- e. Bloomfield Entrance update – previously reported under minute number 1123/11 – Clerks Report.

There was nothing to report.

- f. Maintenance of the Village Clock update – previously reported under minute number 1123/11 – Clerks Report

The Clerk reported that English Clockmakers had been contacted and would be out to repair the clock within the next week.

- g. Hilton Party in the Park

**Resolved: The Parish Council gave permission for the Party in the Park to use the Back Lane Playing Fields for their event the same as the previous year.**

- h. Residents complaints with regards to the problems on Bloomfield Close

**Resolved: The Clerk had passed this matter onto the Police and SDDC.**

#### **11. Minute Number 1269/11 - Derbyshire Association of Local Councils**

**Resolved: To note the following information.**

- a. Circular 14/2011
- a. Consultation – a code of recommended practice for Local Authorities on Data Transparency
  - b. A community right to buy – assets of community value
  - c. A community right to challenge
- b. Circular 16/11
- a. Parish and Town Council Elections
- c. Circular 23/11
- a. East Midlands Allotments Officers Forum
  - b. Clerk/RFO Vacancy – Calver Parish Council
- d. Circular 24/11
- a. NALC Legal Briefing – L02-11 Future Standards of Conduct of Members of Local Authorities in England
- e. Circular 25/11
- a. Landfill Communities Fund Grants available from DET
  - b. End of Aggregates Levy Fund
  - c. RFO Vacancy – Old Bolsover Town Council
- f. Circular 26/11
- a. Digital switchover and switchover help scheme
- g. Circular 27/11
- a. One day training course for Chairmen and other prospective chairmen of your Parish/Town Council Saturday 16<sup>th</sup> June 2011
  - b. HM Revenue and Customs – Workshop Program Additional Dates 2011
- h. Circular 28/11
- a. Revised First Edition of Standing Orders for Local Councils

#### **12. Minute Number 1270/11 - Finance**

- A) Accounts for Payment.

**Resolved: To note the following payments on behalf of Hilton Village Hall.**

### Hilton Village Hall

Cheque No	Payee	Description	Amount
001985	Blair Gratton Architects	Consultation Work	£6,296.77
001988, 001994	Salaries and NIC's		£796.00
001989	4 Tel Communications	Telephone	£36.14
001990	SDDC	Council Tax	£770.74
001993	Best Vending	Vending Machine Hire	£156.00
001995	SDDC	Waste Collection	£806.06
002000	Applied Electrical Services	Lighting Tubes	£168.00
002002	Cromwell	Cleaning Supplies	£169.88

**Resolved: To note the following payments for Hilton Parish Council.**

### Hilton Parish Council

Cheque No	Payee	Description	Amount
001986	Eon	Electricity	£28.80
001987	SDDC	Planning – Back Lane Pavilion	£85.00
001991	Rural Action Derbyshire	ROSPA Training	£30.00
001992	Salaries, and NIC's		£208.00
001996	Cancelled		
001997	Cancelled		
001998	Viking Direct	Stationery	£424.10
001999	Hilton Village Hall	Room Hire	£75.42
002001	Aucuba Landscapes	Maintenance	£279.60
002003 TO 002008	Salaries and NIC		£4,827.58

#### **13. Minute Number 1271/11 - Items for Information**

**Resolved: To note the following information.**

- Clerks and Council Direct Magazine May 2011
- DCC – Confirmation of information received with regards to Flooding

#### **14. Minute Number 1272/11 - Items for discussion**

There was nothing to report.

#### **15. Minute Number 1273/11 - Planning Matters for Decision**

- Reg No 9 2011 0336 – The conversion of former joinery workshop to form a live-work unit at the Old W. D. Camp Sutton Lane, Hilton
- Reg No 9 2011 0308 – The installation of 378 roof mounted photovoltaic panels at Woodcock Farm, Willow Pit Lane, Hilton
- Reg No 9 2011 0307 – The retention and improvement of vehicular access at Old WD Camp, Sutton Lane, Hilton
- Reg No 9 2011 0309 – The installation of 32 roof mounted photovoltaic panels at Woodcock Farm, Willow Pit Lane, Hilton
- Reg No 9 2011 0311 – The installation of 84 ground mounted photovoltaic panels at Woodcock Farm, Willow Pit Lane, Hilton
- Reg No 9 2011 0361 – The erection of an extension and installation of solar PV panels at 31 Enfield Close, Hilton
- Reg No 9 2011 0381 – The erection of extensions and alterations at the sports pavilion, Peacroft Lane, Hilton

**Resolved: Hilton Parish Council could not comment on any of the above planning applications.**

#### **16. Minute Number 1274/11 - Planning Matters for Information**

There was nothing to report.

#### **17. Minute Number 1275/11 - Date of the next Meeting**

**Resolved: The next Hilton Parish Council Monthly Meeting will be held at Hilton Village Hall commencing at 7pm on 29<sup>th</sup> June 2011.**

Signed.....Dated.....