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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 27<sup>TH</sup> NOVEMBER 2013 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

**Present:**

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

3 District Council Representatives, 1 County Council Representative and 11 members of the public were in attendance.

**AGENDA**

**PART 1 - NON EXEMPT INFORMATION**

**1. Minute Number 1440/13 - To Receive Apologies for absence.**

There were no apologies for absence.

**2. Minute Number 1441/13 - Variation of the Order of Business.**

There were no variations to the order of business.

**3. Minute Number 1442/13 - Declaration of Members Interests.**

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

***Resolved: Cllr Fox declared a Personal and Prejudicial Interest in item 9 – Clerks Report, item g) Request from the Hilton and Marston History Group with regards to obtaining permission to put a memorial on Roma's Garden – Previously Reported under minute number 1431/13 – Clerks Report.***

**4. Minute Number 1443/13 - Public Speaking.**

**Minute Number 1443/13/A – Public Speaking.**

Members of the public raised the following matters:

- Mr Roger Yeoman a representative from the Hilton and Marston History Group provided the Parish Council Members with copies of Parish Council Minutes and letter correspondence between Hilton Parish Council and Hilton and Marston History Group.
- Mr Roger Yeoman asked the Council Members to refer to the letters dated 15.04.2013 and 30.04.2013 and stated that this shows what the Hilton and Marston History Group are requesting in relation to the monument that they are proposing to install on Roma's Garden

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- Mr Roger Yeoman explained that the Parish Council and the Hilton and Marston History Group were required to work together.
- Mr Roger Yeoman asked the Parish Council if they had applied for the 115E license required from DCC.

**Minute Number 1443/13/B – Police Representatives Report.**

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

**Minute Number 1443/13/C – District Council Representatives Report.**

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

- A resident had reported a concern over a tree which may have Ash Dieback, this matter had been handed over to the appropriate person to deal with at SDDC. Cllr Plenderleith would chase this matter up with regards to the outcome.
- The street lighting at Witham Close had now been fixed but the car park maintenance was still an ongoing issue.
- On Halloween there were a lot of smashed pumpkins around the village and some plant pots were damaged, however the Police had received no reports of damage over that night.
- She had attended the Remembrance Service at Marston Church which was well attended.
- She had received a complaint from a resident at Mill Fleam with regards to Aldi and in particular the road sweeper and lorries and the planting in the area not being robust enough. There were also concerns from the same resident that Aldi had not been in contact with the residents in relation to the construction of Aldi. All matters had been passed onto the contractor who had passed these over to Aldi.

Cllr Bale was present at the meeting, there was nothing to report.

**Minute Number 1443/13/C – County Council Representatives Report.**

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

- She had received a complaint from a resident with regards to cyclists on the pavement. This matter had been passed over to the Police to deal with.
- The puffin crossing by Aldi is following the proper channels at DCC. This will now be added to the work schedule.
- The public consultation with regards to St Modwen was quite interesting with lots of residents in attendance. It did highlight issues with regards to the Secondary School provision and the Doctor's Surgery. However the Primary School on Peacroft Lane will not be closing or be knocked down as per the current rumor, there will be 2 Primary Schools in the area. She had spoken to the DCC and the provisions at the Doctors Surgery will be discussed shortly.
- There had been a report of a lose drain on Egginton Road.
- She had received a complaint with regards to speeding vehicles on Egginton Road, this had been passed over to the Police.
- She had attended the Derbyshire Sports Award and was delighted to report that Hilton Harriers Football Club had won Sports Club of the Year.
- Aldi had installed signs around the village with regards to Aldi coming soon. Cllr Patten and Cllr Plenderleith would be having a meeting with Aldi on Friday 29.11.2013 and would be raising this issue directly with them.

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**5. Minute Number 1444/13 - To confirm the Non-Exempt Minutes of the monthly Hilton Parish Council Meetings held on 30<sup>th</sup> October 2013.**

***Resolved: The Non-Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 30th October 2013 having been circulated were approved and signed as a true record.***

**6. Minute Number 1445/13 - Chairperson's Report**

The Chair gave his report as follows:

- He was sorry to inform everybody that Cllr Stevens had resigned from the Parish Council with immediate effect.
- The rural footpath to the rear of the Village Hall had now been resurfaced as promised last year with tarmac also a soak away had been installed. The path was looking great and the comments to date were good.
- Aldi Supermarket opens on 28.11.2013.
- He had attended the Remembrance Service at Marston Church. Cllr Darlington laid the poppy wreath on behalf of the Parish Council. He reported that it was a very nice service.

**7. Minute Number 1446/13 - Committee Reports**

**A) Minute Number 1446/13/A - Community Services - To be discussed by full Council at their meeting**

- Community Information and Publicity

There was nothing to report.

**B) Minute Number 1446/13/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 1446/13/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](http://www.hiltonparishcouncil.org.uk) and follow the correct link.

**D) Minute Number 1446/13/D - Village Infrastructure - To be discussed by full Council at their meeting**

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- 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 1446/13/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 1446/13/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 1446/13/G - Hilton Village Hall Management Committee – All members of Hilton Parish Council and the Parish Clerk/RFO**

**8. Reports from Councillors that have attended any other Meetings.**

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

The Chair gave his report as follows:

The Chair read out the Good news update from the Safer Neighbourhoods Meeting as follows:

- The team have been busy over the past month, providing talks and community engagement projects to local schools and community groups.
- High Grange School, Mickleover - interactive sessions were delivered to each year group about fire safety. A second visit was also made to provide an input on the role of the police and gang awareness.
- As part of national personal safety week, the SNT and Community Safety Partnership spent a morning at John Port School delivering personal safety awareness.
- PCSO Waite and PCSO Bottomley visited Orange Tree Day Nursery to talk about how the police can help the community.
- Etwall Trefoil also had a visit from the SNT to give information around crime prevention and personal safety.
- A joint event with Derbyshire CVS and Police was held at The Mease, Hilton which provided educational play for children. Number plate security and property marking was also available.

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- A juvenile who was caught shoplifting from Etwall has been dealt with by Restorative Justice (RJ) at the wishes of the victim.
- 6 motorists have been reported for minor traffic offences by the SNT.
- Following a routine stop check, a male from Etwall was arrested and recalled to prison.
- 2 adult males have been charged with Non-Dwelling Burglary which occurred in Egginton.
- Whilst conducting anti-social behaviour patrols, a number of young people were searched and had alcohol seized. The youths were taken home and referrals were made to the Youth Involvement Officer (YIO). Anti-social behaviour letters have been sent to the parents of the children involved.
- A male and a female were arrested and charged with drugs offences at HMP Foston Hall.
- A male has been given an adult police caution for possession of class A drugs. (Update from last month's report.
- A section 59 Police Reform Act 2002 warning has been issued to a 17yr old for driving on Frank Wickham hall playing fields Etwall.
- 2 males have been arrested and interviewed in relation to a non-dwelling burglary at Etwall. They have been released without charge.
- A theft of an I-pod has been dealt with by RJ – repay. The property was returned to the victim. The offender shall undertake community work.

He reported that there would be graffiti patrols around the village looking at the areas already targeted. He reported that they had also talked about the crime figure being higher in Hilton but this is down to the extra work that the Police have been doing around the village.

He reported that there was £4k funding available through Safer Neighbourhoods, Etwall had already applied for some but the Parish Council may consider putting in an application.

The Chair also reported on the Area Forum held on the same evening as follows:

- The new green bin scheme was discussed and 417 tons of waste had been recycled in the first week alone.
- They were looking at the recycling centers around the village and deciding on the future of these.
- The Draft Local Plan was still ongoing.
- The Pig Farm at Foston had been through the planning process and was now with DCC awaiting the Environment Agency to make their final decision.
- The Rail Head was discussed.
- Ash die back was discussed
- Broadband was discussed and they are hoping to roll this out to surrounding areas.
- The Accident at the level crossing was discussed.

- 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 McDonald gave her report as follows:

- A Management Committee Meeting was held on 26.11.2013.
- The Mease Management Committee now have a website and Cllr Pattern had asked if the Parish Council could put a link to this on the Parish Council website as it was a community facility.
- Boiler Maintenance - Andrew Brooks would like to know who the Village Hall use and when they come to service the boiler can we advise them so that they can organise for the same day.
- They want to put up signs within the car park 'Go Slow' and '5 mph' to ensure the safety of the children. Do they need the Parish Councils permission?

The Clerk replied that she had already emailed Andrew Brooks in relation to the above three matters.

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- 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 in the New Year.**

- Hilton Dog Walking Group – Cllr McDonald

Cllr McDonald gave her report as follows:

- There had been no increase on membership this month
- The group were in discussions with Scarsdale Vats with regards to sponsorship.
- There were a number of organised dog walks arranged for December, January and Easter.

- 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.

**Resolved: The Clerk to take this matter off the agenda.**

#### **9. Minute Number 1447/13 - Clerk's Reports**

- a. 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, 1413/13, 1431/13 – Clerk Report.

There was nothing to report.

- b. Police Office Lease agreement – Previously reported under minute number 1377/13, 1394/13, 1396/13, 1413/13, 1431/13 – Clerks Report

There was nothing to report.

- c. Proposed new Play Equipment for the Mill Lane Play Area – Previously reported under minute number 1396/13, 1413/13, 1431/13 – Clerks Report

It was reported that the questionnaires would be in the next edition of the Hilton and Dove Life Directory.

- d. Rural Path at Village Hall site proposal to have this area tarmacked – Previously Reported under minute number 1396/13, 1413/13, 1431/13 – Clerks Report

It was reported that this work had now been completed and the comments from residents were good.

- e. Proposed Smart Meter – Back Lane Pavilion – Previously reported under minute number 1431/13 – Clerks Report.

There was nothing to report.

- f. Changes required to the Parish Council Website – Previously reported under minute number 1431/13 – Clerks Report.

The Clerk read out the information from our Webmaster and quotes obtained as follows:

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- As you know our Webmaster has been hosting the Parish Council's web-site and e-mail for several years. The service the webmaster had been using had been effectively free as he bought a "life-time" service contract from them many years ago. Sadly, this company is not doing well at the moment and their service is becoming more un-reliable. Luckily we have not had any interruptions to the web-site or e-mail to date, but he could confirm that several other customers had not been so lucky. At the moment our Webmaster cannot access several parts of the management tools and this has been on-going for months. Our Webmaster would be happy to continue to host the Parish Council's web-site and e-mail, however he would need to move to a new hosting company and this won't be free. It will cost £50 per year for him to host the Parish Council site and mail service, which the Parish Council would need to pay.
- Devmac  
Website Design and Development - £600.00  
Option 1  
Devmac supply all files for client to arrange their own hosting: No cost  
Option 2  
Devmac hosts the site with unlimited email addresses: £10.00 per month £120.00 per year  
Option 3  
Devmac hosts the site with unlimited email addresses along with access to the online support from the Devmac technical team: £29.95 per month, £359.40 per year.
- ESP – People that currently have the Village Hall Website.  
£1,000 for setting up a template and installing a system.  
£250 a year for security and back up  
£400 for 10 hours of tuition which are mandatory but can be used over a long time.
- Weebly – Free site that can be used to produce a Website by anyone.

**Resolved: Hilton Parish Council agreed to the Parish Council Clerk completing a draft website using Weebly.**

**Resolved: The Clerk to have a draft Website ready for the December 2013 Parish Council Meeting for the Councillors to view.**

- g. Request from the Hilton and Marston History Group with regards to obtaining permission to put a memorial on Roma's Garden – Previously Reported under minute number 1431/13 – Clerks Report.

The Clerk explained that the Parish Council held the Cultivation License for Roma's Garden and this gave the Parish Council special powers in relation to the land. She explained that the 115E license had not yet been applied for as the History Group would need to outline their complete intentions and answer all the questions that the Parish Council asked in the first instance. The Clerk explained that it could take 3 or 4 months to obtain the license and that was if it was agreed.

**Resolved: Standing Orders were suspended to allow members of the Hilton and Marston History Group to speak.**

Mr Roger Yeoman explained that he had emailed the Clerk with catalogue pictures and a diagram of what they required. The Council explained that the information had been received but was not specific enough and more information was required. It was also agreed that both groups were required to work together more closely. Mr Roger Yeoman was asked if a sun dial was a definite choice, he replied no it was just a suggestion at this stage. Mr Roger Yeoman was asked if they had considered a stone bench as per the catalogue pages and would they consider putting this on the Welland Road/Humber Street Park. He replied that whatever they decided was for the old part of the Village and not the new part as the fallen soldiers would have come from the old part of the village. Their intention was not to duplicate what the Parish Council was doing to mark the centenary.

**Resolved: Standing Order were re-instated.**

**Resolved: The Clerk to write to the Hilton and Marston History Group outlining everything that required an answer.**

h. Lease agreement between Hilton Parish Council and SDDC

**Resolved: The Parish Council agreed to the Chair and Clerk signing the paperwork from the Solicitor in relation to the 125 year Lease Agreement between Hilton Parish Council and SDDC with regards to the land at the rear of Hilton Village Hall.**

i. Request from The Mease Management Committee to make the car park area bigger by removal of the bund.

**Resolved: The Clerk to inform Andrew Brooks via email that the request has been granted.**

**10. Minute Number 1448/13 - Derbyshire Association of Local Councils**

**Resolved: To note the following information.**

- a) Circular 21/2013
- December Drop In Surgery - DALC
  - Erewash Physical Activities Survey
  - Localised Council Tax Support Arrangements
  - Sustainable Communities Act
  - Good Neighbour Schemes

**11. Minute Number 1449/13 - Finance**

**Resolved: The Parish Council approved the following payments.**

a) Accounts for Payment.

<b>Cheque No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
002559	Hilton Village Hall	Room Hire	£78.19
002560	Sterilizing Services	Water Testing	£52.80
002561	Alan Brown Surfacing	Path Work	£15,132.00
002563 to 002569	Salaries, Tax, NICs and Expenses		£6,957.78
002570	Replay Maintenance	Astro Turf Repairs	£1,584.00

**12. Minute Number 1450/13 - Items for Information**

**Resolved: To note the following information.**

- a) SDDC – press release – Fly Tipping incidents continue to plummet
- b) SDDC – press release – Pick up your copy of the free What's On Guide
- c) SDDC – press release – Advice service reaches its first anniversary

**13. Minute Number 1451/13 - Items for discussion**

There was nothing to report.

**14. Minute Number 1452/13 - Planning Matters for Decision**

- a) 9/2013/0918 THE OLD TALBOT 1 MAIN STREET HILTON DERBY DERBYSHIRE DE65 5FF APPLICATION FOR LISTED BUILDING CONSENT FOR THE INSTALLATION OF AN EXTENDED COPING TO A BRICK PARAPET TO PROVIDE COVER TO A GAP BETWEEN THE BUILDING AND A TIMBER FRAMED SMOKING SHELTER

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

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- b) 9/2013/0915 48 RYTON WAY HILTON DERBY DERBYSHIRE DE65 5GY THE ERECTION OF AN EXTENSION

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

- c) 9/2013/0914 THE OLD TALBOT 1 MAIN STREET HILTON DERBY DERBYSHIRE DE65 5FF THE RETENTION OF TIMBER FRAMED SMOKING SHELTER

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

- d) 9/2013/0908 MADTRAX HEAGE LANE HILTON DERBY DERBYSHIRE THE ERECTION OF AN EXTENSION TO AN EXISTING BUILDING AND USE AS CATTLE HOUSING

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

- e) 9/2013/0906 130 DERBY ROAD HILTON DERBY DERBYSHIRE DE65 5FP THE ERECTION OF A DETACHED GARAGE AND BOUNDARY WALL AND GATES

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

- f) 9/2013/0862 HUNTSPILL ROAD/ LAND ADJACENT THE MEASE & WITHAM CLOSE HILTON DERBYSHIRE THE VARIATION OF CONDITIONS 14 AND 15 OF PLANNING PERMISSION 9/2009/0436 (ERECTION OF A1 FOOD RETAIL STORE) TO AMEND STORE OPENING HOURS TO ALLOW OPENING BETWEEN 08:00 AND 22:00 MONDAY TO SATURDAY AND 10:00 TO 17:00 SUNDAYS AND PUBLIC HOLIDAYS AND AMEND DELIVERY TIMES TO ALLOW DELIVERIES BETWEEN 07:00 AND 19:00 MONDAYS TO SATURDAY AND 09:00 TO 17:00 SUNDAYS AND PUBLIC HOLIDAYS

**Resolved: Hilton Parish Council objected to the above planning application on the grounds that no explanation had been given as to why this Aldi Store would be open longer than any other Aldi Store in the country. The Parish Council would wish to see how they operate at the original times first and what affect this has on the surrounding residents. The longer opening times will impede and cause further disruption to the surrounding residents**

#### **15. Minute Number 1453/13 - Planning Matters for Information**

There was nothing to report.

#### **16. Minute Number 1454/13 - Date of the next Meeting**

**Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 18<sup>th</sup> December 2013 at Hilton Village Hall commencing at 7pm.**

**Resolved: The end of Meeting Christmas Party to be cheese, wine and mince pies this year for a change.**

**Resolved: All Councillors to bring either Cheese, wine or biscuits with them on the evening.**

**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 1455/13 – Exempt Information.

- a) Staff matters – Previously Reported under minute number 1275/13, 1292/13, 1309/13, 1326/13, 1368/13, 1385/13, 1404/13, 1421/13, 1439/13 – Exempt Information.

There was nothing to report.

- b) Update on the Clerk and Caretaker to attend Derby Magistrates Court on 19.11.2013 re incident on 14.01.2013 at Hilton Village Hall – Previously reported under minute number 1404/13, 1421/13, 1439/13 – Exempt Information

The Clerk reported that on 14.01.2013 whilst on gate duty with the Village Hall Caretaker whilst the new extension build was in progress. There was an incident where a Mr Stephen Bera reversed his vehicle into the Parish Council Clerk deliberately causing the Clerk to be injured. Mr Stephen Bera then left the scene of the accident without checking that the Parish Clerk was ok or to even apologies for his actions. Luckily the whole incident was captured on the Village Hall CCTV and was passed over to the Police to investigate. Initially Mr Stephen Bera pleaded not guilty to the offenses that he had been charged with but on Friday 15.11.2013, the Clerk and Caretaker were informed that they did not need to attend court on 19.11.2013 as Mr Stephen Bera had changed his plea to guilty.

The Parish Council Clerk was happy to report that at court on 19.11.2013 Mr Stefan Bera was sentenced to a Conditional Discharge for 12 months. This is a criminal record and it is designed to serve as an incentive to prevent re-offending. If convicted of committing any other offence during the time of the Conditional Discharge then in addition to the sentence for that offence Mr Stephen Bera can be re-sentenced for the offence(s) of this case. Mr Stephen Bera was also ordered to pay Court costs of £190 and his license was endorsed with 4 points, which will affect his insurance for the next 5 years. The case is now concluded but it was possible for Mr Stefan Bera to appeal against the conviction and sentence. If that happens it would be dealt with at the Crown Court. There are however few appeals and an offender has to let the court and the prosecution know within 21 days if they are going to appeal.

The Parish Council Clerk said that she wished to thank the Parish Council, Village Hall Committee and members of Staff for all their help and support in this case, which was very much appreciated. She also wished to thank the members of public which did stop on 14.01.2013 to check that she was ok after being hit by Mr Stephen Bera's vehicle.

- c) Proposed PC Garage extension – Previously reported under minute number 1439/13 – Exempt Information.

**Resolved: Please see item f) Budget for 2014/2015 and Precept setting inc Parish Council Grant Scheme.**

- d) Parish Council Office

**Resolved: It was agreed that the Parish Council Clerk should move back to the Village Hall Office from The Mease Pavilion Office with immediate effect. This was due to the fact that The Mease Office was only ever a temporary measure. It was also deemed inappropriate for the Parish Council Clerk to be situated in an office on her own in the middle of a football field for Health and Safety reasons.**

**Resolved: The Parish Council to pay the Village Hall an appropriate fee for office rent.**

**Resolved: The Parish Council office at The Mease Pavilion to be used as the Parish Council store until the new garages etc. are built.**

e) Parish Council Booking Clerk hours and Salary

**Resolved: The Parish Council agreed to increase the Booking Clerk/Parish Clerk Assistant hours to 5 hours per week with immediate effect with the confirmed increase.**

**Resolved: The Clerk to add an amendment to the Booking Clerks Contract of Employment to cover the agreed changes.**

f) Budget for 2014/2015 and Precept Setting inc Parish Council Grant System

**Resolved: The Parish Council Members went through the draft budget for 2014/2015 line by line.**

**Resolved: The Parish Council agreed to a 1.5% salary increase for the Lengthsman, Groundsman and Caretaker.**

**Resolved: The Parish Council agreed to increase the Clerks salary to the next Pay Scale as per the NJC rates form dated 2013/2014.**

**Resolved: The Parish Council agreed all Salary increases after a satisfactory appraisal.**

**Resolved: The Parish Council agreed to complete a project consisting of a phase 1 to install a new rest room, office area, toilet and double garage on the site of the current Parish Council garage. Phase 2 a further double garage may be completed at the same time dependent on funding or at some point in the future. The Parish Council had been ring-fencing the money to do this project for the last few years.**

**Resolved: The Parish Council agreed to have a Parish Council vehicle on contract hire for the Lengthsman and Groundsman to use on a daily basis and for any other Parish Council business. Quotes were obtained for both a van and a gator.**

**Resolved: The Clerk to arrange the paperwork for the contract hire for the van to be delivered as soon as possible.**

**Resolved: The Clerk was given approval to pay the deposit via BACS when required to do so.**

**Resolved: The van to be stored at the Village Hall site within the CCTV.**

**Resolved: The Parish Council agreed that later during the year they may consider purchasing a ride on mower once the new garages are completed.**

**Resolved: The Clerk to arrange the insurance for all members of staff to be able to use the van.**

**Resolved: The Parish Council agreed to have the Scout Hut Car Park tarmacked in 2014/2015 after the phase 1 of the garage project has been completed.**

**Resolved: The Clerk to email the Scout Organisations and inform them of the garage proposal and explain that the green container will need to be relocated elsewhere on the site whilst the work is being carried out. The Clerk to also inform them at the same time of the work to be completed on the car park.**

**Resolved: The Parish Council agreed to put £5k in the budget ring-fenced towards tarmacking The Mease Football Pavilion car park in the future. The Parish Council were aware that it may take a few years to save towards this project.**

**Resolved: The Clerk to inform Andrew Brooks of The Mease Management Committee about the Parish Councils intention to save for the tarmacking of The Mease Pavilion car park.**

**Resolved: To increase the Precept from £130,000.00 to £132,000.00 for the financial year 2014/2015.**

**Resolved: The Parish Council Grant Form and information to be added to the Parish Council website for people to apply for the grants.**

**Resolved: The Clerk is not required to post out the forms as in previous years.**

**Resolved: The Clerk to add the Form and guidance notes to the Parish Council Website.**

g) Groundsman and Lengthsman permission to use their services at the Village Hall re storage

**Resolved: It was agreed that the Clerk would ask the Groundsman and Lengthsman if they wished to help the Village Hall Management Committee with the refurbishment of the store room on 11.01.2014.**

h) Approval to pay by BACS and amendment in the Financial Regulations  
***Resolved: The Parish Council agreed to pay staff and suppliers as of 01.04.2014 by BACS where possible.***  
***Resolved: The Clerk to amend the Financial Regulations to account for this way of paying suppliers and staff for approval at the next meeting.***

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

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