

Hilton Parish Council
PO BOX 8094, Swadlincote, Derbyshire. DE11 1FR
Tel: Office 01283 730969 – Mobile 0771 9599132
Email: clerk@hiltonparishcouncil.org.uk
Website: www.hiltonparishcouncil.org.uk

**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 2nd October 2013 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

Cllr Cooper (in the Chair)
Cllr Smith, Cllr Darlington, Cllr Nield, Cllr Spencer

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

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1405/13 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr Stevens, Cllr Fox and Cllr McDonald

2. Minute Number 1406/13 - Variation of the Order of Business.

There were no variations to the order of business.

3. Minute Number 1407/13 - Declaration of Members Interests.

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

Resolved: Cllr Darlington declared a Personal and Prejudicial Interest in Item 9 Clerks Reports, item J Request from Dove Valley Community Archaeology Group to have a “watching brief” with a view to holding another community dig on the Mill Lane Park Area. It is a very important medieval site in the village, and as such it would be important for it to be looked at more fully before the new play equipment/surface goes in. The two test pits revealed a wealth of medieval material and DVCA feel that there is a lot more to be revealed.

4. Minute Number 1408/13 - Public Speaking.

Minute Number 1408/13/A - Public Speaking

Members of the Public raised the following matters:

- Mr Roger Yeoman's from the Hilton and Marston History Group asked the Parish Council to review their request to install a Monument on Roma's Garden to commemorate the fallen as it had been six month since the Parish Council made their original decision.

.....
This is page 1326 of the Minutes of the Meeting of Hilton Parish Council held on 02.10.2013

- Mr Bill Beer from Main Street said that he was interested in the Parish Council's views on the speed humps on Main Street. He reported that they were replaced 2 years ago but residents in that area were still suffering from the noise pollution associated with the speed humps, houses that were effected had cracking plaster etc. Cllr Plenderleith replied that this matter had already been discussed by DCC about 2 years ago. Originally the Parish Council asked for chicanes but due to cost speed humps were installed instead. She confirmed that the speed humps had been repaired or replaced 3 times since being installed and DCC were due to look at this matter again. Cllr Plenderleith said that she would forward this matter onto Cllr Patten.
- MS Kay Baston reported a large fallen branch from a big Willow Tree which was over the Brook. This was situated to the South of the bridge and although it was not causing a problem at present it may do when the water level rises.

Minute Number 1408/13/B – District Council Representatives Report.

Cllr Patten sent her apologies.

Cllr Bale reported that he had received 2 complaints with regards to dog fouling within the village.

Cllr Plenderleith gave her report as follows:

- Cllr Patten was dealing with a complaint of a resident's overgrown hedge on Mill Lane, DCC would be sending the resident a letter shortly.
- She had met with residents on Isis Way with regards to the gullies being full of weeds and rubbish. These gullies had now been cleared. The residents had also requested that the parking issues be looked at in the same area.
- She had been in contact with St Modwens with regards to the overgrown hedges on Welland Road and the residents' complaints with regards to Royal Mail not delivering post in this area in relation to this matter. St Modwens would be completing the maintenance work shortly.
- She reported that the Local Plan would be going out for public consultation. This would be held at Hilton Village Hall on 16.10.2013 commencing at 3.30pm to 6.30pm
- She had spoken to St Modwens with regards to the proposed 375 new homes on the Business Park as they had asked for further suggestions for the area. She had put forward allotments, further provision for the Doctors, School and Village Hall extension. St Modwens had not yet put the planning application in with SDDC but they were looking at doing this prior to Christmas. St Modwens were interested in meeting with the Parish Council to discuss this matter further and would also start a public consultation.

Minute Number 1408/13/C – County Council Representatives Report

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

Minute Number 1408/13/D – Police Representatives Report

There were no Police Representatives in attendance and there was nothing to report.

5. **Minute Number 1409/13 - To confirm the Non-Exempt Minutes of the monthly Hilton Parish Council Meetings held on 28th August 2013.**

Resolved: The Non-Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 28th August 2013 having been circulated were approved and signed as a true record.

6. **Minute Number 1410/13 - Chairperson's Report**

There was nothing to report.

.....
This is page 1327 of the Minutes of the Meeting of Hilton Parish Council held on 02.10.2013

7. Minute Number 1411/13 - Committee Reports

A) Minute Number 1411/13/A - Community Services - To be discussed by full Council at their meeting

- Community Information and Publicity

It was reported that the Notice Board on Avon Way had been vandalised again within only a few weeks of being repaired, this was about the third time this had happened, this time the door had been half ripped off. It was reported that all 4 notice boards around the village had been repaired in the last month at a cost to the Council of £355.00. The Clerk asked if it was time to remove the notice boards as the minutes and agendas could be viewed on the Parish Council website, but one notice board would need to remain for the residents that do not have access to the internet.

Resolved: Due to the constant cost of repairs due to vandalism, the Parish Council agreed to have 3 out of the 4 Parish Council notice boards removed as soon as possible, leaving the one at the Main Street car park where it is for now. However this notice board will be monitored and if this continues to be vandalised, it will be removed and a new notice board will be installed on the Village Hall site as this area is covered by CCTV.

Resolved: The Clerk to obtain a price for a new notice board for the Village Hall Site.

B) Minute Number 1411/13/B - Finance - Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield, Cllr Fox, Cllr Darlington, Cllr Stevens, Cllr Spencer 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 1411/13/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

It was reported that contractors had been out and trimmed back the shrubs and trees on Egginton Road, they had done a very good job. This area had still not been adopted by the District Council and was still under the ownership of Persimmon.

- 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.

D) Minute Number 1411/13/D - Village Infrastructure - To be discussed by full Council at their meeting

- Planning matters including the Village Plan
- New Road Adoptions

.....
This is page 1328 of the Minutes of the Meeting of Hilton Parish Council held on 02.10.2013

- Traffic Management and Parking
- Street Lighting
- Public Transport Provision

There was nothing to report.

E) Minute Number 1411/13/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 1411/13/F - Employment Issues – Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield, Cllr Darlington, Cllr Fox, Cllr Stevens, Cllr Spencer 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 1411/13/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 1412/13 - Reports from Councillors that have attended any other Meetings.

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

The next meeting would be held in November 2013 at Hilton Village Hall.

- 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

Resolved: The Clerk to contact Aucuba Landscapes and ask for the fencing along the front of The Mease Pavilion to be repaired.

- 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.

9. Minute Number 1413/13 - 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, 1394/13, 1396/13 – Clerks Report

Cllr Darlington gave her report as follows:

- In order to make sure that no-one was missed, It was suggested at the last PC meeting, that a request was made asking for living relatives of the WW1 casualties from Hilton to come forward, this was featured in the Burton Mail on 13th September 2013.
- A relative of two of the men, one from WW1 and one from WW2, did get in touch and a very interesting chat was had last week, and as usual, information was provided to the family. As a result, they were delighted and very much would like to attend our event on the 4th August 2014 to lay poppy crosses against their relatives memorial plaques.
- As a result of this, finding close relatives has moved up the list of priorities, and to date, we have 12 names out of the total of 25, who have living relatives, some which have already been contacted, and the others will be contacted in due course.
- The Parish Council Groundsman has drawn up a plan of the Memory Walk, and we, together with Cllr. Spencer, have placed the temporary labels on the trees. This gave us the opportunity to put brothers, friends and cousins back together. If anyone would like the labels to be placed differently, please inform the Parish Clerk about this, all suggestions are very welcome.
- The Parish Council Groundsman has grown 18 Oak saplings and if possible these will be plant on the other side of the path, to create a tree-lined walk. Creating a native woodland bulb species field under the trees, together with the planting of drifts of poppies and other native field flowers.
- In light of the above, conversations have been held with Zoe Sewter at SDDC, who is in full support and has already given her verbal permission. She also asked that the Parish Council purchase the granite plaque and back-charge SDDC. However the Parish Council is still awaiting written confirmation of this before any of the above takes place, just to make sure that the Parish Council will not be out of pocket on the purchasing and engraving of the plaque.

.....
This is page 1330 of the Minutes of the Meeting of Hilton Parish Council held on 02.10.2013

- On Monday, 23rd September, Cllr Darlington had a meeting with the Colonel in charge of the Mercian TA Regiment in Hawkins Lane, Burton-on-Trent. He felt that it was a very worthwhile project and offered to provide two drummers and a bugler on the day. He would also try and find us an Army chaplain to take the Service of Dedication, supported by the Rev. Murphie and the local Methodist Minister, if they are agreeable. We talked through an “order of service”, and he offered his assistance on this too. He suggested that an experienced serving soldier from the Parish would be the ideal person to unveil the plaque, and as it happens, we have exactly the ideal person. He is serving with the Mercians and is currently stationed in Belfast, and has done two overseas tours of duty. If the Parish Council is agreeable, Cllr Darlington would like to contact him directly, and formally invite him to do the unveiling.

Resolved: The Parish Council gave Cllr Darlington delegated powers to contact the serving soldier as per the above.

- 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, 1396/13 – Clerk Report
 - 1. Approval to purchase some native woodland bulbs, i.e. English bluebells, Aconites, etc. to put round the bottom of the selected trees in the memory walk, with a view to creating a bluebell/native species wood over the course of the next few years. Sam has estimated that each tree would need about 30 bulbs.

Resolved: The Parish Council approved the purchase of the bulbs.

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

Resolved: The Committee to arrange for a group of volunteers to plant the bulbs on arrival.

- c. Police Office Lease agreement – Previously reported under minute number 1377/13, 1394/13, 1396/13 – Clerks Report

There was nothing to report.

- d. Naming Competition for the Humber Street/Welland Road Park area – previously reported under minute number 1396/13 – Clerks Report

Proposed Names for the Humber Street/Welland Road park area as follows:

Memory Meadow, Memorial Meadow, Community Meadow, Hilton Meadow, Hilton Nature Meadow.

Resolved: The Parish Council Members to email the Clerk any other names that they would like added to the list.

Resolved: The Clerk to add the list to the Village Hall notice boards for 2 weeks and then let Zoe Sewter at SDDC know the outcome.

- e. Litter hot spots – Previously reported under minute number 1392/13/C, – Environment and Green Space 1396/13 – Clerks Report

The Clerk read out the list of areas that were litter hot spots.

Resolved: To add this matter to be discussed under the next Finance Meeting to be discussed as part of the Precept Process.

- f. Proposal to install litter bins at the bus stops on Egginton Road – Previously reported under minute number 1396/13 – Clerks Report

Resolved: To add this matter to be discussed under the next Finance Meeting to be discussed as part of the Precept Process.

- g. Proposed new Play Equipment for the Mill Lane Play Area – Previously reported under minute number 1396/13 – Clerks Report

Resolved: It was agreed to complete market research with the local children to see what they would like in the first instance.

- h. Rural Path at Village Hall site proposal to have this area tarmacked – Previously Reported under minute number 1396/13 – Clerks Report

Resolved: The Parish Council agreed with the quote from a company called Alan Brown Surfacing Ltd for the sum of £12,610.00 excluding VAT.

It was reported that work should be completed during the October 2013 half term.

- i. Email sent to Heather Wheeler MP with regards to un-adopted areas of the village.

The Clerk reported that she had emailed Heather Wheeler MP with regards to the amount of areas within the village that still remained un-adopted and under the ownership of developers and the fact that maintenance on these area was appalling. This was in light of Royal Mail refusing to deliver post to homeowners within the village where there were overgrown hedges and trees. The Clerk had requested that this matter be discussed in Parliament to change the law giving developers tighter controls to work within. The Clerk said that she would update the Council on this matter, once more information was available.

- j. Request from Dove Valley Community Archaeology Group to have a “watching brief” with a view to holding another community dig on the Mill Lane Park Area. It is a very important medieval site in the village, and as such it would be important for it to be looked at more fully before the new play equipment/surface goes in. The two test pits revealed a wealth of medieval material and DVCA feel that there is a lot more to be revealed.

Resolved: The Parish Council agreed to allow this at the appropriate time.

10. Minute Number 1414/13 - Derbyshire Association of Local Councils

There was nothing to report.

11. Minute Number 1415/13 - Finance

Resolved: The Parish Council approved the following payments.

a) Accounts for Payment.			
Cheque No	Payee	Description	Amount
002528	Aucuba	Maintenance	£448.30
002530	Sterilizing Services	Water Testing Back Lane	£81.00
002531	PC & Laptop Repair	New Laptops	£999.98
002529, 002532 to 002537		Expenses, Salaries, Tax and Nics	£6,033.71
002538	Aucuba	Maintenance	£1,677.60
002539	R Massey & Son	Mower	£836.95
002540	Cromwell	Equipment	£253.92
002541	Mr C Watson	Notice Board Repairs	£190.00

b) External Audit 2012/2013

It was reported that the Annual Return was only received back from the External Auditor on Thursday 26.09.2013. The Clerk explained that this was very late in being returned and as per the documentation received along with the Annual Return had to be published by 30.09.2013. The Clerk took advice on this matter, as normally approval by the Council is required prior to the Annual Return becoming a public document. With this in mind the Clerk had already emailed a copy of the document to the Councillors and explained the situation that it had to be published prior to the meeting and would have to be approved after the fact. This was the only way that this matter could be dealt with in accordance with the regulation.

Resolved: It was agreed that there was no other way that this matter could have been dealt with and the Clerk had done what was required.

It was reported that the Annual Return had now been received back from the External Auditor. Section 3 of the Annual Return reported that the External Auditor on the basis of their review and in their opinion the information in the Annual Return was in accordance with proper practice and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. On this basis the Clerk asked for Section 3 of the Annual Return to be approved by the Council.

Resolved: Section 3 The External Auditors Certificate and opinions 2012/2013 was approved by Hilton Parish Council.

12. Minute Number 1416/13 - Items for Information

Resolved: To note the following information.

- a) SDDC – press release – Getting used to the new easygreen recycling scheme
- b) SDDC – press release – World War One commemorations
- c) SDDC – Pick up your free trees as part of a giveaway
- d) NPOWER – The proposed Willington C Gas Pipeline Development Consent Order, Ref No EN060001
- e) SDDC – Local Planning Consultation – Hilton Village Hall on 16.10.2013 from 3.30pm to 6.30pm
- f) SDDC – Play Equipment Inspection Report – Hilton Village Hall Site

13. Minute Number 1417/13 - Items for discussion

There was nothing to report.

14. Minute Number 1418/13 - Planning Matters for Decision

- a) 9/2013/0691 BADGER FARM WILLOWPIT LANE HILTON DERBY DERBYSHIRE DE65 5FN THE AMENDED SCHEME OF PREVIOUSLY APPROVED APPLICATION 9/2013/0322 FOR THE ERECTION OF ADDITIONAL OFFICE ACCOMMODATION, ASSOCIATED PARKING AND A NEW ACCESS ROAD TO THE BUILDINGS AT THE REAR OF THE SITE AND NEW GATEHOUSE

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

- b) 9/2013/0647 57 EGGINTON ROAD HILTON DERBY DERBYSHIRE DE65 5FG THE ERECTION OF AN EXTENSION AND DETACHED DOUBLE GARAGE WITH ADJOINING KITCHEN AND FORMATION OF STORAGE/GAMES ROOM WITHIN ROOF SPACE OF GARAGE. PERMISSION ALSO SOUGHT TO CONSTRUCT A PRE-FABRICATED STRUCTURE/BUILDING WITHIN GARDEN TO BE USED FOR BOARDING OF CATS

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

15. Minute Number 1419/13 - Planning Matters for Information

Resolved: To note the following information.

- A) 9/2013/0583 Aldi Stores Site Huntspill Road / The Mease Hilton Derby DE65 5HD THE INSTALLATION OF ILLUMINATED SIGNAGE AT 26-Jul-13 20-Sep-13 – **HAS BEEN GRANTED**
- B) 9/2013/0568 36 TINSELL BROOK HILTON DERBY DERBYSHIRE DE65 5HY CONVERSION OF GARAGE INTO LIVING ACCOMMODATION AND THE ERECTION OF A DETACHED GARAGE AT 23-Jul-13 03-Sep-13 – **HAS BEEN GRANTED**
- C) 9/2013/0558 4 BLITHE CLOSE HILTON DERBY DERBYSHIRE DE65 5HZ APPLICATION FOR CERTIFICATE OF LAWFULNESS FOR THE ERECTION OF AN EXTENSION AT 25-Jul-13 17-Sep-13 – **HAS BEEN GRANTED**
- D) 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 AT 17-Jul-13 13-Sep-13 – **HAS BEEN GRANTED**
- E) 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 AT 09-Jul-13 03-Sep-13 – **HAS BEEN GRANTED**

16. Minute Number 1420/13 - Date of the next Meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 30th 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 1421/13 – Exempt Information.

- b) Staff matters – Previously Reported under minute number 1275/13, 1292/13, 1309/13, 1326/13, 1368/13, 1385/13, 1404/13 – Exempt Information.

It was reported that a new Lengthsman would be starting with Hilton Parish Council on 14.10.2013.

The Clerk reported that she would be attending Training on 25.11.2013. This was as a free placement with DALC and would be to enable her to deliver CILCA Training and possibly DALC Training in the future.

- 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, 1404/13 – Exempt Information.

It was reported that the VAT situation had now been resolved all but the fines for the returns being filed incorrectly from first registration being 01.10.2010.

.....
This is page 1334 of the Minutes of the Meeting of Hilton Parish Council held on 02.10.2013

A further £10k had been agreed with the VAT Inspector that had not been claimed correctly from first registration 01.10.2010.

- d) Update on the Clerk and Caretaker to attend Derby Magistrates Court re incident on 14.01.2013 at Hilton Village Hall – Previously reported under minute number 1404/13 – Exempt Information

It was reported that the case had been adjourned until 19.11.2013.

- e) Policies and Procedures

There was nothing to report.

- f) Proposed PC Garage extension

Resolved: The Clerk to contact a company called Making Plans in Willington and obtain costing's to draw up the garage plans.

Resolved: The Clerk to also contact the architect in Repton with regards to the same.

- g) Parish Allowance

The Clerk explained that she had taken advice on this matter.

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

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

.....
This is page 1335 of the Minutes of the Meeting of Hilton Parish Council held on 02.10.2013