

**Hilton Parish Council**  
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**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 18<sup>TH</sup> APRIL 2012 AT HILTON VILLAGE HALL  
COMMENCING AT 7PM**

**Present:**

Cllr Bates (in the Chair)  
Cllr Day, Cllr McDonald and Cllr Cooper

2 District Council Representative, 1 Burton Mail Representative, and 5 members of the public were in attendance at the meeting.

**AGENDA**

**PART 1 - NON EXEMPT INFORMATION**

**1. Minute Number 1678/12 - To Receive Apologies for absence.**

Apologies for absence were received and accepted from Cllr Smith, Cllr Carter and Cllr Walton-Knight.

**2. Minute Number 1679/12 - Variation of the Order of Business.**

There were no Variations to the Order of Business.

**3. Minute Number 1680/12 - Declaration of Members Interests.**

***Resolved: Cllr Bates, Cllr McDonald, Cllr Day and Cllr Cooper declared a Personal Interest in all items on the agenda pertaining to the Hilton Village Hall.***

**4. Minute Number 1681/12 - Public Speaking.**

**Minute Number 1681/12/A - Public Speaking**

Members of the Public in attendance raised the following matters:

- Are any plans for the built at Hilton Village Hall available and can they be viewed. A reply was given that these were available on the SDDC website.
- What are the cancelled cheques for salaries on the agenda and why are there a list of transfers covering salaries. A reply was given that due to no signatories being available at the previous meeting the cheques were cancelled and Transfers were completed to pay the staff.

**Minute Number 1681/12/B – Police Representatives Report**

There were no Police Representatives at the Meeting.

The Chair read out their report as follows.

**Northwest Area Safer Neighbourhoods Team update**

**The new Priority for the Northwest area is:-**

- ***Scrap metal collectors using Electronic loud speakers on their vehicles to advertise their business.***  
**Please let us know of any vehicles sounding loudspeakers to advertise their business (Except perishable foods retailers).**  
**Description of vehicle, registered number, direction of travel, description of driver and occupants would be useful to us.**

**The next Safer Neighbourhood Meeting for the Northwest Area is:-**

**6.15pm until 7.15pm on Thursday 10<sup>th</sup> May 2012**

**at the Hatton Centre, Station road Hatton.**

**The Council area forum meeting will follow at 7.30pm until 8.30pm**

Safer Neighbourhood meetings give you the opportunity to set the agenda in your area and help implement lasting solutions.

**Good news update from your local team:-**

- Drugs warrants were conducted at 4 houses on Soar Close Hilton. 4 people were arrested. 2 of these are currently on bail pending analysis of the substances and for further enquiries to be made and 2 have been dealt with by way of cannabis cautions after being found in possession of a small amount of cannabis.
- A man has been charged with five counts of handling stolen property after police recovered five vehicles taken during burglaries across the country. Officers conducted a routine check on van travelling along the A38 near to the Kingsway Island on the morning of Saturday, March 10. They suspected the van was displaying false number plates and arrested the 48-year-old driver. After further inquiries at his house in Hilton, police recovered three vehicles which had been stolen during burglaries in Nottinghamshire, Scotland and Derbyshire. A search at a lock-up in Burnaston revealed two vehicles stolen from a burglary in Derbyshire.
- A male has been arrested and charged with assault and criminal damage in Hilton.

**Caught on camera** – [www.derbyshire.police.uk](http://www.derbyshire.police.uk)

Can you help identify the people caught on camera for offences in Derby south area? E-fits / images are shown in order to seek the identity in connection with enquiries into the described alleged offences.

**Useful information:-**

- If you would like to receive information about what is happening in your neighbourhood from Derbyshire Constabulary then sign up to our FREE Community Messaging Service. Receive messages by a method of your choice. We send you information about bogus callers, burglaries, thefts, crimes, crime prevention advice; police witness appeals suspicious incidents and missing person appeals. Register on line at [www.derbyshire.police.uk](http://www.derbyshire.police.uk)

**Minute Number 1681/12/C – County Council Representatives Report**

Cllr Patten sent her apologies.

The Clerk reported that the overhanging hedge on Sutton Lane would not be cut back until after the birds had finished nesting.

**Minute Number 1681/12/D – District Council Representatives Report**

Cllr Plenderleith and Cllr Bale were in attendance at the Meeting.

Cllr Plenderleith gave her report as follows:

- She had attended an Environment and Development Meeting which included a presentation on the new recycling contract which would start in May 2013. Also discussed was the bin to replace the green box and blue bag and SDDC were looking at proposals on cutting back on Recycling Centre's within South Derbyshire.

Cllr Bale gave his report as follows:

- He had received a complaint with regards to anti-social behaviour around Tesco in a mornings at about 9am re youths on bikes.
- He asked the Parish Council if we had any further information on Aldi and was it still going ahead.
- Could the Clerk establish who owned Witham Close and report the fact that the lighting is still not working and the car park area is in need of repairs.

5. **Minute Number 1682/12 - To confirm the Non Exempt Minutes of the Monthly Hilton Parish Council Meeting held on 28<sup>th</sup> March 2012.**

***Resolved: The Non Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 28<sup>th</sup> March 2012 having been circulated were approved and signed as a true record.***

6. **Minute Number 1683/12 - Chairperson's Report – Cllr Bates**

There was nothing to report.

7. **Minute Number 1684/12 - Committee Reports**

A) **Minute Number 1684/12/A - Community Services – Cllr Bates, Cllr Day, Cllr Smith and the Clerk to the Parish Council**

- Safer Neighbourhoods
- Community Information and Publicity

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There was nothing to report.

**B) Minute Number 1684/12/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

The Clerk reported that she had spoken to the Audit Commission and had been granted an extension for the filing of the Annual Return for the Financial Year 2011/2012.

**C) Minute Number 1684/12/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

There was nothing to report.

**D) Minute Number 1684/12/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 1684/12/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 1684/12/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 1684/12/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 1685/12 - Reports from Councillors that have attended any other Meetings.**

- Etwall Area Meeting – Cllr Bates and Cllr Carter 10.05.2012
- Toyota Liaison – Cllr Bates as the Chair to Hilton Parish Council
- Derby Airfield Consultative Committee – Cllr Walton-Knight
- The Mease Management Committee – Cllr Carter
- Marston on Dove Relief in Need Charity – Cllr Bates as the Chair to Hilton Parish Council and the Clerk to Hilton Parish Council

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

It was reported that membership was now up to 154 and a nice dog walk took place on Sunday 15<sup>th</sup> April 2012.

- Flood Liaison – Cllr Walton-Knight
- DCC – Parish and Town Liaison Forum – Cllr Bates as the Chair to Hilton Parish Council – **to be held 26<sup>th</sup> April 2012**
- SDDC - Joint Meetings with Parish Councils – Cllr Bates

#### **9. Minute Number 1686/12 - 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, 1654/11,1669/12 - Clerk Report – Including confirmation from SDDC about the £5k contribution.

The Clerk reported that work on the Back Lane Pavilion was progressing well and hopefully the work should be finished by 2<sup>nd</sup> May 2012. The Clerk also reported that the £5k towards the project from SDDC had now been received.

- 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, 1669/12 – Clerks Report

He Chair read out an update from Zoe Sewter at SDDC as follows:

- The land is still owned by St Modwen, and whatever works we do to the land in the meantime needs to be undertaken with landowner's consent. It is likely we will struggle to attract external funding as long as the land is in their ownership.
- The money allocated to the project is £35k, which is comprised of half of the remaining £60k s106 money left in the 'pot' for open space improvements in Hilton (the other half of which was promised to the Parish Council for either the Village Hall extension or the changing rooms, as I understand it) plus £5k from the Britvic 'Transform your Patch' funding secured by Groundwork. This is all we have, so the decision will either be to use this as match funding for grants, or to spend it now - most probably on securing the site and putting in a path.
- The fencing is on loan from PM Harris, who has kindly donated it to ensure the site is secure. This arrangement will not last forever, and I am keen to replace it with something more attractive and permanent - but this will be costly, as the preferred specification was metal fencing.
- I am meeting Mark (Groundwork) next Friday to look at our options to improve the area with the money we have got and will be in touch with the Parish Council to discuss how we should proceed.
- In the meantime, a team from Groundwork will be revisiting the site in the next couple of weeks to carry out a stone pick and to put down mulch mats at the base of the trees, which will be required to keep weed growth to a minimum around the young trees. This will complete the work funded by the Million Trees Derbyshire project.
- I am happy to give you a monthly update and will continue to do so, prior to Parish Council Meetings, even if there are no developments to report.

- 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, 1669/12 – Clerks Report – Work due to commence on Monday 23<sup>rd</sup> January 2012.

The Clerk reported that this matter was still on going and there was nothing to report at present.

- d. Investigation by Environmental Health Department at SDDC with regards to a complaint about the Astro Turf lighting – previously reported under minute number 1654/11, 1669/12 – Clerks Report.

The Clerk reported that John Mills from the Environmental Health Department at SDDC had been in contact again and had requested that the lights by the Scout Hut be angled down completely. The Clerk had contacted the Electrician on this matter and the work would be completed within the next few weeks.

- e. Maintenance of the Back Lane Football Pitches for 2012/2013 – previously reported under minute number 1669/12 – Clerks Report

**Resolved: The Clerk to speak with the contractor to complete the yearly maintenance work on the Back Lane Football Pitches commencing on 4<sup>th</sup> June 2012 after the football season had finished.**

- f. Letter of thanks to Brian Wood at DALC on his retirement

The Clerk reported that Brian Wood was retiring from the Derbyshire Association of Local Councils. She asked if the Council would consider sending him a letter of thanks for all his help and support over the years especially over the last 18 months.

The Clerk explained that she had been put forwards to go for the vacancy at DALC by other professionals in the field and other Clerks around South Derbyshire however she had declined this offer as she very much felt that her place was with Hilton Parish Council as the work is more exiting and varied.

**Resolved: The Clerk to send a letter of thanks to Brian Wood thanking him for his help and support over the years and to wish him well in the future.**

#### **10. Minute Number 1687/12 - Derbyshire Association of Local Councils**

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

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- a. 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)
- b. Circular 14/2012
  - i. STOP PRESS - URGENT - TOWARDS A WASTE PLAN FOR DERBY AND DERBYSHIRE – WORKSHOP – MATLOCK – 29 MARCH 2012
  - ii. CONSULTATION ON CHANGES TO NATIONAL PARK GOVERNANCE
  - iii. REDUNDANT SKATE PARK EQUIPMENT
  - iv. DERBYSHIRE BROADBAND
  - v. DEVELOPMENT OF THE DERBYSHIRE HEALTH AND WELLBEING
  - vi. STRATEGY – CONSULTATION ON THE PROPOSED HIGH-LEVEL PRIORITIES
  - vii. PRIORITIES
- c. Circular 15/2012
  - i. CHANGES TO POLICE ENQUIRY OFFICES IN DERBYSHIRE
  - ii. PUBLIC SECTOR MAPPING AGREEMENT

**11. Minute Number 1688/12 - Finance**

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

A) Accounts for Payment.

Cheque No	Payee	Description	Amount
002221	Cancelled		
002222 to 002227	Cancelled		
002237	Helping Hands	Litter Pickers	£42.23
002238	SDDC	Grit Bin Filling	£72.00
002239 to 002244	Salaries, Tax and NICs		£5,374.10
002245	Aucuba	Maintenance	£429.60
002246	Hilton Village Hall	Room Hire	£35.80
Bank Tfr	PJC Tree & Garden Services	Tree Maintenance	£450.00
Bank Tfr	Salaries, TAX and NICs		£6,064.02
Bank Tfr	G W Heath & Sons		£14,449.27

**12. Minute Number 1689/12 - Items for Information**

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

- a) SDDC – Press release – Council scoops prestigious award
- b) SDDC – Press release – Puppies looking for a loving home
- c) SDDC – Press release – Help shape the future of Eureka Park
- d) SDDC – Press release – Hitting the high notes at Charity Concert
- e) SDDC - Press release – Blue Badge Birder's Book-signing
- f) SDDC – Press release – a gentle walk
- g) SDDC – Press release – Net yourself some fun

**13. Minute Number 1690/12 - Items for discussion**

There was nothing to report.

**14. Minute Number 1691/12 - Planning Matters for Decision**

- a) Reg No 9 2012 0283 – The part conversion of the garage into living accommodation at 47 Marston Brook, Hilton.

**Resolved: Hilton Parish Council had no objections to the above Planning application providing 2 car parking spaces are maintained on the driveway.**

- b) Reg No 9 2012 0269 – The erection of externally illuminated signage at Hilton Pharmacy, Welland Road, Hilton.

**Resolved: Hilton Parish Council had no objections to the above Planning Application but it should be noted that this is a retrospective Planning Application as the sign is already in place.**

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- c) Reg No 9 2012 0255 – The installation of 55,000 litre bunded diesel fuel tank, installation of a 9,000 litre adblue tank and the erection of 5NO. Lighting columns at Hilton Business Park, Storage Compound, Lowman Road, Hilton.

**Resolved: Hilton Parish Council had no objections to the above Planning Application.**

**15. Minute Number 1692/12 - Planning Matters for Information**

There was nothing to report.

**16. Minute Number 1693/12 - Date of the next Meeting**

**Resolved: The date of the next Hilton Parish Council Meetings was confirmed as 30<sup>th</sup> May 2012 at Hilton Village Hall commencing as follows:**

**7pm for the Annual Parish Council Meeting**

**8pm for the monthly Hilton Parish Council Meeting**

**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 1694/12 – Exempt Information**

- a) Village Hall – New build

**Resolved: The Clerk to inform the Architect that the letter of intent had been agreed with a limit of £10k.**

**Resolved: The formation of a working party to discuss the updating of the Business Plan for Hilton Village Hall and other related matters.**

**Resolved: Working Party to be Hilton Parish Council as a group as the Sole Trustee to Hilton Village Hall and the Hilton Village Hall Committee as a group.**

**Resolved: The first working party meeting to take place at the Hilton House Hotel on 3<sup>rd</sup> May 2012 commencing at 6pm**

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

It was reported that the Charity Commission would be redacting the former employee's signature from the above accounts within the next 12 hours.

- c) Vat position of Hilton Village Hall

**Resolved: The Clerk to open communications with HMRC.**

- d) Update on the Village Hall Accounts ending 31.03.2010

There was nothing to report.

- e) Legal position information

It was reported that the Clerk was receiving endless email correspondence from a former Councillor/former employee requesting information under the Freedom of Information Act. The Clerk was also receiving emails from the same Member of the Public with lists of questions which under the Freedom of Information Act the Clerk on behalf of Hilton Parish Council was not obliged to answer. Under the Freedom of Information Act, Hilton Parish Council is not required to answer any questions which would mean creating new information or giving an opinion or judgment that is not already a public record. Member of the Public are entitled under the Freedom of Information Act to request any information which the Authority holds. This right only covers recorded information that is a Public Record and not covered by any exemption.

The Clerk reported that the emails being received were taking up a tremendous amount of her valuable time as advice was required prior to sending any responses or information back to the Member of the Public concerned. It was also costing the public purse due to the hours spent on these matters. The Clerk explained that this situation was increasingly putting her work load behind.

The Clerk explained to the Councillors why they were being copied in on the majority of the email replies to the Member of the Public concerned and why the email replies were more comprehensive than for other request.

**Resolved: To note that In light of previous legal agreements made with a former Councillor/Former employee, requests/emails from this person for information are being responded to in more detail and including all Councillors where necessary which would not be typical for general requests for information.**

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

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