

**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 27<sup>TH</sup> JUNE 2012  
AT HILTON VILLAGE HALL COMMENCING AT 7PM**

**Present:**

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

1 District Council Representative and 11 members of the public were in attendance at the meeting.

**AGENDA**

**PART 1 - NON EXEMPT INFORMATION**

1. **Minute Number 1738/12 - To Receive Apologies for absence.**

There were no Apologies for absence.

2. **Minute Number 1739/12 - Variation of the Order of Business.**

***Resolved: To move the report from Zoe Sewter at SDDC on the Humber Street/Welland Road Park Area from Clerks Report to Public Participation.***

3. **Minute Number 1740/12 - Declaration of Members Interests.**

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

4. **Minute Number 1741/12 - Public Speaking.**

**Minute Number 1741/12/A – Public Speaking**

Members of the Public raised the following matters:

- A resident read out a report that they had received from Zoe Sewter at SDDC with regards to the Humber Street/Welland Road Park Area. They explained that there was no 106 money available to help with the project, that SDDC had been unsuccessful in securing funding for this area, there had been no progress on site since last Autumn, the heavy rain had washed the top soil away leaving a mass of builders rubble. They asked who was responsible for this land and project. It was explained that the land at present was still in the ownership of St. Modwen until the land is handed over to SDDC it is their responsibility. Until the land is officially handed over to SDDC no major work can be completed.
- The Party on the Park Committee requested permission to have the funfair installed on the Scout Hut car park on the Saturday 30<sup>th</sup> June 2012 ready for the event on Sunday 31<sup>st</sup> July 2012. There will be a security guard on site during the night to make sure that it is safe and not used until the Sunday.
- A Member of the Public wanted to thank the Parish Council and especially the Groundsman for the lovely planting scheme completed on the green space at the top of Mill Lane.
- A Member of the Public asked when DCC were going to clean the pavement on Main Street of the road chippings from the re-surfacing.

The Clerk at this stage of the meeting read out the report received by Hilton Parish Council from Zoe Sewter at SDDC with regards to the Humber Street/Welland Road Park Area as follows:

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Things are slowly changing on this piece of land, but the rate of progress is too slow for many. There are reasons for this, and I wanted to explain what has been going on behind the scenes and show that we haven't forgotten about you.

Firstly, the good news is that despite the poor weather this year and the bad ground conditions, the majority of the trees that were planted with the community in winter are now in leaf. The trees were funded by a grant from the Million Trees Derbyshire project, which is part of the national campaign the Big Tree Plant, and we were given permission to plant by the land owners, St Modwen. They will take a few years to make a big impact on the landscape, but these early signs of growth are encouraging.

At the last time of writing we were awaiting an outcome on the funding application for £50,000 to help us deliver the plans that were drawn up from the public consultation. These were costed at £80,000. Unfortunately, the bid was turned down, due to the high level of demand for the funding. Our match funding of £30,000 is now all we have to carry out the works.

Working with Landscape Architects at Groundwork, we have been back to the drawing board and looked at ways of reducing the costs so we can get ourselves ready for action once the legal paperwork is in place.

By looking again at the scheme and working with local contractors, we have produced a lower cost version of the project to achieve the agreed plan. The ground will be levelled and graded to enable the creation of wildflower meadows in the main area. These will be surrounded by the newly planted trees. Surfaced paths will provide access throughout the year and a metal boundary fence with gates will replace the temporary fencing. There will be bins at entrance points to help keep the site clean and tidy.

The land is still owned by, and is therefore the responsibility of, St Modwen Developments plc. The land is to be handed over to South Derbyshire District Council for use as public open space, and we have been working with the land agents to make this happen. Until the land is in our ownership we are unable to proceed with procuring any site works. The legal process is now underway and in the meantime we are negotiating what works we are able to make a start with.

Once we are able to get onto site, the first job to do will be to bring machinery on to grade and level the land. The ground conditions have been too wet to allow this to date, but we are hopeful of some drier weather (will we ever get a summer?!) so that when we are in a position to start we can get things moving.

I am aware that the temporary fencing and rough ground isn't a pleasant view, but please bear with us. We are making moves in the right direction and are doing our best to make progress. In the meantime, if anyone has an interest in helping us move the project forward, or maybe getting involved in the development or management of the site, please do not hesitate to get in touch.

The revised plans of the works are available to view at the Village Hall.

#### **Minute Number 1741/12/B – Police Representatives Report**

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

#### **Minute Number 1741/12/C – District Council Representative Report**

Cllr Plenderleith gave her apologies, there was nothing to report.

#### **Minute Number 1741/12/D – County Council Representatives Report**

Cllr Patten gave her report as follows:

- She read out a list of roads that had now been adopted by DCC.

#### **5. Minute Number 1742/12 - To confirm the Minutes of the Hilton Parish Council Meetings held on 30<sup>th</sup> May 2012 as follows:**

- a) **The Annual Hilton Parish Council Meeting Minutes**

***Resolved: The Non Exempt Minutes of the Annual Hilton Parish Council Meeting held on Wednesday 30<sup>th</sup> May 2012 having been circulated were approved and signed as a true record.***

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b) **The Hilton Parish Council monthly Meeting Minutes**

**Resolved: The Non Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 30<sup>th</sup> May 2012 having been circulated were approved and signed as a true record.**

6. **Minute Number 1743/12 - Chairperson's Report**

There was nothing to report.

7. **Minute Number 1744/12 - Committee Reports**

A) **Minute Number 1744/12/A - Community Services - To be discussed by full Council at their Meeting**

- Safer Neighbourhoods
- Community Information and Publicity

There was nothing to report.

B) **Minute Number 1744/12/B - Finance - Cllr Walton-Knight, Cllr Smith, Cllr McDonald, Cllr Cooper, Cllr Nield and the Clerk to Hilton 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 1744/12/C - Environment and Green Space – To be discussed by full Council at their Meeting**

- Maintenance of Public Footpaths, Cycle Paths, Greenway, Verges, Open Space, Trees and Hedges

The Clerk explained that SDDC had received a complaint from a resident on Mill Lane with regards to an Ash Tree on the recreation ground that was causing damage to his property, The Clerk had contacted the Parish Council approved Tree Surgeon and advice obtained was to have the tree removed as both the branches and roots were causing a problem. The tree was also deemed not to be in a very good condition. The Clerk asked if she could have the tree removed as a matter of urgency at a cost of £450.00 including VAT.

**Resolved: The Clerk to contact one other tree surgeon and then to negotiate a good price.**

**Resolved: The Clerk to get the work completed as a matter of urgency.**

- 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 as follows:

Since my last report some of the jobs we have done besides the usual litter picking, bin emptying and strimming include.

The Mease planting project has now been finished, meaning all the beds have been planted and the bark mulch put down, the bare areas of grass have been reseeded with a hard wearing grass seed mixture. Watering and other maintenance is being carried out on this project when needed.

The first 3 of 6 wildflower beds in the Parish Council Nature reserve have now been sown with a wildflower seed mix and are growing well, My plan is to sow the three remaining beds in September. As I mentioned in my last report I am working on a separate report on the plans and work already done in the P.C.N.R to give an overview to the Parish Council of what is happening with regards to this.

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By the time of this meeting the Mill Lane / Back Lane project should at least be well underway and hopefully finished. It will be done to the basic plan attached to this report.

I have also drawn up a basic planting plan for the Main Street car park planters with the theme of red, white and blue. If I had been informed these planters were not going to be planted this year, I would have made sure they were completed in time for the Queen's Jubilee, anyway if the PC gives the go ahead and bedding plants are still available from the garden center I shall plant them up to this plan.

**D) Minute Number 1744/12/D - Village Infrastructure - To be discussed by full Council at their Meeting**

- 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 1744/12/E - Recreation and Leisure – To be discussed by full Council at their Meeting**

- 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 1744/12/F - Employment Issues – Cllr Walton-Knight, Cllr Smith, Cllr McDonald, Cllr Cooper, Cllr Nield and the Clerk to Hilton Parish Council**

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

There was nothing to report.

**G) Minute Number 1744/12/G - Hilton Village Hall Management Committee – Cllr Walton-Knight, Cllr Smith, Cllr McDonald, Cllr Cooper, Cllr Nield and the Clerk to Hilton Parish Council**

- a) Update on the build from the Working Party Meeting held on 19.06.2012

It was reported that the project was currently on hold and the start date would not be 23.07.2012. The Parish Council confirmed that this was due to funding and the fact that this was not yet in place. The Parish Council could not give any further details at this time on future time scales. However the Parish Council and the Village Hall Committee were still going ahead with dual registration of the Hilton Village Hall Charity.

**8. Minute Number 1745/12 - Reports from Councillors that have attended any other Meetings.**

- Etwall 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

There was nothing to report.

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- 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

There will be a regular dog walk to the pub in Etwall on the last Friday of each month and back again.

There will be a Hilton Dog Walking Group stall at the Party on the Park.

- Flood Liaison – Cllr Walton-Knight

There was nothing to report.

- DCC – Parish and Town Liaison Forum – To agree at a Parish Council Meeting on which Councillor will attend

There was nothing to report.

- SDDC - Joint Meetings with Parish Councils – To agree at a Parish Council Meeting on who will attend

There was nothing to report.

#### **9. Minute Number 1746/12 - Clerk's Reports**

- 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, 1728/12 - Clerk Report.

The Clerk reported that somebody had tried to set the Back Lane Pavilion on fire causing over £1k worth of damage. The Clerk explained that this matter had been reported to the Police.

**Resolved: The Clerk to open an insurance claim for the damage.**

**Resolved: Hilton Parish Council offered £100.00 reward for any information leading to a conviction in this matter.**

**Resolved: The Clerk to add a press release to the Hilton Parish Council Website, Hilton and Dove Life Directory and the Hilton Forum.**

- 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, 1728/12 – Clerks Report

**Resolved: The update received from Zoe Sewter at SDDC with regards to the Humber Street/Welland Road Park Area was given under Public Participation.**

- 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, 1728/12 – Clerks Report

The Clerk reported that this work had now been completed and the claim to the insurance company would be completed shortly.

- 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, 1728/12 – Clerks Report.

The Clerk reported that the timer to the lighting would be completed shortly when the electrician had some time to book the job in.

- Maintenance of the Back Lane Football Pitches for 2012/2013 – previously reported under minute number 1669/12, 1686/12, 1728/12 – Clerks Report

The Clerk reported that the maintenance was well underway.

- Scout Hut Car Park – previously reported under minute number 1728/12 – Clerks Report

**Resolved: It was agreed that Hilton Parish Council was responsible for the repairs to the Scout Hut Car Park.**

**Resolved: The Parish Council to consider looking into having this area tarmacked in the next Precept allocation.**

- g. Information for the Hilton Forum on what we do – previously reported under minute number 1728/12 – Clerks Report.

**Resolved: The draft was agreed by the Parish Council.**

**Resolved: The Clerk to add this to the Hilton Parish Council Website, Hilton and Dove Life Directory and the Hilton Forum.**

- h. Request for a donation towards a shower room at Hilton Cricket Club – Parish Council Grant form sent

**Resolved: No Grant was available until January 2013 when the Small Parish Council Grants are awarded.**

- i. Request for a donation towards the purchase of new kit and equipment from the Hilton Old Talbot Football Club – Parish Council Grant form sent

**Resolved: No Grant was available until January 2013 when the Small Parish Council Grants are awarded.**

- j. Main Street Planters

**Resolved: The Clerk to liaise with the Groundsman with regards to a planting scheme for the planters on the Main Street car park.**

- k. Permission for the fairground for the Party on the Park event at the Scout Hut Car Park

**Resolved: The Parish Council agreed to allow the fair to be on site on Saturday 30<sup>th</sup> June 2012 providing a security guard is in place during the night to make sure that the equipment is not used until the Street Party on the Sunday 1<sup>st</sup> July 2012.**

- l. Advertising Councillor Vacancies

**Resolved: Cllr Patten agreed that she and Cllr Plenderleith would add to their report in the Hilton and Dove Life Directory that there were 4 Parish Council Vacancies. Anyone wishing to apply should contact the Parish Council Clerk.**

**Resolved: The Clerk to add the vacancies to the Hilton Parish Council Website and the Hilton Forum.**

- m. Metal at the side of the Parish Council Garage

**Resolved: The Clerk to contact SDDC to see if they can make any use of the old Village Hall Gates.**

**Resolved: If SDDC cannot use the old gates then they are to be scrapped along with the rest of the scrap at the side of the garage.**

- n. Extra CCTV required for the Back Lane Pavilion

**Resolved: The Clerk to establish if a retrospective application can be made to Safer Neighbourhoods with regards to funding the extra equipment.**

**Resolved: If not the Clerk to order the extra CCTV as a matter of urgency anyway.**

#### **10. Minute Number 1747/12 - Derbyshire Association of Local Councils**

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

- a. Circular 24/2012
- a. FREEDOM OF INFORMATION REQUEST – BRAILE – AUDIO
  - b. CLERK/RFO VACANCY – KILLAMARSH PARISH COUNCIL
  - c. NALC CONSULTATION - FUNDING ARRANGEMENTS FOR
  - d. LOCALISING SUPPORT FOR COUNCIL TAX
- b. Circular 25/2012
- a. THE LOCALISM ACT 2011 – PARISH & TOWN COUNCILS' TRAINING EVENT- MONDAY 23 JULY 2012 AT TROWELL PARISH HALL
- c. Circular 26/2012
- a. GENERAL POWER OF COMPETENCE
  - b. DERBYSHIRE COUNTY TRAINING PARTNERSHIP –
  - c. CILCA TRAINING
  - d. GOOD COUNCILLOR COURSE
  - e. CLERK INDUCTION

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- d. Circular 27/2012
  - a. NEW STANDARD REGIME – CODE OF CONDUCT FOR PARISH/TOWN COUNCILS
- e. Circular 28/2012
  - a. APPOINTMENT OF NEW CHIEF OFFICER
  - b. IMPROVEMENTS TO THE POLICY AND LEGAL FRAMEWORK FOR PUBLIC RIGHTS OF WAY
  - c. PLAN FOR AUDITOR PROCUREMENT
  - d. AUDIT RETURN – 2011/2012
  - e. MEMBERSHIP OF DALC
  - f. GROUNDWORK DERBY & DERBYSHIRE – SUMMER SPECIAL OFFERS
  - g. QUICK EMPLOYMENT TIP 22: EMPLOYER'S FIRST AID OBLIGATIONS
  - h. CLERK/RFO VACANCY – BRASSINGTON PARISH COUNCIL
  - i. CASTLETON PARISH COUNCIL – CLERK/RESPONSIBLE FINANCIAL OFFICER VACANCY
- f. Circular 29/2012
  - a. DALC CIRCULAR – DALC PRESIDENT 2012 - 2013

#### **11. Minute Number 1748/12 - Finance**

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

- a) Accounts for Payment.

<b>Cheque No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
002263	I Fraser	Audit 2011/2012	£175.00
002264	Robert Lewis Signs	Signs	£240.00
002265	G W Heath and Sons	Back Lane Pavilion work	£1,623.76
002266	Viking Direct	Cabinet for Garage	£131.10
002267	Hilton Village Hall	Room hire	£71.76
002268 to 002270	Aucuba	Maintenance	£3,895.90
002271	F J Gane	CCTV	£2,700.30
002272 to 002277	Salaries and NICs		£5,521.55

#### **12. Minute Number 1749/12 - Items for Information**

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

- a) SDDC – press release – Stop Hate Campaign
- b) SDDC – press release – Summer Walks in South Derbyshire
- c) SDDC – press release – Joining forces
- d) SDDC – press release – Historic extra market day
- e) DCC – Cabinet Report for their New Youth Offer is now available online at [www.derbyshire.gov.uk/council/meetings/decisions/meetings/cabinet meetings/1262012 cabinet.asp](http://www.derbyshire.gov.uk/council/meetings/decisions/meetings/cabinet%20meetings/1262012/cabinet.asp)
- f) DCC – Street Adoptions:
  - ea) Hamble Way off Wildhay Brook for a distance of 136.0 meters
  - fa) Humber Street off Welland Road for a distance of 128.0 meters
  - ga) Visibility splay and footway fronting Welland Road for a distance of 131.0 meters
  - ha) Wildhay Brook off Welland Road for a distance of 444.0 meters
- g) SDDC- press release – Bumper line up at the Galde

#### **13. Minute Number 1750/12 - Items for discussion**

There was nothing to report.

**14. Minute Number 1751/12 - Planning Matters for Decision**

- a) Reg no 9 2012 0453 – The erection of a replacement conservatory at 46 Welland Road, Hilton

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

- b) Reg No 9 2012 0505 – The erection of proposed new class A1 food retail store with associated car parking, servicing and landscaping incorporating SDDC recycling area approved under planning application 9 2009 0436 on land adjacent to Huntspill Road, The Mease, Hilton.

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

**15. Minute Number 1752/12 - Planning Matters for Information**

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

- a) 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 – HAS BEEN GRANTED
- b) Reg No 9 2012 0138 – The erection of an extension and alterations to 66 Dale End Road, Hilton – HAS BEEN GRANTED
- 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 consulting rooms at the Wellbrook Medical Centre, Welland Road Hilton – HAS BEEN GRANTED.
- d) Reg No 90 2012 0312 – The erection of extensions and alterations at 2 Elm Drive, Hilton – HAS BEEN GRANTED.
- e) Reg No 9 2012 0283 – The part conversion of the garage into living accommodation at 47 Marston Brook, Hilton – HAS BEEN GRANTED.
- f) Reg No 9 2012 0269 – The erection of externally illuminated signage at the Hilton Pharmacy, Welland Road, Hilton. – HAS BEEN GRANTED.
- g) 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 a concrete plinth and installation of 5NO. lighting columns at Hilton Business Park, Storage Compound, Lowman Road, Hilton – HAS BEEN GRANTED

**16. Minute Number 1753/12 - Date of the next Meeting**

**Resolved: The date of the next Hilton Parish Council Meetings was confirmed as 25<sup>th</sup> July 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 1754/12 – Exempt Information.**

- a) Parish Council Clerk – extra help and support required

**Resolved: The Clerk to use the agency as and when she requires help.**

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

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