

Hilton Parish Council
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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 30TH
APRIL 2014 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

Cllr Cooper (in the Chair)
Cllr Darlington, Cllr Nield, Cllr McDonald, Cllr Spencer, Cllr Shackleton, Cllr Davies
1 District Council Representatives and 3 members of the public were in attendance.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1532/14 - To Receive Apologies for absence.

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

2. Minute Number 1533/14 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1534/14 - Declaration of Members Interests.

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

4. Minute Number 1535/14 - Public Speaking.

Minute Number 1535/14/A – Public Speaking

There were 3 members of the Public in attendance but there was nothing to report.

Minute Number 1535/14/B – Police Representatives Report.

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

Minute Number 1535/14/C – District Councillors Report

Cllr Patten gave her apologies.

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

- It was reported that it had been a quiet month.
- She asked if the Parish Council could reconsider the installation of notice boards around the village – **It was agreed that the Clerk would add this to the agenda for May 2014.**

Minute Number 1535/14/D – County Councillors Report.

Cllr Patten sent her apologies, the Clerk gave her report as follows:

- X50 – Dickie Allen in Scropton has led the campaign to try and keep the service. Although it has now ceased they will not be giving up and will ask the company to look at providing a reduced service.

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- Heather Wheeler will be looking at setting up a meeting with all parties. Cllr Patten would give the Parish Council an update at the next meeting.
 - Bus Shelter by the Talbot Public House – residents have asked whether it would be possible for a new bus shelter here. County are going to look into this.
 - New Road – slurry resurfacing has been carried out. She had received a complaint regarding the quality of the workmanship. She has reported this to County and the cabinet member for Highways.
5. **Minute Number 1536/14 - To confirm the Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on 26th March 2014.**

Resolved: The Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 26th March 2014 having been circulated were approved and signed as a true record.

6. **Minute Number 1537/14 - Chairperson's Report**

There was nothing to support.

7. **Minute Number 1538/14 - Committee Reports**

A) **Minute Number 1538/14/A - Community Services - To be discussed by full Council at their meeting**

- Community Information and Publicity.
It was reported that there was a rogue trader in a red van going around the Village on 28.04.2014 collecting in the red textile bags that residents were putting out for SDDC to collect. Residents were asked to remain vigilant and if possible to take the registration number of the vehicle if seen again and report it to the Police on the non-emergency number 101.

B) **Minute Number 1538/14/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
- Suggested Amount of Annual Precept
- Regular Scrutiny of the Accounts
- Audit of the end of year Financial Accounts

1) **Internal Audit took place on 22.04.2014**

It was reported that the Internal Audit held on 22.04.2014 had gone very well with no problems or actions being highlighted.

2) **Approval of the Annual Return Sections 1, 2 and 4.**

Resolved: Hilton Parish Council approved Section 1, 2 and 4 of the Annual Return ending 31.03.2014.

Resolved: The Clerk to complete the extra information requested by the External Auditor and post out as soon as possible.

3) **Approval of the year end accounts from 01.04.2013 to 31.03.2014**

Resolved: Hilton Parish Council approved the year end accounts from 01.04.2013 to 31.03.2014.

4) **Review of the Financial Regulations, Internal Audit and Internal Controls for the Financial Year 2013/2014.**

The Clerk gave her report as follows:

1. Under the Accounts and Audit Regulations 2006 (which amends the Accounts and Audit Regulations 2003) The Hilton Parish Council Clerk/RFO and Proper Officer is obliged to carry out a review of the effectiveness of its internal controls and to report the matter to the Council.
2. There is also a requirement to conduct a review of the effectiveness of Hilton Parish Council's system of Internal Audit and formally report accordingly.

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3. With regard to paragraph 1 above, the Financial Regulations under which Hilton Parish Council's internal controls operate, which were approved and adopted at the Hilton Parish Council Meeting held on 26.03.2014, are required to be reviewed by the Clerk/RFO at least annually. As the Clerk/RFO/Proper Officer and advisor to Hilton Parish Council on its financial issues, I recommend that no changes are required at this time:-

Resolved: Hilton Parish Council accepted and agreed with the Clerks report that no changes were required at this time.

4. Paragraph 2 above relates to the effectiveness of the system of internal audit. Hilton Parish Council has appointed a qualified local government accountant to act as its independent internal auditor. The role of the internal auditor is to assist Hilton Parish Council in fulfilling its responsibility for the prevention and detection of fraud and corruption, errors and mistakes. It is for Hilton Parish Council to determine the level of internal audit required based on the internal controls in place which were approved and adopted at the Hilton Parish Council Meeting held on 26.03.2014. Currently the internal auditor undertakes an internal audit after the end of the financial year. Amongst other things he reviews the internal controls and ensures that Hilton Parish Council has complied with its own Financial Regulations. As Clerk/ RFO and Proper Officer I provide quarterly bank reconciliation to the Internal Auditor together with copies of bank statements. All payments are approved by Hilton Parish Council and all invoices are available for inspection by the council. Cheques are signed by 1 members of the Parish Council and countersigned by the Clerk/RFO. The internal auditor produces a written report for the Council after the internal audit and highlights any deficiencies in the internal controls, or provides a clean bill of health.

As your Clerk/RFO and Proper Officer I am happy with these arrangements and would not wish to change them as it provides both Hilton Parish Council and me with an element of security. I am therefore satisfied with the effectiveness of Hilton Parish Council's system of Internal Audit.

The Council considered the report by the Clerk/RFO regarding the obligations of the Council relating to the Financial Regulations and the effectiveness of the Internal Audit.

Resolved: That the comments of the Clerk/RFO and Proper Officer are noted and the Council, having reviewed the effectiveness of the system of Internal Audit, approved the current arrangements.

C) Minute Number 1538/14/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 1538/14/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
 - **Update on the Partial Street Lighting consultation –Previously reported under minute number 1496/14/D, 1521/14/D – Village Infrastructure.**

It was reported that the following reply was received from DCC on 01.04.2014 after the Parish Councils objections to the complete switch off of street lighting on The Mease.

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I note your comments about the lamps on The Mease that we intend to turn off permanently. In our defence as part of the risk assessment process we looked at accident statistics and highway condition and sought the views of both our Traffic and Safety Teams and Highway Maintenance team before we even suggested this proposals and we received no negative comments. We also asked our Community Safety Team for comments regarding crime issues which may preclude this action and again the scheme was supported.

This a short straight piece of relatively new highway. There are no houses or businesses along the section we intend to turn off and the conflict areas are remaining lit (roundabouts and junction). The highway engineering is good, the road markings are clear, as are the road signs and the pavements appear to be in very good condition. There is no reason for us to believe that turning this short stretch of lights off will have a negative effect on highway safety. If this area becomes more developed we can turn the lights back on but at this time we feel that this decision is a reasonable one.

The safety and well-being of residents and motorists is important and has always been the biggest consideration of the project and I can confirm that we will be carrying out ongoing monitoring of schemes with the police and the community safety team. Any one using roads when the lights are switched off needs to make their own assessment of the possible risks, taking action to reduce those risks to a level acceptable to them.

It was reported that DCC had not addressed the issue of joggers.

Resolved: The Parish Council agreed to monitor this situation and if necessary could ask that this be reviewed.

- Public Transport Provision

E) Minute Number 1538/14/E - Recreation and Leisure – To be discussed by full Council at their meeting

- Provision and maintenance of sport and leisure facilities
 - a) Pitch Maintenance quote £1,542.00 – Pitches do not require as much maintenance as 2012/2013.

Resolved: Hilton Parish Council agreed to accept the quote for the pitch maintenance.

Resolved: The Clerk to inform the contractor to go ahead with the work when ready.

Resolved: The Clerk to chase SDDC with regards to the repairs to the Back Lane Pitch with regards to the damage that they caused last month.

- Children play equipment
- Parish Council owned Parks and Landscaping

8. Minute Number 1539/14 - 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.

Resolved: The Clerk to take this item off the agenda as the Derby Airfield Committee will contact us directly if they have anything that the Parish Council needs to discuss.

- 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.

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• Hilton Dog Walking Group – Cllr McDonald
Cllr McDonald gave her report as follows:

- There are 225 members.
- A dog walk took place last week.
- The Committee are in the process of planning the pub walk next month.
- The dog signs had been ripped off the posts put around the village but the Memorial Meadow signs had not been touched.
 - Flood Liaison – To nominate a representative when required.

There was nothing to report.

- DCC – Parish and Town Liaison Forum – Cllr Nield – **NEXT MEETING 01.05.2014 AT COUNTY HALL MATLOCK COMMENCING AT 6PM TO 8PM**

Resolved: Cllr Spencer to attend the above meeting on behalf of Hilton Parish Council.

- SDDC - Joint Meetings with Parish Councils – **NEXT MEETING TO BE HELD ON 30.04.2014 IN THE COUNCIL CHAMBERS AT SDDC COMMENCING AT 6.30PM**

No Councillor could attend the above meeting as it was held on the same night as the Parish Council Meeting.

9. Minute Number 1540/14 - 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, 1464/13, 1481/141499/14, 1523/14 – Clerk Report. [War Memorials – Power to maintain, repair, protect and adapt war memorials – War Memorials \(Local Authorities' Powers\) Act 1923 - s.1](#)

- a. Budget for Expenses for example printing for advertising, travel costs for dignitaries, posies for the wives of the Lord Lieutenant etc.

Resolved: Hilton Parish Council agreed to a budget of up to £50.00 only for fuel and incidentals.

- b. Approval to pay £20.00 to Derbyshire CVS for the hire of the display boards

Resolved: Hilton Parish Council agreed to pay £20.00 for the hire of the display boards.

- c. Approval for a member of staff and the van to be used for the collection of the boards and return

Resolved: Hilton Parish Council agreed for a member of staff and the van to be used to collect and return the display boards to the CVS.

Cllr Darlington gave her update report as follows:

It is been a busy month, 60 invitation letters and emails with the same attachment have been sent out for the recipients to be the guests of Hilton Parish Council on 4th August 2014, and there have been over 50 replies so far, four of which are unable to attend, due to prior commitments.

The four trees donated by Aldi: a Mountain Ash, Canadian Maple, Silver Birch and double flowering Almond, have been planted and are doing well.

As well as donating the trees, Aldi is very willing to discuss a 'food and soft drinks' shopping list with them, for the lunch on the day. Tesco have also indicated that they are very happy to support the Parish Council on the 4th August 2014 and are willing for us to shop with them for similar items.

Cllr Darlington now has to go into both stores with a "Wish List". Invitations have been issued to the Managers of both Aldi and Tesco as a way of saying that we appreciate their support and thank you.

Hilton Parish Council Staff, have worked extremely hard, Sam designed the flowerbeds and sourced the seeds and bulbs required and Mark and Tony who have been observed pick-axing and digging the new wildflower beds, it is all looking very nice, and will be much nicer when the flowers start coming through.

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It is interesting to note that all the "Please pick up after your dog" notices have been torn off their stakes and thrown away, but the ones informing the community of what is happening with regards the Memorial Meadow are still in place.

Hilton Parish Council hopes that people will start and continue to treat the area with respect and keep their dogs, small and larger and their children off the new flower beds, so we have a fighting chance to have some flowers on the 4th August 2014.

Cllr Darlington has tried to find orange net fencing, or something similar to protect the site but her efforts have proved fruitless. The Scouts have kindly lent us theirs, but it is not big enough to go round the whole site, they require the netting back in time for Party on the Park on 29th June 2014, just when the seedlings will be reaching a stage, where they will be easily flattened.

The Memory Book is making progress and Cllr Darlington is now halfway through 1917, only 8 more to go.

So far, the families of 17 men named on the plaques have been traced, and are delighted to attend, approximately 60 relatives are expected. They appear to have talked about it to their wider family and they all want to come. More than one have said that they feel they are getting their relative back into their family.

This will give Hilton Parish Council a bit of a headache with regards to the catering etc, but we are so pleased that this whole concept has been so positively received. The relatives of the remaining eight men are currently untraceable – unless anyone knows differently.

Our young serving soldier has been given permission by his Commanding Officers, who are delighted to show their support by allowing him to come and do the unveiling of the plaque.

Confirmation is now in place for all other participants taking part in the formal part of the day which, if all goes to plan, should be a thoughtful and enjoyable experience for all concerned.

An Exhibition is being put together, dedicated to the 25 soldiers. Relatives have been asked to contribute photographs and other personal items. This exhibition will not only be open to the communities of Hilton, Hoon and Marston, but to the wider Dove Valley, or anyone who would be interested in coming along. Hopefully there will be one or two surprises, and someone will say "I didn't know that."

The Exhibition will be open to the community on Sunday, 3rd and Monday, 4th August 2014, 12 noon – 4pm. All the invited guests will also be able to visit and hopefully talk about their relatives.

The School will be making bunting dedicated to the 25 men and poetry of WW1 and this will be hung at the Exhibition, before being returned to the School for Armistice Day.

The Chair of Governors and members of the School Management Team have also expressed interest in attending as the children will be laying poppy crosses.

The Clerk personally thanked Cllr Darlington and said that it was obviously fate that she was now the Clerk to Hilton Parish Council considering that part of her family originated from Sutton Lane, Hilton.

It had been established that two of the fallen soldiers were in fact part of the Clerks family on her dad's side, Wilfred Vaughn who died in hospital after being injured on 23.11.1918 aged 21 and Charles Vaughn who fell on 21.03.1918.

Harry Vaughn, Jack Vaughn, Thomas Alfred Vaughn and Walter Vaughn also served during the war and she was happy to say survived.

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The Clerk said that she was very humbled and proud to find this out and was very interested in finding out more as too were her family.

- b. Police Office Lease agreement – Previously reported under minute number 1377/13, 1394/13, 1396/13, 1413/13, 1431/13, 1447/13, 1464/13, 1481/14, 1499/14, 1523/14 – Clerks Report [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)

There was nothing to report.

- c. 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, 1464/13, 1481/14, 1499/14, 1523/14 – Clerks Report. – update on 115E LICENSE FROM DERBYSHIRE COUNTY COUNCIL [War Memorials – Power to maintain, repair, protect and adapt war memorials – War Memorials \(Local Authorities' Powers\) Act 1923 s.1 and Highways – Power to plant trees and shrubs and to maintain roadside verges – Highways Act 1980, - s.96.](#)

There was nothing to report.

- d. Complaint from a resident with regards to dog fouling and a request to have one area in the village that does not allow dogs, to allow children to play safe – suggestion to fence off an area at the VH site – Previously reported under minute number 1481/14, 1499/14, 1523/14 – Clerks Report. – [Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision\) Act 1976 –s.19](#)

As Agreed at the March 2014 Parish Council Meeting Cllr Shackleton had looked at both areas being the Hilton Village Hall site and the Main Street/ Mill Lane Play area. It would be great if both areas could be considered, however the Main Street/Mill Lane play area does have a footpath running through but this could be fenced off.

Resolved: The Clerk to obtain prices for fencing off both areas.

- e. Hilton Bicycle Pump Track – Previously reported under minute number 1493/14/A – Public Speaking and 1499/14, 1523/14 – Clerks Report. –[Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision - Act 1976 –s.19](#)

It was reported that the letter has not yet been sent but will be completed shortly.

- f. Replacement of bollards between the Scout Hut and the Skate Park – Previously reported under minute number 1499/14, 1523/14 – Clerks Report. [Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision - Act 1976 –s.19](#) at a cost of £427.02

It was reported that the new bollards had been ordered and will be installed shortly.

- g. Proposed new Play Equipment for the Mill Lane Play Area – Previously reported under minute number 1396/13, 1413/13, 1431/13, 1447/13, 1464/13, 1507/14, 1523/14 – Clerks Report. [Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision - Act 1976 – s.19](#)

It was reported that all being well the work was due to start in June 2014.

- h. Request from the Scouts Group to extend the Scout Hut – Previously reported under minute number 1523/14 – Clerks Report

It was reported that the Clerk had requested further information as agreed at the previous meeting and had asked the reasoning behind why the extension was required. However no further information had been received to date.

- i. Serious Injury to a child on 27.02.2014 – re picnic benches and tables – Previously reported under minute number 1523/14 – Clerks Report.

As agreed at the meeting in March 2014 Cllr Shackleton had looked at the picnic benches. He explained that the benches were constructed from thick steel with rounded edges. It was agreed that if they had been wooden benches the impact/injury would have been similar.

Resolved: Hilton Parish Council agreed that this was a very unfortunate incident, but there were no issues with the benches and Risk Assessment are carried out by the Parish Council on a weekly basis. It was agreed that no action was required at this time.

- j. Update The Mease Committee request to Inspection/examine the premises and the request for a copy of the sinking fund accounts including the bank statements – Previously reported under minute number 1523/14 – Clerks Report. – REQUEST SENT TO THE CHAIRMAN OF THE MEASE MANAGEMENT COMMITTEE ON 07.04.2014

Resolved: The Clerk to contact all of the Councillors to agree a day and time.

Resolved: The Clerk to then inform the Chair of The Mease Management Committee of the day and time of the inspection to take place.

Resolved: The Clerk to contact the Chair of The Mease Management Committee and give 2 weeks' notice for the Accounts to be provided.

- k. Update The Mease Committee request to amend the Lease agreement and the chance to extend the lease if The Mease Committee will split the cost 50/50 – Previously reported under minute number 1523/14 – Clerks Report – REQUEST SENT TO THE CHAIRMAN OF THE MEASE COMMITTEE ON 08.04.2014.

Resolved: The Clerk to contact the Chair of The Mease Management Committee with regards to the above matter. If nothing is received back within 2 weeks, the Clerk to go ahead and instruct the Solicitor to amend the lease agreement by adding the extension only.

- l. Resident request to remove the goal posts over the summer from Back Lane pitches due to Anti-Social Behaviour

Resolved: The Clerk to inform the resident that it will not be possible to remove the goal posts this summer due to activities on site with regards to a planned new build. However the Parish Council agreed to look at removing the goal posts next summer.

- m. Special Dispensation for Councillors who are Directors of Hilton Village Hall.

Resolved: Having received Dispensation requests from all Councillors who are, or will shortly be on the Board of Directors for Hilton Village Hall. A decision to grant the dispensations has been made by the Clerk/RFO and Proper Officer to Hilton Parish Council. This is to grant the dispensation requests on the following grounds to allow Hilton Parish Council members to discuss and vote upon any matters that may be on the agenda from time to time pertaining to Hilton Village Hall:

REASON(S) FOR DISPENSATION

33a) without the dispensation the number of persons unable to participate in the transaction of the business would be so great as to impede the transaction of the business

33c) the dispensation is in the interests of persons living in the authority's area

Resolved: The Clerk/RFO and Proper Officers decision in this matter is final.

- n. Register of Members Interests to be revisited and updated by all Councillors who are Directors of Hilton Village Hall.

The Clerk recommended that all Councillors should revisit and consider amending their Register of Members Interest Form to take into account the fact that they are Directors on the board for Hilton Village Hall.

Resolved: All Councillors to review and amend their Register of Members Interests forms In relation to Hilton Village Hall.

Resolved: Once received the Clerk to copy the forms and send to the Monitoring officer at SDDC and replace the version on the Parish Council Website with the current versions.

10. Minute Number 1541/14 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information.

- a) Circular 07/2014
- Spring Seminar reminder
 - Openness in Local Government
 - NALC welcomes cash grant fund to help more disabled people become local councillors
 - Time to conduct a review?
 - OUR BIG GIG: Nationwide music celebration returns to a community near you this summer

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- Annual Parish Meeting and the Annual Parish Council Meeting
- How Local Councils Can Be More Effective Online – Training
- Living Wage – can you help please?
- Denby Parish Council – Clerk and Responsible Financial Officer Vacancy

b) Circular 08/2014

- DALC E-mail contact
- DALC Membership Services
- Employment Allowances
- Locum Clerk
- DALC Constitution
- BBC1 – HOME SWAP
- Clerk/RFO Vacancies

11. Minute Number 1542/14 - Finance

Resolved: Hilton Parish Council approved the following payments.

a) Accounts for Payment.

Cheque No	Payee	Description	Amount
002660	Payroo Ltd	RTI – Subscription	£58.80
002661	Cancelled		
002662	Hilton Village Hall	Room Hire	£90.00
002663	Sterilizing Services	Water Testing	£52.80
002664	R Massey and Son	Equipment	£149.60
002665	Viking Direct	Stationery	£47.06
002666	Aucuba Landscapes	Maintenance	£631.56
002667	Aucuba Landscapes	Maintenance	£448.30
002668	I Fraser	Internal Audit 2013/2014	£175.00
002669	Hilton Village Hall	Admin Support	£216.00

Resolved: Hilton Parish Council approved the following payments.

b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002670 for the Inland Revenue.

Description	Amount
Salaries, Tax NICs, Expenses	£8,588.34

Resolved: Hilton Parish Council approved the following income and Expenditure relating to the financial accounts ending 31.03.2014.

c) Other income and Expenditure

Expenditure Current Account – Direct Debits

02.01.2014	Eon	Electricity	£294.00
02.01.2014	Employment Relation Services	HR Support	£294.00
27.01.2014	BT	Telephone	£115.99
27.01.2014	Swinton Insurance	Van Insurance	£287.28
31.01.2014	Toyota	Van Lease	£340.90
03.02.2014	Eon	Electricity	£294.00
03.02.2014	Employment Relation Services	HR Support	£294.00
27.02.2014	Swinton Insurance	Van Insurance	£287.26
03.03.2014	Eon	Electricity	£294.00
03.03.2014	Employment Relation Services	HR Support	£294.00
05.03.2014	BT	Telephone	£125.43
20.03.2014	Toyota	Van Lease	£340.90
26.03.2014	Swinton Insurance	Van Insurance	£287.26

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Income Current Account

05.02.2014	Payment Sheet 14	Football Pitches	£46.00
05.02.2014	Payment Sheet 14	Astro Turf	£1,203.00
05.02.2014	Payment Sheet 15	Astro Turf	£78.00
25.02.2014	Payment Sheet 16	Astro Turf	£795.00
25.03.2014	Payment Sheet 17	Astro Turf	£871.00
29.01.2014	Insurance Refund	Hilton Village Hall roof damage	£738.00
07.02.2014	Football Foundation	The Mease Extension	£1,215.00
21.02.2014	SDDC	Concurrent Expenses 2013/2014	£26,624.00
10.03.2014	Stars	Astro Turf Hire	£40.00

12. Minute Number 1543/14 - Items for Information

Resolved: Hilton Parish Council noted the following information.

- a) SDDC – Press Release – Celebrate St Georges Day at Swadlincote Farmers' Market
- b) SDDC – Press Release – Restoration of Swadlincote's War Memorial Gates

13. Minute Number 1544/14 - Items for discussion

There was nothing to report.

14. Minute Number 1545/14 - Planning Matters for Decision

- a) 9/2014//0327 - WOODCOCK FARM WILLOWPIT LANE HILTON DERBY DERBYSHIRE DE65 5FN - PRIOR NOTIFICATION FOR THE ERECTION OF AN EXTENSION TO AN EXISTING AGRICULTURAL BUILDING FOR STORAGE

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

- b) 9/2014/0299 – 1 NORMANDY ROAD HILTON DERBY DERBYSHIRE DE65 5GW - PROPOSED 2 STOREY SIDE EXTENSION BEHIND GARAGE, SINGLE STOREY SIDE EXTENSION & NEW CONSERVATORY TO REAR

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

- c) 9/2014/0270 - 8 DALE BROOK HILTON DERBY DERBYSHIRE DE65 5JH - THE PART CONVERSION OF THE GARAGE INTO LIVING ACCOMMODATION

Resolved: Hilton Parish Council had no objections to the above planning application. However Hilton Parish Council would request that 2 parking spaces on the driveway are maintained now and in the future.

- d) 9/2014/0263 - 30 PEACROFT LANE HILTON DERBY DERBYSHIRE DE65 5GH - THE ERECTION OF EXTENSIONS

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

- e) 9/2014/0257 - 66 EGGINTON ROAD HILTON DERBY DERBYSHIRE DE65 5FG - THE ERECTION OF A DWELLING WITHIN FRONT GARDEN

Resolved: Hilton Parish Council objected to the above planning application on the grounds that this would not be within keeping of the current street scene. The line of the proposed development would be in front of the other houses on the street. The Council thought that this may have a detrimental effect on the neighbours as it may impede on the privacy of the neighbours and may also over shadow the neighbours directly to the side.

15. Minute Number 1546/14 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information.

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- a) 9/2014/0124 - 21 RODNEY CLOSE HILTON DERBY DERBYSHIRE DE65 5GX - THE DEMOLITION OF EXISTING CONSERVATORY AND ERECTION OF GARDEN ROOM – **HAS BEEN GRANTED**
- b) 9/2014/0097 - 22 KYLE ROAD HILTON DERBY DERBYSHIRE DE65 5JY - THE ERECTION OF AN EXTENSION – **HAS BEEN GRANTED**
- c) 9/2014/0013 - HILTON VILLAGE HALL PEACROFT LANE HILTON DERBY DERBYSHIRE DE65 5GH - THE ERECTION OF A DETACHED BUILDING FOR USE AS GARAGES/STORES PLUS ANCILLARY KITCHEN AND OFFICES – **HAS BEEN GRANTED**

16. Minute Number 1547/14 - Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meetings were confirmed as 28th May 2014 at Hilton Village Hall as follows:

- a) **Annual Meeting of Hilton Parish Council from 6.30pm**
- b) **Hilton Parish Council Monthly Meeting from 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 1548/14 – Exempt Information

All items in Exempt Information are covered under the Local Government Act 1972, schedule 12A – This legislation covers Engagement, terms of service, conduct and dismissal of employees, terms of tender and quotes, proposals and counter proposals in negotiation of contracts, preparation of cases in legal proceedings and the early stages of any dispute.

- a) Proposed PC Garage and Office extension update – Previously reported under minute number 1439/13, 1455/13, 1472/13, 1489/14, 1507/14, 1531/14 – Exempt Information

It was reported that the Planning Application had now been granted, this was after a few small amendments as agreed with the Planning Department.

Building Control work was now underway and would take about 6 to 8 weeks to complete.

Tender Packs were also in the process of being completed. The time schedule would be as follows:

- For the Tender Documents to be sent out to 4 Contractors by no later than Friday 23.05.2014.
- All contractors tendering for the work would all be asked to return the Tenders by no later than Friday 20.06.2014.
- The Parish Council would then look through the Tenders with a view to approving a contractor at the Hilton Parish Council Meeting to be held on 25.06.2014.
- Work would then start on site on 01.07.2014

Resolved: Hilton Parish Council agreed that the Tenders were to be opened by the Clerk/RFO and Proper Officer in the presence of at least one Councillor after the deadline date for submission of tenders has passed being 20.06.2014. This was in line with the current Standing Orders.

Resolved: Tenders are to be reported to and considered at the Hilton Parish Council Meeting to be held on 25.06.2014

Resolved: The Clerk to obtain prices for the hire of a shipping container to store the Parish Council's equipment in whilst the work is undertaken.

- b) Banking matters and bank mandate – Previously reported under minute number 1489/141507/14, 1531/14 – Exempt Information

Resolved: Cllr Nield completed the new Bank Mandate form to be added as a signatory to the Hilton Parish Council Accounts.

Resolved: The Clerk to ask Cllr Fox to complete the Bank Mandate form to be added as a signatory to the Hilton Parish Council Accounts.

c) Administration issues – Previously reported under minute number 1531/14 – Exempt Information.

Resolved: Hilton Parish Council agreed that if a request was received this year from any resident including the two former Councillors to view the Accounts for the financial year 01.04.2013 to 31.03.2014, the Clerk would contact Cllr Spencer, Cllr Nield and Cllr Darlington for two of them to be in attendance at the viewing.

Resolved: The Clerk to obtain costing's from the Solicitor with regards to obtaining an order against two former Councillors.

Resolved: The Clerk to email the Councillors with the information.

It was reported that Parish Councillors should not be asking staff to complete any work unless it has been cleared with their line manager being the Parish Clerk in the first instance.

All Parish Councillors were reminded that all matters discussed in Exempt Information were private and confidential matters and under no circumstances were to be discussed outside of the meeting.

d) Motion required to change current legislation in relation to stopping the intimidation, harassment, bullying and persecution of Town and Parish Clerks and Councillors by members of the public. – Previously reported under minute number 1531/14 – Exempt Information.

It was reported that the wording of the motion was currently being worked on.

e) Staff Appraisals – Previously Reported under minute number 1531/14 – Exempt Information.

It was reported that all staff appraisals including the Clerks had now been completed. All staff appraisals were reported as very good. The Parish Council had a really good team now.

f) Insurance Policy Contract

It was reported that the Insurance Company had not been changed to a different provider over the past few years due to there being open claims at the renewal date. It was reported that the current Insurance Company had always been very good and had always settled claims in a timely manner. There had never been any problems or issues with them.

Resolved: The Clerk to obtain a quote from a different company to the one currently used to see if the costs were still competitive.

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

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