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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 26TH JUNE 2013 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

Cllr Cooper (in the Chair)
Cllr Smith, Cllr Darlington, Cllr Nield, Cllr McDonald and Cllr Stevens

2 Police Representatives, 1 County Council Representative, and 4 members of the public were also in attendance at the Meeting.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1369/13 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr Fox.

2. Minute Number 1370/13 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1371/13 - Declaration of Members Interests.

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

4. Minute Number 1372/13 - Public Speaking.

Minute Number 1372/13/A – Public Speaking

Members of the Public reported the following matters.

- Judy Clarke asked if there had been any advance with regards to installing hanging baskets on Main Street.

Minute Number 1372/13/B – Police Representatives Report.

PC Durham gave her report as follows:

- A female had been spotted on Egginton Road not wearing a seat belt.
- There had been a Public Order Offence which had been dealt with by Restorative Justice.
- A Hilton man had been charged with importing drugs which had been part of a nationwide operation.
- There had been 2 arrests in relation to the theft of fuel
- A further man had been arrested with regards to a public order offence and bailed pending further enquiries.

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- A Section 27 warning had been issued in relation to Anti-Social behaviour.
- A person had been dealt with by Restorative Justice with regards to damage to a mobile phone.
- A warrant was served in February on Soar Close and 2 males were arrested and charged in relation to the supply of class A and B drugs.
- A mobile phone had been taken from a female on Bren Way this happened 2 weeks ago on a Thursday night at 7.30pm. The offender was reported as being black wearing a hooded top and blue jeans anybody with information should contact the Police.

Minute Number 1372/13/C – District Council Representatives Report.

Cllr Plenderleith sent her apologies, the Clerk read out her report as follows:

- Most of the resident queries that Cllr Plenderleith had dealt with this month had been to do with grass cutting – she had managed to persuade St Modwen to mow the verges at the entrance to the village at the Mease Meadow.

Minute Number 1372/13/D – County Council Representatives Report.

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

- The new hard standing at the bus stop on Egginton Road had been completed.
- Top dressing of the road surfaces is ongoing.
- She had written to DCC and asked them to look at reducing the speed limit from 40mph to 30mph especially in light of the new proposed housing. DCC had completed a review of this area and did not feel that it was appropriate at this time. However they will look at this again once the new housing has been built.
- The Planning Application for the Pig Farm had been refused at the Planning Committee Meeting held at SDDC. This will now go to DCC to be discussed sometime in October 2013.
- At the next SDDC Scrutiny meeting they will be looking at issues like dog fouling, the role of the Clean Team, the role of the Community Wardens and the Recycling Centers. Cllr Patten would be out and about with people like the Clean Team over the next 4 weeks and would report the outcome of her findings to the Parish Council at their next meeting.

5. Minute Number 1373/13 - To confirm the Non-Exempt Minutes of Hilton Parish Council Meetings held on 29th May 2013.

a) Annual Meeting of Hilton Parish Council

Resolved: The Non-Exempt Minutes of the Annual Hilton Parish Council Meeting held on Wednesday 29th May 2013 having been circulated were approved and signed as a true record.

b) Monthly Meeting of Hilton Parish Council

Resolved: The Non-Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 29th May 2013 having been circulated were approved and signed as a true record.

6. Minute Number 1374/13 - Chairperson's Report

The Chair reported that it was great to be holding the Parish Council Meeting in one of the new rooms. It was agreed that the extension was superb and was a nice facility.

7. Minute Number 1375/13 - Committee Reports

A) Minute Number 1375/13/A - Community Services - To be discussed by full Council at their meeting

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- Community Information and Publicity

There was nothing to report.

B) Minute Number 1375/13/B - Finance - Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield, Cllr Fox, Cllr Darlington, Cllr Stevens 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 1375/13/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 that letters had been sent to residents on Avon Way with overhanging hedgerow. However she had been informed that the hedges in question were the responsibility of the Developer.

Resolved: The Clerk to continue to look into this matter with the view to getting this resolved.

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

Please see separate report under Groundsman Report on the Hilton Parish Council website: www.hiltonparishcouncil.org.uk and follow the correct link.

- 2) Delivery of a further new business bin

The Clerk explained that due to the volume of rubbish being collected around the village a further 1100 capacity bin was required as SDDC will not take side rubbish in the future.

Resolved: The Parish Council confirmed that the extra bin was required.

D) Minute Number 1375/13/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 1375/13/E - Recreation and Leisure – To be discussed by full Council at their meeting

- Provision and maintenance of sport and leisure facilities
 - a) Maintenance of the Football Pitches agreed to use Aucuba work to be completed shortly.

The Clerk explained that a further quote had been obtained and the information had been emailed to the Parish Council Members. This quote was from Talbot Turf and cane in at roughly £2k more than Aucuba.

Resolved: The Council approved Aucuba to continue with their original quote.

- Children play equipment
- Parish Council owned Parks and Landscaping

F) Minute Number 1375/13/F - Employment Issues – Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield, Cllr Darlington, Cllr Fox, Cllr Stevens 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 1375/13/G - Hilton Village Hall Management Committee – All members of Hilton Parish Council and the Parish Clerk/RFO

There was nothing to report.

8. Minute Number 1376/13 - Reports from Councillors that have attended any other Meetings.

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

The Chair attended the last meeting on behalf of Hilton Parish Council and gave his report as follows:

- At the meeting they went through the crime figures as usual. The crime figures had gone up slightly but this could be down to the hard work and better detection rates seen recently, even with this they are still relatively low.
- The Police are also using social media now and community alerts go out on twitter, text, telephone and e-mail. There Facebook page is also linked to the officers twitter pages.
- They had bought 10 alarms for the victims of domestic violence which are personal alarms and linked to GPS.
- They will be running activities at HVH during the summer in the afternoons and evenings to keep youngsters occupied.
- They have had some problems with graffiti not only in Hilton so it has been agreed to set this as a priority over the next few months and will get special attention when it is reported.
- They are looking for nominations for Chair and Vice Chair for the next meeting which will probably be in September.

Area Forum

- There has been a Press release about the Egginton Rail Head which you may have seen. This talks about 6000 jobs for the area. It is just a statement by the developers and is in the very early stages. The Planning Inspectorate has not been notified yet and consultation has not started which could take 1-3 years. Hilton Parish Council would encourage members of the public to engage in the process where possible, this will be between the SDDC and the developers in the near future.
- Flood defence work at Scropton, Hatton and Egginton is progressing and should finish in November.
- The planning permission for the Pig Farm at Scropton has been re-submitted and should have gone before the planning comity 25th June.
- The Local Plan that was consulted on earlier this year should be published in Aug/Sept. Just to note this does not mean that any applications not in line with it will be dismissed. They will have to be considered on individual merit. Also there may be some words on wind turbines in it.
- Nearest Ash die back has been reported in Leicester but people should be aware of it and report signs of it to the council.

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- The new recycling scheme will now start in the autumn but there is no firm date for this yet. It will be a dark green bin with a caddy inside it for Paper and Card. There will be further road show events, with details on the website and twitter. Leaflets will also be put through letterboxes about this matter. The existing recycling sites such as Main Street and the Mandarin will be reviewed after 6 months to see if they are still required.
- The artificial pitch at John Port School is now open and being used by the school during the day and managed at evenings and weekends by Active Nation.
- Parishes are being notified about a seminar on Conservation which should be on the 1st July 2013.
- Summer activities are being held throughout the district at various venues including Hilton Village Hall. They would again like feedback on how they went and can be improved in the future.

- Toyota Liaison – The Chair and Vice Chair

There was nothing to report.

- Derby Airfield Consultative Committee – To nominate a representative when required.

There was nothing to report.

- The Mease Management Committee – Cllr McDonald

Cllr Nield had attended the last meeting on behalf of Hilton Parish Council and gave her report as follows:

- The extension to the building is very nice.
- They talked about pricing of the new rooms and hiring it out.
- They still have issues with irresponsible dog owners who do not pick up after their dogs.
- There are a few maintenance issues which have been emailed to the Parish Council Clerk for auctioning.

- Marston on Dove Relief in Need Charity – The Chair and Vice Chair and the Clerk to Hilton Parish Council.

There was nothing to report.

- Hilton Dog Walking Group – Cllr McDonald

Cllr McDonald gave her report as follows:

- The group had been doing a drive to attract more members and the membership now stood at 193
- At the Party on the Park they would be holding a dog's breakfast to heighten their profile.
- The Charity this year that they will be raising money for is Dogs for the Disabled.

- Flood Liaison – To nominate a representative when required.

There was nothing to report.

- DCC – Parish and Town Liaison Forum – Cllr Nield

Cllr Nield attended the last meeting on behalf of Hilton Parish Council and gave her report as follows:

- She had picked up information on the DCC Trusted Trader Scheme.
- Information was discussed on the Snow Warden Scheme for 2013/2014
- A presentation was given by the Health and Community Cabinet Member Dave Allen. He explained that there was £34k ring-fenced for Public Health in Derbyshire, which would be handed over to local Councils.
- A presentation was given by Alan Charles the Police and Crime Commissioner which was very interesting. He explained that he was keen to get involved to give help at Parish Council level with regards to dog fouling issues, enforcing yellow line, anti-social behaviour, graffiti etc.
- It was reported that the Clean Team feel that Hilton is one of the cleanest villages in Derbyshire for dog fouling, however it is still poor.

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- SDDC - Joint Meetings with Parish Councils - To nominate a representative when required.

There was nothing to report.

- Nestle Committee - To nominate a representative when required.

There was nothing to report.

9. Minute Number 1377/13 - Clerk's Reports

- a. 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, 1198/12, 1216/12, 1233/12, 1250/12, 1267/13, 1301/13, 1318/13, 1360/13– Clerks Report

There was nothing to report.

- b. What Hilton Parish Council will do for the 2014 commemoration to mark the centenary of the Great War. As directed by a Downing Street directive - Previously reported under minute number 1233/12, 1250/12, 1267/13, 1301/13, 1318/13, 1360/13 – Clerk Report

Clr Darlington gave her report as follows:

- 26 plaques would be required for the fallen, which would mean 13 on each side.
- We are still waiting for the groundwork's to be completed as the area is still a bit untidy.
- The last time the contractors were on site they took the padlock with them; a kind resident has allowed us to borrow a padlock until this can be replaced.
- The new trees in this area were coming along well but all trees will be checked again in September 2013.

- c. Complaint from a resident with regards to one of the weaved structures by their fencing – **This was removed by the Groundsman on 18.06.2013**

There was nothing further to report.

- d. Inspector Paul Cannon left his post in South Derbyshire on 21.06.2013 and has been replaced by Inspector Nigel Lidsey.

There was nothing further to report.

- e. Bus Stop Clearway – Main street/Egginton Road Junction, Hilton – O/S The Old Talbot Public House – signage and markings to go ahead within the next month to 6 weeks

There was nothing further to report.

- f. Astro Turf Maintenance and Repairs – quotes

The Clerk explained that she had been to Midland CRB who installed the Astro Turf in 2007/2008 however they wanted a substantial call out charge to even be able to offer a quote for what was required. Talbot Turf had also been contacted but had failed to provide a quote.

Resolved: The Parish Council agreed for the Clerk to go with the quote from Replay as follows:

- **Purchase only of sand £695.00 plus vat**
- **Repair Astro Turf £495.00 plus vat**
- **Purchase of 12 bolts and the tool required to install these.**

Resolved: The Parish Council did not want the tennis lines repainting but would review this later.

g. Dog Fouling

The Clerk reported an email received from Ian Hey with regards to how they deal with dog fouling in other countries.

h. Hanging baskets on Main Street, the appearance of the Village and planting of the entrances.

The Clerk explained that due to current commitments with Hilton Village Hall and year end she had not had time to look into this matter. The Clerk explained that it may be that it is too late for this year and would look in to this ready for next year. The Clerk explained that this had been looked into before and off the top of her head the reason that this did not go ahead was due to price, maintenance and Licenses that were required from DCC.

The Clerk explained that with all other cultivation licenses and open areas requiring maintenance and planting at present the Groundsman and Lengthsmen were already up to full workload capacity. The Clerk explained that if the Parish Council wished to take on more work or cultivation licenses, more hours would have to be given to staff or another member of staff would be required.

i. Provision of extra dog bins north of Main Street

Resolved: The Clerk to order and have installed a standard size dog bin between Dale End Road and Sutton Lane, the ideal place would be at the Sutton Lane end on the grass verge.

j. Provision of a litter bin on The Mease towards Hatton

Resolved: The Clerk to order and have installed a litter bin somewhere by The Mease Meadow, However this must be on the pavement and not in The Mease Meadow.

k. Police Office Lease agreement

Resolved: the Clerk to email the draft lease agreement to all Councillors who will then come back to her with their comments of what may need to be amended.

Resolved: Once approved the Chair and Clerk to sign the relevant information for the Solicitor.

10. Minute Number 1378/13 - Derbyshire Association of Local Councils

Resolved: To note the following Information.

- a) Circular 12/2013
- Online Banking
 - Training Events
 - Rural Action Derbyshire Vacancy – Wheels to Work
 - Local Councils Win New Community Powers

11. Minute Number 1379/13 - Finance

Resolved: To note the following payments.

a) Accounts for Payment.

Cheque No	Payee	Description	Amount
002467	Sterilizing Services	Water Testing	£52.80
002468	Bowcom	Line Marking Paint	£123.00
002469	Aucuba	Maintenance	£429.60
002470	Cancelled		
002471	Strikes Garden Centre	Plants for Main Street	£87.41
002472 to 002478	Salaries, Tax and NIC		£6,506.20
002479	Viking Direct	Stationery	£222.89
002480	R Massey & Son		£57.52

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002481	Viking Direct	Stationery	£61.07
002482	Cromwell	Equipment	£243.74
002483	Taylor Pearson Construction	The Mease Extension	£15,172.34
002484	Cancelled		
002485	Sterilizing Services	Water Testing	£135.00
002486	Hilton Village Hall	Room Hire	£32.22

12. Minute Number 1380/13 - Items for Information

Resolved: To note the following information.

- a) Team Work – Press release – Turning the screws on number plate thieves
- b) SDDC – Festival of Leisure 2013 to be held on 29th and 30th June 2013
- c) SDDC – Summer Activity 2013 brochure

13. Minute Number 1381/13 - Items for discussion

There was nothing to report.

14. Minute Number 1382/13 - Planning Matters for Decision

- a) DCC – Proposal to extend the current modular building installed in 2009 with additional 2 classroom accommodation with associated link corridor. All existing services to be picked up from existing building, Hilton Primary School, Peacroft Lane, Hilton for Derbyshire County Council – Application Code CD9/0513/43

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

15. Minute Number 1383/13 - Planning Matters for Information

Resolved: To note the following information.

- a) 9/2013/0303 66 AVON WAY HILTON DERBY DERBYSHIRE DE65 5NA RETROSPECTIVE APPLICATION FOR THE CONVERSION OF GARAGE INTO A PLAY ROOM – **HAS BEEN GRANTED**
- b) 9/2013/0273 16 CHERRY TREE CLOSE HILTON DERBY DERBYSHIRE DE65 5FD THE ERECTION OF EXTENSIONS AND A DETACHED GARAGE – **HAS BEEN GRANTED**
- c) 9/2013/0251 BLAKELOW FARM LAND TO THE NORTH OF OLD SUTTON LANE BURNT HEATH HILTON DERBYSHIRE DE65 5FE RETROSPECTIVE APPLICATION FOR THE CHANGE OF USE FROM AGRICULTURAL LAND TO HARD STANDING AROUND AN AGRICULTURAL BUILDING – **HAS BEEN GRANTED**

16. Minute Number 1384/13 - Date of the next Meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 31st July 2013 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 1385/13 – Exempt Information.

- a) Solicitor Information update – Previously Reported under minute number – 1258/12, 1275/13, 1292/13, 1309/13, 1326/13, 1368/13 – Exempt Information.

Resolved: The Parish Council agreed on the advice of the Clerk, to hold off on this matter at present. This was due to the fact that there had only been contact made once under a Statutory Right to Inspect the Hilton Parish Accounts ending 31.03.2013 in a period of the last 3 months since a ban had been put in place with regards to 2 former Councillors and a former Employee. For the Solicitor to review a condensed amount of information to date would cost £2,500.00 to £3,000.00 to review a potential case to take forward.

- b) Staff matters – Previously Reported under minute number 1275/13, 1292/13, 1309/13, 1326/13, 1368/13 – Exempt Information.

There was nothing to report.

- c) Update on the VAT Inspection on Monday 13th May 2013 & 16th May 2013 – Accounts for Hilton Village Hall to be redrawn back to 01.01.2010 – Previously reported under minute number 1368/13 – Exempt Information.

It was reported that the next visit from the VAT Inspector was booked for 12.07.2013. It was explained that he had suggested that he may take the information away with him as there is such a lot of information to go through.

It was reported that the Inspector had left a list of items to be completed prior to his visit on 12.07.2013. This was to break down all the files for income and expenditure from 01.01.2010 to 31.03.2013 and to redraw the accounts by tax point date.

It was reported that in 2012/2013 a vast improvement had been made with the accounts and the VAT Inspector was happy with all new procedures that had been put in place or were in the process of being put into place for the future.

Resolved: Sage to be set up as soon as possible and Cllr Darlington was given delegated powers to help the Parish Council Clerk achieve this.

Resolved: The Clerk to look into training for Sage

Resolved: Budgets to be set up along with quarterly accounts information to be provided to the Committee.

The Clerk explained that as per her emails it had been agreed that a loan would be given to Hilton Village Hall for £10k to cover the expenditure whilst the VAT issue was being resolved. The VAT for January to March 2013 was due in April but was currently on hold due to the extra work required by the VAT Inspector.

Resolved: It was agreed to ratify the £10k loan to Hilton Village Hall whilst the VAT issue was being resolved.

- d) Update on the appointment booked on 6th June 2013 at 10am to 11.15am at Hilton Village Hall for Mrs Jenny Keery and Ms D Goodlip to Exercise their rights to inspect the Hilton Parish Council Accounts from 01.04.2012 to 31.03.2013 – Previously Reported under Minute Number 1368/13 – Exempt Information.

It was reported that a request under a Statutory Right to Inspect the Hilton Parish Council Accounts ending 31.03.2013 had been received from Mrs Jenny Keery dated 13.05.2013. From this an appointment was booked for Mrs Jenny Keery and a fellow elector on 06.06.2013 commencing at 10am. On arrival Mrs Jenny Keery and Ms D Goodlip were asked to sign in and read and sign a rules and regulations of the Inspection.

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Prior to the Inspection advice was taken and on this advice taken all Data Protected Information relating to Staff, Councillors and personal Information on hirers of Parish Council facilities were redacted.

Mrs Jenny Keery and Ms D Goodlip signed in at 10am and looked through the Accounts paperwork till 10.30am, they then waited for the information required to be copied. However this was taking too long and they could not wait. Mrs Jenny Keery asked that the information requested along with her change should be put in an envelope and given to Caroline Morris the Playgroup Leader who would pass the information onto her. Mrs Jenny Keery and Ms D Goodlip then signed out at 11.15am.

The Inspection took place at the Hilton Village Hall Office with the Parish Council Clerk, The Hilton Village Hall Booking Clerk, Cllr Fox and Cllr Nield in attendance.

The copied paperwork required by Mrs Jenny Keery and Ms D Goodlip was as follows:

- 1 x monthly charge Invoice for Employment Relation Services for £294.00. This being the monthly charge of a 3 year contract.
- 2 x Viking Direct Invoices – Invoice number 309175 dated 19.06.2012 and Invoice number 315849 dated 20.06.2012.
- 2 x Hilton Village Hall Invoices – Invoice number PC09/12 dated 1st January 2013 and Invoice number PC08/12 dated 30.11.2012
- 3 x British Telecom Invoices – Dated 25.05.2012, 26.11.2012 and 25.02.2013
- 4 x Virgin Mobile insurance charge Invoices of £5.99 each
- 1 x copy of the budget for 2012/2013
- 1 x copy of the Annual Return ending 31.03.2013

There was no request for a copy of the supporting information to the account with regards to the Balance Sheets, Cash Book, Payment Sheets etc., which would have been more useful and provided much more detailed information.

Mrs Jenny Keery was charged as follows for the copies of documents which were requested:
34 pages @ 5p total £1.70
1 copy of Annual Return @ £3.00
Total cost £4.70

At the end of the Inspection a list of questions/statement were left by Mrs Jenny Keery which were replied to via email and letter dated 06.06.2013 as follows:

Question: BT Calls scribbled out are they personal numbers/calls?

Answer: It is not deemed appropriate to allow members of the public access to who the Parish Council speak to.

Question: Asset Register

Answer: The Asset Register was within the files that you viewed.

Question: Aucuba Contract.

Answer: The Aucuba Contract was not negotiated in the 2012/2013 Account.

Question: HVH Loan/Alliance Insurance – Paid Bank 14/12/152 – Paying in slip

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Answer: The paying in slip was in the paying in book that the Parish Clerk was using at the time of your inspection. Please find attached a copy.

Question: Stock open and close for year PPE and Viking

Answer:
Hilton Parish Council does not keep records of stock. Orders are only placed when further items are required.

Question: HVH Invoice for Office hire.

Answer: There are no invoices from Hilton Village Hall in the year 2012/2013 for office hire.

Question: Virgin Mobile Insurance – Recharge to HVH? Bills stopped from June 2012 but still paying insurance.

Answer: This has been transferred back to be paid by Hilton Village Hall as of March 2013

It was reported that the Internal and External Auditor had been kept informed with regards to this matter along with the Freedom of Information Commissioner in relation to a Freedom of Information Complaint made by Mrs Jenny Keery on 14.02.2013 with regards to the Hilton Parish Council Accounts ending 31.03.2012.

Signed.....Date.....

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