

**Hilton Parish Council**  
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**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 28<sup>TH</sup> MARCH 2012 AT HILTON VILLAGE HALL  
COMMENCING AT 7PM**

**Present:**

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

3 District Council Representative, 1 County Council Representative, and 7 members of the public were in attendance at the meeting.

**AGENDA**

**PART 1 - NON EXEMPT INFORMATION**

**1. Minute Number 1663/12 - To Receive Apologies for absence.**

Apologies for absence were received and accepted from Cllr Bates

**2. Minute Number 1664/12 - Variation of the Order of Business.**

There were no Variations to the Order of Business.

**3. Minute Number 1665/12 - Declaration of Members Interests.**

*Resolved: Cllr Smith, Cllr McDonald, Cllr Carter, Cllr Day, Cllr Walton-Knight and Cllr Cooper Declared a Personal Interest in all matters pertaining to Hilton Village Hall*

**4. Minute Number 1666/12 - Public Speaking.**

**Minute Number 1666/12/A - Public Speaking**

Members of the public raised the following matters:

- The Village Hall accounts ending 31<sup>st</sup> March 2010 and the following matters:
  - To their knowledge they were correct and did not require any changes.
  - Why did it take 367 days to resubmit the Village Hall Accounts?
  - Why had their signature not be redacted?
- Can the Parish Council Website be updated.
- Concerns over the Planning Application Reg No 9 2012 0171 The variation of condition 3 of Planning Permission 9 2009 0188 to additionally allow up to 2 extra caravans for residential occupation to be located on the site for up to 3 months in any year at Milend Caravan Site, Derby Road, Hilton.
- Concerns over empty properties within Hilton.

**Minute Number 1666/12/B – Police Representatives Report**

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

**Minute Number 1666/12/C – County Council Representatives Report**

Apologies were received and accepted from Cllr Patten, there was nothing to report.

## **Minute Number 1666/12/D – District Council Representatives Report**

Apologies were received and accepted from Cllr Patten and Cllr Bale.

Cllr Plenderleith was in attendance at the meeting, there was nothing to report.

### **5. Minute Number 1667/12 - To confirm the Non Exempt Minutes of the Monthly Hilton Parish Council Meeting held on 29<sup>th</sup> February 2012.**

***Resolved: The Non Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 29<sup>th</sup> February 2012 having been circulated were approved and signed as a true record.***

### **6. Minute Number 1668/12 - Chairperson's Report – Cllr Bates**

There was nothing to report.

### **7. Minute Number 1669/12 - Committee Reports**

#### **A) Minute Number 1669/12/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 1669/12/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 1667/11/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

It was reported that the overhanging vegetation on Sutton Lane from the other side of the bridge coming back towards the village had still not been cut back. The Clerk explained that she had now received a letter of complaint and 2 telephone calls from residents with regards to this matter.

***Resolved: Cllr Walton-Knight to take photographs of the area in question and email them to the Clerk to pass on to Cllr Patten.***

***Resolved: The Clerk to send Cllr Patten a copy of the complaint for her information.***

***Resolved: The Clerk to email Cllr Patten and inform her that there is a problem with overhanging vegetation into the carriage way on the South Side of Derby Road from the Nursery up Derby Road on the opposite side of the road to Talbot Turf.***

- 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 Report.

2) Planting scheme for approval re cultivation licenses

***Resolved: The Clerk handed out a copy of the proposed planting scheme to the Councillors. It was agreed that they would all have a look through the information and email the Clerk with any questions.***

***Resolved: The Councillors to email the Clerk if they are in agreement with the proposed planting scheme.***

3) Spraying equipment required

***Resolved: The Clerk to purchase the equipment required for the planting scheme.***

***Resolved: The Clerk to contact DCC to see if a sign can be put on the lamppost informing the resident of the work taking place.***

**D) Minute Number 1667/12/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 1667/12/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 1667/12/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 1667/12/G - Hilton Village Hall Management Committee – Cllr Bates, Cllr Carter, Cllr McDonald, Cllr Smith, Ian Hey, Cllr Plenderleith and the Clerk to Hilton Parish Council.**

- a) Financial Accounts and Annual Return ending 31<sup>st</sup> March 2010.

The Chair answered the points raised by a Member of the Public during public participation as follows:

- The accounts ending 31.03.2010 for Hilton Village Hall were filed 367 days late to keep costs to a minimum, it was decided to engage with the new independent examiner on this matter at the same time as the 2011 accounts, rather than as a separate exercise. Unfortunately at the time the resources of the Hilton Parish Council Clerk/RFO were diverted to other more pressing matters over the course of last year and work on the 2010/2011 accounts were delayed.
- With regards to the removal of the Former Booking Clerks signature from the accounts ending 31.03.2010 from the Charity Commission website. Hilton Parish Council took the decision to change the Trustee information contained within the accounts ending 31.03.2010 as the information regarding the Trustee of Hilton Village Hall was incorrect. When this was discovered in February 2011 the Hilton Parish Council Clerk/RFO contacted the Charity Commission immediately. Based on the advice subsequently received from the Charity Commission's Serious Incidents Team and the new Independent Examiner, it was agreed at the time to replace the incorrect information with a minimum of fuss and publicity for all of those concerned. However now the Former Booking Clerk to Hilton Village Hall now wishes her name/signature to be removed from those accounts filed with the Charity Commission. Hilton Parish Council as the Sole Trustee have already had preliminary conversations with the Charity Commissions Serious Incidents Team and they have indicated that this may be possible; however the original signatures will have to remain on the hard copies within the Village Hall accounts which will remain a public record.

**8. Minute Number 1668/12 - 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

There was nothing to report.

- Derby Airfield Consultative Committee – Cllr Walton-Knight

There was nothing to report.

- The Mease Management Committee – Cllr Carter

Cllr Carter read out her report as follows:

People are using the car park at The Mease when they are not actually hiring the facility.

There have been several dog walkers driving their dogs down and then letting them off their leads.

A man is using the pitch for his running.

A boxer and his trainer are using The Mease pitches for their training sessions but are not happy when they are asked to pay or leave.

The upkeep of the pitches are the responsibility of the Committee and all our teams at Hilton Harriers Football Club have to pay to use them so it is not right that people think that they can use them and not donate to their upkeep.

It has been discussed about getting signs stating that it is a private car park for the use of Hilton Harrier Football Club, Hilton Parish Council and the Police.

The Dog Control Orders were asked about as hardly any dogs are on leads. The Clerk to Hilton Parish Council has been keeping numbers.

The Committee is still awaiting news from the Football Foundation regarding funding for the extension, so the Committee is in limbo with this at present and it has also been decided as a club to stop training at The Mease for the month of May to give the pitches a rest and have some work done on them.

The postcode was raised in previous meetings and was there an update on this?

The furniture is still up for sale. It has been suggested asking for £5.00 per piece.

- 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

There was nothing to report.

- Flood Liaison – Cllr Walton-Knight

The next meeting will be held on 29<sup>th</sup> March 2012 at SDDC offices commencing at 10am.

- DCC – Parish and Town Liaison Forum – Cllr Bates as the Chair to Hilton Parish Council – **to be held 26<sup>th</sup> April 2012**

There was nothing to report.

- SDDC - Joint Meetings with Parish Councils – Cllr Bates

There was nothing to report.

## **9. Minute Number 1669/12 - 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, 1654/11 - Clerk Report – Including confirmation from SDDC about the £5k contribution.

The Clerk reported that the work was coming along and should soon be finished; however the contractors were 2 weeks behind due to the weather over Christmas.

- 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, 1654/11 – Clerks Report

**Resolved: The Clerk to request a monthly update from Zoe Sewter at SDDC to include what money is in hand, when may this run out and what is the plan whilst funding is still being sought.**

**Resolved: Hilton Parish Council also want to see the estimated costs for the fencing at the very least.**

- c. CCTV Tennis Courts – Previously reported under minute number 1301/11, 1319/11, 1337/11, 1353/11, 1401/11, 1617/11, 1635/11, 1654/11 – Clerks Report – Work due to commence on Monday 23<sup>rd</sup> January 2012.

The Clerk reported that the CCTV is now installed but we were still waiting for it to be connected.

- 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, 1654/11 - Clerks Report

**Resolved: The Clerk to take no further action.**

- e. Investigation by Environmental Health Department at SDDC with regards to a complaint about the Astro Turf lighting – previously reported under minute number 1654/11 – Clerks Report.

**Resolved: The Clerk to contact the electrician to angle the lights down more as there was still a problem.**

- f. Parish Council Vacancies

**Resolved: The Clerk to advertise the Parish Council vacancies on the Parish Council notice boards and on the Hilton Forum.**

Cllr Plenderleith agreed to add this matter to her section in the Hilton Directory to advertise the vacancies on Hilton Parish Council.

- g. Maintenance of the Back Lane Football Pitches for 2012/2013

**Resolved: The Clerk to speak to Aucuba and ask his advice on what is required and what the cost would be.**

- h. Back Lane Football Pitch Promotion

**Resolved: The Clerk to get a list together of where we could advertise the Back Lane Football Pitches for Hire.**

**Resolved: The Clerk to add this matter to the agenda for April 2012.**

- i. Goal Posts Back Lane Football Pitches

**Resolved: The Clerk to ask the Groundsman if the Goal Posts will fit in the garage at the end of the football season.**

- j. Hilton Party on the Park – permission request to use the Back Lane fields for the Street Party to be held on 1<sup>st</sup> July 2012

**Resolved: The Council gave permission for Party on the Park to use the Back Lane Football Field on 1<sup>st</sup> July 2012.**

- k. Rural Paths Hilton Village Hall – quote from SDDC

**Resolved: The Clerk to take no action at this time.**

**Resolved: The Council to consider the tarmacing of the rural paths in the precept for 2013/2014.**

#### **10. Minute Number 1670/12 - Derbyshire Association of Local Councils**

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

- a. Circular 12/2012

- i. AUDIT 2011/12
- ii. CLERKS' DAY – 11 APRIL 2012
- iii. GOVERNMENT FAST-TRACKS GENERAL POWER OF COMPETENCE TO PERMIT PRAYERS AT COUNCIL MEETINGS (SEE DALC CIRCULAR 11/2012 ITEM 1)
- iv. CASTLETON PARISH COUNCIL – CLERK/RESPONSIBLE FINANCIAL OFFICER VACANCY
- v. DALC SUBSCRIPTION INVOICES 01.04.12 – 31.03.13

- b. Circular 13/2012

- i. VAT
- ii. LOCAL GOVERNMENT PAY 2012/2013
- iii. CAMPAIGN TO SECURE A SHARE OF BUSINESS RATE FOR PARISH/TOWN COUNCILS
- iv. EAST MIDLANDS ALLOTMENTS OFFICERS' FORUM – TUESDAY 24 APRIL 2012 – 9.30AM – 3.30PM - THE PAVILION, TITCHFIELD PARK, MANSFIELD (PERSONS ATTENDING PLEASE PARK IN THE WATER MEADOWS LEASURE CENTRE, BATH STREET, NG18 1BA)

#### **11. Minute Number 1671/12 - Finance**

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

- A) Accounts for Payment.

<b>Cheque No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
002217	Aucuba	Maintenance	£180.00
002218	Applied Electrical Services	Repairs to Tennis Court Lighting	£50.00
002219	DALC	Subscription	£829.67
002220	Aucuba	Maintenance	£448.30
002221	PJC Tree & Garden Services	Tree Maintenance	£450.00
002222 to 002227 & 002234	Salaries, TAX and NICs		£6,064.02
002228 to 002233	Parish Allowance		£1,076.00
002235	Hilton Village Hall	Room Hire	£1,828.18
002236	Viking Direct	Stationery and Stamps	£309.21

#### **12. Minute Number 1672/12 - Items for Information**

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

- a) The National Forest Walking Festival 2012 magazine
- b) What's on in South Derbyshire Spring 2012 magazine
- c) Online Playgrounds – product information
- d) Glasdon – product information
- e) Clerks and Council Direct Magazine March 2012
- f) Consultation to form a new all through Muslim school in Derby – Family drop in day 18<sup>th</sup> March 2012 1pm to 5pm, Women only drop in day 22<sup>nd</sup> March 2012 from 1pm to 3pm and Open Public Meeting 22<sup>nd</sup> March 2012 7.30pm to 9pm all to be held at The Sports Conference Centre, Wilmot Street West. DE1 2JW

- g) SDDC – press release – Impressive line up in store for Climate Week
- h) SDDC – press release – New what's on guide is launched
- i) Hilton and Marston History Group – Information sent to SDDC re empty properties in Hilton
- j) SDDC – press release – Gearing up for the Festival of Leisure
- k) SDDC – press release – Council Tax is frozen for second consecutive year
- l) SDDC – press release – Supporting residents to recycle
- m) SDDC – press release – Promoting fairness and equality
- n) SDDC – press release – Turning waste into a treat for your garden

**13. Minute Number 1673/12 - Items for discussion**

There was nothing to report.

**14. Minute Number 1674/12 - Planning Matters for Decision**

- a) Reg No 9 2012 0223 – The erection of an extension at Dale Orchard, 2 Dale End Road, Hilton.

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

- b) Reg No 9 2012 0199 - The conversion of the garage into living accommodation at 74 Avon Way, Hilton

**Resolved: Hilton Parish Council had no objections to the above planning application providing that 2 car parking spaces at the property are retained.**

- c) Reg No 9 2012 0178 - The erection of an extension to pharmacy at front of site and phased extension to rear to create physiotherapy unit and medical consultation rooms at Wellbrook Medical Centre, Welland Road, Hilton

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

- d) Reg No 9 2012 0195 – The erection of an extension at 93 Egginton Road, Hilton

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

- e) Reg No 9 2012 0171 The variation of condition 3 of Planning Permission 9 2009 0188 to additionally allow up to 2 extra caravans for residential occupation to be located on the site for up to 3 months in any year at Milend Caravan Site, Derby Road, Hilton.

**Resolved: Hilton Parish Council have in the past supported planning applications at the above address as the occupants do seem to follow the correct process. However on this occasion Hilton Parish Council objects to the above Planning Application on the following grounds:**

- **Hilton Parish Council has concerns over how the amount of caravans will be monitored on the site. In the past there have been more than 3 caravans over what Planning Permission has been granted, however generally there are only 3 caravans on the site for the majority of the time.**
- **The current amenity block was based on three caravans and this is adequate for what is on site at present. Hilton Parish Council has concerns that this may not be adequate for 5 caravans and its occupants.**
- **Hilton Parish Council also feels that this is a most unusual request to have extra caravans on site for 3 months of the year for family members to visit at holiday time. Hilton Parish Council feels that an even handed approach should be taken in this matter as normally other applications would be refused.**

- f) Reg No 9 2012 0138 The erection of an extension and alterations to 66 Dale End Road, Hilton

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

- g) Reg No 9 2012 0128 The erection of a garage and store at 9 Oak Drive, Hilton

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

- h) Reg No 9 2012 0125 The erection of a detached dwelling at land adjacent to Friary House, Hilton

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

**15. Minute Number 1675/12 - Planning Matters for Information**

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

- a) Reg No 9 2012 0063 – The erection of a conservatory at 10 West Avenue, Hilton – **HAS BEEN GRANTED**
- b) Reg No 9 2012 0060 Outlined application (all matters to be reserved) for the erection of four apartments at 15 Derby Road, Hilton – **OUTLINED APPLICATION WITHDRAWN**
- c) Reg No 9 2012 0038 – The erection of an extension and porch at 3 West Avenue, Hilton – **HAS BEEN GRANTED**

**16. Minute Number 1676/12 - Date of the next Meeting**

**Resolved: The date of the next Hilton Parish Council Meeting will be 18<sup>th</sup> 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 were instructed to withdraw from the meeting.**

**AGENDA**

**PART 2- EXEMPT INFORMATION**

**Minute Number 1677/12 – Exempt Information**

a) Village Hall – New build

**Resolved: The Parish Council could not agree at this time to offer a letter of intent to the Contractors with a £10k limit.**

**Resolved: The Clerk to establish what Financial Analysis has been completed with regards to the Charity Bank Funding Application.**

**Resolved: The Clerk to add both matters for further discussion to the agenda for April 2012.**

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

**Resolved: The Clerk to email the Former Committee Member/Parish Councillor who also signed the original accounts Ending 31.03.2010 to ask if he would like his signature redacting. The Clerk to request a reply within 1 week, If no reply is received back, the Clerk to leave his signature as is.**

**Resolved: Once the above has been completed the Clerk to Hilton Parish Council to correspond with the Charity Commissions Serious Incidents Team once again and request that the Former Booking Clerks signature be redacted from the Accounts if possible. The Clerk to have the other signature removed only if a response is forthcoming.**

c) Vat position of Hilton Village Hall

**Resolved: Hilton Parish Council agreed to authorise the accounts for the Financial Year Ending 31.03.2011.**

**Resolved: The Clerk to check that the Annual Return amendments have been completed with regards to the wording required on the VAT position.**

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

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This is page 1150 of the Minutes of the Meeting of Hilton Parish Council held on 28.03.2012