

**Hilton Parish Council**

Clerk: Mrs Clare Orme, P O Box 8094, Swadlincote, Derbyshire. DE11 1FR

Tel: Office 01283 730969 – Mobile 0771 9599132

Email: [clerk@hiltonparishcouncil.org.uk](mailto:clerk@hiltonparishcouncil.org.uk)

**MINUTES OF THE ANNUAL HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 29<sup>TH</sup> MAY 2013  
AT HILTON VILLAGE HALL COMMENCING AT 6PM**

**Present:**

Cllr Cooper (in the Chair)

Cllr Darlington, Cllr Fox, Cllr Nield and Cllr McDonald

1 members of the public was in attendance at the meeting.

**AGENDA**

**PART 1 - NON EXEMPT INFORMATION**

- 1. Minute Number 1327/13 - Election of the Chairperson for the year 2013/2014 and the completion of the Declaration of Acceptance of Office.**

*Resolved: That Cllr Steve Cooper is elected as Chairperson to Hilton Parish Council for the ensuing year. (Cllr Cooper thereupon occupied the Chair)*

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

- 2. Minute Number 1328/13 - Election of the Vice Chairperson for the year 2013/2014 and the completion of the Declaration of Acceptance of Office**

*Resolved: That Cllr Carol Smith is elected as Vice Chairperson to Hilton Parish Council for the ensuing year.*

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

- 3. Minute Number 1329/13 - Co-option of a Councillor**

*Resolved: Mr Andrew Stevens was duly co-opted onto Hilton Parish Council with immediate effect.*

- 4. Minute Number 1330/13 - To receive apologies for absence**

Apologies for absence were received and accepted from Cllr Smith who would be in attendance later during the meeting.

- 5. Minute Number 1331/13 - Variation of the Order of Business**

There were no Variations to the Order of Business.

- 6. Minute Number 1332/13 - Declaration of Members' Interests.**

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

- 6. Minute Number 1333/13 - Public Speaking.**

There was nothing to report.

- 7. Minute Number 1334/13 - Election of Committees and Representatives to other Bodies for the year 2013/2014**

.....  
This is page 1283 of the Minutes of the Meeting of Hilton Parish Council held on 29.05.2013

**Hilton Parish Council Committees:**

**a) Community Services – To be discussed by all Councillors at a full Parish Council Meeting.**

- 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 – Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Fox, Cllr Darlington, Cllr Nield, Cllr Stevens and the Clerk to Hilton Parish Council.**

- 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 Cooper, Cllr Smith, Cllr McDonald, Cllr Fox, Cllr Darlington, Cllr Nield, Cllr Stevens and the Clerk to Hilton Parish Council.**

**c) Environment and Green Space – To be discussed by all Councillors at a full Parish Council Meeting**

- 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 – To be discussed by all Councillors at a full Parish Council Meeting**

- 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 – To be discussed by all Councillors at a full Parish Council Meeting**

- 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 – Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Fox, Cllr Darlington, Cllr Nield, Cllr Stevens and the Clerk to Hilton Parish Council.**

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

**Resolved: Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Fox, Cllr Darlington, Cllr Nield, Cllr Stevens and the Clerk to Hilton Parish Council.**

- g) Village Hall Committee – Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Fox, Cllr Darlington, Cllr Nield, Cllr Stevens and the Clerk to Hilton Parish Council.

Council Representatives on outside bodies.

- Etwall Area Meeting and Safer Neighbourhoods – **Resolved: Chair and Vice Chair**
- Toyota Liaison – **Resolved: Chair and Vice Chair**
- Derby Airfield Consultative Committee – **Resolved: To nominate a representative to attend on behalf of Hilton Parish Council when required.**
- The Mease Management Committee – **Resolved: Cllr McDonald.**
- Marston on Dove Relief in Need Charity – **Resolved: Chair and Vice Chair.**
- Hilton Dog Walking Group – **Resolved: Cllr McDonald.**
- Flood Liaison – **Resolved: Cllr Nield.**
- DCC – Parish and Town Liaison Forum – **Resolved: Cllr Nield.**
- SDDC – Joint Meeting with Parish Councils – **Resolved: To nominate a representative to attend on behalf of Hilton Parish Council when required.**
- Nestle Liaison Committee – **Resolved: To nominate a representative to attend on behalf of Hilton Parish Council when required.**

8. Minute Number 1335/13 - Completion or updating of the Declaration of Acceptance of Office for all other Members

**Resolved: All members present other than the Chairperson and Vice 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 1336/13 - Adoption of the Local Authority (Model Code of Conduct) Order 2007 (SI N01159) including 12 (2) for the year 2013/2014

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

10. Minute Number 1337/13 - Adoption of the Financial Regulations for the year 2013/2014

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

11. Minute Number 1338/13 - Adoption of Hilton Parish Councils Standing Orders and Chairmanship for the year 2013/2014.

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

12. Minute Number 1339/13 - Adoption of the Complaints Procedure for the year 2013/2014

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

13. Minute Number 1340/13 - Adoption of the H&S Policy for the year 2013/2014

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

14. Minute Number 1341/13 - Adoption of the Freedom of information Policy for handling requests and supporting information for the year 2013/2014

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

15. Minute Number 1342/13 - Adoption of the Data Protection Policy for the year 2013/2014

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

16. Minute Number 1343/13 - Adoption of the Recruitment, Selection, Equality and Diversity Policy for the year 2013/2014

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

**17. Minute Number 1344/13 - Adoption of the Information Security Policy for the year 2013/2014**

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

**18. Minute Number 1345/13 - Adoption of the Internal Policy relating to the delivery of Services for the year 2013/2014**

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

**19. Minute Number 1346/13 - Adoption of the Record Management Policy for the year 2013/2014**

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

**20. Minute Number 1347/13 - 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 1348/13 - Adoption of the Vexatious and Repeated requests Policy**

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

**22. Minute Number 1349/13 - Adoption of the CCTV Policy and Procedure – New for 2013/2014**

**Resolved: To adopt the Hilton Parish Council CCTV Policy and Procedure for the ensuing year.**

**23. Minute Number 1350/13 - Date of the next Annual Meeting of Hilton Parish Council**

**Resolved: The date of the next Hilton Parish Council Annual Meeting will be confirmed closer to the time**

**Signed.....Dated.....**

.....  
This is page 1286 of the Minutes of the Meeting of Hilton Parish Council held on 29.05.2013