

Hilton Parish Council
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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 27TH
AUGUST 2014 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

Cllr Cooper (in the Chair)
Cllr Darlington, Cllr Spencer, Cllr Nield and Cllr Shackleton

1 District Council Representatives, 2 Police Representative and 6 Members of the Public were in attendance.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1610/14 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr Smith, Cllr Davies, Cllr McDonald and Cllr Fox.

2. Minute Number 1611/14 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1612/14 - Declaration of Members Interests.

Resolved: Cllr Cooper, Cllr Darlington, Cllr Spencer, Cllr Nield and Cllr Shackleton 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, 1568/14, 1585/14 – Clerks Report.

4. Minute Number 1613/14 - Public Speaking.

Minute Number 1613/14/A – Public Speaking

Members of the Public raised the following matters:

- Mr Chris Thornhill and Ms Nicola Thinkston raised their concerns over planning application 9/2014/0749 - HILTON HOUSE HOTEL MILL LANE HILTON DERBY DERBYSHIRE DE65 5GP - NEW BEAUTY SALON WITH GARDEN AND PATIO AREA.

Minute Number 1613/14/B – Police Representatives Report

There were 2 Police Representatives present at the meeting, they gave their report as follows:

- Parking issues had been raised on Wildhey Brook, extra patrols of the area had been undertaken and would continue. Whilst there had been a lot of parked cars in that area, the Police had not been required to ask anyone to move.
- The Police Representatives were asked if parking on a T-Junction at Humber Street/Welland Road and Wildhey Brook/Humber Street was acceptable as this was an issue. The Police Representative replied that this was not acceptable and they would keep an eye on this situation.

Minute Number 1613/14/C – District Council Representatives Report

Cllr Bale sent his apologies.

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

- It has been a quiet month as we wind down during August.
- There have been parking issue complaints on Olders Brook and the Welland Road Junction. Cllr Plenderleith had taken photographs and had passed these over to the Police.
- There has been a 55% increase in recycling in the area.

Minute Number 1613/14/D – County Council Representatives Report.

Cllr Paten sent her apologies, there was nothing to report.

5. **Minute Number 1614/14 - To confirm the Non-Exempt Minutes of the monthly Hilton Parish Council Meetings held on 30th July 2014.**

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

6. **Minute Number 1615/14 - Chairperson's Report**

The Chair gave his report as follows:

- Commemoration on the 04.08.2014 was a fantastic event which was well supported by the community. The Chair gave thanks to all the Councillors and staff involved in making the day a success.

7. **Minute Number 1616/14 - Committee Reports**

A) **Minute Number 1616/14/A - Community Services - To be discussed by full Council at their meeting**

- Community Information and Publicity.

There was nothing to report.

B) **Minute Number 1616/14/B - Finance - All Councillors 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) Approval of Section 3 – External Auditors Report of the Annual Return

There was nothing to report.

C) **Minute Number 1616/14/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.

Resolved: Hilton Parish Council agreed to the purchase of a shredder at a cost of £750.00 excluding VAT.

D) **Minute Number 1616/14/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
- Public Transport Provision

There was nothing to report.

E) Minute Number 1616/14/E - Recreation and Leisure – To be discussed by full Council at their meeting

- Provision and maintenance of sport and leisure facilities
 - a) **Football Pitch – inappropriate graffiti drawn (male genitalia) with the line marking paint by a member of one of the football teams.**

The Clerk reported that the person concerned had apologized to Hilton Parish Council and had been and removed the offending graffiti.

Resolved: The Clerk to send a letter to the Football Team concerned stating that should anything else happen within the next 6 months, they will be banned from using our pitches in the future.

- Children play equipment
 - a) **Schedule Inspection Summary by Zurich Insurance for Hilton Village Hall Play Area – No defects reported.**
- Parish Council owned Parks and Landscaping

8. Minute Number 1617/14 - Reports from Councillors that have attended any other Meetings.

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

The next meeting will be held on 11.09.2014.

- Toyota Liaison – **The Chair and Vice Chair**

There was nothing to report.

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

The next meeting will be held on 15.09.2014.

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

There was nothing to report.

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

There was nothing to report.

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

There was nothing to report.

- EMIP Stakeholder Workshop held on 02.07.2014 and further updates

A further report had been released on this matter and had been emailed to the Clerk.

9. Minute Number 1618/14 - 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, 1568/14, 1585/14, 1602/14 – Clerk Report. [War Memorials – Power to maintain, repair, protect and adapt war memorials – War Memorials \(Local Authorities' Powers\) Act 1923 - s.1](#)

Cllr Darlington read out her report as follows:

Thank you all for keeping your fingers crossed, as the day dawned bright and sunny. Good news for all of us but bad news for the uniformed element of the Commemoration.

All I can say about the 4th August is "went the day well".

Hilton Parish Council has had some lovely feedback from our guests who tell us that they enjoyed all aspects of the day very much, and many congratulations on the Ceremony, the luxurious buffet and the very informative exhibition.

Cllr Darlington was given four budgets – Buffet, Bugler, British Legion and incidental expenses. The final costs were all under the budgets, except for the Bugler, and money has been returned to the Parish Council. The Clerk will have the exact final figures of cost within the accounts.

The "Great Exhibition" was also very well attended by the community, and as is the way of these things, more information has come to light regarding the men featured, which is now being followed up – a whole lot of new relations to meet.

We have raised £707.20 for the nominated charity "Troop Aid". This amount is made up of a very generous donation from Mr. Charles Hollis, Auctioneer, the proceeds of the Memory Book sales and voluntary donations from the visiting public. There are 10 copies of the bound book left and 9 copies on CD – so if you haven't got a copy and would like one, please contact Cllr Darlington.

I would like to thank "The Team", who worked so hard in the 10 days prior to the 4th – Cllr Davies, Cllr Fox, Cllr Nield and Cllr Spencer and those who volunteered to give up their time to help out.

Special thanks go to Jane and Kevin Matkin who helped Cllr Spencer with the buffet – Kevin Matkin especially who collected it from the supplier and delivered it safely to the Village Hall.

Richard Sherratt from Dove Valley Community Archaeology and History who worked with me on the Memory Book and oversaw the collection of material for the Exhibition – he is now very pleased to have his house back.

Mrs. Alex Scanlon, Hilton Primary School, who took charge of mounting and organising exhibits, which made life so much easier when the team put them in place on Saturday morning. She also did sterling work, standing in for Cllr Fox, by taking over her group of guests.

To Martin Nield, who was totally supportive and willingly did whatever was asked of him and for the lovely photographs he took before and on the day.

Lastly to Esther, Lucy, Mia, Sam & Harry, Roman, Asher, Marcus & Freddie, whose dignified performance was a credit to their parents and Hilton Primary School.

There is an almost continuous trickle of people walking through the Memorial Meadow to read the plaques, all expressing the same thought, that they are very happy with what has been achieved.

It would be nice if some signs could perhaps be put on the gates and the path from Back Lane fields leading to the Meadow, to inform the community and visitors. Perhaps a map could also be put on the PC website, indicating how to find it.

The only sour notes are that a relative visiting their tree with friends were distressed at the amount of dog mess around some of the trees.

Once again, the plaque which was targeted earlier, has been damaged again. Tim Morley of Heritage Wood has been down and re-fixed the plaque over the weekend, so we can only hope that this will be the end of it.

Once again, I and other residents who have reported this to me, are deeply disappointed that the persons responsible, think it is okay to do this.

The 4th August showcased Hilton and the Village in the best possible way, and there was a lot of media and TV coverage – Hilton and this part of Derbyshire is now firmly on the map. The Lord Lieutenant described our Commemoration as "being unique" in Derbyshire, and he is probably right.

- 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, 1568/14, 1585/14, 1602/14 – Clerks Report [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)

The Clerk reported that this matter was still ongoing and in the hands of the Parish Council Solicitor.

- c. 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, 1568/14, 1585/14, 1602/14 – Clerks Report. – [Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision\) Act 1976 –s.19](#)

Resolved: The Clerk to obtain prices for a fenced off area at the Village Hall Site. This will be discussed during the next Finance Committee Meeting with a proposal to add the cost to the budget for 2015/2016.

- d. 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, 1568/14, 1585/14, 1602/14 – Clerks Report. [Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision - Act 1976 –s.19](#)

The Clerk reported that the new play equipment had been installed and all equipment including the skip had now been removed. She also reported that the new equipment had been added to the Parish Councils Insurance Policy.

- e. Update The Mease Committee - request for a copy of the sinking fund accounts including the bank statements – Previously reported under minute number 1523/14, 1540/14, 1568/14, 1585/14, 1602/14– Clerks Report.

Resolved: Cllr Shackleton was given delegated powers to raise this matter at their next Management Committee Meeting.

Resolved: The Clerk to speak to the solicitor about adding information on the sinking fund account to the Lease Agreement.

- f. 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, 1568/14, 1585/14, 1602/14– Clerks Report .

There was nothing to report other than this was now in the hands of the Solicitor.

- g. Cultivation License information – Previously Reported under minute number 1585/14, 1602/14 – Clerks Report

There was nothing to report.

- h. Maintenance of the Memorial Meadow and agreement from SDDC to make £100.00 contribution each year. – Previously reported under minute number 1602/14 – Clerks Report

The Clerk confirmed that SDDC would make £100.00 contribution towards the maintenance each year.

Resolved: Hilton Parish Council agreed to accept the £100.00 contribution from SDDC each year and to continue to maintain the area as agreed with SDDC.

- i. Local Works proposal for Hilton Parish Council to support the Power to sell electricity back to National Grid for Parish Councils under the Sustainable Communities Act.

Resolved: Hilton Parish Council agreed to support the power to sell electricity back to National Grid for Parish Councils under the Sustainable Communities Act.

Resolved: The Clerk to email Hilton Parish Councils support.

- j. Complain from resident re dog fouling on the chitty between New Road and Derby Road

Resolved: Hilton Parish Council agreed to look at changing the dog bin for a litter bin at the next Financial Committee Meeting with a proposal to add the cost to the budget for 2015/2016..

Resolved: The Clerk to contact the Community Warden to see if this area can be monitored.

Resolved: The Clerk to contact the Hilton Dog Walkers Group to see if they can help resolve the problem of dog fouling in this area.

- k. Request from a resident to install a dog bin on Willowfields.

Resolved: Hilton Parish Council agreed to look at installing a litter bin on Willowfields and to include this for discussion at the next Finance Committee Meeting with a proposal to add the cost to the budget for 2015/2016.

- l. Request from a resident to have a memorial tree for their grandfather on the Memorial Meadow. The resident has asked for this to be on the same side as the Memorial for the soldiers as their grandfather was a fallen soldier.

Resolved: Cllr Darlington was give delegated power to liaise with the resident and establish exactly what was required. Cllr Darlington to also inform the resident of the cost of the plaque and to report back to the next meeting for final approval on what is required.

- m. Request to install a fingerpost on the Village Hall Site pointing to the Memorial Meadow.

Resolved; It was agreed that the Clerk would obtain some prices to be discussed at the next Finance Meeting.

- n. Amended plan to be signed by the Chair and Clerk in relation to the lease for the land to the rear of Hilton Village Hall on a long term lease

Resolved: It was agreed that the Chair and Clerk would sign the Amended Plan.

Resolved: The Clerk would then sent the signed plan back to the Solicitor for the Lease to be completed.

10. Minute Number 1619/14 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information:

a) Circular 17/2014

- Parliament approves Openness of Local Government Bodies Regulations 2014
- **NALC wants clear audit direction**
- **Taking a parish pulse test on Community Rights**
- 'Your community needs you' cries national parish body
- SLCC Derbyshire Branch
- Ockbrook & Borrowwash Parish Council – Vacancy

b) Circular 18/2014

- Covering the Basics of Employment
- **Councillor Induction Training Course**
- **Clerk Induction Training**
- **Digital By Default – How Local Councils Can Be More Effective On Line**
- **Financial Regulations Training**
- **Chair Skills**
- **Certificate in Local Council Administration**

DALC - 68th ANNUAL GENERAL MEETING - TO BE HELD AT WILLERSLEY CASTLE HOTEL, CROMFORD, MATLOCK. DE4 5JH 3PM TUESDAY 9 SEPTEMBER 2013

11. Minute Number 1620/14 - Finance

Resolved: Hilton Parish Council approved the following payments:

a) Accounts for Payment.

Cheque No	Payee	Description	Amount
002712	Kompan Ltd	Play Equipment	£44,491.86
002713	Fairview Arborists	Tree Maint	£500.00
002714	Aucuba Landscapes	Maintenance	£448.30
002715	Heritage Wood	Memorial Plaques	£300.00
002716	E A Morris	Lighting Repairs	£422.86
002717	South Derbyshire CVS	Hire of boards	£20.00
002718	L G Cook	Bugler	£50.00
002719	R Darlington	Expenses Commemorations	£376.00
002720	J Spencer	Expenses Commemorations	£16.91
002721	Art Stone Memorials	Plaque Plague	£1,866.00
002722	Hilton Village Hall	Room Hire	£36.24
002723	Cromwell	Equipment	£2.22

002724	Viking Direct	Stationery	£683.82
002725	Sterilizing Services	Water Testing	£52.80
002726	Scribe 2000 Ltd	Accounting Package	£294.00
002727	J Spencer	Expenses Commemoration	£35.39
002728	Royal Mail	P O Box Number	£313.01
002729	Aucuba Landscapes	Maintenance	£429.60
002730	Aucuba Landscapes	Pitch Maint	£1,850.40
002731	Hilton Village Hall	Admin Support	£216.00

Resolved: Hilton Parish Council approved the following Salaries, Tax, NICs and any staff expenses.

- b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002732 for the Inland Revenue.

Description	Amount
Salaries, Tax NICs, Expenses	£7,555.86

The Clerk reported that the bank mandate had now been amended and Cllr Fox and Cllr Nield had been added as signatories.

12. Minute Number 1621/14 -Items for Information

Resolved: Hilton Parish Council noted the following information:

- SDDC Press Release – Planning and Compulsory Purchase Act 2004 (as amended)
- SDDC Press Release – Marking the 100th anniversary of the first world war
- Deadline looming to nominate sporting stars

13. Minute Number 1622/14 - Items for discussion

There was nothing to report.

14. Minute Number 1623/14 - Planning Matters for Decision

- 9/2014/0749 - HILTON HOUSE HOTEL MILL LANE HILTON DERBY DERBYSHIRE DE65 5GP - NEW BEAUTY SALON WITH GARDEN AND PATIO AREA

Resolved: Hilton Parish Council strongly objected to the above planning application on the following grounds:

- This development if passed would overshadow the surrounding properties.***
- The development in Hilton Parish Council's opinion is far too close to the surrounding properties.***
- Hilton Parish Council feels in their opinion that the external spiral staircase will impede on the privacy of the surrounding properties.***
- Hilton Parish Council feels that the proposed development is too large and excessive for its proposed position. It is also unnecessarily and unreasonable too close to surrounding properties.***

- 9/2014/0695 - WOODCOCK FARM WILLOWPIT LANE HILTON DERBY DERBYSHIRE DE65 5FN - THE INSTALLATION OF A 180KW GROUND MOUNTED PHOTOVOLTAIC ARRAY

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

- 9/2014/0681 - BADGER FARM WILLOWPIT LANE HILTON DERBY DERBYSHIRE DE65 5FN - THE INSTALLATION OF 552 GROUND MOUNTED PHOTOVOLTAIC PANELS

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

- 9/2014/0674 - 2 INCREDIBLE KIDS DAY NURSERY WITHAM CLOSE HILTON DERBY DERBYSHIRE DE65 5JR - THE ERECTION OF AN EXTENSION AND REPLACEMENT WINDOWS TO ALL ELEVATIONS

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

- 9/2014/0670 - LAND AT CHERRY GARTH HILTON DERBYSHIRE - THE ERECTION OF A DORMER BUNGALOW (RESUBMISSION OF 9/2014/0343)

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

- f) 9/2014/0667 -BADGER FARM WILLOWPIT LANE HILTON DERBY DERBYSHIRE DE65 5FN - THE INSTALLATION OF 252 ROOF MOUNTED PHOTOVOLTAIC PANELS TO THE ROOF OF TWO EXISTING AGRICULTURAL BUILDINGS

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

15. Minute Number 1624/14 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information.

- a) 9/2014/0592 - 41 KYLE ROAD HILTON DERBY DERBYSHIRE DE65 5JY - CONVERT EXISTING GARAGE INTO CYCLE STORE AND DAY ROOM – **HAS BEEN GRANTED**
- b) 9/2014/0580 - 49 EGGINTON ROAD HILTON DERBY DERBYSHIRE DE65 5FG - OUTLINE APPLICATION FOR THE ERECTION OF A NEW BUNGALOW AND DETACHED GARAGE WITH ACCESS FOR APPROVAL NOW AND ALL OTHER MATTERS RESERVED FOR FUTURE APPROVAL – **HAS BEEN GRANTED**

16. Minute Number 1625/14 - Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 24th September 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 1626/14 – 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, 1576/14, 1593/14, 1609/14 – Exempt Information

Resolved: It was agreed that the Clerk would contact the Architect and request that a further company is sent a copy of the Tender Pack as the 4 Tenders already received are so different.

Resolved: The Clerk to ask the Architect if there are any other companies that could be interested in Tendering for the work for the same reason.

- b) Administration issues – Previously reported under minute number 1531/14, 1547/14, 1576/14, 1593/14 1609/14 – Exempt Information.

There was nothing to report.

- 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, 1576/14, 1593/14, 1604/14 – Exempt Information.

There was nothing to report.

- d) Staff Auto Enrolment Pension Scheme, Staging Date, Clerk training and professional advisor fees - Previously reported under minute number 1576/14, 1593/14, 1604/14 – Exempt Information.

There was nothing to report.

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