

**Hilton Parish Council**  
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**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 29<sup>TH</sup> JUNE 2011 AT HILTON VILLAGE HALL  
COMMENCING AT 7PM**

**Present:**

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

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

**AGENDA**

**PART 1 - NON EXEMPT INFORMATION**

**1. Minute Number 1276/11 - To Receive Apologies for absence.**

Apologies were received and accepted from Cllr Walton-Knight.

**2. Minute Number 1277/11 - Variation of the Order of Business.**

There were no variations to the Order of Business.

**3. Minute Number 1278/11 - Declaration of Members Interests.**

There were no declarations of Members Interests.

**4. Minute Number 1279/11 - Public Speaking.**

**Minute Number 1279/11/A - Public Speaking**

Members of the Public raised the following matters:

- Residents did not want the third cushion installing on Main Street.
- The Parish Council was asked if the cushions on Main Street could be removed and chicanes installed instead.

**Minute Number 1279/11/B - County Councillors Report**

Cllr Patten was in attendance at the meeting

Cllr Patten gave her report as follows:

- The Fire Authority Walk discussed at the previous meeting with regards to parked cars on Welland Road and the surrounding area will take place on 2<sup>nd</sup> July 2011 commencing at 10am from the Public House car park on Witham Close.
- The Fire Authority Fire Engine will be in attendance at the Party in the Park.
- Cllr Patten had given a donation to The Party in the Park Committee to help with funding this year.
- The recent dog attack had been covered in the last Safer Neighbourhoods Meeting. The dog was found in the property of a person with a banning order. The dog did not belong to this person so it was ceased and given back to its rightful owner.
- Main Street was due to be resurfaced by the Recycling Centre.
- The third hump on Main Street was again not going to be installed due to complaints received, however this would be looked at again sometime in the future.
- A complaint had been made by a resident with regards to the crossing on Main Street. Peter Leigh at DCC was now looking into how this could be made safer. Peter Leigh would contact Cllr Patten with recommendations on this matter.
- The Mease was still suffering with the problem of dogs not being kept on leads. The Mease Committee were now purchasing bigger signs and asked if a total dog ban could be considered. The Parish Council agreed to look at this in the future if the new signs did not make a difference.

It was agreed that the Clerk would invite Maxine Harlow and Andrew Brooks to the July 2011 Parish Council Meeting for further discussion on this matter.

#### **Minute Number 1279/11/C - District Councillors Report**

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

Cllr Bale gave his report as follows:

- He was still learning the ropes from Cllr Plenderleith and Cllr Patten.
- He would be attending the Party in the Park.

Cllr Plenderleith gave her report as follows:

- The Party in the Park would be held on 3<sup>rd</sup> July 2011 on the Village Hall site commencing at 2pm till 5.30pm.
- She reported that there would be a hot air balloon, refreshments, stalls etc on the day and everyone was welcome to attend and could volunteer to help if they wish.
- Sponsorship for the day had been received from Aldi, St Modwens, Talbot Turf and many other local businesses.
- The Party in the Park Group would be working with Ian Hey from SDDC and the CVS in the autumn to try and find funding for the event in the future.
- The School Governors had now set up a working party to look at a 5 year funding strategy for the Primary School for the future. They are currently trying to plead that Hilton is a special case.
- The Boundary Commission would soon be looking at the County Boundaries
- The Boundary Commission would also be looking at the boundaries for Derby City.
- There was to be another round of LDF Consultation drop in sessions. The first at The Mease Pavilion on 18<sup>th</sup> July 2011 commencing at 6pm till 7.30pm and Hilton Village hall on 1<sup>st</sup> August 2011 commencing at 3pm till 7.30pm.

#### **Minute Number 1279/11/D - Police Representatives Report.**

There were no Police Representatives present at the meeting and there was nothing to report.

5. **Minute Number 1280/11 - To confirm the Non Exempt Minutes of the Hilton Parish Council Meeting held on 18<sup>th</sup> May 2011 as follows:**
- a) Annual Parish Meeting
  - b) Annual Parish Council Meeting
  - c) Monthly Parish Council Meeting

***Resolved: The Non Exempt Minutes of the Annual Parish Meeting, Annual Parish Council Meeting and the Monthly Hilton Parish Council Meeting held on Wednesday 18<sup>th</sup> May 2011 having been circulated were approved and signed as a true record.***

6. **Minute Number 1281/11 - Chairperson's Report – Cllr Bates**

The Chair gave his report as follows:

- He was now the Chairman of the Safer Neighbourhoods Group.
- He reported that the Village Hall Site had now been taken off as a Police priority; however this would be reviewed again in September 2011 as it is now covered automatically as part of their normal operations.
- The priority that was added by the Police was parking on Welland Road as the Fire Authority had said that this was a problem. The Police are happy to support a leafleting operation around this area.
- There will be an Eco Day at Toyota on 24<sup>th</sup> July 2011 commencing at 10am till 4pm. If anyone would like to go, please contact the Parish Council Clerk for tickets.

7. **Minute Number 1282/11 - Committee Reports**

A) **Minute Number 1282/11/A - Community Services – Cllr Bates, Cllr Day, Cllr Smith and the Clerk to the Parish Council**

- Safer Neighbourhoods
- Community Information and Publicity

There was nothing to report.

B) **Minute Number 1282/11/B - Finance – Cllr Bates, Cllr Day, Cllr Smith and the Clerk to the Parish Council**

- 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: The Clerk to remove Parish Council Human Resources from this section of the agenda with immediate effect as it is already covered in item F) Employment Issues.**

**C) Minute Number 1282/11/C - Environment and Green Space – Cllr Bates, Cllr Carter, Cllr McDonald, Cllr Walton-Knight and the Clerk to the Parish Council**

- Maintenance of Public Footpaths, Cycle Paths, Greenway, Verges, Open Space, Trees and Hedges

**Resolved: The Clerk to chase SDDC with regards to the installation of the extra dog bins required on the new Greenway extension.**

- Environmental Issues

**Resolved: The Chair to stop the Village Clock at twelve o'clock until it has been repaired.**

- Recycling Facilities
- Dog and Litter Bin Provisions
- Lengthsman's Report
  - 1) Groundsman and Lengthsman Report from Sam Bevins

The Chair read out the Groundsman's report at the meeting.

**D) Minute Number 1282/11/D - Village Infrastructure – Cllr Day, Cllr Carter, Cllr Walton-Knight and the Clerk to the Parish Council**

- Planning matters including the Village Plan
- New Road Adoptions
- Traffic Management and Parking

The Chair read out a reply letter from Trent Barton Bus Company which explained that they were not prepared to change the route of the bus service around the estate. They would also not be sending a representative to any further Parish Council Meetings.

**Resolved: The Clerk to email the reply to Cllr Patten and Cllr Plenderleith for their information.**

- Street Lighting
- Public Transport Provision

There was nothing to report.

**E) Minute Number 1282/11/E - Recreation and Leisure – Cllr Bates, Cllr Carter, and the Clerk to the Parish Council**

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

There was nothing to report.

**F) Minute Number 1282/11/F - Employment Issues – The Chair and the Clerk to the Parish Council**

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

There as nothing to report.

**G) Minute Number 1282/11/G - Hilton Village Hall Management Committee – Cllr Bates, Cllr Carter, Cllr McDonald, Cllr Smith, Ian Hey and the Clerk to Hilton Parish Council.**

It was reported that The Village Hall Management Committee held a meeting on 16<sup>th</sup> June 2011; the Committee were still in the process of trying to resolve the bank account problems.

A meeting had also been held with Ian Hey to discuss the final changes to the design which were not ready to go out to re-tender and the Architect was working on this at present.

A new booking Clerk Lyndsay Prince had been appointed on behalf of the Village Hall; she was already doing a sterling job.

**Resolved: The Clerk to add the Booking Clerk to Hilton Village Hall to take over the Bookings for the Parish Council Facilities to the August 2011 agenda for further discussion.**

The next Village Hall Committee Meeting had been arranged for 13<sup>th</sup> July 2011 at Hilton Village Hall commencing at 7pm.

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This is page 1084 of the Minutes of the Meeting of Hilton Parish Council held on 29.06.2011

#### **8. Minute Number 1283/11 - Reports from Councillors that have attended any other Meetings.**

- Etwell Area Meeting – Cllr Bates and Cllr Carter

There was nothing to report.

- Toyota Liaison – Cllr Bates as the Chair to Hilton Parish Council

There was nothing to report.

- Derby Airfield Consultative Committee – Cllr Walton-Knight

There was nothing to report.

- The Mease Management Committee – Cllr Carter

**Resolved: The Clerk to email Cllr Carter the details for the Secretary of The Mease Management Committee.**

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

There was nothing to report.

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

It was reported that membership had increased by another couple of people. It was also reported that the Hilton Dog Walking Group would be attending and taking part in the Party in the Park. They would be holding a guess the weight competition.

- Flood Liaison – Cllr Walton-Knight

There was nothing to report.

- DCC – Parish and Town Liaison Forum – Cllr Bates as the Chair to Hilton Parish Council

There was nothing to report.

#### **9. Minute Number 1284/11 - Clerk's Reports**

- a. 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, 1268/11 - Clerk Report

The Clerk reported that the Planning Application had been filed with SDDC.

- b. Parish Council Office update. – Previously reported under minute number 1146/11, 1173/2011, 1189/11, 1206/11, 1268/11 – Clerks Report

The Clerk explained that she had not yet made the move as she had been too busy and would update the Parish Council at their next meeting in August 2011.

- c. Astro Turf lighting problems update – previously reported under minute number 1173/11, 1189/11, 1206/11, 1268/11 – Clerks Report

The Clerk reported that the lighting repairs had now been completed; however the CCTV repairs were still outstanding.

**Resolved: The Clerk to obtain prices for extra CCTV for the Astro Turf.**

**Resolved: The Clerk to add this matter to the next agenda for further discussion.**

- d. Junior Football Teams would like the Junior Pitch converting in to an adult pitch if at all possible.

**Resolved: The Clerk to add this matter to the August 2011 meeting for further discussion.**

#### **10. Minute Number 1285/11 - Derbyshire Association of Local Councils**

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

- a. Circular 29/2011

- a. Sport England – Protecting Playing Fields
- b. Human Resources Consultancy (LCHR) From Hampshire Association of Local Councils
- c. Clerk/RFO Vacancy – Stoney Middleton Parish Council
- d. Clerk/RFO Vacancy – Hodthorpe & Belph Parish Council
- e. HMRC – Free Employer and Business Advice Open Day

- b. Circular 30/2011

- a. Elections for the Executive Committee 2011/2015

- c. Circular 31/2011

- a. Cutting Red Tape
- b. Consultation on Regulations under the Sustainable Communities Act 2007
- c. HMRC – Free employer and business advice open day

- d. Circular 32/11
  - a. Part Night Street Lighting – DCC Questionnaire
  - b. Relaxation of Planning rules for change of use from commercial to residential
  - c. NALC's communities in action conference – Delivering more local people
  - d. News in Brief
- e. Circular 33/2011
  - a. DCC – Parish and Town Council Liaison Forum
  - b. Clerk/RFO Vacancy – Weston Underwood Parish Council

**11. Minute Number 1286/11 - Finance**

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

- A) Accounts for Payment.

**Hilton Village Hall**

<b>Cheque No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
002010	Home Serve	Boiler Maintenance	£224.97
002011	Best Vending	Vending Machine	£156.00
002012	Total Gas and Power	Gas	£1,337.95
002013	Flint Bishop	Fees	£1,506.50
002015	Livens Ltd	Key Cutting	£100.00
002016	Cromwell	Cleaning Supplies	£324.69
002117	Cromwell	Cleaning Supplies	£237.27
002018	EDF Energy	Electricity	£913.61
002020	Blair Gratton	Village Hall Fees	£600.00
002021	South Staffs Water	Water	£536.14
002022	4Tel Communications	Telephone	£34.27
002025	PRS Ltd	Subscription	£702.55
002024, 002032, 002040, 002052, 002053		Salaries and NIC	£1,488.32
002027	Sir William Baird and Partners	Village Hall Fees	£3,000.00
002030	B Hygienic	Toile Rolls	£202.32
002039	4Tel Communications	Telephone	£40.69
002041	Aucuba Landscapes	Maintenance	£117.31
002042	Cancelled		

**Hilton Parish Council**

<b>Cheque No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
002009	Mr I E Fraser	Audit 2010/2011	£175.00
002014	DALC	Councillor Training	£75.00
002019	Blair Gratton	Back Lane Pavilion Fees	£2,059.84
002025	G Pickersgill	Painting Parish Office	£220.00
002028	Aucuba Landscapes	Pitch Maintenance	£2,860.80
002029	Aucuba Landscapes	Maintenance	£845.21
002031	The Mease Pavilion	Height Barrier Claim	£659.40
002033	Sterilizing Services	Water Testing	£135.00
002034	Hilton Village Hall	Room Hire	£148.53
002035	Fairview Arborists	Tree Felling Back Lane Field	£175.00
002036	Glasdon Uk Ltd	Wheel for barrow	£27.54
002037	Hilton Village Hall	Room Hire	£35.80
002038	Employment Relation Services	HR Support	£588.00
002043	Aucuba Landscapes	Maintenance	£448.30
002044 to 002049	Salaries and NIC's		£6,411.11
002050 to 002051	Parish Allowance		£190.73

**12. Minute Number 1287/11 - Items for Information**

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

- a) SDDC – What's on Summer 2011
- b) DCC – Application for license to Cultivate Roadside Verges update information
- c) DCC – Traffic Calming Cushions at Main Street

- d) DCC – Traffic Calming Cushions at Main Street – Decision Letter
- e) East Midlands Airport – Statistic Information
- f) The Playing Field newsletter Spring 2011
- g) Clerks and Council Direct magazine May 2011
- h) Derbyshire Fire and Rescue – Review of Emergency Cover
- i) DCC – Derbyshire Community Council Excellence in the Community Awards 2011 information

**13. Minute Number 1288/11 - Items for discussion**

There was nothing to report.

**14. Minute Number 1289/11 - Planning Matters for Decision**

1) Reg No 9 2011 0347 – The erection of a detached garage at 23-25 Main Street, Hilton  
**Resolved: Hilton Parish Council had no objections to the above planning application.**

2) Reg No 9 2011 0475 – The erection of a conservatory at 98 Welland Road, Hilton  
**Resolved: Hilton Parish Council had no objections to the above planning application.**

3) Reg No 9 2011 0447 – The display of three fascia signs at roundabout at junction of Derby Road A516 and A5132, Hilton,  
**Resolved: Hilton Parish Council strongly objected to the above planning application on the grounds that if passed this would set precedence in the future for other companies and residents to advertise. Hilton Parrish Council also thought that the signs would be dangerous as they would distract drivers. They would also cause visibility concerns.**

**15. Minute Number 1290/11 - Planning Matters for Information**

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

- a) Reg No 9 2011 0250 FH – Conversion of the garage into living accommodation at 10 Alders Brook, Hilton – HAS BEEN GRANTED
- b) Reg No 9 2011 0181 FH – The erection of an extension at 11 West Avenue, Hilton – HAS BEEN GRANTED
- c) Reg No 9 2011 0147 FH – Replacement roof incorporating two velux windows at 1 Cherry Garth, Hilton – HAS BEEN GRANTED
- d) Reg no 9 2011 0114 No – The erection of a two storey extension at the Wellbrook Medical Centre, Welland Road, Hilton – HAS BEEN GRANTED
- e) Reg No 9 2011 0206 FH – The erection of extensions at 3 Dove Rise, Hilton – HAS BEEN GRANTED
- f) Reg no 9 2011 0016 No – The installation of 42 ground mounted photovoltaic panels at Woodcock Farm, Willowpit Lane, Hilton – HAS BEEN GRANTED
- g) Reg No 9 2011 0052 – Retrospective application for change of use from agricultural land to motor sport (off road go karting) at Hilton Fields, Sutton Lane, Hilton – HAS BEEN REFUSED

**16. Minute Number 1291/11 - Date of the next Meeting**

**Resolved: The next meeting of Hilton Parish Council will take place on 27<sup>th</sup> July 2011 at Hilton Village Hall commencing at 7pm**

**Resolved: The August meeting of Hilton Parish Council will be held on 31<sup>st</sup> August 2011 at Hilton Village Hall commencing at 7pm.**

**Resolved: Cllr Day gave his apologies for the Parish Council Meeting to be held on 27<sup>th</sup> July 2011.**

**Resolved: The Clerk to add the Co-Option of a Councillor to the agenda for August 2011.**

**Resolved: In view of the confidential nature of the business to be transacted, it was advisable in the public interest, that the press and public be temporarily excluded and were instructed to withdraw from the meeting.**

**AGENDA**

**PART 1 - EXEMPT INFORMATION**

**Minute Number 1292/11 – Exempt Information**

- a) Clerks Report – Correspondence
- b) Clerks Report – Employment Relation matters

The Clerk and Chair updated the Council on the position to date and information received from a former employee.

**Resolved: The Clerk to continue corresponding with Employment Relation Services.**

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