

Hilton Parish Council
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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 28TH
MAY 2014 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

Cllr Cooper (in the Chair)
Cllr Smith, Cllr Darlington, Cllr Nield, Cllr McDonald, Cllr Spencer, Cllr Shackleton, Cllr Davies and Cllr McDonald
3 District Council Representatives, 1 County Council representative and 2 members of the public were in attendance.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1560/14 - To Receive Apologies for absence.

There were no Apologies for absence.

2. Minute Number 1561/14 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1562/14 - Declaration of Members Interests.

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

Cllr Shackleton declared a Personal Interest in item 9 – Clerks Report – item 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, 1540/14.

4. Minute Number 1563/14 - Public Speaking.

Minute Number 1563/14/A – Public Speaking

There was nothing to report.

Minute Number 1563/14/B – Police Representatives Report

There was nothing to report.

Minute Number 1563/14/C – District Council Representatives Report

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

- Attended Annual Council and gave the Annual Report for the Overview & Scrutiny committee. I will remain as Chairman for the forthcoming year.

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- Attended a meeting with other community representatives concerning the proposed East Midlands Intermodal Park at Egginton. There will be various consultation events over the next month, run by the developer/promoter. one of these is at Hilton Village Hall on Weds 18th June 3:30-6:30
- Received complaints from residents concerning parking for and deliveries for Aldi. I have spoken to the Police Beat Team, who are keeping an eye on the situation, and also sent a complaint and photos through to Aldi head office - from whom I have had no response.
- Received a complaint from a resident concerning speeding on the Mease. I have spoken to the Beat Team, who are monitoring the situation. Reported incidents are being looked at again, to see if there is a case for lowering the speed limit.
- Next week's Police and Crime Panel at Matlock has been cancelled.
- Offered my continued support to the residents who are keen to establish the BMX track in Hilton - and hope to work with officers in the coming weeks to progress the plans.
- Attended training events in my role as a Governor on the Board of Burton Hospitals FT.
- Attended Liberation Day in Swadlincote on Weds 21st May
- Attended other meetings and committees at SDDC where appropriate.

Cllr Bale was in attendance, there was nothing to report.

Minute Number 1563/14/D – County Council Representatives Report.

Cllr Patten was in attendance and gave her report which she agreed to email to the Clerk for the minutes the following day. This report unfortunately has not been received by the Clerk.

5. **Minute Number 1564/14 - To confirm the Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on 30th April 2014.**

Resolved: The Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 30th March 2014 having been circulated were approved and signed as a true record.

6. **Minute Number 1565/14 - Chairperson's Report**

There was nothing to report.

7. **Minute Number 1566/14 - Committee Reports**

A) **Minute Number 1566/14/A - Community Services - To be discussed by full Council at their meeting to be confirmed**

- Community Information and Publicity.
 - **Parish Council Notice Boards**

Resolved: It was agreed that Cllr Plenderleith would speak with the complainant and obtain clarification on if a Public Board or Parish Council board was being requested.

B) **Minute Number 1566/14/B - Finance - All Councillors to be confirmed on the Committee**

- 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

There was nothing to report.

C) **Minute Number 1566/14/C - Environment and Green Space – To be discussed by full Council at their meeting to be confirmed**

- 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

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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.

Resolved: It was agreed that Hilton Parish Council would like to push for the Village Hall site to be made a Police Priority area at the next Safer Neighbourhoods Meeting to try and curd the current anti-social behaviour and criminal damage that is being caused on the site.

Resolved: Hilton Parish Council agreed that it would be a good idea to set up another Graffiti work shop to re-graffiti the skate park to try and encourage youth ownership of the area.

Resolved: It was agreed that the Hilton Dog Walking Group Committee were looking into the replacement of the dog fouling signs that had been installed around the Village but had been vandalised or removed.

Resolved: It was agreed that the Clerk would ask the Groundsman Staff to start highlighting dog fouling again by spraying them with bright paint.

Resolved: It was agreed that Cllr Spencer would email a list of other areas where the no dog fouling stencil could be sprayed on the floor.

It was reported that one of the Lengthsman had been bitten by dogs not under control on Parish Council property.

Resolved: It was agreed that any incidents of dogs biting a member of staff to be reported in the accident and dealt with by whatever means is appropriate.

D) Minute Number 1566/14/D - Village Infrastructure - To be discussed by full Council at their meeting to be confirmed

- 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 1566/14/E - Recreation and Leisure – To be discussed by full Council at their meeting to be confirmed

- Provision and maintenance of sport and leisure facilities
- Children play equipment
- Parish Council owned Parks and Landscaping

There was nothing to report.

8. Minute Number 1567/14 - 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.

- The Mease Management Committee –**Cllr Shackleton**

There was nothing to report.

- Marston on Dove Relief in Need Charity – **Cllr Fox**

There was nothing to report.

- Hilton Dog Walking Group – **Cllr McDonald**

- a. **Permission from Hilton Parish Council to use the Back Lane Pitches and surrounding area for a dog show to be held on 07.09.2014.**

Resolved: Hilton Parish Council gave permission for the Hilton Dog walking Group to use the Back Lane Pitches and surrounding area for a Dog Show to be held on 07.09.2014.

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Cllr McDonald gave her report as follows:

- Membership remained the same as there had been no new members.
- Flood Liaison – Cllr Nield.

Resolved: The Next meeting to be held on 26.06.2014 commencing at 10am at SDDC Council chambers. Cllr Nield to attend on behalf of Hilton Parish Council.

- DCC – Parish and Town Liaison Forum – **To nominate a representative when required.**

Cllr Spencer had attended the last meeting, items like Recycling and the Society of Local Council Clerks was discussed.

- SDDC - Joint Meetings with Parish Councils – **To nominate a representative when required**

There was nothing to report.

9. Minute Number 1568/14 - 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, 1540/14 – Clerk Report. [War Memorials – Power to maintain, repair, protect and adapt war memorials – War Memorials \(Local Authorities' Powers\) Act 1923 - s.1](#)
 - a. Hire of Hilton Village Hall on 02.08.2014, 03.08.2014 and 04.08.2014 to put on a very large exhibition relating to the fallen men on the plaque and a general information exhibition in the Village Hall, to be open to the public on 3rd and 4th August.

Resolved: Hilton Parish Council agreed to hire Hilton Village Hall for the exhibition at a cost of £622.80.

Resolved: The Clerk to see if the Bouncy castle can be erected on Sunday 03.08.2014 to show case what Hilton Village Hall can now offer hirers.

Resolved: Cllr Spencer to see if she can get an ice cream van on site on 03.08.2014.

Cllr Darlington gave her report as follows:

- It is been a relatively quiet month. The Memory Book is still in progress, and we have now got to 1918. 1914-1917 have gone for editing and proof-reading.
- The relatives of David Amos, who lived in the cottages at Marston crossing, have been traced and I am visiting them this Saturday, 31st May. Mr. Amos is very excited and will be here with his family on 4th August.
- A meeting of the catering sub-committee was held last week and decisions reached regarding the content of the lunch for our guests. Cllr Spencer has volunteered to oversee the catering on the day itself, as she has the relevant experience in catering for large outside events.
- Regarding the shortage of orange protective fencing - this problem has now been solved, thanks initially to Happy Hens, who have lent the Parish Council, enough to do two of the flower beds and the Memorial Stone.
- Two more rolls of fencing complete with stakes, was delivered to Cllr Darlington's house on Bank Holiday Monday. The donor is a gentleman, who wants to remain anonymous, who frequents the Hilton House on a Friday night. We understand he is an ex-serviceman and we are currently trying to find out who he is and thank him personally for his kind gesture.
- We know stand a real fighting chance in having wildflower beds with something in them.
- The existing fencing has been totally respected by dogs and children, which is lovely. People seem to be interested in what is happening on the Memorial Meadow, and are keeping their dogs under control whilst in the area.
- Plans for the day itself, are also going well and many items have been finalised. Information packs for the invited guests are currently being prepared and will be sent out by the end of June.
- Finally, I take great pleasure in reporting that community spirit in Hilton is definitely alive and well, especially where this project is concerned.

Resolved: Hilton Parish Council approved the above report from Cllr Darlington.

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- 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, 1540/14 – 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, 1540/14 – 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, 1540/14 – Clerks Report. – [Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision\) Act 1976 – s.19](#)

- a. Approval of a questionnaire and installation in to the Dove Valley life magazine

Resolved: Hilton Parish Council agreed that the questionnaire should be advertised in the Hilton and Dove Life Magazine with a closing date of 28.07.2014. The Clerk to add this matter to the agenda for the July 2014 Parish Council meeting.

- e. 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, 1540/14 – 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 Awards for All Funding application had been unsuccessful. The Clerk was still in conversation with SDDC with regards to the 106 funding available towards this project.

Resolved: The Clerk to install a sign a week before the work is to commence explaining that the area will be closed for Refurbishment.

Resolved: The Clerk to speak with the contractors and ask if the Hilton Archeology Group can have a look in any holes that they make to see if there is anything of interest to find.

- f. 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, 1540/14 – Clerks Report.

Cllr Cooper and Cllr Shackleton had attended a meeting with members of The Mease Management Committee to complete an inspection of the premises under the terms and conditions of the lease agreement. It was reported that the premises were well managed and were very clean and tidy, however some of the kitchen cabinet doors had seen better days and would be replaced shortly. The Clerk confirmed that she had already received an email stating that this work had been completed. It was reported that there had been nothing major picked up during the inspection and both Cllr Cooper and Cllr Shackleton would brief the Clerk with regards to a formal letter to be sent in due course.

Resolved: Hilton Parish Council agreed that an inspection of the premises should be completed annually in the future.

Resolved: The Clerk to chase a copy of the outstanding accounts and a copy of the bank statement which should have been received by the date of this meeting, giving a further 7 days to provide the information..

Resolved: Hilton Parish Council agreed to claim the vat back on the pitch maintenance repairs.

Resolved: The Clerk to email the Chair of The Mease Committee with regards to the above.

- g. 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, 1540/14 – Clerks Report .

It was reported that an email had been received by the Clerk confirming that they wish for the lease agreement to be amended to include the extension and to start the lease agreement again from now for 25 years. They had also agreed to pay 50% of the solicitor costs.

h. Main Street/Mill Lane playing field – fencing in need of repairs re residents complaint
Resolved: The Clerk to consult with the resident to establish what they would like, fencing the same or a more substantial fence.

i. Parish Council notice board
Resolved: Already discussed above.

j. Annual Civic Council Meeting to be held on 29.05.2014 at the Town Hall, The Delph, Swadlincote commencing at 5.45pm
Resolved: The Clerk to give Hilton Parish Councils apologies.

10. Minute Number 1569/14 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information.

- a) Circular 09/2014
- DALC Annual Executive Meeting & AGM
 - SLCC/DALC joint event “Clerks and RFOs Networking Lunch”
 - Local Government Pensions – LGPS
 - Clerk Induction Training
 - Playground Inspection Training – led by RoSPA Playsafety
 - Neighbourhood Planning
 - Parishes in bid to light up new community powers
 - Making Localism work
 - Statutory Sick Pay refund abolished from 6 April 2014
 - Vacancies

11. Minute Number 1570/14 - Finance

Resolved: Hilton Parish Council approved the following payments.

a) Accounts for Payment.

Cheque No	Payee	Description	Amount
002671 to 002673	Hilton Village Hall	Admin Support, Office Rent, and Room Hire	£2,419.49
002674, 002678, 002683	Making Plan Ltd	Drawing work, building control fee	£990.96
002675	Cromwell	Equipment and supplies	£205.48
002676	R Massey and Son	Equipment and Supplies	£277.14
002677	Rigby Taylor	Euroflor Alliance	£128.70
002679 & 002684	Aucuba Landscapes	Maintenance	£877.90
002680	Sterilizing Services	Water Testing	£52.80
002681	Bowcom	Line Marking Paint	£129.00
002682	Viking Direct	Stationery	£246.87
002685	Cancelled		
002686	Shelter Store	Planters	£2,872.80

Resolved: Hilton Parish Council approved the following payments.

- b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002687 for the Inland Revenue.

Description	Amount
Salaries, Tax NICs, Expenses	7,470.54

12. Minute Number 1571/14 - Items for Information

Resolved: Hilton Parish Council noted the following information.

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- a) Clerk and Council Magazine May 2014

13. Minute Number 1572/14 - Items for discussion

There was nothing to report.

14. Minute Number 1573/14 - Planning Matters for Decision

- a) 9/2014/0401 1 DALE BROOK HILTON DERBY DERBYSHIRE DE65 5JH RETROSPECTIVE APPLICATION FOR GARAGE CONVERSION

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

- b) 9/2014/0343 LAND AT CHERRY GARTH HILTON DERBYSHIRE THE ERECTION OF A DWELLING

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

15. Minute Number 1574/14 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information.

- a) 9/2014/0263 30 PEACROFT LANE HILTON DERBY DERBYSHIRE DE65 5GH THE ERECTION OF EXTENSIONS – **HAS BEEN GRANTED**
- b) 9/2014/0252 HILTON BUSINESS PARK UNIT 1 LOWMAN ROAD HILTON DERBY DERBYSHIRE DE65 5LJ THE VARIATION OF CONDITION 2 OF PLANNING PERMISSION 9/2005/0839 (RESTRICTION OF WORKING HOURS) TO AMEND THE WORKING HOURS AT THE SITE TO MONDAYS - FRIDAYS 06:00 TO 22:00, SATURDAYS 06:00 TO 18:00 AND SUNDAYS 06:00 TO 13:00 - **HAS BEEN GRANTED**

16. Minute Number 1575/14 - Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 25th June 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 1576/14 – 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 including tenders – Previously reported under minute number 1439/13, 1455/13, 1472/13, 1489/14, 1507/14, 1531/14, 1548/14 – Exempt Information

It was reported that there had been a change since the last meeting with regards to the tenders being sent out and returned. The delay was due to Building Control.

- For the Tender Documents to be sent out to 4 Contractors by no later than 29th May 2014.
- All contractors tendering for the work would all be asked to return the Tenders by no later than Tuesday 24th June 2014.

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- 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: Initially the Tenders to be opened by the Architect for a report with recommendations to be given to the Parish Council.

Resolved: Hilton Parish Council agreed that the Tenders were then 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) Administration issues – Previously reported under minute number 1531/14, 1547/14 – Exempt Information.

Resolved: No member of staff is to be asked to complete work or purchase any equipment or supplies by any Councillor. This is because Councillors have no authority to do so and would be contravening the Code of Conduct which they have signed up to. All requests are to be discussed with the Clerk to the Parish Council in the first instance and she will either arrange with the staff what is required or, if more appropriate, will add an item to the next available agenda for approval by full Council.

It was reported that the Clerk to Hilton Parish Council had been invited to the Buckingham Palace Queens Garden Party to be held on 03.06.2014. The invitation had been offered by DALC in recognition for all her hard work, service, blood, sweat and tears as a Parish Clerk over the past 15 years. The Clerk was also allowed to take a companion on the day and had chosen to take the Booking Clerk to Hilton Village Hall.

Resolved: Hilton Parish Council agreed to contribute to the travel arrangements for this very special day to also say thank you to the Clerk and Booking Clerk for all their hard work.

Resolved: The Clerk said that she would check if this was allowed in the first instance for the Parish Council to contribute to such an occasion, but she was sure it could be done through the Chairs Allowance.

- c) 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, 1547/14 – Exempt Information.

There was nothing to report.

- d) Insurance Policy Contract – Previously reported under minute number 1548/14 – Exempt Information

Resolved: Hilton Parish Council agreed to change Insurance Company to Zurich for a fixed term of 3 years at a cost of £6,935.02 against Aon's first quote of £9,688.39 and second quote of £7,217.73.

- e) Staff Auto Enrolment Pension Scheme, Staging Date, Clerk training and professional advisor fees

It was reported that the staging date for Hilton Parish Council would be 01.08.2016. It was reported that the process is quite complicated and the Clerk would need training for the Parish Council to be able to comply.

Resolved: Hilton Parish Council agreed and gave the Clerk permission to call in a professional company as per advice taken to help with this process. This would be at a cost of £225.00 per half day training and £955.00 for set up work and training which would also include a meeting with all staff to explain the process and how it works.

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

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