

**MINUTES OF THE HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 26TH
SEPTEMBER 2012 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

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

3 District Council Representatives, 1 County Council Representative and 6 members of the public were also in attendance at the meeting.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1189/12 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr Nield.

2. Minute Number 1190/12 - Co-Option of Councillors

The Clerk explained that she was expecting at least 4 prospective Councillors to be in attendance at the meeting.

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

3. Minute Number 1191/12 - Variation of the Order of Business.

There were no Variations to the Order of Business.

4. Minute Number 1192/12 - Declaration of Members Interests.

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

5. Minute Number 1193/12 - Public Speaking.

Minute Number 1193/12/A - Public Speaking

Members of the Public raised the following matters:

- A Member of the Public said that the minutes for Hilton Parish Council on the Parish Council Website dated 25th July 2012 could be read on line, however where it states click on the PDF version to download, it brings up the minutes for Hilton Village Hall instead.
- The same member of the Public asked why the payment for HR Services listed on the minutes from the 25th July 2012 states £2,943.00 as this seemed high due to other monthly payments only being for £294.00 per month, she thought this may be a typo.
- A member of the Public asked if anything could be done about lorries and the road sweeper parking outside the Old Talbot Public House.
- A Member of the Public asked if the stone chippings could be cleaned off the pavements on Main Street.
- A Member of the Public reported that the School Bus (blue double decker) was parking outside the Post Office at roughly 7.50am blocking Main Street.
- A Member of the Public explained that at the last Safer Neighbourhoods Meeting of which she was the Chair they had been informed of the Safer Neighbourhoods Team having mobile CCTV. She asked the Council to consider contacting them to borrow the equipment for the Recycling Centre on Main Street as more and more trade waste was being dumped there. She asked if the Clerk could contact the local Beat Team Officer on this matter.

Minute Number 1193/12/B – Police Representatives Report

There was no Police Representatives Present at the Meeting.

Cllr Cooper read out the Police Report as follows:

Safer Neighbourhoods information and update:

Safer Neighbourhoods are all about you having a **dedicated local team** making your area safer, cleaner and a more pleasant place to live. It may be you are fed up with anti-social and nuisance behaviour, for example. Or perhaps you have concerns about graffiti or vandalism? Whatever the problem, Safer Neighbourhoods give you the opportunity to set the agenda in your area and help implement lasting solutions.

At our last Safer Neighbourhood Meeting, on Wednesday 25th July 2012, we had no priorities / issues raised by members of the public for the local area. However, we continue to work towards reducing anti social behaviour with our ongoing Operation Pinamar Patrols.

Your next Safer Neighbourhood Meeting for the Northwest Area is:-
Wednesday 10th October 2012, 6.15pm at The Village Hall, Sutton on the Hill

Safer Neighbourhood meetings give you as members of the community an opportunity to set the agenda in your area and help implement lasting solutions.

Your Safer Neighbourhood Team Update:-

POSITIVE OUTCOMES:-

- Within recent weeks there have been two thefts from dwelling and two burglary non dwelling for which 3 offenders have been arrested and who are on police bail. Enquiries are on going.
- Two local youths have been arrested for several thefts from insecure motor vehicles. **Please ensure your vehicles are being left secure at all times.**
- Last month we reported having problems with Anti-Social Behaviour in the area of Bloomfield Close. We can confirm these youths have been spoken to and advised with regards to their behaviour. Since this no further reports have been received.
- During the school holidays 'Summer Vibe' ran daily at Hilton Village Hall for kids aged 8 – 17yrs. This was well received and had a positive effect within the community with us seeing a reduction in the number of ASB calls.

For your local crime figures please visit www.police.uk

Team Information:-

As of October the team will be down to two as PCSO 4613 Karen Coldicott leaves to commence her maternity leave.

Up and Coming Youth Provisions:-

Street Games will be running on Mondays 6.00 – 7.30pm at the Youth of Hatton, Scropton Road, Sports and Social Club this provisionally starts from Monday 10th September running through to 22nd October.

Would you like to receive information about what's going on in your local area? If so, Derbyshire Alert is the community messaging system for the whole of Derbyshire, brought to you by Derbyshire Constabulary. By registering with Derbyshire Alert, you can receive news and appeals, local crime information, and prevention advice to your e-mail, telephone or as a text message.

Registering with this site is completely free, and not only allows you to receive messages about your local area, but also allows you to feed back information to your local policing teams to help them better police your neighbourhood. To register please visit www.derbyshirealert.co.uk

For further information on your area please visit www.derbyshire.police.uk
You can also follow Derbyshire police on twitter [@derbyspolice](https://twitter.com/derbyspolice) or find us on facebook.com/derbyshireconstabulary

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This is page 1195 of the Minutes of the Meeting of Hilton Parish Council held on 26.09.2012

Contact your local beat team:-

In an emergency, always dial 999.

For non-emergencies, dial 101. This operates 24 hours a day.

Email:

PC Rob Pilkington; Robert.Pilkington.2942@Derbyshire.pnn.police.uk

PCSO Kerry Waite; Kerry.Waite.4469@Derbyshire.pnn.police.uk

Minute Number 1193/12/C – County Council Representatives Report

Cllr Patten was in attendance at the meeting and gave her report as follows:

- She had received a complaint with regards to Amber Way and cars parking all over the place again and issues with access and not being able to empty the bins on Tuesday. This matter had been passed onto the wardens at SDDC and it had been agreed that there was a need for another leaflet drop in this area again.
- Residents had complained with regards to lorries parking by the bus stop
- It was reported that there had been problems with flooding on Back Lane/Meadow Lane. Cllr Patten would look into this as Meadow Lane was un-adopted.
- She had attended The Mease Management Committee Meeting and could report that the accounts were looking good. They still had the chairs and tables to dispose of but at present there was no interest in them. The Mease management Committee were also interested in inviting people from the local business sector to join the committee and help out.
- She would be attending the Flood Liaison Meeting at SDDC and under discussion there would be the provision of storing sand bags and hazard signs; however they will require a suitable place in the village to store this equipment. This is so that there is more organisation and strategy in the future should flooding be an ongoing issue.

Minute Number 1193/12/D – District Councillor Report

Cllr Plenderleith, Cllr Bale and Cllr Patten were all in attendance at the meeting.

Cllr Plenderleith gave her report as follows:

- She had met up with residents in September with regards to setting up an Allotment Committee. Land had been identified that could potentially be used for this purpose in the future. They were also looking at the current Allotments in the village provided by SDDC and had established that 3 of the plots at present were not being maintained properly.
- She had attended the AGM for Party on the Park and explained that they would like to ask permission from the Parish Council to install a socket for a Christmas Tree this year on Roma's Garden and every Christmas thereafter. They had already approached the Gardening Club and they were on board.
- There will be a Local Planning Meeting to look at Planning in South Derbyshire up to 2030. This is to be held at Hilton Village Hall on 17th October 2012 between the hours of 3pm and 7.30pm.
- There will also be a Mineral Plan Meeting to be held at Foston on Monday 1st October 2012 and at Repton on 4th October 2012. Again this will be looking at a plan for the next 30 years.

Cllr Bale gave his report as follows:

- He reported on the mineral extraction plan for Foston and Scropton and said that this was somewhat of a hot potato. As of yet there was still no decision concerning the pig farm and now there was a proposal for mineral extraction. He explained that the road structure may be an issue and he wanted the Parish Council to be aware of this as it would affect the Hilton Ward. Hanson's would be putting forward a scheme up to 2030 with regards to this and a Public Questionnaire on this matter would be available shortly.

5. Minute Number 1194/12 - To confirm the monthly Minutes of the Hilton Parish Council Meetings held on 29th August 2012

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

6. Minute Number 1195/12 - Chairperson's Report

There was nothing to report.

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This is page 1196 of the Minutes of the Meeting of Hilton Parish Council held on 26.09.2012

7. **Minute Number 1196/12 - Committee Reports**

A) **Minute Number 1196/12/A - Community Services - To be discussed by full Council at their Meeting**

- Community Information and Publicity
- There was nothing to report.

B) **Minute Number 1196/12/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 1196/12/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 reported on the following matters:
- The overhanging hedge on Sutton Lane had now been added to the Property Services Schedule at DCC and would be cut shortly.
 - The overhanging hedges on both sides of Derby Road had been added to the list of maintenance to be completed and would be done shortly.
 - The new Dog Bin for opposite Isis Way had been ordered but there is no date for the installation yet.

Cllr Walton-Knight explained that last month the Greenway from the bottom of the Back Lane Football Pitch to Avon Way had been reported as overgrown and untidy. He explained that he had looked on the day of this meeting and it was still the same. The Clerk explained that she had spoken to SDDC on this matter and had been informed that this land had been transferred back to the developer. This matter had been passed onto Zoe Sewter at SDDC but the Clerk did not yet have an update.

***Resolved: Cllr Plenderleith agreed to take this back to SDDC on behalf of Hilton Parish Council.
Resolved: The Clerk to also chase this matter up with Zoe Sewter.***

- Environmental Issues
- Recycling Facilities
- Dog and Litter Bin Provisions
- Lengthsman's Report
 - 1) Groundsman and Lengthsman Report from Sam Bevins

Cllr Cooper read out the Groundsman's report as follows:

Over the last month or so, some of the jobs that I've undertaken have included, seeding the 3 remaining wildflower beds in the Parish Council Nature Area with help from Wayne and Tony and also marking out, spraying off and ruff digging 2 more beds in the Nature Area which I intend to sow with foxglove seeds next spring. We have also had to deal with a lot of damage to the trees in the nature area which had been done over the school summer holiday.

We have also had to paint anti-climb paint in different places around the HVH and Back Lane areas to try and stop anti-social behaviour which was causing a lot of distress to residents of Bloomfield Close. The anti-climb strips that we have put up so far on the top of the fence on the Astro Turf seems to be working and it is my plan to have it all finished in the next few weeks. I'm still busy with grass cutting but have started some of the maintenance that needs doing on the planting we have done like, cutting back, dead heading and weeding etc.

I have written out some more risk assessments for some more jobs that we now undertake and I've come up with a continual professional development form (CDP) so myself, Tony and Wayne can keep a record of any information advice or guidance that is given to do with the work we undertake.

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This is page 1197 of the Minutes of the Meeting of Hilton Parish Council held on 26.09.2012

What this will mean is that when I show Tony or Wayne how to do a task like taking a hardwood cutting or the safe use of equipment we will have a record of it. I have a lot of work to do over the coming months so I'm hoping for lots of fine weather so I can make good process. So until next month thank you for your time.

D) Minute Number 1196/12/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 1196/12/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 1196/12/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 1196/12/G - Hilton Village Hall Management Committee – Cllr Walton-Knight, Cllr Smith, Cllr McDonald, Cllr Cooper, Cllr Nield and the Clerk to Hilton Parish Council

There was nothing to report.

8. Minute Number 1197/12 - Reports from Councillors that have attended any other Meetings.

- Etwall Area Meeting & Safer Neighbourhoods – The chair and Vice Chair

Resolved: Cllr Cooper to attend on behalf of Hilton Parish Council.

- 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 Mease AGM had been held, however the secretary to the committee could not manage to contact Cllr McDonald in time to inform her as she did not have her email address at the time.

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

Resolved: The Clerk to arrange the next meeting as soon as possible.

- Hilton Dog Walking Group – Cllr McDonald

Cllr McDonald reported that a Dog Walk had been held on Friday 21.09.2012. The group also had a few new members.

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This is page 1198 of the Minutes of the Meeting of Hilton Parish Council held on 26.09.2012

- Flood Liaison – Cllr Walton-Knight - **NEXT MEETING 27.09.2012 at the Council Chambers, Swadlincote commencing at 10am**

Resolved: Cllr Walton-Knight to attend on behalf of Hilton Parish Council.

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

Resolved: The Clerk to inform DCC that Cllr Cooper may be in attendance on behalf of Hilton Parish Council depending on other commitments.

- SDDC - Joint Meetings with Parish Councils – **NEXT MEETING 02.10.2012 at the Council Chambers, Swadlincote commencing at 5.30pm**

Resolved; The Clerk to offer apologies on behalf of Hilton Parish Council as there was not a Councillor able to attend.

9. Minute Number 1198/12 - Clerk's Reports

- 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, 1180/12 – Clerks Report

The Clerk read out a report from Zoe Sewter at SDDC as follows:

SDDC had sent the title deeds off to the solicitors and were waiting for the Secretary of State to discharge the mortgages on the land, which could take up to a year they had been advised.

As this could seriously slow down the progress SDDC were making, Zoe had written to St Modwen asking them to consider if SDDC could gain access onto the land and carry out the landscaping works prior to the adoption taking place and that this would not affect the land transfer. Zoe was waiting to hear back from them.

In the meantime, Mark Jenks (Groundwork) has been out to tender to price up the works (fencing, paths and ground levelling/seeding) and SDDC can carry out the work for the available £30k.

The contractor is ready to start once SDDC get permission from St Modwen.

Mark had secured a small grant through Britvic, for some boulders which have already been delivered to site and placed temporarily on site. These were on the masterplan as 'play boulders' (which means they can be used to climb on and sit on) and will be re-sited once the paths are in place.

In theory SDDC could remove the fencing now, but the ground is so uneven and frankly inaccessible there would be little point. SDDC need to get the site safe to use and the paths in place before they open it for public use.

Sadly, Groundwork Derby & Derbyshire went into administration last week, and Mark no longer works there. Mark has left the contractors information with Zoe at SDDC, so is able to move forward on the project as soon as they get landowner permission.

Resolved: The Clerk to add an update to the Hilton Forum.

- Insurance Claim for damaged CCTV update – Previously reported under minute number 1180/12 – Clerks Report

The Clerk reported that the Insurance Company were now sending a cheque for the insurance claim. The Clerk explained that the Insurance Company would only cover 1 Column, the 4 cameras and the wireless equipment damage only.

- Cultivation license update – Previously reported under minute number 1180/12 – Clerks Report
There was nothing to report.

- The football teams require 3 x mirrors at the Back lane Pavilion, set of internal keys and have requested a lock on a cupboard in the kitchen to keep their refreshments – Previously reported under minute number 1180/12 – Clerks Report

The Clerk was still awaiting the football team to get back to her on this matter.

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This is page 1199 of the Minutes of the Meeting of Hilton Parish Council held on 26.09.2012

e. Tree and hedge maintenance Back Lane Football Fields, back of residential properties Orchard Close – Work to be completed end of October 2012 beginning of November 2012.
The Clerk reported that she had received complaints from residents with regards to the above. She explained that the hedging had not been cut back for the last few years. The Groundsman had taken a look and felt that he and the Lengthsman could complete this work which would be started soon.

10. Minute Number 1199/12 - Derbyshire Association of Local Councils

Resolved: To note the following information.

- a. Circular 40/2012
 - a. THE COMMUNITY RIGHT TO CHALLENGE
 - b. CLG CASH BOOST FOR NEIGHBOURHOOD PLANNING
 - c. CONSULTATION FOR DERBYSHIRE'S RIGHTS OF WAY IMPROVEMENT PLAN - DRAFT STATEMENT OF ACTION 2012 – 2017
 - d. DERBYSHIRE COUNTY COUNCIL YOUTH ACTION GRANT
 - e. COULD REVIEW SPELL THE END OF SECTION 106?
 - f. CiLCA SECTION 7 – GENERAL POWER OF COMPETENCE TRAINING FOR CLERKS ALREADY CiLCA OR RELEVANT UNIVERSITY OF GLOUCESTER QUALIFIED
 - g. CONTACTING DALC
- b. Circular 41/2012
 - a. AUDITOR APPOINTMENTS TO SMALL BODIES (ENGLAND) 2012/13
 - b. ENGLISH HERITAGE PUBLISHES LOCAL PLAN GUIDANCE
 - c. CUMBRIA NEIGHBOURHOOD PLAN AREA APPROVED
 - d. LOTTERY'S SMALL GRANTS – A GOLDEN OPPORTUNITY FOR COMMUNITY PROJECTS
 - e. PLANTING THE NEEDS FOR COMMUNITY GROWN FOOD
 - f. UNSTONE PARISH COUNCIL – CLERK VACANCY

11. Minute Number 1200/12 - Finance

Resolved: To note the following payments.

- a) Accounts for Payment.

Cheque No	Payee	Description	Amount
002310	A E Morris	Lighting Repairs Skate Park	£292.00
002311	Aucuba Landscapes	Maintenance	£999.60
002312	R Massey	Equipment	£69.50
002313	Cromwell	Equipment	£253.73
002314	Audit Commission	Audit 2011/2012	£1,050.00
002315	Warwick Directories	Advertising	£468.00
002316	The Mease Pavilion	Parish Office Gas Supply	£45.89
002317	Hilton Village Hall	Room Hire	£42.96
002318 to 002323	Salaries and NIC's		£5,930.93
002324	S Bevins	Flower Bulbs	£95.25

12. Minute Number 1201/12 - Items for Information

Resolved: To note the following information.

- a) Audit Commission – Hilton Parish Council external Auditor from 2012/2013
- b) Clerk and Council Direct Magazine
- c) DCC – Snow Warden Scheme update 2012/2013
- d) SDDC – Press Release – Options on the table to address shortfall
- e) SDDC – Press Release – Council Tax Benefit Change to be discussed at Area Forum
- f) SDDC – Press Release – Experience the Environmental Forum
- g) DCC – Help needed to keep County Roads Clear – Farmers and Contractors are being offered the chance to make extra cash again this winter as part of the DCC's plans to help keep the roads clear during winter.

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This is page 1200 of the Minutes of the Meeting of Hilton Parish Council held on 26.09.2012

13. Minute Number 1202/12 - Items for discussion

There was nothing to report.

14. Minute Number 1203/12 - Planning Matters for Decision

- a) Reg No 9/2012/0786 - LAND AT SK2431 3339, BURNTHEATH LANE, HILTON, DERBY DERBYSHIRE, DE65 5FE - THE ERECTION OF A TIMBER HOLIDAY LET BUILDING WITH ASSOCIATED ACCESS AT

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

15. Minute Number 1204/12 - Planning Matters for Information

Resolved: To note the following information.

- a) Reg No 9/2012/0632 - 25 RODNEY CLOSE, HILTON, DERBY, DE65 5GX - RETROSPECTIVE APPLICATION FOR A SUMMER HOUSE AT – **HAS BEEN GRANTED**

16. Minute Number 1205/12 - Date of the next Meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 31st October 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 1206/12 – Exempt Information

Exempt Information.

- a) Booking Clerk

The Clerk and Cllr Smith explained that 2 rounds of advertising were required and 2 rounds of interviews. The Clerk and Cllr Smith went into detail on why this was and what had happened. They explained that a lady called Anne Marigny had been offered the Booking Clerk Job and had accepted, her start date would be 01.10.2012 at 9am.

- b) The Mease Pavilion Extension

The Clerk explained that she had received a request from The Mease Committee with regards to them requiring an interest free bridging loan of roughly £10k for the new build as they wished to start the build in November 2012 but would not receive all of the funding required by this date. The Clerk had already checked the legalities of the Parish Council giving an interest free loan and had been informed that there was no problem with this especially as the building was under the ownership of Hilton Parish Council. However proper documentation of the loan agreement would be required.

Resolved: In principal the Parish Council were in full agreement with an interest free bridging loan.

Resolved: The Clerk to establish how long the loan would be required for and when it would need to start.

Resolved: The Clerk to draft a loan agreement and email to all the Councillors for checking and approval.

Resolved: The Clerk to then arrange for the documentation to be signed prior to any monies being handed over.

Resolved: The Clerk to obtain costings to have the Scout Hut car park resurfaced with tarmac ready for the budget setting 2013/2014

Signed.....dated.....

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This is page 1201 of the Minutes of the Meeting of Hilton Parish Council held on 26.09.2012