

Present:

Cllr Walton-knight (in the Chair)
Cllr Smith, Cllr McDonald, Cllr Cooper and Cllr Nield

1 District Council Representative and 9 members of the public were in attendance at the meeting.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1721/12 - To Receive Apologies for absence.

There were no apologies for absence.

2. Minute Number 1722/12 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1723/12 - Declaration of Members Interests.

Resolved: Cllr McDonald, Cllr Walton-Knight, Cllr Smith, Cllr Cooper and Cllr Nield declared a Personal Interest in all items on the agenda pertaining to the Hilton Village Hall.

Resolved: Cllr Nield declared a Personal Interest in all items on the agenda pertaining to the Allotments.

4. Minute Number 1724/12 - Public Speaking.

Minute Number 1724/12/A - Public Speaking

Members of the Public raised the following matters:

- Start date for the build and the transfer of the Village Hall Building and Land.
- Could the Parish Council take over the planting of the planters on Main Street, Hilton – The Clerk was asked to add this matter to the agenda for June 2012.
- Representative from Nestle informed the Parish Council about the expansion plans for Nestle.
- A Village Hall Committee member informed the Parish Council and members of the public present about the plans for Hilton Village Halls future and the advice taken with regards to transferring the land and assets to a company Ltd by guarantee.

Minute Number 1724/12/B - Police Representatives Report

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

Minute Number 1724/12/C - District Council Representatives Report

Cllr Patten and Cllr Bale sent their apologies.

Cllr Plenderleith was present at the meeting and gave her report as follows:

- She had been asked to help out with the fun run on Sunday; it was a good day with 200 entrants. She thanked the Parish Council for the use of Parish Council land for this event.

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- Cllr Bale had been elected as the Chair for SDDC, His Civic Service will be held at Marston Church on Sunday 8th July commencing at 2.30pm and the Parish Council are invited to attend.
- She had attended a meeting with several residents wishing to have allotments in Hilton; the next meeting will be held on 13th June 2012.
- The Party on the Park Committee would like to ask permission for the scout hut car park to be used for the fair on 1st July 2012. They would like to set the fair up the day prior and would have a security guard on site all night to protect the equipment. The equipment would not be used until 1st July 2012. – The Clerk was asked to add this matter to the agenda for June 2012.
- She had missed full Council at SDDC in April but had been elected in her absence to sit on the Police and Crime Panel.
- There would be a meeting on 31st May 2012 to discuss the proposed Nestle Expansion plans.
- There had been a complaint from a resident with regards to cars parking on the grass verge on Egginton Road between numbers 3 and 7 - The Clerk was asked to add this matter to the agenda for June 2012 with the option that the Parish Council could try to obtain a cultivation license.
- Has the Parish Council heard anything about the Planning Session Training, Cllr Plenderleith was informed that this took place at Hilton Village Hall on Monday 28th May 2012 and 3 Councillors had been in attendance.
- She asked the Parish Council if somebody could liaise with HATS with regards to the build and what provisions they require, it was reported that they were liaising with HATS as information was received to update them.
- Thanks to James for being a good Chair for the past 12 months, thanks to Will and Sue for being good Councillors, thanks to Derek for planting the planters on Main Street in past years

Minute Number 1724/12/D - County Council Representatives Report

Cllr Patten sent her apologies, there was nothing to report.

5. Minute Number 1725/12 - To confirm the Non Exempt Minutes of the Monthly Hilton Parish Council Meeting held on 18th April 2012.

Resolved: The Non Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 18th April 2012 having been circulated were approved and signed as a true record.

6. Minute Number 1726/12 - Chairperson's Report

There was nothing to report.

7. Minute Number 1727/12 - Committee Reports

a) Minute Number 1727/12/A - Community Services

- Safer Neighbourhoods
- Community Information and Publicity
 - 1) **There will be a Road Closure affecting part of Ryton Way in Hilton on 3rd June 2012 for the Diamond Jubilee Celebrations.**

b) Minute Number 1727/12/B - Finance

- 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
 - 1) Financial Accounts year ending 31.03.2012 for approval

Resolved: Hilton Parish Council approved the accounts for the financial year ending 31st March 2012.

2) Annual Return Section 1 for approval

Resolved: Section 1 of the Annual Return was approved by Hilton parish Council.

3) Annual Return Section 2 for approval

Resolved: Section 2 of the Annual Return was approved by Hilton Parish Council.

4) Annual Return section 4 for approval

Resolved: Section 4 of the Annual Return was approved by Hilton Parish Council.

5) Appointment of External Auditor for 2012/2013

Resolved: Hilton Parish Council agreed to the appointment of the External Auditor for the 2012/2013 Accounts.

Resolved: The Clerk to take no further action.

c) **Minute Number 1727/12/C - Environment and Green Space**

- 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 Clerk read out the Groundsman Report.

d) **Minute Number 1727/12/D - Village Infrastructure**

- 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 1727/12/E - Recreation and Leisure**

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

There was nothing to report.

f) **Minute Number 1727/12/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 1727/12/G - Hilton Village Hall Management Committee**

Hilton Village Hall Charity

A) Start date for the new build

It was reported that the proposed start date for the build was 23rd July 2012.

B) Formation of the Company

C) Transfer of Village Hall assets including the building and land

D) Dual Registration of the Charity

It was reported that Hilton Parish Council and the Hilton Village Hall Committee had taken advice on when a Charity should consider incorporating as a company and had been informed that it may be appropriate to establish a company where some or all of the following apply:

- The charity is or will be quite large
- The charity has or will have employees

- The charity does or will deliver charitable services under a contractual agreement
- The charity does or will regularly enter into commercial contracts
- The charity is or will be the owner of freehold or leasehold land and other property

It was reported that the Aims and Objectives of Hilton Village Hall would be in the form of Memos and Articles rather than the governing document set up in February 2007.

It was reported that as a Company Hilton Village Hall would have more scope and be able to do more in the future.

It was reported that the incorporation should not make any difference to the hirers other than correspondence would quote the Company Number and the hirer agreements would be reissued with the new information and new name but all terms and conditions would remain the same.

Resolved: Hilton Parish Council and the Hilton Village Hall Committee had taken on board the advice from the Charity Commission and agreed to incorporate the Hilton Village Hall Charity as a Company Ltd by Guarantee.

Resolved: Hilton Parish Council and the Hilton Village Hall Committee agreed to transfer all Village Hall land and assets into the new company.

Resolved: Hilton Parish Council and the Hilton Village Hall Committee agreed to dual register with both the Charity Commission and Companies House.

E) Authorisation to pay for all costs relating to the Company Registration and any other associated costs

Resolved: Hilton Parish Council and Hilton Village Hall Committee gave the Clerk Delegated Powers to pay any costs relating to the Company Registration and any other associated costs without having to obtain any further approval.

8. Minute Number 1728/12 - Reports from Councillors that have attended any other Meetings.

- Etwell Area Meeting – The Chair and Vice Chair

There was nothing to report.

- Toyota Liaison – The Chair and Vice Chair.

There was nothing to report.

- Derby Airfield Consultative Committee – Cllr Walton-Knight

There was nothing to report.

- The Mease Management Committee – Cllr McDonald

The Clerk reported that the Post Code DE65 5LS for The Mease Pavilion was now correct.

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

There was nothing to report.

- Hilton Dog Walking Group – Cllr McDonald

The AGM was held last month, the membership was now at 153 members and the popular Dog Walks were continuing throughout the year.

- Flood Liaison – Cllr Walton-Knight

Cllr Walton-Knight gave his report as follows:

Flood protection on the Dove is planned for this year in the form of a raised embankment from Scropton to the south side of Hilton. The raised embankment, which is to protect the Derbyshire villages, is not matched with protection for Rolleston. The embankment in flood conditions will divert the Salt Brook downstream to Marston on Dove creating a holding lagoon on Marston fields.

Hilton gets the benefit of the defenses at Hatton but with no impact on any threat from the Hilton Brook. Reference the proposals on the attached drawings showing the once in 50 year and once in 100 year flood threats.

I raised a question ; - the recent flood that we had in Hilton was from the Hilton Brook, raising the Dove embankment level south of Hilton, would raise the level of the Dove in flood conditions increasing any risk of a flood in Hilton from Hilton brook. The answer was that any change in flood threat to Hilton would be negligible.

Severn Trent

Mapping and modeling to predict flood risk and prioritise parishes at risk. They will conduct a formal investigation if two or more properties are affected by flooding.

Sewerage blocking is a major problem where fat and grease build up creates a hazard. Education of what not to put down a public sewer is a major priority.

Parish Council Issues

No reports had been received via Hilton PC in the last year as to whether the flooding overflow on Egginton road was still a problem; the subject was therefore not raised.

AOB

Meetings to be annual but with the facility to call a short term meeting.

Date of Next Meeting.

March 2013.

- DCC – Parish and Town Liaison Forum

There was nothing to report.

- SDDC - Joint Meetings with Parish Councils

There was nothing to report.

9. Minute Number 1729/12 - 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, 1686/12 - Clerk Report

The Clerk reported that the work to the Back lane Pavilion was now completed.

- 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, 1686/12 – Clerks Report

There was nothing 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, 1686/12 – Clerks Report

The Clerk reported that the CCTV had now been completed all but focusing one or two of the cameras.

- 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, 1686/12 – Clerks Report.

The Clerk reported that the above matter was still ongoing.

- e. Maintenance of the Back Lane Football Pitches for 2012/2013 – previously reported under minute number 1669/12, 1686/12 – Clerks Report

The Clerk reported that work would start on or around 4th June 2012.

- f. Scout Hut Car Park

Resolved: Delegated Powers were given to Cllr Walton-Knight to look into this matter and follow it up with the Scouts Association if necessary.

- g. Proposed extension of factory complex at Nestle

Resolved: Standing Orders were suspended to allow members of the Public to Speak.

Items raised were:

- Lorries and if these would come through the Village as there was a weight restriction in place.
- With regards to the site traffic there was currently an Environmental Investigation which was ongoing into these matters prior to any planning application being submitted.

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- The footpath which joins Hilton and Hatton and who would be responsible for the maintenance of this area as it was currently a bit of a mess. It was hoped that Nestle would develop this area and make it a much nicer area. Nestle were also hoping to set up a Charitable Committee with financial help from Nestle to look after this area.
- It was hoped that the local schools would make bird and bat boxes for this area and the Art Council would produce sculptures to be put on the site.

Resolved: Standing Orders were reinstated.

- h. Information for the Hilton Forum on what we do.

The Clerk reported that she and the former Chair had drafted a What Hilton Parish Council does and would add this matter to the next agenda for discussion.

- i. Missing Etwall Well Dressing Sign – from the slip road off the A50 (Derby West Jct)

Nobody in attendance had any information on the missing sign.

- j. Metal kissing gate on footpath 1 between Main Street (Uttoxeter Road) and The Mease, Hilton – Who is the landowner?

It was thought that the above land was under the ownership of the Hilton Education Foundation.

- k. Letter from Student requesting a donation towards his actor training

Resolved: The Clerk to reply explaining that the Parish Council does not have any available funds to offer a donation for such matters.

- l. Letter from Resident re Allotments in Hilton

It was reported that SDDC allotment list for Hilton was closed the previous week.

Resolved: The Clerk to write to SDDC and support the residents requiring an allotment in the area.

10. Minute Number 1730/12 - Derbyshire Association of Local Councils

Resolved: To note the following information.

- a. Circular 16/2012

- BREAKING NEWS – THE NATIONAL PLANNING POLICY FRAMEWORK
- UNFAIR DISMISSAL CHANGES – EFFECTIVE 6 APRIL 2012
- VALUE ADDED TAX –CHANGE OF VAT CLASSIFICATION OF CHARGES FOR MEMORIALS IN CEMETERIES
- RESPONSE TO THE FUTURE HOMES COMMISSION CONSULTATION

- b. Circular 17/2012

- PLAY AREA INSPECTION TRAINING – 17 MAY 2012
- SPORT ENGLAND'S NEW FUND FOR PUBLIC PING PONG TABLES – FUNDING OPPORTUNITY
- DERBYSHIRE TRUSTED BEFRIENDING NETWORK – QUESTIONNAIRE
- SUPPORT FROM HMRC FOR PARISH CLERKS
- FIELDS IN TRUST PUBLICATION (FIT)

- c. Circular 18/2012

- DALC CLERKS' DAY 2012 - UPDATE

- d. Circular 19/2012 – not yet available

- e. Circular 20/2012

- EARLY DAY MOTION ON PLANNING APPEALS AND THE PLANNING APPLICATIONS (APPEALS BY TOWN AND PARISH COUNCILS) BILL

- f. Circular 21/2012

- DERBYSHIRE 2012 EVENT FUND
- NEIGHBOURHOOD PLANNING – DERBYSHIRE PLANNING CHAMPION – COUNCILLOR GUY MARTIN
- NEIGHBOURHOOD PLANNING – NEW WEB SITE
- ELVASTON PARISH COUNCIL – VACANCY FOR CLERK/RFO

- g. Circular 22/202
 - a. DCC PARISH COUNCIL LIAISON FORUM – 26 APRIL 2012
 - b. ALLOTMENT REGENERATION INITIATIVE – ALLOTMENT OFFICERS' FORUM – 24 APRIL 2012
 - c. VACANCY – CLERK/RFO FOR HOPE WITH ASTON PARISH COUNCIL
 - d. DALBURY LEES PARISH COUNCIL – CLERK/RFO VACANCY
- h. Circular 23/2012
 - a. DALC FURTHER TRAINING – A NEIGHBOURHOOD PLAN

11. Minute Number 1731/12 - Finance

Resolved: To note the following payments.

- a) Accounts for Payment.

Cheque No	Payee	Description	Amount	
002247	Inland Revenue	Underpayment 2011/2012		£1.82
002248	The Mease Pavilion	Electricity	£115.89	
002249	Aucuba	Maintenance	£896.60	
002250	Viking Direct	Stationery	£285.66	
002251	Aucuba	Maintenance	£429.60	
002252	Hilton Village Hall	Room Hire		£42.96
002253	Cromwell	Materials	£367.50	
002254 to 002260	Salaries and NICs		£7,652.22	
002261	Aon Ltd	Insurance	£8,147.02	
002262	Electricity	Back Lane Pav/Astro Lights	£70.59	

- b) Bank Mandate signatories Hilton Parish Council

Resolved: Cllr Cooper to be added with immediate effect and Cllr Bates to be removed. All other Councillors to be added as soon as possible.

- c) Bank Mandate signatories Hilton Village Hall

Resolved: Cllr Cooper to be added with immediate effect and Cllr Bates to be removed. All other Councillors to be added as soon as possible.

12. Minute Number 1732/12 - Items for Information

Resolved: To note the following information.

- a) SDDC – Press Release – Fruity Friday Fun
- b) SDDC – Press Release – Here ye, here ye!
- c) SDDC – Press Release – Help Shape the future of Recycling Scheme
- d) SDDC – Press Release – Community and Planning Briefing Session – A Rough Guide to Planning
- e) SDDC – Press Release – The revoltingly funny show
- f) Clerks and Councils Direct Magazine
- g) The Playing Field – Rural action Derbyshire Newsletter
- h) SDDC – Press Release – Jubilympics
- i) SDDC – Press Release – Torches launch walking festival
- j) SDDC – Press Release – Enjoy getting fit at Elvaston Castle
- k) SDDC – Press Release – Decade of Liberation
- l) Jubilee and Olympic Themed Events – What's on leaflet

13. Minute Number 1733/12 - Items for discussion

- a) The Local Government Boundary Commission for England – Electoral Review of Derbyshire: Draft Recommendations.
 - a) Consultation on council size and division arrangement – www.lgcbce.org.uk/allreviews/east-midlands/derbyshire-electoral-review
 - a) The commission would welcome comments on its report by 8th June 2012 in writing to reviews@lgbce.org.uk

Resolved: The Clerk to take no further action.

14. Minute Number 1734/12 - Planning Matters for Decision

- a) Reg no 9 2012 0408 - Minor changes to front elevation at Hilton Business Park, 1B Harrison Court, Hilton
Resolved: Hilton Parish Council had no objections to the above planning application.
- b) Reg No 9 2012 0397- Retrospective Application for the erection of boundary wall at 134 Derby Road, Hilton
Resolved: Hilton Parish Council had no objections to the above planning application.
- c) Reg No 9 2012 0391 - The erection of an extension to form office and entrance lobby at The Cottage, Willowpit Lane, Hilton
Resolved: Hilton Parish Council had no objections to the above planning application.
- d) Reg No 9 2012 0326 - The erection of a steel framed storage building at Hilton Business Park Gap Plant and Tool Hire, The Mease, Hilton
Resolved: Hilton Parish Council had no objections to the above planning application.
- e) Reg No 9 2012 0312 -The erection of an extensions and alterations at Elm Drive, Hilton
Resolved: Hilton Parish Council had no objections to the above planning application.
- f) Reg No 9 2012 0306 - The retention of an access road at Heath Cottage, Sutton Lane, Hilton
Resolved: Hilton Parish Council had no objections to the above planning application.
- g) Reg No 9 2012 0432 – Proposed verandah/balcony at 76 Main Street, Hilton
Resolved: Hilton Parish Council had no objections to the above planning application.

15. Minute Number 1735/12 - Planning Matters for Information

Resolved: To note the following information.

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

16. Minute Number 1736/12 - Date of the next Meeting

Resolved: The date of the next Hilton Parish Council Meetings was confirmed as 27th June 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 1737/12 – Exempt Information.

- a) Clerk Computer issues

The Clerk reported that she had received a virus on her computer from a Member of the Public who had sent her an infected email. The Clerk reported that initially the protection on her computer could not deal with the virus; however this matter was resolved once she contacted the help desk and updated her computer to a higher version of her security system.

It was noted that the virus received may have been deliberately sent.

- b) Registered Office

Resolved: The Clerk to apply for a PO BOX Number for Hilton Parish Council as soon as possible.

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

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