

Hilton Parish Council
Clerk: Mrs Clare Orme, P O Box 8094, Swadlincote, Derbyshire. DE11 1FR
Tel: Office 01283 730969 – Mobile 0771 9599132
Email: clerk@hiltonparishcouncil.org.uk

**MINUTES OF THE ANNUAL 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 Fox, Cllr Nield, Cllr Spencer, Cllr Shackleton, Cllr McDonald, Cllr Davies

2 District Council Representatives and 1 County Council Representative were in attendance.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1549/14 - Election of the Chairperson for the year 2014/2015 and the completion of the Declaration of Acceptance of Office

Resolved: That Cllr Steve Cooper is elected as Chairperson to Hilton Parish Council for the ensuing year. (Cllr Cooper thereupon occupied the Chair)

Resolved: In accordance with the Local Government Act 1972 Cllr Cooper read and signed the Declaration of Acceptance of Office before the Clerk.

2. Minute Number 1550/14 - Election of the Vice Chairperson for the year 2014/2015 and the completion of the Declaration of Acceptance of Office

Resolved: That Cllr Carol Smith is elected as Vice Chairperson to Hilton Parish Council for the ensuing year.

Resolved: In accordance with the Local Government Act 1972 Cllr Smith read and signed the Declaration of Acceptance of Office before the Clerk.

3. Minute Number 1551/14 - To receive apologies for absence

There were no apologies for absence.

4. Minute Number 1552/14 - Variation of the Order of Business

There were no Variations to the Order of Business.

5. Minute Number 1553/14 - Declaration of Members' Interests.

There were no Declarations of Members Interests.

6. Minute Number 1554/14 - Public Speaking.

There was nothing to report.

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7. Minute Number 1555/14 - Chairpersons Report 2013/2014

Cllr Cooper the Chair for the year 2013/2014 gave his report as follows:

This has been my first year as chairman of Hilton Parish Council and it has been a pleasure to work with a really good group of people that are committed to looking after and improving the community of Hilton.

The Council has seen some changes in Councillors in the last 12 months so I would like to note a thank you to Cllr Stevens who stepped down in November and also thank you to Cllr's Davies and Shackleton who joined in March to give us a full complement of Cllrs for the first time in a while.

I also would like to say thank you to Cllr Smith for being my Vice Chair. She has been a pillar of support and has done a tremendous job in helping with the running of the Parish and also coming up with ideas and suggestions for improvements this year.

I would also like to thank our Parish Clerk, Clare Orme. She works exceptionally hard with the day to day running of the Parish and makes sure all the Cllr's follow the rules laid down for them. This year has been exceptionally busy not just with the day to day running but with major projects and other tasks for her to manage. Anne Marigny has also been a big help stepping up from her normal role to assist Clare in getting the administration tasks done on time. Unfortunately this would be all the more easier if an element of the community stopped creating issues, taking her away from the great work she does for Hilton Parish. I hope this does not happen again this year.

On the personnel front we have seen one of our booking clerk's leave Lindsey following maternity leave and also one of our Lengthsman Wayne leave. I would like to thank them for their years' service to the Parish and wish them well for the future. A replacement Lengthsman Mark has started and a new caretaker Graham has started at the village hall to share the load with Paul.

As mentioned there have been some major projects this year, the building and opening of the extension to the Village Hall, the surfacing and installation of a soak away for the rural path at the bottom of the village hall site to prevent flooding, agreement and funding for the extension to the Mease pavilion, lease of a van etc. One I think that is essential is long overdue is the plans to build a garage/workshop/office for the Parish Clerk and Employees. At present the Groundsman and Lengthsmen have nowhere to get changed, work, eat or shelter from the elements. The existing garage is past its best so this development will be a real benefit to the running of the parish and be a focus for the team as well a secure storage for the parish equipment and vehicles.

We also have started plans for other projects and are looking at replacing the Play equipment on the Mill Lane playing area. We are trying to secure the required funding for this at present.

That neatly brings me on to financing which is key to the working of the Parish. All the councillors alongside the Clerk are on the finance committee and review the Parish budget annually to keep it as low as possible but maintaining the services provided around the village. This year the precept has gone up from £130,000.00 to £132,000.00 a rise of 1.5% which we believe is acceptable in these austere times as to do anything else would be a cut in services. We have already had to make changes to the budget to support the Village Hall but it is part of the Councils role to do that and although it means some other projects are delayed they are still in the long term plan to be completed. We will continue to work hard to keep this as low as possible. Within the budget we have ring fenced a pot of money to help and support our local organisations and groups with grants and I am happy to say that it has been split between 8 different ones this year.

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The Parish has seen the opening of the Aldi Supermarket off Huntspill Road which has been a huge benefit to the village and is universally used and always busy. All the amenities in the village are under pressure and the council would like to see more which is why there is a concern over the new development on the Business Park at the bottom of The Mease. This is still to go before the planning committee at the District Council but the Parish have put in objections for these and other reasons and I hope they will be taken into account when it is reviewed. On a wider note the local District Local Plan is going through its final consultations and should be confirmed later this year so we will see what further if any impact it has on the Parish.

On a lighter note and something for the Parish to look forward to is, the celebrations planned to commemorate the First World War on the 4TH August. A small group of the Cllrs have been hard at work on this and I hope it is something the whole Village will get involved in as it should be a tremendous day with dignitaries, relatives, servicemen and displays.

Finally I would like to thank all the Cllr's for their help, support and input these last 12 months and hope it will continue. I would also like to thank our District and County representative's Cllr Bale, Cllr Plenderleith and Cllr Patten for their help and assistance in the last 12 months and again look forward to working with you for the next year.

Cllr Stephen Cooper
Chairman Hilton Parish Council.

8. Minute Number 1556/14 - Election of Committees and Representatives to other Bodies for the year 2014/2015

Hilton Parish Council Committees:

A) Community Services – Clerk recommendation to be discussed in full Council

- Community Information and Publicity

Resolved: To be discussed in full Council Meetings.

B) Finance – Clerk recommendation, all Councillors to sit on this Committee

- 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

Resolved: The Finance Committee – Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield. Cllr Darlington, Cllr Fox, Cllr Shackleton, Cllr Davies, Cllr Spencer and the Clerk to Hilton Parish Council.

C) Environment and Green Space – Clerk recommendation to be discussed in full Council

- Maintenance of Public Footpaths, Cycle Paths, Greenway, Verges, Open Space, Trees and Hedges
- Environmental Issues
- Recycling Facilities
- Dog and Litter Bin Provisions
- Groundsman and Lengthsman's Report

Resolved: To be discussed in full Council Meetings.

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D) Village Infrastructure – Clerk recommendation to be discussed in full Council

- Planning matters including the Village Plan
- New Road Adoptions
- Traffic Management and Parking
- Street Lighting
- Public Transport Provision

Resolved: To be discussed in full Council Meetings.

E) Recreation and Leisure – Clerk recommendation to be discussed in full Council

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

Resolved: To be discussed in full Council Meetings.

Council representatives on outside bodies.

- Etwell Area Meeting and Safer Neighbourhoods

Resolved: The Chair and Vice Chair.

- Toyota Liaison

Resolved: The Chair and Vice Chair.

- The Mease Management Committee

Resolved: Cllr Shackleton agreed to represent Hilton Parish Council on the above committee.

Resolved: The Clerk to ask Cllr McDonald if she still wishes to represent the Parish Council on the above committee.

- Marston on Dove Relief in Need Charity

Resolved: Cllr Fox agreed to represent Hilton Parish Council on the above committee along with the Parish Clerk.

- Hilton Dog Walking Group

Resolved: Cllr McDonald agreed to represent Hilton Parish Council on the above committee.

- Flood Liaison

Resolved: Cllr Nield agreed to represent Hilton Parish Council on the above committee.

- DCC – Parish and Town Liaison Forum

Resolved: Hilton Parish Council agreed to decide on a representative at the full Parish Council Meeting.

- SDDC – Joint Meeting with Parish Councils

Resolved: Hilton Parish Council agreed to decide on a representative at the full Parish Council Meeting.

9. Minute Number 1557/14 - Completion of the Declaration of Acceptance of Office for all other Members of the Council.

Resolved: All members present other than the Chairperson and Vice Chairperson took a declaration of acceptance of office before the Clerk and signed the appropriate Declaration of Acceptance of Office form held by the Clerk.

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10. Minute Number 1558/14 - Adoption of the following Hilton Parish Council Policies and Procedures.

- a. Adoption of the Local Authority Code of Conduct for the year 2014/2015
- b. Adoption of the Financial Regulations for the year 2014/2015
- c. Adoption of the Internal Control Policy for the year 2014/2015
- d. Adoption of Hilton Parish Councils Standing Orders 2014/2015
- e. Adoption of the Complaints Procedure for the year 2014/2015
- f. Adoption of the H&S Policy for the year 2014/2015
- g. Adoption of the Freedom of information Policy for handling requests and supporting information for the year 2014/2015
- h. Adoption of the Data Protection Policy for the year 2014/2015
- i. Adoption of the Recruitment, Selection, Equality and Diversity Policy for the year 2014/2015
- j. Adoption of the Information Security Policy for the year 2014/2015
- k. Adoption of the Internal Policy relating to the delivery of Services for the year 2014/2015
- l. Adoption of the Record Management Policy for the year 2014/2015
- m. Adoption of the Parish Council Risk Assessment system for the year 2014/2015
- n. Adoption of the CCTV Policy and Procedure for the year 2014/2015

Resolved: Hilton Parish Council approved and adopted the Policies and Procedures of the Council above from a to n for the ensuing year.

11. Minute Number 1559/14 - Date of the next Annual Meeting of Hilton Parish Council

Resolved: The next Annual Parish Council Meeting of Hilton Parish Council was agreed as 20.05.2014 commencing at 7pm at Hilton Village Hall.

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

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