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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 28TH AUGUST 2013 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

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

2 District Council Representatives and 4 members of the public were also in attendance at the Meeting.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1387/13 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr McDonald and Cllr Fox.

2. Minute Number 1388/13 - Co-Option of a Councillor

Resolved Jennifer Spencer was co-opted with immediate effect.

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

3. Minute Number 1389/13 - Variation of the Order of Business.

There were no Variations to the Order of Business.

4. Minute Number 1390/13 - Declaration of Members Interests.

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

5. Minute Number 1391/13 - Public Speaking.

Minute Number 1391/13/A – Public Speaking

Members of the Public raised the following matters:

- Mr Derek Woolliscroft reported that there had been a piece in the Burton Mail with regards to the proposal to build a further 375 homes off The Mease including a new Primary School. Cllr Plenderleith replied that as part of the Local Development Plan it proposes that there are 3 areas which require more housing being South Derbyshire, Amber Valley and Derby City. On inspection the Officer said that there was not enough housing provision in these areas for the next 5 years.

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The Inspector now tells SDDC where this housing is required because at this stage they take overall control from the Council. The Inspector has said that the housing requirements need to be split over the 3 areas. Hilton provision had been argued down by SDDC from 500 extra houses to 375. She explained that the area chosen will be the Hilton Business Park where the old buildings currently stand and the plan at the moment includes a 2 form Primary School. However John Port will then be a problem as it will not be big enough to take the extra children. She also reported that there would be a further 100 houses build in both Repton and Willington. Cllr Plenderleith ended by reporting that there would be more consultation on these proposals and she would keep the Parish Council updated on any progress.

Minute Number 1391/13/B – Police Representatives Report

There were no Police Representatives present at the meeting.

The Chair read out the Police Representatives Report as follows:

- It was thought that PCSO Wait had a broken wrist and she was off work at present.
- It was reported that the accident at the Railway Crossing was being dealt with by the British Transport Police. The Gentleman that was injured was now stable in hospital.
- There had been a rise in crime on none-dwelling burglaries

Minute Number 1391/13/C – District Council Representatives Report

Cllr Patten sent her apologies.

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

- She thanked the Clerk for passing on the information on the overgrown hedges around the village and for informing her that in one area Royal Mail was refusing to deliver post to residents with regards to this issue. She explained that the land in question was still in the hands of the developers or St Modwens. She reported that she was in the process of trying to establish ownership for the problem areas.
- She asked Mr Derek Woolliscroft if the hedge around the recycling bins had been cut back. Mr Derek Woolliscroft replied that this still had not been completed. Cllr Plenderleith said that she would chase this matter up with SDDC.
- She reported that she had attended The Mease Open Day held on 27.08.2013. She reported that the event was very well attended and enjoyable and the new extension looked great.
- She reported the drain issues on Egginton Road and the fact that it spews out water when it rains. She asked that if anyone sees this happening could they please telephone Call Derbyshire and log the incident/complaint.

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

- Footpath between Tesco and the Chemist under the ownership of the Wellbrook Medical Centre was still under discussion on who would adopt this area to stop it being closed off.
- A letter of complaints sent to Heather Wheeler MP and forwarded to SDDC was passed to the Parish Clerk for information only

Minute Number 1391/13/D – County Council Representatives Report

Cllr Patten sent her apologies, there was nothing to report.

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5. Minute Number 1392/13 - To confirm the Non-Exempt Minutes of the monthly Hilton Parish Council Meetings held on 31st July 2013.

Resolved: The Non-Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 31st July 2013 having been circulated were approved and signed as a true record.

6. Minute Number 1393/13 - Chairperson's Report

There was nothing to report.

7. Minute Number 1394/13 - Committee Reports

A) Minute Number 1394/13/A - Community Services - To be discussed by full Council at their meeting

- Community Information and Publicity

There was nothing to report.

B) Minute Number 1394/13/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 1394/13/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

There was nothing to report

D) Minute Number 1394/13/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 1394/13/E - Recreation and Leisure – To be discussed by full Council at their meeting

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- 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 1394/13/ 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 1394/13/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 1395/13 - 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.

There was nothing to report.

- 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.

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9. Minute Number 1396/13 - 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, 1377/13, 1394/13– 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, 1377/13, 1394/13 – Clerk Report

It was reported that Zoe Sewter at SDDC had agreed to pay for the plaque to be installed on the stone as they were in full support of the project.

The plaque will be polished black granite roughly costing £250.00, the lettering will be £1.50 each letter, total cost for the wording roughly £1,641.00, from the money agreed there will be enough to cover the installation also.

There will also be individual plaques against the trees for the fallen which includes 2 men not currently on the roll at the Church

There will also be space to add any further names should this be required in the future.

Currently there are 6 serving soldiers in the village.

- c. Hanging baskets on Main Street, the appearance of the Village and planting of the entrances – Previously reported under minute number 1377/13 1394/13 – Clerk Report

It was reported that an attachment to a lighting column license was required prior to any installation of hanging baskets.

Prior to receiving a license capital costs of testing and associated works of the lighting columns would need to be met by the Parish Council. To do this the Parish Council would be required to employ a specialist company to apply applicable to specific size of attachment and prove that the columns are structurally sound to enable increased loadings to be applied.

Legal duties would be placed on the Parish Council to make sure reasonable steps are taken to ensure that anyone appointed to attach permanent or temporary decoration to a street light column is competent.

The Parish Council would be required to give evidence that the person carrying out the work was competent to use equipment required to install, maintain or remove any such attachments.

Any contractor used would need to be registered under the Highways Electrical Registration Scheme to make sure they have the appropriate competency to carry out any such works on street lighting.

The Parish Council would be required to have an insurance of not less than 5 million pounds indemnity for the hanging baskets in case of any future claims.

Structural testing by a specialist company in the first instance could cost upwards of £4k.

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If this is given the all clear the manufacture and installation of the required brackets would be upwards of £1k.

16 halves or 8 full hanging baskets were required to be installed at roughly £150.00 each.

Watering of the baskets would be roughly £35 per visit £245.00 per week.

It was reported that the above were costs originally obtained in 2011 when it was originally decided not to continue with the hanging baskets.

It was reported that initially the hanging baskets were donated free of charge by Talbot Turf. Then in 2011 they said that they could no longer provide these free of charge and would require a payment of £40.00 for each basket. At the same time the Parish Council was informed of legislation which had been brought into effect with regards to requiring a license and structural testing etc.

Resolved: The Parish Council agreed that purely due to the cost as in 2011 it was not good value for money to pursue this matter. However the Parish Council would consider other ways of brightening up the village in the future.

- d. Provision of extra dog bin to be install north of Main Street – Previously reported under minute number 1377/13, 1394/13– Clerks Report

It was reported that the dog bin had been ordered and would be installed by SDDC in due course.

- e. Police Office Lease agreement – Previously reported under minute number 1377/13, 1394/13 – Clerks Report

There was nothing to report.

- f. Naming Competition for the Humber Street/Welland Road Park area

It was reported that Zoe Sewter at SDDC would like some names for the new Welland Road/Humber Street Park Area and had suggested a naming competition.

Resolved: The Parish Council Members were asked to email the Clerk with suggested names that they would like.

Resolved: These suggestions would then be put on a list and displayed at the Village Hall for people to place a tick at the side of the name they liked best.

Resolved: The results would then be passed onto Zoe Sewter at SDDC for a final name to be chosen.

Resolved: Cllr Plenderleith agreed to speak to the school to add the information to their next newsletter.

- g. Hedge Cutting Mill Lane – Re Complaint ref 664081 DCC

It was reported that this work had now been completed.

- h. Litter hot spots – Previously reported under minute number 1392/13/C – Environment and Green Space

There was nothing to report as the survey was still being compiled.

- i. Proposal to install litter bins at the bus stops on Egginton Road.

Resolved: To put this matter on hold until the litter hot spot survey had been completed.

- j. Accident at the train line on Egginton Road

Resolved: The Clerk to write to Network Rail and the County Council requesting that better signage was required prior to the train line from both approaches. The Parish Council would also like to see some form of light signals on the approach on both sides to warn vehicles of the trains. The Parish Council would also request that a weight limit be installed on the bridge as all lorries should be using the A50 and not coming through the village.

k. Proposed new Play Equipment for the Mill Lane Play Area.

The Clerk had obtained a price for new play equipment and explained that a further 2 quotes were required. She explained that it would cost roughly £35 to £40k to install similar play equipment to what was already there. However there was an issue with vandalism in this area as there was no CCTV to protect it.

The Clerk explained that the current play equipment was in a poor state of repair and was possibly not up to standard anymore due to its age and advised the Council that really they should consider the removal of the old play equipment sooner rather than later.

The Clerk recommended that this was an ideal opportunity to think about what could be installed in this area. There was an option to completely revamp the area and suggested that this would be an ideal place for a multiuse games area. The Clerk explained that there was already a very good play area for the younger children at the Village Hall Site but there was not really anything in the area for the older children. She explained that in the Village Plan there had been a provision to install a Multiuse games area at the Village Hall site but for all kinds of reasons this did not go ahead as part of phase one.

The Clerk explained that Funding could also be obtained towards a multiuse games area.

Resolved: The Parish Council Members thought that a multiuse games area was a great idea.

Resolved: The Clerk to obtain some prices for the installation of a multiuse games area and to see what kind of funding would be available towards this for example Safer Neighbourhoods Funding.

The Clerk explained that in her experience Multiuse games areas were quite respected by the children and in other places they had even taken on some ownership to keep them vandal free, clean and tidy.

l. Rural Path at Village Hall site proposal to have this area tarmacked

The Clerk reported that money had been set aside in the budget for 2013/2014 to complete the work required. She had contacted Tim Denning at SDDC and had been informed that Planning Permission was not required by the Parish Council to complete this work but the Parish Council may like to consider installing a soak away at the same time to alleviate any flooding issues that may arise.

Resolved: the Clerk to obtain prices for the work to be completed including soak away.

Resolved: The Clerk to contact the school and explain that the Parish Councils plan to tarmac the rural path and that this was due to request from parents coming and going to school. The Clerk to ask if the School would consider installing a soak away at the bottom of the school field to help with the drainage problems in that area also.

10. Minute Number 1397/13 - Derbyshire Association of Local Councils

There was nothing to report.

11. Minute Number 1398/13 - Finance

Resolved: To note the following payments.

a) Accounts for Payment.

Cheque No	Payee	Description	Amount
002505	Hilton Village Hall	Room Hire	£32.22
002506	Mr Watson	Notice Board Repairs x 2	£165.00
002507, 002508, 002509	Aucuba, Monthly Maint	including yearly Pitch Maint.	£6,090.70
002510	Flint Bishop Solicitors	Legal Fees	£252.00
002511, 002518, 002520	Cromwell	Equipment	£339.45
002512	Royal Mail	P O Box Number	£303.60

002513	Cancelled		
002515	Sterilizing Services	Water Testing	£52.80
002516	Hilton Village Hall	Room Hire	£45.00
002517	Scribe 2000	Subscription	£294.00
002519	Viking Direct	Stationery	£212.09
002521	R Massey and Son	Hedge Cutter and attachments	£895.47
002514, 002522 to 002527	Expenses, Salaries, Tax and NICs		£6,109.08

b) External Audit 2012/2013

There was nothing to report as the External Audit had not yet been completed.

12. Minute Number 1399/13 - Items for Information

Resolved: To note the following information.

- a) Toyota – Together brochure Issue 10
- b) SDDC – press release – Five star showing from Food Outlets
- c) SDDC – press release – Roadshow to introduce new recycling scheme
- d) SDDC – press release – Weeks remaining to nominate your sporting star
- e) SDDC – press release – Visual reminder to bag it and bin it
- f) Rosliston Forestry Centre – Willington’s wetland wonders Sunday 29.09.2013
- g) Rosliston Forestry Centre – Pumpkin Walk Saturday 26.10.2013
- h) Rosliston Forestry Centre – Walk & warm Saturday 14.09.2013
- i) The Glade in the Forest – Gladefest Saturday 31.08.2013

13. Minute Number 1400/13 - Items for discussion

There was nothing to report.

14. Minute Number 1401/13 - Planning Matters for Decision

- a) 9/2013/0657 OLD W D CAMP LAND AT SK2431 5674 SUTTON LANE HILTON DERBY DERBYSHIRE THE FORMATION OF A VEHICULAR ACCESS

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

- b) 9/2013/0583 Aldi Stores Site Huntspill Road / The Mease Hilton Derby DE65 5HD THE INSTALLATION OF ILLUMINATED SIGNAGE

Resolved: Hilton Parish Council had no objections to the above planning application, however there were concerns about the sign to be installed at the front of the store which would be 6 meters high. The Parish Council would like confirmation that this will only be illuminated during their opening times and would not be illuminated all through the night.

- c) 9/2013/0568 36 TINSELL BROOK HILTON DERBY DERBYSHIRE DE65 5HY CONVERSION OF GARAGE INTO LIVING ACCOMMODATION AND THE ERECTION OF A DETACHED GARAGE

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

- d) 9/2013/0558 4 BLITHE CLOSE HILTON DERBY DERBYSHIRE DE65 5HZ APPLICATION FOR CERTIFICATE OF LAWFULNESS FOR THE ERECTION OF AN EXTENSION

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

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- e) 9/2013/0556 land adjacent Huntspill Road / The Mease Hilton Derby DE65 5HD
RETROSPECTIVE APPLICATION FOR AN AMENDMENT TO ENTRANCE LOBBY OF
PREVIOUSLY APPROVED 9/2012/0505 FOR ALDI STORE

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

15. Minute Number 1402/13 - Planning Matters for Information

Resolved: To note the following information.

- A) 9/2013/0481 75 EGGINTON ROAD HILTON DERBY DERBYSHIRE DE65 5FG
THE ERECTION OF AN EXTENSION – **HAS BEEN GRANTED**

16. Minute Number 1403/13 - Date of the next Meeting

Resolved: The date of the next Hilton Parish Council Meeting confirmed as 2nd October 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 1404/13 – Exempt Information.

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

- Booking Clerk to Hilton Village Hall

It was reported that the requested signed Medical Consent form had been received on 21st August 2013 giving Hilton Parish Council permission to obtain the relevant medical report required. This had now been forwarded to the consultant for action.

It was reported that the employee had been informed that on their return to work they would be working from The Mease Football Pavilion.

Resolved: The Clerk to purchase a new laptop.

- Caretaker to Hilton Village Hall

It was reported that an advert had been placed for a part time Caretaker as agreed at the previous meeting, however roughly 15 to 20 application forms had been sent out but only 2 had been returned one of which was completely unsuitable as the person lived in Nottingham and would be required to catch a bus to work. With this it had been decided to re-advertise the vacancy with amended hours as it was felt that this may have been the problem. Previously it would have been that the new caretaker would have been working every weekend, it would now be every other weekend.

- Lengthsman to Hilton Parish Council

The Clerk reported that there was a vacancy for a Lengthsman as one of the Lengthsmen had resigned sighting fuel costs as the reason for leaving.

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Resolved: Due to the resignation of one of the Lengthsmen it was agreed to restructure as follows:

- 1) **To increase the remaining Lengthsman's hours and Groundsman hours to 35 hours per week each from 23.09.2013**
- 2) **To advertise for a further Lengthsman for 35 hours per week.**

Resolved: It was agreed that the hours of the staff were required to be increased as they were currently stretched to full capacity. The Parish Council also had plans to take on further ground maintenance work in the near future and was still planning to increase the size of the garage and to purchase a vehicle and possibly a sit on mower.

The Clerk reported that the mower had broken on Tuesday 27.09.2013; it had been taken to Massey's to see if this could be repaired but it was a complete write off. She explained that a replacement was required as a matter of urgency and could cost anywhere up to £1,000.00 for a good replacement.

Resolved: The Clerk and Groundsman to purchase a suitable replacement as a matter of urgency.

- a) 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.

The Clerk reported that part of the VAT problem had now been resolved; the following repayments had now been received:

January, February and March 2013	=	£24,945.30
April, May and June 2013	=	£14,135.18

The Clerk explained that the VAT Inspector had initially refused to pay any further VAT until the accounts had been redrawn back to the first registration in January 2010. This work was completed by the Clerk to Hilton Parish Council and the Booking Clerk to Hilton Village Hall which took 4 weeks to complete and resulted in the above payments finally being released. However there was still a VAT issue of roughly £8,500.00 relating back to the first year of registration that had not been claimed correctly. The Clerk said that she would keep the Council updated on this matter.

Resolved: It was agreed that the Clerk would raise a cheque from Hilton Village Hall to Hilton Parish Council to repay the loan that had been given whilst this issue was being resolved. The cheque to be raised would be for £12,000.00.

- b) Hilton Village Hall Land and building Transfer documents for approval.

Resolved: It was agreed for the Chair and Clerk to sign the transfer documents.

Resolved: Once signed the Clerk to return all copies back to the Parish Council Solicitor.

- c) Update on the Clerk and Caretaker to attend Derby Magistrates Court re incident on 14.01.2013 at Hilton Village Hall

The Clerk updated the Council on the incident at Hilton Village Hall on 14.01.2013, whereby The Clerk to the Parish Council was reversed into, whilst on car parking duty by a person collecting children from the Hilton Primary School. She explained that at the pre court hearing held on 09.08.2013 the accused pleaded not guilty despite the fact that there was CCTV evidence of the incident. The Clerk and Caretaker to Hilton Village Hall had now been served with a Witness Warning giving notice for them both to attend Derby Magistrates Court at 10am on 25.09.2013.

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

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