

**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 31ST JULY 2013
AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

Cllr Cooper (in the Chair)
Cllr Smith, Cllr Fox and Cllr Darlington

2 District Council Representatives and 6 members of the public were also in attendance at the Meeting.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1386/13 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr Nield, Cllr McDonald and Cllr Stevens.

2. Minute Number 1387/13 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1388/13 - Declaration of Members Interests.

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

4. Minute Number 1389/13 - Public Speaking.

Minute Number 1389/13/A – Public Speaking

Members of the Public raised the following matters:

- Mr Derek Woolliscroft reported that the hedge at the Main Street at car park behind the bins was overgrown. – Cllr Plenderleith replied that she would inform SDDC of this matter.

Minute Number 1389/13/B – Police Representatives Report

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

Minute Number 1389/13/C – District Council Representatives Report

Cllr Patten sent her apologies.

Cllr Plenderleith was present at the meeting and gave her report as follows

- Party on the Park had been a success again this year, it was a very hot day but everyone enjoyed themselves. The committee had broken even this year and had a little money towards next year and they are currently looking at how they will approach next year's event.
- The overhanging bushes on Avon Way and Trusley Brook are being looked into by Steve Sheppard at SDDC and Cllr Plenderleith was chasing him on this matter.
- Cllr Patten had been booked in to go out with the Clean Time last Thursday but this was cancelled. She is now due to go out with them on 01.08.2013.
- Cllr Plenderleith would contact BT with regards to graffiti on their boxes around the village. The Clerk would contact the electricity companies with regards to the same if somebody could provide her with the box numbers.

Cllr Bale was present at the meeting and gave his report as follows:

- He reported that the Wellbrook Medical Centre were the owners of the path between Tesco and the Chemist on Witham Close. He explained that due to a personal injury claim, the Medical Centre was proposing to close this area off. SDDC and DCC were now in discussions with them to see if this land could be transferred to the Local Authority for adoption.

Minute Number 1389/13/D – County Council Representatives Report

Cllr Pattern sent her apologies; Cllr Plenderleith gave her report as follows:

- The Village again has suffered from flooding on Saturday 27.07.2013, Cllr Patten was called out at roughly 9pm. There were problems by the Hilton Garage and Chris Payne at SDDC has been informed, Chris will be chasing up the remedial work required with regards to the drain on the bank in this area on Egginton Road.
- It was reported that the Kings Head Public House and the Old Talbot also suffered with Flooding along with the Village Hall on the same evening.

5. Minute Number 1390/13 - To confirm the Non-Exempt Minutes of the monthly Hilton Parish Council Meetings held on 26th June 2013.

Resolved: The Non-Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 26th June 2013 having been circulated were approved and signed as a true record.

6. Minute Number 1391/13 - Chairperson's Report

The Chair gave his report as follows:

- The Chair thanked the Booking Clerk to Hilton Village Hall and the Clerk to Hilton Parish Council for all their hard work in organising and arranging the opening ceremony for the new Village Hall extension. He also thanked Cllr Darlington and Cllr Fox for their hard work in organising the refreshments and cakes and Cllr Plenderleith for giving the opening speech. He reported that the opening ceremony went really and the press was also in attendance.

7. Minute Number 1392/13 - Committee Reports

A) Minute Number 1392/13/A - Community Services - To be discussed by full Council at their meeting

- Community Information and Publicity

There was nothing to report.

B) Minute Number 1392/13/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 1392/13/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
- 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) Request from the Groundsman to purchase a long reach hedge trimmer £589.00 ex vat, Harness £68.00 ex vat and Vacuum/shredder attachment £254.00 ex vat Total £916.00 ex Vat

Resolved: The Parish Council agreed to the purchase of the above equipment.

Resolved: The Clerk to place the order for the goods as soon as possible.

The Clerk reported that the Parish Council had been required to order a further business waste bin for the Village Hall site as SDDC were no longer able to collect side rubbish. The Clerk ordered the extra business bin under her delegated powers and asked the Parish Council to ratify this.

Resolved: Hilton Parish Council ratified the need for a further business bin.

Cllr Darlington reported that she had spoken to the Groundsman and Lengthsman and asked them to make a list of the litter hotspots in the Village.

Resolved: The Groundsman to give the list of hot spots to the Clerk.

Resolved: The Clerk to add this matter to the agenda for August 2013.

Resolved: The Clerk to add the installation of litterbins at the bus stops on Egginton Road to the agenda for August 2013.

D) Minute Number 1392/13/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 1392/13/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 1392/13/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 1392/13/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 1393/13 - Reports from Councillors that have attended any other Meetings.

- Etwall Area Meeting & Safer Neighbourhoods – 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 – To nominate a representative when required.

There was nothing to report.

- The Mease Management Committee – Cllr McDonald

There was nothing to report.

- Marston on Dove Relief in Need Charity – The Chair and Vice Chair 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

There was nothing to report.

- Flood Liaison – To nominate a representative when required.

There was nothing to report.

- DCC – Parish and Town Liaison Forum – Cllr Nield

There was nothing to report.

- 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 1394/13 - 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, 1198/12, 1216/12, 1233/12, 1250/12, 1267/13, 1301/13, 1318/13, 1360/13, 1377/13– Clerks Report

It was reported that the rubbish had been buried on site and mowing strips had been installed along with wildflower seeds that had been sown. Zoe Sewter at SDDC had requested that the Parish Council keep an eye on the wildflowers to make sure that they have taken. It was agreed that this area was being well used by members of the public.

- 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, 1377/13 – Clerk Report

Cllr Darlington had a meeting booked with Zoe Sewter at SDDC on Tuesday 06.08.2013 at 3pm to discuss the plaque to be set in the stone.

Cllr Darlington showed the rest of the Council Members present what the wording on the plaque would be.

Resolved: The wording for the plaque was approved.

Resolved: Standing Orders were suspended to allow members of the public to speak.

Mr Piet Walton-Knight was asked what his opinion was for the material of the plaque.

Mr Piet Walton-Knight replied that whatever material was used it should be indicative of longevity. He suggested maybe stone or something like stone or possibly even brass.

Derbyshire Slate was put forward but it was suggested that this may be damaged or chipped easily.

Stone filled resin was also suggested as this too would be very hard wearing.

Resolved: Standing Orders were reinstated.

- Hanging baskets on Main Street, the appearance of the Village and planting of the entrances – Previously Reported under minute number 1377/13 – Clerk Report

Resolved: The Clerk to look back on the original information to establish why the Parish council did not go ahead with this previously.

- Provision of extra dog bins north of Main Street – Previously Reported under minute number 1377/13 – Clerks Report

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.

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- e. Update of the provision of a litter bin on The Mease towards Hatton – Previously reported under minute number 1377/13 – Clerks Report

The Clerk asked that the litter bin be put on hold in light of the litter hotspot survey.

Resolved: The Parish Council agreed with the Clerk to put this matter on hold until the litter hotspot survey had been completed.

- f. Police Office Lease agreement – Previously reported under minute number 1377/13 – Clerks Report

Resolved: The Clerk to obtain a clean copy of the Lease Agreement with the amendments as shown for the Councillors to view prior to agreement.

10. Minute Number 1395/13 - Derbyshire Association of Local Councils

Resolved: To note the following information.

- a) Circular 13/2013
- DALC Website Members' Area
 - Free Software for Payroll
 - Press and Public Videoing and Tweeting at TC/PC Meetings
 - Charles Arnold-Baker – Local Council Administration
 - Unlocking the power
 - DALC – Annual Executive Meeting and Annual General Meeting
 - Training/Seminars
 - Wind Turbines
 - Town and Parish Council Annual Returns
 - Healthwatch Derbyshire – Launch Events
 - Vacancy
- b) Circular 14/2013
- The Good Councillor's Guide
 - Public Sector Mapping Agreement
 - Free Trees for UK's Community and Youth Groups
 - Business Rates
 - Free Containers – suitable for Allotment use

11. Minute Number 1396/13 - Finance

Resolved: To note the following payments.

Cheque No	Payee	Description	Amount
	a) Accounts for Payment.		
002487	The Helping Hands Company	Litter Picker	£24.00
002488	Cancelled		
002489	Aucuba Landscapes	Maintenance	£448.30
002490	R Massey & Son	Equipment	£19.98
002491 & 002498	Fairview Arborists	Tree Maintenance	£350.00
002492 to 002497	Salaries, Tax and NICs		£7,773.11
002499	Viking Direct	Stationery	£193.73
002500	Sterilizing Services	Water Testing	£52.80
002501	R Massey & Son	Equipment	£30.48
002502	Aucuba Landscapes	Maintenance	£429.60
002503	SDDC	Waste Collection	£1,125.36
002504	Viking Direct	Stationery	£97.50

Expenditure Current Account Direct Debit & Standing Orders:

02.04.2013	Eon	Electricity	£60.00
02.04.2013	Employment Relation Services	HR Support	£294.00
01.05.2013	Eon	Electricity	£60.00
01.05.2013	Employment Relation Services	HR Support	£294.00

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03.06.2013	Eon	Electricity	£60.00
03.06.2013	Employment Relation Services	HR Support	£294.00

Expenditure Reserve Account:

07.05.2013	Hilton Village Hall	Loan	£10,000.00
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Income Current Account:

08.05.2013	Western Power	Payment sheet 1	Wayleave	£6.90
08.05.2013	Hilton Harriers	Payment Sheet 1	Restricted Fund New Build The Mease	£17,000.00
08.05.2013	Astro Turf Bookings	Payment Sheet 2		£673.00
08.05.2013	Astro Turf Bookings	Payment Sheet 3		£493.00
08.05.2013	Football Bookings	Payment Sheet 3		£409.00
08.05.2013	Astro Turf Bookings	Payment Sheet 4		£727.00
08.05.2013	Football Bookings	Payment Sheet 4		£264.00
20.06.2013	Astro Turf Bookings	Payment Sheet 5		£1,425.00
20.06.2013	Football Bookings	Payment Sheet 5		£175.00
20.06.2013	Inspection of Accounts	Payment Sheet 6		£4.70
20.06.2013	Derbyshire Env Trust	Payment Sheet 6	Restricted Fund New Build The Mease	£5,000.00
20.06.2013	Hilton Village Hall	Payment Sheet 6	Recharge items	£29.95
05.04.2013	SDDC	Precept 1 st Payment		£70,484.00
10.04.2013	Football Foundation	Restricted Fund New Build The Mease		£19,297.00
09.05.2013	HMRC	Vat Refund 2012/2013		£22,017.88

b) Approval of the Accounts from 01.04.2013 to 30.06.2013

Resolved: Hilton Parish Council approved the unaudited accounts from 01.04.2013 to 30.06.2013.

c) External Audit 2012/2013

The Clerk had nothing to report as the external audit had not yet been completed.

12. Minute Number 1397/13 - Items for Information

Resolved: To note the following information.

- Clerk & Council Direct Magazine
- Community Connection – Proposed South Derbyshire Intermodal Park, J2, A50 – Public and stakeholder Consultation will take place in early 2014
- SDDC – Press Release – Introducing the new easy, green recycling scheme
- SDDC – Press Release – A bumper crop of summer holiday activities

13. Minute Number 1398/13 - Items for discussion

There was nothing to report.

14. Minute Number 1399/13 - Planning Matters for Decision

- Reg No 9/2013/0514 - 1 MAIN STREET HILTON DERBY DERBYSHIRE DE65 5FF THE INSTALLATION OF 3 ILLUMINATED AND 2 NON-ILLUMINATED SIGNAGE ON THE EXTERIOR OF THE BUILDING ALONG WITH REFURBISHMENT OF LANTERN AND INSTALLATION OF 7 FLOODLIGHTS

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

- Reg No 9/2013/0491- 36 MAIN STREET HILTON DERBY DERBYSHIRE DE65 5GG RETROSPECTIVE APPLICATION FOR A BOUNDARY WALL

Resolved: Hilton Parish Council would like to object on the grounds of visibility and would ask that the wall be lowered by a course of 3 bricks and the pillars lowering to the same level the same as 38 Main Street.

15. Minute Number 1400/13 - Planning Matters for Information

Resolved: To note the following information.

- a) Reg No 9/2013/0322 BADGER FARM WILLOWPIT LANE HILTON DERBY DERBYSHIRE DE65 5FN THE ERECTION OF ADDITIONAL OFFICE ACCOMMODATION AND ASSOCIATED PARKING AND A NEW ACCESS ROAD TO THE BUILDINGS AT THE REAR OF THE SITE – **HAS BEEN GRANTED**
- b) Reg No 9/2013/0328 OLD W D CAMP SUTTON LANE HILTON DERBY DERBYSHIRE DE65 5FE THE CHANGE OF USE OF LAND TO RESIDENTIAL GARDEN – **HAS BEEN GRANTED**
- c) Reg No 9/2013/0346 130 DERBY ROAD HILTON DERBY DERBYSHIRE DE65 5FP THE ERECTION OF AN EXTENSION AND ALTERATIONS – **HAS BEEN GRANTED**

16. Minute Number 1401/13 - Date of the next Meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 28th August 2013 at Hilton Village Hall commencing at 7.30pm.

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 1402/13 – Exempt Information

- a) Solicitor Information update – Previously Reported under minute number – 1258/12, 1275/13, 1292/13, 1309/13, 1326/13, 1368/13, 1385/13 – Exempt Information.

There was nothing to report.

- b) Staff matters – Previously Reported under minute number 1275/13, 1292/13, 1309/13, 1326/13, 1368/13, 1385/13 – Exempt Information.

Resolved: Approval was given to the Clerk to contact a member of staff with regards to obtaining a signed consent form to Access Medical Records Report under the Act 1988.

- c) Update on the VAT Inspection on Monday 13th May 2013, 16th May 2013 & 12th July 2013 – Accounts for Hilton Village Hall to be redrawn back to 01.01.2010 – Previously reported under minute number 1368/13, 1385/13 – Exempt Information.

It was reported that the VAT Inspection had now been completed.

The Village Hall was due a VAT refund of £24,000.00 for January to March 2013 which had been on hold whilst the accounts were redrawn back to first registration of 01.01.2010.

There would also be a further payment of roughly £8,500.00 agreed with the VAT Inspector which had not been claimed in the first year which could have been claimed.

However there would also be penalties charged by HMRC for the months from first registration where not enough VAT had been paid to HMRC in certain quarters, again this was historic items. This figure had not yet been confirmed by HMRC but information outlining all matters would be received in due course.

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. This matter was ratified at the Parish Council meeting on 26.07.2013. The Clerk explained that as per her further emails it had been agreed that a further £2k would be loaned to Hilton Village Hall whilst this matter was on going.

Resolved: It was agreed to ratify the £2k loan to Hilton Village Hall whilst the VAT issue was being resolved.

The Clerk reported that she had received an email dated 28.07.2013 from a Mr Ant Woods with regards to the £10k Loan to Hilton Village Hall and the increased salary total for July 2013.

Resolved: The Clerk to reply to the email explaining that Hilton Parish Council are the Sole Trustee to Hilton Village Hall and have the power to loan money to the Village Hall if required, the Clerk to also explain that this was ratified in the June 2013 Parish Council Meeting and the minutes from that meeting would be available shortly on the Parish Council website. The Clerk to also state that the salaries for July 2013 cover a 5 week period rather than a normal 4 week period.

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

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