

MINUTES OF THE ANNUAL HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 30TH MAY 2012 AT HILTON VILLAGE HALL COMMENCING AT 7PM

Present:

Cllr Bates (in the Chair for Item 1 and 2)
Cllr Walton-Knight (in the Chair thereafter)
Cllr McDonald, Cllr Cooper and Cllr Smith

Cllr Nield (Co-opted at item 5 on the agenda)

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

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1695/12 - Chairs Report 2011/2012

The Chair gave his report as follows:

Again a very quick year has gone by with the Parish Council being kept as busy as always. We have seen the work start and then unfortunately grind to a halt at the Welland Road park site. We have also seen the completion of the extended Back Lane Pavilion. The long awaited development of the village hall is starting to gather pace, with much assistance from Ian Hey which is greatly appreciated. We have also seen the opening of the new Parish Council Office.

The Parish Council has been represented at:

District Council liaison meetings
County Council liaison meetings
Etwall Area Forum
Safer Neighbourhoods
Toyota Liaison Committee
South Derbyshire Flood Watch
Hilton dog walkers group
The Mease Committee
Marston on Dove Charity
And worked with Church Broughton PC in 2011

The Parish Council is very lucky to have a now small but committed group who continue to offer their time to the village, thank you to all our Councillors including Will Day and Sue Carter who recently left us.

The day to day work of the Parish Council is probably the most visible with the excellent work of our Groundsmen and Lengthsmen Sam, Tony and Wayne who keep the village clean, tidy and well cared for. They have also increased this role this year with the extremely well executed snow warden scheme, so thank you very much to our great team.

The coordinator of all of this work is Clare our Clerk, who yet again has faced the challenges of the past year with great strength of character, and in a difficult year, has served the village and Council well in her usual diligent manner.

Clare was offered the opportunity to apply for Brian Wood's job at DALC, a role I think she would have been well suited to. Clare has decided though to commit to Hilton PC and continue her role with us. Personally I would like to thank Clare as my right hand woman, she has offered me a great deal of support over the last year and it is much appreciated.

I would also like to thank our District and County Councillors Amy, Julie and Michael for keeping us up to date with what is happening in South Derbyshire and representing The PC and village at District and County. Additionally they have also linked us to the school and the Party on the Park Committee.

In fact the Party on the Park Committee is a great example of the great community efforts that go in the village, groups which are diverse and offer lots of things to do, groups such as the Scouts, Hilton Harriers, the WI and the gardening club and many many others including the recent successful fun run.

It would be nice for the PC to be able to offer more assistance and support to those groups and be a more visible presence in the village rather than just an administrative body.

Unfortunately it is this administration that clips the wings of the PC and particularly when valuable Parish resources are wasted on trivial matters from a small minority of individuals in the village that attempt to undermine the good work of the PC. It is a shame that in a village with such great community spirit that these individuals could offer so much but choose to give nothing, but as always though the resilience of the PC is clearly visible.

It's been a very interesting few years and much has changed. I have been fortunate to see some new councilors whilst retaining the invaluable experience of others. I have had the privilege of working with some dedicated individuals committed to Hilton, Peter Higginbotham, Dave Smalley the late Geoff Banton, and still a serving Councillor Piet Walton Knight.

I think a lot of people forget that this isn't a job; it's a group of people trying their best to make this village a great place to live.

It is therefore with much sadness that my time as both Chair and as a Hilton Parish Councillor comes to an end. I would like to wish the PC, the VHC and the village all the best for the future. I know you will continue to do great things.

2. Minute Number 1696/12 - Clerks Report 2011/2012

The Clerk gave her report as follows:

Firstly the Clerk thanked all of her Councillors for their hard work, help and support especially over the past 12 months which had been extremely difficult not only for her but the Council as a whole. She explained that they had all been a pillar of strength which had helped her continue to overcome all the issues that the Council had been faced with and for this she thanked them.

The Clerk gave a very special thanks to the most dedicated Chairman that she ever had the pleasure of working with since starting at Hilton Parish Council 5 years ago. She explained that Cllr Bates had been an exceptional brilliant Chairman. He had always been very dedicated and professional. She explained that she had built up an excellent relationship with Cllr James Bates and in her personal opinion he was definitely going to be leaving some big shoes behind him to fill. The Clerk wished James all the very best for his future, she was definitely going to miss him. She explained that his resignation was a big loss not only for Hilton Parish Council but for the community as well.

The Clerk also said how sad she was to be losing Cllr Day and Cllr Carter, again she thanked them for all their hard work and support and wished them both the very best for the future and explained that their resignations were also a big loss not only for Hilton Parish Council but for the community as well.

The Clerk thanked her team of staff, Sam, Wayne, Tony, Linz and Paul and explained that they had all work extremely hard over the past 12 months.

The Clerk also thanked Brian and Glen at DALC, Elizabeth and Debbie at ERS, The Information Commissioners Officer and Lewis Rose the Parish Council Solicitor for all their valuable advice, help and support over the past 12 months.

3. Minute Number 1697/12 - Election of the Chairperson for the year 2012/2013 and the completion of the Declaration of Acceptance of Office

Resolved: That Cllr Piet Walton-Knight is elected as Chairperson to Hilton Parish Council for 3 months. (Cllr Walton-Knight thereupon occupied the Chair)

Resolved: In accordance with the Local Government Act 1972 Cllr Walton-Knight read and signed the Declaration of Acceptance of Office before the Clerk.

4. Minute Number 1698/12 - Election of the Vice Chairperson for the year 2012/2013 and the completion of the Declaration of Acceptance of Office

Resolved: That Cllr Steve Cooper is elected as Vice Chairperson to Hilton Parish Council for 3 months.

Resolved: In accordance with the Local Government Act 1972 Cllr Cooper read and signed the Declaration of Acceptance of Office before the Clerk.

5. Minute Number 1699/12 - Co-option of Councillors

Resolved: Mrs Chris Nield was co-opted onto Hilton Parish Council with immediate effect.

6. Minute Number 1700/12 - Resignation of Councillors

The Clerk reported that Cllr Day and Cllr Carter had resigned their positions with immediate effect.

7. Minute Number 1701/12 - To receive apologies for absence

There were no apologies for absence.

8. Minute Number 1702/12 - Variation of the Order of Business

There were no Variations to the Order of Business.

9. Minute Number 1703/12 - Declaration of Members' Interests.

Resolved: Cllr Bates, 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.

6. Minute Number 1704/12 - Public Speaking.

Minute Number 1704/12/A - Public Speaking

Members of the Public raised the following matters:

- A Member of the Public raised the matter of the start date for the Village Hall build and the transfer of the Village Hall land and Assets.
- A Member of the Public raised her concerns over the inconsistencies of the Parish Clerk and requests received by her for items to be added to the agenda. Concerns over the Minutes of Meetings of the Council and in her opinion the Clerk recording inaccurate information. The Member of the Public then made threats of taking legal action against the Clerk and Hilton Parish Council with regards to in her opinion inaccuracy of the Minutes of Meetings.

Minute Number 1704/12/B - Police Representatives Report

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

Minute Number 1704/12/C - District Council Representatives Report

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

Minute Number 1704/12/D - County Council Representatives Report

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

7. Minute Number 1705/12 - Election of Committees and Representatives to other Bodies for the year 2012/2013

Minute Number 1705/12/A - Hilton Parish Council Committees:

A) Community Services – 4 members of Hilton Parish Council and the Clerk/RFO

- School Governors – take off for the future
- Safer Neighbourhoods
- Community Information and Publicity

Resolved: To leave this committee on the agenda but to discuss all matters pertaining to the committee in full Parish Council Meetings until such time we can co-opt more members.

B) Finance – 4 members of Hilton Parish Council and the Clerk/RFO

- 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: Cllr Walton-Knight, Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield and the Clerk to Hilton Parish Council

C) Environment and Green Space – 4 members of Hilton Parish Council and the Clerk/RFO

- Maintenance of Public Footpaths, Cycle Paths, Greenway, Verges, Open Space, Trees and Hedges
- Environmental Issues
- Recycling Facilities
- Dog and Litter Bin Provisions
- Groundsman and Lengthsman's Report

Resolved: To leave this committee on the agenda but to discuss all matters pertaining to the committee in full Parish Council Meetings until such time we can co-opt more members.

D) Village Infrastructure – 4 members of Hilton Parish Council and the Clerk/RFO

- Planning matters including the Village Plan
- New Road Adoptions
- Traffic Management and Parking
- Street Lighting
- Public Transport Provision

Resolved: To leave this committee on the agenda but to discuss all matters pertaining to the committee in full Parish Council Meetings until such time we can co-opt more members.

E) Recreation and Leisure – 4 Members of Hilton Parish Council and the Clerk/RFO

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

Resolved: To leave this committee on the agenda but to discuss all matters pertaining to the committee in full Parish Council Meetings until such time we can co-opt more members.

F) Employment Issues – 4 members of Hilton Parish Council and the Clerk/RFO

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

Resolved: Cllr Walton-Knight, Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield and the Clerk to Hilton Parish Council

G) Village Hall Committee – 4 members of Hilton Parish Council and the Clerk/RFO

Resolved: Cllr Walton-Knight, Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield and the Clerk to Hilton Parish Council

Minute Number 1705/12/B - Council representatives on outside bodies.

- Etwall Area Meeting – **Resolved: The Chair and Vice Chair**
- Toyota Liaison – **Resolved: The Chair and Vice Chair**
- Derby Airfield Consultative Committee – **Resolved: Cllr Walton-Knight**
- The Mease Management Committee – **Resolved: Cllr McDonald**
- Marston on Dove Relief in Need Charity – **Resolved: Cllr Smith**
- Hilton Dog Walking Group – **Resolved: Cllr McDonald**
- Flood Liaison – **Resolved: Cllr Walton-Knight**
- DCC and SDDC – Parish and Town Liaison Forum – **Resolved: To decide who will attend at the Parish Council meetings.**

8. Minute Number 1706/12 - Completion of the Declaration of Acceptance of Office for all other Members

Resolved: All members present other than the Chairperson took a declaration of acceptance of office before the Clerk and signed the appropriate Declaration of Acceptance of Office form held by the Clerk.

9. Minute Number 1707/12 - Adoption of the Local Authority (Model Code of Conduct) Order 2007 (SI N01159) including 12 (2) for the year 2012/2013

Resolved: To adopt the Local Authority (Model Code of Conduct) Order 2007 (SI N01159) including paragraph 12 (2).

10. Minute Number 1708/12 - Adoption of the Financial Regulations for the year 2012/2013

Resolved: To adopt the Hilton Parish Council Financial Regulations for the ensuing year.

11. Minute Number 1709/12 - Adoption of Hilton Parish Councils Standing Orders and Chairmanship for the year 2012/2013.

Resolved: To adopt the Hilton Parish Council new Standing Orders for the ensuing year.

12. Minute Number 1710/12 - Adoption of the Complaints Procedure for the year 2012/2013

Resolved: To adopt the Hilton Parish Council Complaints Procedure for the ensuing year.

13. Minute Number 1711/12 - Adoption of the H&S Policy for the year 2012/2013

Resolved: To adopt the Hilton Parish Council H & S Policy for the ensuing year.

14. Minute Number 1712/12 - Adoption of the Freedom of information Policy for handling requests and supporting information for the year 2012/2013

Resolved: To adopt the Hilton Parish Council Freedom of Information Policy for the ensuing year.

15. Minute Number 1713/12 - Adoption of the Data Protection Policy for the year 2012/2013

Resolved: To adopt the Hilton Parish Council Data Protection Policy for the ensuing year.

16. Minute Number 1714/12 - Adoption of the Recruitment, Selection, Equality and Diversity Policy for the year 2012/2013

Resolved: To adopt the Hilton Parish Council Recruitment, Selection, Equality and Diversity Policy for the ensuing year.

17. Minute Number 1715/12 - Adoption of the Information Security Policy for the year 2012/2013

Resolved: To adopt the Hilton Parish Council Information Security Policy for the ensuing year.

18. Minute Number 1716/12 - Adoption of the Internal Policy relating to the delivery of Services for the year 2012/2013

Resolved: To adopt the Hilton Parish Council Internal Policy relating to the Delivery of Services for the ensuing year.

19. Minute Number 1717/12 - Adoption of the Record Management Policy for the year 2012/2013

Resolved: To adopt the Hilton Parish Council Record Management Policy for the ensuing year.

20. Minute Number 1718/12 - Adoption of the Parish Council Risk Assessment system

Resolved: To adopt the Hilton Parish Council Risk Assessment System for the ensuing year.

21. Minute Number 1719/12 - Adoption of the Vexatious and Repeated requests Policy – NEW FOR 2012/2013

The Clerk explained that she had produced a new Policy to be adopted with regards to Vexatious and Repeated Requests, All Councillor had been given a copy of the new Policy for information. The Clerk explained that the new Policy had been written in conjunction with advice taken from both the Information Commissioners Office and DALC and was written in conjunction with the Freedom of Information Act, law, legislation and guidelines on such matters.

The Clerk reported that since February 2012 she had been receiving endless email correspondence requesting information under the Freedom of Information Act from one particular Member of the Public. 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. The Clerk explained that 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. Members 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. For example the Village Hall Charity which under the Freedom of Information Act is exempt as the Parish Council only holds the information in trust for the Charity.

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 being spent on such matters. The Clerk explained that this situation was increasingly putting her work load behind.

Resolved: To adopt the Hilton Parish Council Vexatious and Repeated Requests Policy for the ensuing year.

22. Minute Number 1720/12 - Date of the next Annual Meeting of Hilton Parish Council

Resolved: The date of the next Hilton Parish Council Annual Meeting will be held in 29th May 2013 at Hilton Village Hall. The time of the meeting will be confirmed closer to the date.

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