

**MINUTES OF THE HILTON PARISH COUNCIL ANNUAL MEETING HELD ON WEDNESDAY 18<sup>TH</sup> MAY 2011 AT HILTON VILLAGE HALL COMMENCING AT 6.45PM**

**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 3 members of the public were in attendance

**PART 1 - NON EXEMPT INFORMATION**

1. **Minute Number 1238/11 - Election of the Chairperson for the year 2011/2012 and the completion of the Declaration of Acceptance of Office**

*Resolved: That Cllr James Bates be elected as Chairperson to Hilton Parish Council for the ensuing year. (Cllr Bates thereupon occupied the Chair)*

*Resolved: In accordance with the Local Government Act 1972 Cllr Bates read and signed the Declaration of Acceptance of Office before the Clerk.*

2. **Minute Number 1239/11 - Election of the Vice Chairperson for the year 2011/2012 and the completion of the Declaration of Acceptance of Office**

*Resolved: It was agreed that no Councillor would be elected as Vice Chairperson to Hilton Parish Council for the ensuing year.*

3. **Minute Number 1240/11 - To receive apologies for absence**

There were no apologies for absence.

4. **Minute Number 1241/11 - Variation of the Order of Business**

There were no Variations to the Order of Business.

5. **Minute Number 1242/11 - Declaration of Members' Interests.**

There were no Declarations of Members Interests.

6. **Minute Number 1243/11 - Public Speaking.**

**Minute Number 1243/11/A - Public Speaking**

There was nothing to report.

**Minute Number 1243/11/B – Police Representatives Report**

PCSO Waite was present at the meeting, there was nothing to report.

**Minute Number 1243/11/C – District Councillors Report**

Cllr Plenderleith, Cllr Patten and Cllr Bale were present at the meeting.

Cllr Plenderleith requested that the School Governors' Report be taken out of the main body of the monthly agenda as she would like to report this in her District Council Report in the future. The Parish Council agreed to this.

**Minute Number 1243/11/D – County Councillors Report**

Cllr Patten was present at the meeting, there was nothing to report.

**7. Minute Number 1244/11 - Election of Committees and Representatives to other Bodies for the year 2011/2012**

**Hilton Parish Council Committees:**

***Resolved: That the under mentioned Councillors constitute membership of the following Committees for the ensuing year.***

**A) Community Services – 4 members of Hilton Parish Council and the Clerk/RFO**

- School Governors

***Resolved: To take this out of the main body of the agenda as per the request from Cllr Plenderleith.***

- Safer Neighbourhoods
- Community Information and Publicity

***Resolved: Cllr Bates, Cllr Keery and the Clerk to Hilton Parish Council.***

**B) Finance – 4 members of Hilton Parish Council and the Clerk/RFO**

- 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

***Resolved: Cllr Bates, Cllr Day Cllr Keery and the Clerk to Hilton Parish Council***

**C) Environment and Green Space – 4 members of Hilton Parish Council and the Clerk/RFO**

- 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

***Resolved: Cllr Bates, Cllr Carter, Cllr McDonald and the Clerk to Hilton Parish Council.***

**D) Village Infrastructure – 4 members of Hilton Parish Council and the Clerk/RFO**

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

***Resolved: Cllr Day, Cllr Carter and the Clerk to Hilton Parish Council.***

**E) Recreation and Leisure – 4 Members of Hilton Parish Council and the Clerk/RFO**

- Provision and maintenance of sport and leisure facilities
- Children play equipment
- Parish Council owned Parks and Landscaping

***Resolved: Cllr Bates, Cllr Carter, Cllr Keery and the Clerk to Hilton Parish Council.***

**F) Employment Issues – Chair and Vice Chair of Hilton Parish Council and the Clerk/RFO**

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

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*Resolved: Cllr Bates and the Clerk to Hilton Parish Council.*

**G) Village Hall Committee – 4 members of Hilton Parish Council and the Clerk/RFO**

*Resolved: Cllr Bates, Cllr McDonald, Cllr Carter and the Clerk to Hilton Parish Council.*

**Appointment of Representatives to Outside Bodies**

*Resolved: That the under mentioned representatives be appointed to the Outside Bodies detailed below for the ensuing year.*

- Etwall Area Meeting

*Resolved: Cllr Bates and Cllr Carter.*

- Toyota Liaison

*Resolved: Cllr Bates as the Chair to Hilton Parish Council.*

- Derby Airfield Consultative Committee

*Resolved: To be agreed at the next meeting.*

- The Mease Management Committee

*Resolved: Cllr Carter.*

*Resolved: The Clerk to give the Secretary of the Mease Management Committee Mrs Caroline Morris, Cllr Carters contact details.*

- Marston on Dove Relief in Need Charity

*Resolved: Cllr Bates as the Chair to Hilton Parish Council.*

- Hilton Dog Walking Group

*Resolved: To be agreed at the next meeting.*

- Flood Liaison

*Resolved: To be agreed at the next meeting.*

- DCC – Parish and Town Liaison Forum

*Resolved: Cllr Bates as the Chair to Hilton Parish Council.*

- Safer Neighbourhoods

*Resolved: To be agreed at the next meeting.*

**8. Minute Number 1245/11 - Completion of the Declaration of Acceptance of Office for all other Members**

*Resolved: All members present other than the Chairperson took a declaration of acceptance of office before the Clerk and signed the appropriate Declaration of Acceptance of Office form held by the Clerk.*

**9. Minute Number 1246/11 – Adoption of the Local Authority (Model Code of Conduct) Order 2007 (SI N01159) including 12 (2) for the year 2011/2012**

*Resolved: To adopt the Local Authority (Model Code of Conduct) Order 2007 (SI N01159) including paragraph 12 (2).*

**10. Minute Number 1247/11 - Adoption of the Financial Regulations for the year 2011/2012**

*Resolved: To adopt the Hilton Parish Council Financial Regulations for the ensuing year.*

**11. Minute Number 1248/11 - Adoption of Hilton Parish Councils Standing Orders and Chairmanship for the year 2011/2012.**

*Resolved: To adopt the Hilton Parish Council new Standing Orders for the ensuing year.*

**12. Minute Number 1249/11 - Adoption of the Complaints Procedure for the year 2011/2012**

*Resolved: To adopt the Hilton Parish Council Complaints Procedure for the ensuing year.*

**13. Minute Number 1250/11 - Adoption of the H&S Policy for the year 2011/2012**

*Resolved: To adopt the Hilton Parish Council H & S Policy for the ensuing year.*

14. Minute Number 1251/11 - Adoption of the Freedom of information Policy for handling requests and supporting information for the year 2011/2012

*Resolved: To adopt the Hilton Parish Council Freedom of Information Policy for the ensuing year.*

15. Minute Number 1252/11 - Adoption of the Data Protection Policy for the year 2011/2012

*Resolved: To adopt the Hilton Parish Council Data Protection Policy for the ensuing year.*

16. Minute Number 1253/11 - Adoption of the Recruitment, Selection, Equality and Diversity Policy for the year 2011/2012

*Resolved: To adopt the Hilton Parish Council Recruitment, Selection, Equality and Diversity Policy for the ensuing year.*

17. Minute Number 1254/11 - Adoption of the Information Security Policy for the year 2011/2012

*Resolved: To adopt the Hilton Parish Council Information Security Policy for the ensuing year.*

18. Minute Number 1255/11 - Adoption of the Internal Policy relating to the delivery of Services for the year 2011/2012

*Resolved: To adopt the Hilton Parish Council Internal Policy relating to the Delivery of Services for the ensuing year.*

19. Minute Number 1256/11 - Adoption of the Record Management Policy for the year 2011/2012

*Resolved: To adopt the Hilton Parish Council Record Management Policy for the ensuing year.*

20. Minute Number 1257/11 - Adoption of the Parish Council Risk Assessment system

*Resolved: To adopt the Hilton Parish Council Risk Assessment System for the ensuing year.*

21. Minute Number 1258/11 - Date of the next Annual Meeting of Hilton Parish Council

*Resolved: The date of the next Hilton Parish Council Annual Meeting will be held in May 2012 date to be confirmed nearer the time.*

Signed.....Date.....

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