

Hilton Parish Council
Clerk: 110 New Road, Newhall, Swadlincote, Derbyshire. DE11 0TH
Tel: Office 01283 730969 – Mobile 0771 9599132
Email: clerk@hiltonparishcouncil.org.uk
Website: www.hiltonparishcouncil.org.uk

**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 29TH FEBRUARY 2012 AT HILTON VILLAGE HALL
COMMENCING AT 7PM**

Present:

Cllr Bates (in the Chair)
Cllr Smith, Cllr Walton-Knight, Cllr Day and Cllr Cooper

3 District Council Representative, 1 County Council Representative, and 3 members of the public were in attendance at the meeting.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1646/11 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr Carter and Cllr McDonald.

2. Minute Number 1647/11 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1648/11 - Declaration of Members Interests.

Resolved: Cllr Bates and Cllr Smith declared a Personal Interest in all matters on the agenda pertaining to Hilton Village Hall.

4. Minute Number 1649/11 - Public Speaking.

Minute Number 1649/11/A – Public Speaking

A Member of the Public raised the matter of overhanging vegetation on the Pavement at Sutton Lane. The address was given to the Clerk.

Minute Number 1649/11/B – Police Representatives Report

There were no Police Representatives present at the meeting and there was no report.

The Chair explained that during the early hours there had been a burglary of a dwelling on Hawthorne Close.

Minute Number 1649/11/C – District Council Representatives Report

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

Cllr Plenderleith gave her report as follows:

- A meeting had taken place at Sutton Village Hall with regards to the Broadband Consultation and it had been established that the response over South Derbyshire had been very poor. She reported that Hilton had been upgraded apart from box 13 and 14, however Open Reach had been asked to complete a new survey on these boxes which had been completed and had now been added to the white list at SDDC and will be completed at some point in the future.
- The Clerk should have received a letter with regards to Scrutiny and maintenance observations received from SDDC. If the Parish Council wants adding to the list they will be required to respond.
- She had received an update with regards to various issues surrounding recycling. There will be a campaign going on over the next few weeks to encourage residents to use their brown bins.
- She had attended the Toyota Meeting and there had been a briefing on the Rail Head. The next meeting will be held on 13th March 2012 and if anyone has any questions to let Cllr Plenderleith know and she would put these forwards on our behalf.
- The overgrown tree on Bloomfield Close reported at the previous meeting would be cut back shortly

Cllr Bale reported that he gave his full support to Hilton Parish Council and the residents of Hilton.

Minute Number 1649/11/D – County Council Representatives Report.

Cllr Patten was in attendance at the meeting and gave her report as follows:

- The County Council was re-launching the dog fouling campaign and was offering new weather proof YUK signs for the residents and Parish Council Members to display around the village. Anyone requiring more information should log on to www.derbyshire.gov.uk/yuk
 - The next Mease Management Committee Meeting would be held on Monday 5th March 2012 and dog fouling was on the agenda again.
 - SDDC and DCC had set the Council Tax for the ensuing year and there would be no increase.
 - She reported that she and Cllr Plenderleith had taken a drive down Sutton Lane to look at the overhanging hedge; however they could not establish which section required cutting back. A Councillor replied that it was from Dale End Road coming into the village on both sides. The Councillor offered to take Cllr Patten to show her exactly where it needs to be cut back.
5. **Minute Number 1650/11 - To confirm the Non Exempt Minutes of the Monthly Hilton Parish Council Meeting held on 25th January 2012.**

Resolved: The Non Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 25th January 2012 having been circulated were approved and signed as a true record.

6. **Minute Number 1651/11 - Chairperson's Report – Cllr Bates**

The Chair had nothing to report.

7. **Minute Number 1652/11 - Committee Reports**

A) **Minute Number 1652/11/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 1652/11/B - Finance – Cllr Bates, Cllr Day, Cllr Smith and the Clerk to the Parish Council**

- 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

There was nothing to report.

C) **Minute Number 1652/11/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
- Environmental Issues
- Recycling Facilities
- Dog and Litter Bin Provisions
- Lengthsman's Report
 - 1) Groundsman and Lengthsman Report from Sam Bevins

The Chair read out the Groundsman and Lengthsman's report.

D) **Minute Number 1652/11/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
- Street Lighting
- Public Transport Provision

There was nothing to report.

E) Minute Number 1652/11/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 1652/11/ F - Employment Issues – The Chair and the Clerk to the Parish Council

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

There was nothing to report.

G) Minute Number 1652/11/G - Hilton Village Hall Management Committee – Cllr Bates, Cllr Carter, Cllr McDonald, Cllr Smith, Ian Hey and the Clerk to Hilton Parish Council.

There was nothing to report.

8. Minute Number 1653/11 - 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 to Hilton Parish Council

Cllr Walton-Knight had attended the last meeting and explained that he had enjoyed the meeting as it was very well organised and very well attended. He explained that the main conversation was regarding the plant at Burnaston and how they were an eco-plant. They had managed to reduce their water and waste by 60% and their energy by 65%. He also explained that the demand for new cars had started to increase. They had also done a great deal in sponsoring local Charities and Organisations, at present they had raised £200k for local Charities and local Organisations. Toyota also have 100 apprentices and 29 graduates on site and are doing their bit for the local community and are doing it well. They are very conscious of their involvement within the local community.

- Derby Airfield Consultative Committee – Cllr Walton-Knight

There was nothing to report.

- The Mease Management Committee – Cllr Carter

There was nothing to report.

- 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.

Resolved: The Clerk to arrange the next meeting as soon as possible.

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

There was nothing to report.

- 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 – **to be held 26th April 2012**

Resolved: The Chair could not attend this meeting but Cllr Day would check his diary to see if he could attend on Cllr Bates behalf.

Resolved: Cllr Day to inform the Clerk once he has consulted his diary.

- SDDC - Joint Meetings with Parish Councils – Cllr Bates – **to be held on 7th March 2012**

There was nothing to report.

9. Minute Number 1654/11 - 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, 1284/11, 1301/11, 1319/11, 1337/11, 1353/11, 1401/11, 1617/11, 1635/11 - Clerk Report

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The Clerk updated the Parish Council on the progress to date.

- b. Update on the Welland Road/Humber Street Park – Previously reported under minute number 995, 1040, 1051, 1056/10, 1076/10, 1111/10, 1128/10, 1146/10 and 1173/11, 1319/11, 1337/11, 1353/11, 1401/11, 1617/11, 1635/11 – Clerks Report

It was reported that the Veolia funding application form completed by SDDC had failed to attract funding towards the project. SDDC were now looking into other options to move this project forward.

Resolved: The Chair was given Delegated Powers to add an update on this matter to the Hilton Forum.

- c. CCTV Tennis Courts – Previously reported under minute number 1301/11, 1319/11, 1337/11, 1353/11, 1401/11, 1617/11, 1635/11 – Clerks Report – Work due to commence on Monday 23rd January 2012.

The Clerk reported that the work had started but due to the weather had not yet been completed. They were due back on site on Monday 5th March to continue with the installation.

- d. Extra dog bin required Uttoxeter Road end of bypass on the footpath by the bridge – Previously reported under minute number 1617/11, 1635/11 - Clerks Report

There was nothing to report.

Resolved: The Clerk to keep this matter on the agenda for March 2012.

- e. Update from the Public Meeting held on 16th November 2011 – Previously reported under minute number 1635/11 – Clerks Report

There was nothing to report.

Resolved: The Clerk to remove this matter from future agendas.

- f. Queen Jubilee – Inc. letter from resident re Tree Planting on Welland Road/Humber Street – Previously reported under 1635/11 – Clerks Report

The Clerk reported that she had passed the email from the resident onto Zoe Sewter at SDDC for consideration.

- g. Investigation by Environmental Health Department at SDDC with regards to a complaint about the Astro Turf lighting.

The Clerk explained that she had met with both the Environmental Health Officer from SDDC and the Electrician with regards to this matter. The lighting had been angled down further and we were awaiting a further survey to be completed. The Clerk would keep the Parish Council informed of any progress.

- h. Outstanding Lease Agreements for the Police, Scouts Group and Village Hall Land Transfer

Resolved: The Parish Council was in agreement with the content of the Lease with the Scouts Association with regards to the extra land to the rear of the Scout Hut.

Resolved: The Parish Council agreed for the Lease agreement to be signed by the Chair and Clerk to Hilton Parish Council.

- i. Confirmation of reply to SDDC re Dog Control Orders consultation.

Resolved: The Parish Council was happy with the draft letter produced by the Parish Council Clerk.

Resolved: The Clerk to email this to SDDC and send a hard copy in the post on Thursday 1st March 2012 as agreed.

10. Minute Number 1655/11 - Derbyshire Association of Local Councils

Resolved: To note the following information.

- a. Circular 05/2012

- i. NO DALC SUBSCRIPTION RISE FOR THE SECOND YEAR RUNNING
- ii. THE NEW PUBLIC HEALTH SYSTEM
- iii. HEATING OR EATING
- iv. DALC CHIEF OFFICER POST – 24 HOURS PER WEEK

- b. Circular 06/2012

- i. DERBYSHIRE COUNTY COUNCIL PARISH & TOWN COUNCILS' LIAISON FORUM – THURSDAY, 26 APRIL 2012 – 6.00PM – 8.00PM – COUNTY HALL, MATLOCK DE4 3AG
- ii. DERBYSHIRE INFRASTRUCTURE PLAN AND DEVELOPER PROTOCOL
- iii. DCC CONSULTATION ON POLICY ON MANAGEMENT OF
- iv. VEHICULAR USE IN THE COUNTRYSIDE
- v. A NEW YOUTH OFFER – STAKEHOLDER EVENT

- c. Circular 07/2012

- i. DRAFT COMMUNITY RIGHT TO CHALLENGE STATUTORY INSTRUMENTS AND GUIDANCE
- ii. PAYE ARRANGEMENTS FOR CLERKS AND RESPONSIBLE FINANCE OFFICERS

- d. Circular 08/2012
 - i. SECTION 137 EXPENDITURE: LIMIT FOR 2012/2013
 - ii. THE QUEEN ELIZABETH II FIELDS CHALLENGE – FIELDS IN TRUST
 - iii. COMMUNITY COMMISSIONING
 - iv. INFORMATION COMMISSIONER'S OFFICE GUIDANCE ON
 - v. INFORMATION HELD IN PRIVATE EMAIL ACCOUNTS
 - vi. MAPPERLEY PARISH COUNCIL – VACANCY FOR PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER
 - vii. MARSTON MONTGOMERY PARISH COUNCIL – CLERK/RFO VACANCY
 - viii. STANTON-BY-DALE PARISH COUNCIL – CLERK/RFO VACANCY
- e. Circular 09/2012
 - i. ALL YOU NEED TO KNOW TRAINING – THE THOMAS BATES HALL, LITTLE EATON VILLAGE HALL, DE21 5EA – WEDNESDAY 21 MARCH 2012 – 6.00PM FOR 6.30 – 9.00PM
 - ii. NEIGHBOURHOOD PLANNING – CPRE/NALC PLANNING CHAMPION FOR DERBYSHIRE – COUNCILLOR GUY MARTIN – CHAPEL-EN-LE-FRITH PC
- f. Circular 10/2012
 - i. DALC CIRCULAR – MEETINGS OF LOCAL COUNCILS – A SUMMARY OF THE VARIOUS TYPES OF MEETINGS HELD BY LOCAL COUNCILS
- g. Circular 11/2012
 - i. PRAYERS AT COUNCIL MEETINGS
 - ii. REPEAL OF THE LOCAL GOVERNMENT (DISCRETIONARY
 - iii. PAYMENTS) REGULATIONS 1996
 - iv. CHESTERFIELD POLICE COMMUNITY SAFETY PLANNING DAY

11. Minute Number 1656/11 - Finance

Resolved: To note the following information.

A) Accounts for Payment.

Cheque No	Payee	Description	Amount
002193 to 002202		Small Parish Council Grant award Scheme £300.00 per group	£3,000.00
002203	Eon	Electricity	£114.36
002204 to 002209		Salaries and NICs	£6,515.07
002210	Cromwell	Rock Salt and Equipment	£502.06
002211	The Mease Pavilion	PC Office – Electricity	£47.99
002212	Aucuba Landscapes	Maintenance	£448.50
002213	Hilton Village Hall Room Hire		£35.80
002214	Glasdon Ltd	Equipment	£35.88
002215	Information Commissioner	Subscription	£35.00
002196	Cancelled		
002216	Replacement Chq re 002196 – Mease Pavilion PC Grant		£300.00
Bank Transfer	George W Heath & son	Interim Payment 2	£15 725.72

12. Minute Number 1657/11 - Items for Information

Resolved: To note the following information.

- a) SDDC – Civic Amenity Service, Saturday Morning Refuse Collection Service for 2012/2013
- b) SDDC – Press Release – Put on your dancing feet at new classes
- c) DCC – SACRE Annual Report 2010/2011
- d) South Derbyshire area Forum Programme 2012
- e) SDDC – Street Naming and Numbering within the District of South Derbyshire – Notice of intention to pass a resolution to take effect from 1st April 2012
- f) SDDC – Overview and Scrutiny Work Programme 2012/2013
- g) House of Commons – Update on Travellers and Changes to the Law
- h) SDDC – Grounds Maintenance Service – Overview and Scrutiny Task Group
- i) SDDC – Press Release – Diamonds in the sky
- j) Hilton Bowls Club – Thank you letter
- k) Hilton Historic Society – Thank you letter
- l) SDDC – Press Release – Make a difference as part of climate week
- m) Safer South Derbyshire Partnership – Winter 2012 update
- n) SDDC – Press Release – Construction School hoping to plaster the opposition at a pancake race
- o) SDDC – Press Release – Rent to rise for tenants

- p) Local Development Framework Newsletter
- q) Safer Neighbourhoods Area 1 – North West and Etwall Forum, minutes of the meeting held on 02.11.2011
- r) SDDC – Press Release – Looking after the welfare of man's best friend
- s) SDDC – Press Release – Tenants invited to look at life through the lens
- t) SDDC – Press Release – Crowning glory for Environmental Education Project
- u) The Playing Field – Rural action Derbyshire Newsletter
- v) DCC – Moving forward – A Healthy future for Local Transport
- w) Glasdon Uk – Product Information
- x) SDDC – Press release – Residents invited to further enhance services

13. Minute Number 1658/11 - Items for discussion

- a) SDDC – Civic Dinner to be held on 10th March 2010 at Branston Golf Club £38.00 per ticket

Resolved: The Clerk to take no further action.

- b) DCC – Roll of honour on War Memorials

Resolved: The Clerk to contact the Hilton Historical Group to see if they would be interested in keeping a record of the names on the plaques. This could be done by way of photographic evidence or written evidence.

Resolved: If not Ian Hey would be happy to collate this information for the Parish Council.

- c) SDDC – Grounds Maintenance Service – Overview and Scrutiny Task Group

Resolved: The Clerk to take no further action.

14. Minute Number 1659/11 - Planning Matters for Decision

- a) Reg No 9 2012 0074 – The change of use from vacant tea room and gift shop to Holiday Let at Hall Croft Farm, Uttoxeter Road, Hilton

Resolved: Hilton Parish Council had no objections to the above planning application.

- b) Reg No 9 2012 0063 – The erection of a conservatory at 10 West Avenue, Hilton

Resolved: Hilton Parish Council had no objections to the above planning application.

- c) Reg No 9 2012 0060 Outlined application (all matters to be reserved) for the erection of four apartments at 15 Derby Road, Hilton

Resolved: Hilton Parish Council strongly objected to the above planning application on the grounds that this development would overshadow the surrounding houses. It is not within keeping with the area and there would be a big impact on the street scene. The proposed development is too large for the land area and location in which it is proposed, parking would also be an issue and the entrance would be situated on the edge of a 30mph/40mph speed limit.

- d) Reg No 9 2012 0058 – The erection of two day rooms and one amenity block in lieu of amenity blocks approved under planning permission 9 2010 0687 at Land off Sutton Lane, Hilton

Resolved: Hilton Parish Council had no objections to the above planning application.

- e) Reg No 9 2012 0038 – The erection of an extension and porch at 3 West Avenue, Hilton

Resolved: Hilton Parish Council had no objections to the above planning application.

15. Minute Number 1660/11 - Planning Matters for Information

- a) Reg No 9 2011 0945 – The Change of use from a bed and breakfast to a nursery school and after school facility at 11 Main Street, Hilton – HAS BEEN GRANTED.

16. Minute Number 1661/11 - Date of the next Meeting

Resolved: The next meeting of Hilton Parish Council will be held on 28th March 2012 at Hilton Village Hall commencing at 7pm.

Resolved: Cllr Day to Chair the meeting to be held on 28th March 2012 in the absence of Cllr Bates.

Resolved: The April Hilton parish Council Meeting to be moved forward by one week to 18th April 2012 at Hilton Village Hall commencing at 7pm.

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 they were instructed to withdraw from the meeting.

AGENDA

PART 2- EXEMPT INFORMATION

Minute Number 1662/11 – Exempt Information

- a) Lengthsman and Groundsman training and salary increase

Resolved: The Groundsman salary to be increased by 3% per hour from 1st April 2012.

Resolved: The Lengthsman salary to be increased by 3% per hour from 1st April 2012.

- b) Employee Contracts and Handbook for both PC and VH Staff

Resolved: Hilton Parish Council agreed to the new draft Contracts of Employment and the new Handbook produced by ERS.

Resolved: The Clerk to distribute the new Contracts and Handbook to all staff including the Village Hall Staff as of 1st April 2012.

- c) Village Hall – New build

Resolved: Hilton Parish Council was happy to continue to liaise with the Charity Bank with regards to obtaining the money for the extension and to continue with the plans to date.

Resolved: Re letter of intent to contractors – The start date for the new build, we envisage as being 23rd July 2012. This will be subject to funding being approved by the Charity Bank, this is for both funding an operational reasons. Resolved The Parish Council agreed to keep Blair Gratton Architects updated on the funding stream position on a monthly basis.

- d) Village Hall – Financial accounts and Audit Information for 2010/2011 for authorisation

Resolved: The Clerk and Cllr Day were given delegated Powers to amend the draft Annual Report for Hilton Village Hall and to liaise on other matter pertaining to the Accounts with the Independent Examiner.

Resolved: The Clerk and Cllr Day were given Delegated Powers to resolve the VAT issues. In the first instance the Clerk and Cllr Day to look at the situation, once the information has been gathered the Clerk to arrange a meeting with HMRC.

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

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