

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 18TH DECEMBER 2013 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

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

2 District Council Representatives and 1 members of the public was in attendance.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute number 1456/13 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr Cooper.

2. Minute Number 1457/13 - Variation of the Order of Business.

There were no variations to the order of business.

3. Minute Number 1458/13 - Declaration of Members Interests.

Resolved: 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.

4. Minute Number 1459/13 - Public Speaking.

Minute Number 1459/13/A - Public Speaking

There was nothing to report.

Minute Number 1459/13/B - Police Representatives report

There was nothing to report.

Minute Number 1459/13/C - District Council Representatives report

Cllr Plenderleith gave her report as follows:

- The Local Plan would be going back out to Public Consultation once the final plans have been completed.
- Cllr Plenderleith was asked if the rumor was true with regards to Talbot Turf resubmitting their planning application for further houses in light of the proposed new primary school in the Village. Cllr Plenderleith replied that she was not aware of this.

Minute Number 1459/13/D - County Council Representatives Report

Cllr Patten sent her apologies.

Cllr Plenderleith gave Cllr Patten's report in her absence as follows:

- Both SDDC and DCC were having a lot of planning issues with not having the Local Plan in place.
- Severn Trent had been contacted with regards to a broken manhole cover on the Common Link Road.
- Both Cllr Pattern and Cllr Plenderleith had visited Aldi and met with the Manageress. She had agreed that surrounding residents had been required to put up with a lot during the construction of the store. They have also been surprised by how busy the store is at certain times during the day. Cllr Plenderleith confirmed that since the store opening there have been no further complaints received from residents.
- Dog fouling on The Mease football pitches was still an issue and Cllr Patten had reported this to the Community Warden at SDDC with the description of the owners, dog and times of day when this is happening.
- Speed Checks had been completed on Egginton Road and the average speed was 28mph. The Police had posted this information on Twitter today.
- There will be a Recycling Survey to be completed by members of the Public on the DCC website if anyone wished to comment.
- Cllr Pattern had requested a brown road sign for The Mease Pavilion as people are struggling to find The Mease Pavilion.

5. Minute Number 1460/13 - To confirm the Non-Exempt Minutes of the monthly Hilton Parish Council Meetings held on 27th November 2013.

Resolved: The Non-Exempt Minutes of the Monthly Hilton Parish Council Meeting held on Wednesday 27th November 2013 having been circulated were approved and signed as a true record.

6. Minute Number 1461/13 - Chairperson's Report

There was nothing to report.

7. Minute Number 1462/13 - Committee Reports

.....
This is page 1362 of the Minutes of the Meeting of Hilton Parish Council held on 18.12.2013

A) Minute Number 1462/13/A - Community Services - To be discussed by full Council at their meeting

- Community Information and Publicity

There was nothing to report.

B) Minute Number 1462/13/B - Finance - Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield, Cllr Fox, Cllr Darlington, 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 1462/13/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.

D) Minute Number 1462/13/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 1462/13/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 1462/13/F - Employment Issues – Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield, Cllr Darlington, Cllr Fox, Cllr Spencer and the Clerk to Hilton Parish Council

- Contracts of Employment
- Staffing Arrangements
- Employment Law changes
- Employment issues
- Training

Resolved: Hilton Parish Council agreed to take Employment Issues off the agenda. This was due to the fact that any Staff matters are private and confidential and should not be discussed/disclosed in part one of the agenda. All Staff Matters are and will be dealt with under Exempt Information on part 2 of the agenda as they arise.

Resolved: The Clerk to take this item off the agenda and to amend the Standing Orders accordingly.

G) Minute Number 1462/13/G - Hilton Village Hall Management Committee – All members of Hilton Parish Council and the Parish Clerk/RFO

It was reported that the new Hilton Village Hall dual registered company would start to trade as of 01.04.2013.

It was explained that the Hilton Village Hall Management Committee were initially, in the first conversations with the Charity Commission, advised to consider the following questions with a view to Dual Registering Hilton Village Hall:

- Will the Charity/Village Hall be quite large
- Does the Charity/Village Hall have employees
- Does the Charity/ Village Hall enter into commercial contracts, including contracts to deliver services
- Does the Charity/Village Hall own freehold or leasehold land or other property

Because the Village Hall Management Committee could answer yes to all of the above questions it was deemed appropriate at this stage to start the registration process.

Dual Registration means that Hilton Village Hall will remain a Charity but will also be registered with Company House.

All hirers have been informed of the change along with all staff under the TUPE rules and regulations. Suppliers would be informed closer to the time in preparation for the changeover.

8. Minute Number 1463/13 - 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.

.....
This is page 1364 of the Minutes of the Meeting of Hilton Parish Council held on 18.12.2013

- 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.

Resolved: The Clerk to take this off the agenda from January 2014

9. Minute Number 1464/13 - 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, 1447/13 – Clerk Report.

Cllr Darlington gave her report as follows:

- She had contacted the young man who had been identified to unveil the plaque next year. He was very shocked but honored to be asked to do this.
- The Parish Council now needs to send a letter to him at his barracks, so that he can pass this on to his Commanding Officer for authorization to be granted.

Resolved: Cllr Darlington to draft a letter and email to the Clerk to add to letter headed paper.

Resolved: The Clerk to then post the letter out.

- b. Police Office Lease agreement – Previously reported under minute number 1377/13, 1394/13, 1396/13, 1413/13, 1431/13, 1447/13 – 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, 1447/13 – Clerks Report

The Chair gave her report as follows:

- The closing date for the questionnaires to be received back was today 18.12.2013.
- The Vice-Chair had agreed to collate the questionnaires received back.
- It was reported that the outcome had been very disappointing as only 34 questionnaires had been received back which was about 1% of the households within the village. This was despite it being delivered to every household in the Village by way of a full page questionnaire in the Hilton and Dove Life Directory. It was also advertised on the Parish Council and Village Hall Website, the Parish Council notice board and the Village Hall Newsletter, the Clerk had also given copies of the questionnaire out from the office.
- The results of the Public Consultation were as follows:
 - 1 person voted for option 1 – To clear the area and leave as a grassy field.
 - 20 people voted for option 2 – Replace the play equipment with like for like or similar
 - 2 people voted for option 3 – replace the play equipment with a multi-use games area
 - 1 person voted for option 4 – Replace the play equipment with an outdoor gym
 - 10 people chose option 2 – Replace the play equipment with like for like or similar and option 4 – Replace the play equipment with an outdoor gym, which was not an option. Even if these had been included in the list option 2 – Replace the play equipment with like for like or similar was still the most popular choice.
- It was reported that several people had added additional comments on their response, the majority of which were requests for swings, particularly for older children as there are only baby swings at the Hilton Village Hall Site.

Resolved: Hilton Parish Council agreed to option 2 as per the outcome of the Public Consultation – Replace the play equipment with like for like or similar.

Resolved: The Clerk to contact Zoe Sewter with regards to the next stage.

Resolved: The Clerk to bring the play equipment catalogues to the January 2014 Parish Council Meeting with regards to obtaining prices.

Resolved: Hilton Parish Council agreed to add swings for older children as well as baby swings.

- d. Proposed Smart Meter – Back Lane Pavilion – Previously reported under minute number 1431/13, 1447/13 – Clerks Report.

It was explained that the Clerk had registered interest with Eon for a smart meter to be fitted at the Back Lane Pavilion. This would now be added to Eon's rolling program but a date of installation could not yet be given.

- e. Changes required to the Parish Council Website – Previously reported under minute number 1431/13, 1447/13 – Clerks Report.

Resolved: Hilton Parish Council agreed to stay with our current provider for the website and email account at £50.00 per year.

- f. 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, 1447/13 – Clerks Report.

.....
This is page 1366 of the Minutes of the Meeting of Hilton Parish Council held on 18.12.2013

The Clerk informed the Council that she had received an email stating that the information would be received from the Hilton and Marston History Group prior to the January 2014 Parish Council Meeting.

- g. Request for information from members of the public especially via email – recommendation that all requesters are to provide their contact details and address prior to any information being provided.

Resolved: All requests for information from Hilton Parish Council must be in writing or email.

Resolved: All requests for information from Hilton Parish Council in writing or via email must include the requester's real name and postal address for correspondence.

Resolved: If the Clerk received an email from a member of the public without their name and postal address she is required to reply requesting the information.

Resolved: If the information requested is not received by the Clerk, the request will be seen as anonymous and no information will be provided.

- h. St Modwen update

The Clerk reported that there would be an update at the January 2014 Parish Council Meeting.

- i. New Financial Regulations for adoption

Resolved: The amendment to the Financial Regulation in relation to paying by BACS as of 01.04.2014 was approved by Hilton Parish Council.

10. Minute Number 1465/13 - Derbyshire Association of Local Councils

Resolved: to note the following information.

- a) Circular 22/2013
- DALC Drop-In Surgery
 - Clerk Induction Training
 - Certificate in Local Council Administration – 2 day Training Course
 - Councillor Induction Training
 - DALC Spring Seminar
 - Revised Model Standing Orders
 - DALC contact telephone numbers
 - Clerk/RFO Vacancies

11. Minute Number 1466/13 - Finance

Resolved: Hilton Parish Council approved the following payments.

a) Accounts for Payment.

Cheque No	Payee	Description	Amount
002571	Aucuba	Maintenance	£896.60
002572	Viking Direct	Stationery	£58.84
002573	Sterilizing Services	Water Testing	£52.80
002574	Cromwell	Equipment	£126.57

.....
This is page 1367 of the Minutes of the Meeting of Hilton Parish Council held on 18.12.2013

002575	Warwick Directories	Advertising	£120.00
002576	Hilton Village Hall	Room Hire	£58.50
002577	Aucuba	Maintenance	£817.20
002579	Sterilizing Services	Water Testing	£279.00
002580 to 002585	Salaries, TAX and NICs		£8,490.41

Resolved: Hilton Parish Council approved the following payment under Section 137.

Section 137 Payment

Cheque No	Payee	Description	Amount
002578	Royal British Legion	Poppy Wreath	£100.00

12. Minute Number 1467/13 - Items for Information

Resolved: To note the following information.

- a) Clerk and Council Direct Magazine
- b) More Trains for Willington – Two additional trains a day will be calling at Willington Station from early December 2013
- c) DCC – Dealing with Derbyshire’s Waste – you could win £50.00 – visit www.derbyshire.gov.uk/dealingwithwaste
- d) SDDC – Local Housing Needs Study 2013/2014
- e) A-One + - A38 Gantry Lighting Works
- f) Catch it, bin it and kill it to help halt flu this winter

13. Minute Number 1468/13 - Items for discussion

There was nothing to report.

14. Minute Number 1469/13 - Planning Matters for Decision

There was nothing to report.

15. Minute Number 1470/13 - Planning Matters for Information

Resolved: To note the following information.

- a) 9/2013/0831 OAKLEA LUCAS LANE HILTON DERBY DERBYSHIRE DE65 5FL OUTLINE APPLICATION FOR THE ERECTION OF A DETACHED DWELLING WITH ALL MATTERS RESERVED FOR FUTURE APPROVAL – **HAS BEEN GRANTED**
- b) 9/2013/0830 4 CALDER CLOSE HILTON DERBY DERBYSHIRE DE65 5HR THE CONVERSION OF THE GARAGE INTO LIVING ACCOMMODATION AND THE WIDENING OF THE DRIVE – **HAS BEEN GRANTED**
- c) 9/2013/0806 22 KYLE ROAD HILTON DERBY DERBYSHIRE DE65 5JY THE ERECTION OF A TWO STOREY REAR EXTENSION – **HAS BEEN REFUSED**

.....
This is page 1368 of the Minutes of the Meeting of Hilton Parish Council held on 18.12.2013

- d) The Planning Inspectorate – Ref EN060001 – Application by RWE Npower for an order granting development consent for the Willington C Gas Pipeline – Notice of preliminary Meeting and availability of relevant representations. Date of meeting Friday 10.01.2014 at 9.30am at the Dove Room, East Staffordshire Borough Council, Town Hall, King Edwards Place. Burton on Trent, Staffordshire. DE14 2EB

Resolved: The Clerk to offer apologies on behalf of Hilton Parish Council.

16. Minute Number 1471/13 - Date of the next Meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 29th January 2014 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 1472/13 – 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, 1455/13 – Exempt Information.

There was nothing to report.

- b) Proposed PC Garage and Office extension update – Previously reported under minute number 1439/13, 1455/13 – Exempt Information.

Resolved: The Plans were shown to the Council and approved with the addition of solar panels to be added to the roof.

Resolved: The Clerk to instruct the Architect to submit a planning application to SDDC as soon as possible in the New Year.

Resolved: If the planning application is approved the Clerk and Cllr Smith were given delegated powers to continue the process with the Architect with regards to going out to tender in preparation for the build to hopefully start in June 2014.

- c) Groundsman and Lengthsman permission to use their services at the Village Hall re storage – Previously reported under minute number 1455/13 – Exempt Information.

It was reported that only one Lengthsman and the Parish Clerk would be in attendance to help on the day.

- d) Approval to pay by BACS and amendment in the Financial Regulations update as of 01.04.2014 – Previously reported under minute number 1455/13 – Exempt Information.

Resolved: The amendment to the Financial Regulation in relation to paying by BACS as of 01.04.2014 was approved by Hilton Parish Council.

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

.....
This is page 1369 of the Minutes of the Meeting of Hilton Parish Council held on 18.12.2013