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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 29TH
OCTOBER 2014 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

Cllr Cooper (in the Chair)
Cllr Smith, Cllr Nield and Cllr Darlington.

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

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1645/14 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr Davies, Cllr McDonald and Cllr Spencer, Cllr Shackleton and Cllr Fox

2. Minute Number 1646/14 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1647/14 - Declaration of Members Interests.

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

4. Minute Number 1648/14 - Public Speaking.

Minute Number 1648/14/A – Public Speaking.

There was nothing to report.

Minute Number 1649/14/B – Police Representatives Report

2 Police Representatives were in attendance and gave their report as follows:

- A moped had been seized from a person at the Village Hall site.
- A male has been arrested, charged and remanded in custody from Humber Street for the possession of a controlled drug.
- A female had been arrested after a minor bump with another vehicle for being drunk in charge of a vehicle.
- There were a lot of fireworks being let off around the village. It was reported that this was allowed up to 11pm unless the person letting off the fireworks was under the age of 18 years old.

Minute Number 1649/14/C – District Council Representative Report

Cllr Bale sent his apologies.

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

- She had been helping a resident on Percywood Close in relation to an overgrown tree. The tree had now been cut back and she would be keeping an eye on it.
- Hopefully Broadband would be rolled out to the rest of Hilton next year.
- She had received a complaint about the maintenance of hedgerows and grass verges between Bren Way and Lucas Lane. This area was still under the developer being Persimmon.
- Party on the Park have a new committee and 12 people attended their last meeting. The date for the next Party on the Park event would be Saturday 11.07.2014. The Party on the Park Committee have requested permission to use the Village Hall and Back Lane Pitches as in previous years. – ***The Clerk replied that she would add this matter to the next agenda for approval of the Back Lane Pitches and would pass the use of the Village Hall to the Village Hall Directors for approval at their next meeting.***
- At the next Scrutiny Meeting at SDDC they would be looking at Customer Services at SDDC as the incoming calls have doubled in the last 4 years.

Minute Number 1649/14/D – County Council Representatives Report.

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

- There was a new grant available, Global Derbyshire Grant for small businesses. The Government have allocated £3 million to help small businesses grow and create jobs. Apply via Derbyshire Council Council [@globalderbyshire.gov.uk](mailto:globalderbyshire.gov.uk) or email Mark.tomblin@derbyshire.gov.uk The categories are:
 - Start up support fund grant
 - Business innovation and development grant
 - Export promotion grant
- She had been dealing with the issues regarding youths drinking in a property on Main Street which is being renovated. The Police have been informed and Cllr Patten has contacted the Enforcement Officer at SDDC to see if anything else can be done.
- The new Primary School has been formally passed through cabinet at DCC last Tuesday. The need for a new school was discussed and the next step will be to secure a sponsor for the school through the procurement process.
- She had received a complaint about the footpath from Back Lane to Humber Street. A resident has asked whether a light could be erected. This matter had been passed to St Modwen for comment.

5. Minute Number 1650/14 - To confirm the Non-Exempt Minutes of the monthly Hilton Parish Council Meetings held on 24th September 2014.

Resolved: The Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 24th September 2014 having been circulated were approved and signed as a true record.

6. Minute Number 1651/14 - Chairperson's Report

There was nothing to report.

7. Minute Number 1652/14 - Committee Reports

A) Minute Number 1652/14/A - Community Services - To be discussed by full Council at their meeting

- Community Information and Publicity.

The Clerk reported that Aldi had been contacted in relation to using their notice board for the Parish Council agendas and information. Aldi do not have public notice boards within any of their stores and it is not their policy to do so.

B) Minute Number 1652/14/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

The Clerk gave her report as follows:

- She had contacted Grant Thornton the External Auditor to obtain a copy of the complaint list of questions asked by an elector in relation to the Accounts ending 31.03.2014 as agreed at the September 2014 Parish Council Meeting.
- She had received back from Grant Thornton the following reply:

- The correspondence with the original questions was marked “Private and Confidential-Not to be shared with third parties”. To a very great degree I have to respect that.
- What I can tell you is that the question related to the appropriateness of matters included in the minutes. We were also provided with information relating to transactions with the Village Hall. This information had to be reviewed to determine if there was a matter relevant to our audit. We were also asked to provide a copy of the accounts, which we do not do because this is something that is covered by section 15 Inspection rights and we always reply that such requests should be made to the Parish.
- She reported that Grant Thornton’s had confirmed that they had already responded back to the elector stating that there was nothing of interest or concern within their complaint list of questions and as far as the External Auditor was concerned there were no issues or concerns in relation to the Accounts for Hilton Parish Council ending 31.03.2014.
- She confirmed that the Parish Council had now received the invoice from Grant Thornton and Hilton Parish Council had been charged £350.00 in extra costs on top of the original cost of the Audit. The £350.00 extra cost was for the work involved in Grant Thornton’s investigation into the complaint list of questions and for responding back to the elector.
- She had also been in correspondence with the Audit Commission in relation to this matter to seek advice on why under the Audit Commission Act Section 15, as per the Notice of Appointment of Date for the Exercise of Electors Rights. The Parish Council had not been given a copy of the complaint list of questions as stated on the notice. The reason the Parish Council had not been given a copy of the complaint list of questions is due to the fact that it was not an objection to the account merely a complaint list of questions, questioning the appropriateness of matters included in the minutes and in relation to Hilton Village Hall. However the Audit Commission had confirmed that Hilton Parish Council can now ask Grant Thornton to write to the elector and request that the Elector sends Hilton Parish Council the complaint list of questions. This would be to enable the Parish Council to see what questions were asked and to then check if any procedures could be changed to make our reporting of such matter even more open and transparent. This would be to stop this kind of situation happening in the future causing extra cost to Hard Working Tax Payers. If the elector who made the complaint list of questions has nothing to hide and no axe to grind, there should not be a problem for them to provide the information as requested to Hilton Parish Council in the proper manner. Where necessary the Parish Council already states on the agenda and minutes under what power they are spending money in certain cases, and where an appropriate power is held.
- If the elector had been open, transparent and honest and informed Hilton Parish Council of their concerns or raised the appropriate complaint list of question with the Parish Council in the proper manner, it would have save a lot of time, effort and extra Tax Payers Money.
- She confirmed that no elector had requested to view the accounts for the period ending 31.03.2014 in the proper manner, nor had they asked any questions in relation to the accounts or information contained within the minutes, therefore not following proper Parish Council Procedure.

The Clerk asked the Parish Council to consider if they wished to pursue the complaint list of questions from the elector, if so the charges for Grant Thornton’s would be as follows:

- 180.00 per hour for Senior Manager/manager to write to the elector
- 325.00 per hour for the Engagement Leader to write to the elector.

The Clerk recommend however, that before the Council made any decision they should take on board that there had been an elector complaint list of questions, but this was not an objection to the accounts and if it was meant to be an objection to the accounts, the proper procedures had not been applied or followed, for example, no elector had made an appointment to view or inspect the accounts or any part of the account ending 31.03.2014, nor had any elector raise any questions with the Clerk of the Council in relation to the appropriateness of any item contained within the minutes or relating to Hilton Village Hall between 01.04.2013 and 31.03.2014. The Parish Council should consider that the elector or group of electors concerned may have an axe to grind and this may be why they have contacted the External Auditor directly. The Auditor had already confirmed that the Hilton Parish Council Accounts were fine and the elector had already been informed that there was nothing of interest or concern contained within the complaint list of questions. The Annual Return had been signed off and the matter had been closed as far as the External Auditor was concerned.

Therefore the Clerk recommend that the Parish Council waste no more time, energy or further Taxpayers Money in pursuing the complaint list of questions as there was absolutely no merit in doing so.

Resolved: Hilton Parish Council agreed with the Clerk’s Report and recommendations and agreed that there was no merit in wasting any further time, effort or Tax Payers Money in pursuing the elector complaint list of questions as the External Audit had been concluded.

C) Minute Number 1652/14/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
 - 1) The Clerk had received information from Western Power Distributions - permission for Electrical Cable Overlay and Reinforcement due to poor condition Back Lane Playing Field.

Resolved: Hilton Parish Council agreed to the work as stated in the information received from Western Power Distributions provided they agreed to reinstate the land once the work is completed.

Resolved: The Clerk to inform Western Power Distribution that whilst the work is being undertaken they must make sure that the site is not left in a dangerous state, especially in the evenings as the land is public open space.

Resolved: The Clerk to also inform Western Power Distribution that the football pitches must not be interfered with as football clubs will be using them during the period of work.

- 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 1652/14/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 1652/14/E - Recreation and Leisure – To be discussed by full Council at their meeting

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

There was nothing to report.

8. Minute Number 1653/14 - 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 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**

It was reported that Hilton Parish Council had signed up again this year to be part of the Snow Warden Scheme.

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

There was nothing to report.

- EMIP updates

There was nothing to report.

9. Minute Number 1654/14 - Clerk's Reports

- a. 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, 1618/14, 1635/14 – Clerks Report [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)

There was nothing to report.

- b. 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, 1618/14, 1635/14 – Clerks Report. – [Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision\) Act 1976 –s.19](#)

A quote had been received and this matter would be discussed further at the next Hilton Parish Council Finance Meeting.

- c. 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, 1618/14, 1635/14– Clerks Report.

The information requested had now been received.

- d. 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, 1618/14, 1635/14– Clerks Report . [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)

There was nothing to report.

- e. 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 – Previously reported under minute number 1618/14, 1635/14 – Clerks Report. [War Memorials – Power to maintain, repair, protect and adapt war memorials – War Memorials \(Local Authorities' Powers\) Act 1923 - s.1](#)

Cllr Darlington reported that the plaque had been installed today and the resident concerned was delighted.

Resolved: The Clerk to invoice the resident as previously agreed.

Resolved: The Clerk to laminate 4 signs for Cllr Darlington to install at the Memorial Garden advertising the trees and plaques available to members of the public.

- f. Request to install a fingerpost on the Village Hall Site pointing to the Memorial Meadow – Previously reported under minute number 1618/14, 1635/14 – Clerks Report. [War Memorials – Power to maintain, repair, protect and adapt war memorials – War Memorials \(Local Authorities' Powers\) Act 1923 - s.1& Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision\) Act 1976 –s.19](#)

There was nothing to report.

- g. Free railway sleeper benches for the Memorial Meadow – Previously reported under minute number 1635/14 – Clerk report. [Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision\) Act 1976 –s.19](#)

There was nothing to report.

- h. Mobile Library Service

It was reported that the consultation for the mobile library had been completed and only 2 out of 10 mobile libraries were being kept, a 3 vehicle was being kept as it was an expensive piece of kit, However this would only be used if any of the 2 mobile libraries break down. The new system will start in January

2015. Hilton will still receive the Library Bus at Hilton Village Hall once per month for 3 hours and 40 minutes.

Resolved: The Clerk to ask the Village Hall Directors to add to their next agenda the installation of a book swap scheme at Hilton Village Hall.

- i. Sportsmobile stats. -children attendance – [Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision\) Act 1976 –s.19](#)
 - i. Xtreme 04.08.2014 – 75 attended
 - ii. Commonwealth 04.08.2014 – 75 attended
 - iii. Playmobile 18.08.2014 – 47 attended
 - iv. Xtreme 26.08.2014 – 29 attended
 - v. Commonwealth 26.08.2014 – 29 attended
 - vi. Playmobile 03.09.2014 – 100 attended
 - vii. Xtreme 03.09.2014 – 100 attended
 - viii. Commonwealth 03.09.2014 – 100 attended

The Parish Council agreed that the attendance for the Sportsmobile had been excellent.

j. Un-open footpath between the Greenway and Egginton Road and Foss Way
It was reported that Zoe Sewter at SDDC was already looking into this matter to try and get Wimpey the developer to finish this area off. SDDC are currently looking into the original planning application.

Resolved: The Clerk to email Zoe Sewter with the Parish Council's support in getting this area opened up.

- k. SDDC – Street Games want free usage of the Astro Turf for 2 hours 6-8pm on a Thursday until Christmas
[Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision\) Act 1976 –s.19](#)

Resolved: Hilton Parish Council agreed to allow SDDC free usage on the Astro Turf for the Street Games.

- l. Lee English SDDC use of Astro Turf in the summer free of charge or at a reduced rate to provide netball classes for adults. [Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision\) Act 1976 –s.19](#)

Resolved: Hilton Parish Council agreed to free usage or a reduced rate in principal.

Resolved: The Clerk to email Lee English explaining that the Parish Council agree in principal but would like to see a proposal prior to any final agreement.

10. Minute Number 1655/14 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information.

- a) Circular 20/2014
 - Covering the Basics of Employment
 - Elections 2015 – Get it Right
 - Data Protection and Freedom of Information Workshops
 - Vacancy
- b) Circular 21/2014
 - DALC new website
 - Town and Parish Council Elections 2015
 - Tax exemptions on councillor's travel
 - Connecting Derbyshire

11. Minute Number 1656/14 - Finance

Resolved: Hilton Parish Council approved the following payments.

Cheque No	Payee	Description	Amount
002745	Key Door Solutions	Replace locks Pavilion	£299.00
002746	Viking Direct	Stationery	£319.64
002747	Step by Step	Auto Enrolment	£996.50
002748	Desborough	Chipper	£649.99

002749	Hilton Village Hall	Room Hire, Office Rent, Admin Support	£2,419.49
002750	R Massey and Son	Equipment	£85.18
002751, 002752 & 002756	Aucuba	Maintenance	£1,626.20
002753	Sterilizing Services	Water Testing	£52.80
002754	Grant Thornton	Audit 2013/2014	£1,140.00
002755	Flint Bishop Solicitors	Legal Fees	£1,501.00
002757	Cromwell	Equipment	£262.47

Resolved: Hilton Parish Council approved the following payments.

- b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002758 for the Inland Revenue.

Description	Amount
Salaries, Tax NICs, Expenses	£7, 641.18

12. Minute Number 1657/14 - Items for Information

Resolved: Hilton Parish Council noted the following information.

- a) Galaxy – Supporting Warm-hearted People and Projects
- b) SDDC Press Release – Free flu vaccinations for carers
- c) Teamwork – Update 2014
- d) South Derbyshire CVS AGM best ever - Community Voice

13. Minute Number 1658/14 - Items for discussion

- a) SDDC – Community and Planning Briefing Session to be held on 12.11.2014 at the Council Chambers commencing at 6.15pm

Resolved: Cllr Nield to attend on behalf of Hilton Parish Council.

14. Minute Number 1659/14 - Planning Matters for Decision

- a) 9/2014/0950 - 37 WASHFORD ROAD HILTON DERBY DERBYSHIRE DE65 5HN - ERECTION OF AN EXTENSION AND CONVERSION OF EXISTING INTEGRAL DOUBLE GARAGE TO PLAYROOM

Resolved: Hilton Parish Council could not comment on this application as no information was present on the SDDC website.

- b) 9/2014/0933 - 17 KYLE ROAD HILTON DERBY DERBYSHIRE DE65 5JY - RETROSPECTIVE APPLICATION FOR THE CONVERSION OF THE INTEGRAL GARAGE SPACE

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

- c) 9/2014/0928 - 56 WASHFORD ROAD HILTON DERBY DERBYSHIRE DE65 5HN - RELOCATION OF EXISTING BOUNDARY FENCE (CLOSER TO THE HIGHWAY)

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

- d) 9/2014/0918 - 62 WASHFORD ROAD HILTON DERBY DERBYSHIRE DE65 5HN - CERTIFICATE OF LAWFULNESS APPLICATION FOR ERECTION OF AN EXTENSION

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

- e) 9/2014/0891 - 12 NORMANDY ROAD HILTON DERBY DERBYSHIRE DE65 5GW - THE ERECTION OF EXTENSIONS

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

- f) 9/2014/0839 - PARK HILL HILTON ROAD EGGINTON DERBY DERBYSHIRE DE65 6GU - THE INSTALLATION OF SECONDARY GLAZING TO SASH WINDOWS

Resolved: Hilton Parish Council made no comment to the above planning application.

- g) 9/2014/0837 -49 EGGINTON ROAD HILTON DERBY DERBYSHIRE DE65 6LE - THE ERECTION OF EXTENSIONS AND GARAGE AND ALTERATIONS TO VEHICULAR ACCESS

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

- h) 9/2014/0836 - 49 KYLE ROAD HILTON DERBY DERBYSHIRE DE65 5JY -THE ERECTION OF AN EXTENSION AND ALTERATIONS INCLUDING PART CONVERSION OF GARAGE

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

- i) 9/2014/0809 -11 WELLAND ROAD HILTON DERBY DERBYSHIRE DE65 5GZ -TWO STOREY SIDE EXTENSION AND SINGLE STOREY REAR EXTENSION

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

- j) 9/2014/0800 - PARK HILL HILTON ROAD EGGINTON DERBY DERBYSHIRE DE65 6G - CHANGE OF USE FROM OFFICES (USE CLASS B1) TO A SCHOOL (USE CLASS D1 - NON-RESIDENTIAL INSTITUTION) AND THE ERECTION OF 2.4M FENCE TO SOUTHERN (ROADSIDE) BOUNDARY OFF HILTON ROAD

Resolved: Hilton Parish Council made no comment to the above planning application.

Resolved: The Clerk was asked to request an extension on planning application 9/2014/0792 - 31 PEACROFT LANE HILTON DERBY DERBYSHIRE DE65 5GH - THE CHANGE OF USE OF THE EXISTING DWELLINGHOUSE TO A PRE-SCHOOL AND AFTER SCHOOL CLUB (USE CLASS D1)

15. Minute Number 1660/14 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information.

- a) 9/2014/0767 - 49 TRUSLEY BROOK HILTON DERBY DERBYSHIRE DE65 5LA - THE ERECTION OF A DETACHED GARAGE – **HAS BEEN GRANTED**
- b) 9/2014/0681 - BADGER FARM WILLOWPIT LANE HILTON DERBY DERBYSHIRE DE65 5FN - THE INSTALLATION OF 552 GROUND MOUNTED PHOTOVOLTAIC PANELS - **HAS BEEN GRANTED.**

16. Minute Number 1661/14 - Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 26th November 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 1662/14 – 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, 1626/14, 1644/14 – Exempt Information

It was reported that the tenders received were as follows:

- Colebourne Construction - £81,460.00 excluding VAT
- A&S Builders £119,401.00 excluding VAT
- Littleover Builders £74,331.86 excluding VAT
- Bestall decided not to tender for the job

Resolved: The Parish Council agreed to continue with Littleover Builders as per the Parish Council Meeting held on 24.09.2014.

Resolved: The Clerk had agreed with the contractor to provide a container for the garage equipment within this price.

Resolved: The start date would be 05.01.2015.

Resolved: It had already been agreed with the contractor where the containers would be situated on site and this included moving the Scout Hut container.

Resolved: The Clerk to liaise with the Scouts Group leader closer to the time in relation to the relocation of their green container.

- b) 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, 1626/14, 1644/14 – Exempt Information.

There was nothing to report.

- c) Staff Auto Enrolment Pension Scheme, Staging Date, Clerk training and professional advisor fees - Previously reported under minute number 1576/14, 1593/14, 1604/14, 1626/14, 1644/14 – Exempt Information.

It was reported that the training had been completed and had taken 2 days as originally thought.

Resolved: The Clerk to recharge Findern Parish Council, Linton Parish Council and Hilton Village Hall for their contribution towards the training as previously agreed.

- d) Contract with Shelter Store cancelled – Previously Report under minute number 1644/14.

The Clerk updated the Council that she had added Hilton Parish Council to the Creditors List with the liquidator company Thorne Ronces.

Resolved: The Clerk to speak with the maker of the Planters in relation to purchasing the planters and arranging delivery as soon as possible.

- e) Administration issues
 - a. It was reported that the Clerk was working on a new Attendance Policy for the staff and this would be ready for approval at the next Parish Council Meeting.
 - b. The Clerk explained a staff matter to the Council involving one member of staff

Resolved: It was agreed that in relation to a staff matter reported, the Clerk would liaise with the Chair and Vice Chair to take any action which may be required or necessary and reported back at the next available Parish Council meeting if required.

- c. The Mease Management Committee – Questions requiring answers from their last meeting. Request for the Parish Council to administer the payments and pay the VAT and claim this back at the end of the Financial Year for the Purchase of a mower.

Resolved: The Clerk had already informed Kev Harlow that the Parish Council could not do this as the mower would not belong to Hilton Parish Council, Hilton Parish Council would not be able to use it and it would not be a Hilton Parish Council Asset, therefore the Parish Council could not be involved in this matter and could not claim the VAT back on this item.

Hilton Parish Council had previously given permission for The Mease Committee to install a further container.

Resolved: It was agreed that a further container to be sited at The Mease Pavilion had already been agreed.

The Mease Management Committee would like a date as to when the Parish Council Office situated at The Mease would be emptied as they require the space.

Resolved: The Clerk to inform The Mease Committee that the Parish Council office at The Mease Pavilion would be vacated sometime during late summer 2015 once the new garage and office was completed.

However if it can be done sooner it will, but the Clerk will keep The Mease Management Committee informed.

The Mease Management Committee were upset that they had read in previous minutes that the Council were speaking to the solicitor in relation to adding something to the lease agreement in relation to the sinking fund and feel that the Parish Council should have spoken to them in the first instance.

Resolved: It was agreed that in future the Parish Council would inform The Mease Management Committee prior to making any decisions so that there was no misunderstanding.

The Mease Management Committee requested permission to install signs promoting the building for hire and events etc.

Resolved: The Parish Council gave permission for signs to be erected at their own cost.

The Mease Management Committee have asked if they can apply to the Parish Council for a new kitchen to be installed at The Mease Pavilion, although their intention is not to do this yet.

Resolved: The Mease Management Committee were informed at their meeting by the Parish Council representative that the Parish Council had a grant funding scheme and The Mease Management Committee could apply for this grant.

- d. Email from a Former Councillor requesting a copy of the agenda to be emailed to her as it was not on the Parish Council website on 26.08.2014 prior to the Parish Council Meeting to be held on 29.10.2014.

It was reported that an email had been received from a Former Councillor on 26.08.2014 requesting a copy of the agenda to be emailed to her as it was not on the Parish Council website.

The Clerk explained that it was not a legal requirement for the Parish Council to put the agenda on the website prior to the Parish Council Meeting. The legal requirement was to advertise the Parish Council Meeting, time and date on the Parish Council notice board on Main Street in the required time frame.

The Clerk explained that the agenda could not be added on this occasion prior to the meeting as the Webmaster was on annual leave. The Clerk also reminded the Council that the website work was completed for the Parish Council free of charge.

Resolved: It was agreed that a disclaimer should be added to the website in relation to the agenda as follows:

Although Hilton Parish Council will endeavor to add the agenda to our website prior to a Parish Council Meeting this may not always be possible. There may be occasions where the agenda will not be added to our website prior to a meeting depending on circumstances. However the agenda is available to view on our Parish Council notice board situated at the Main Street Car Park. Alternatively copies of the agenda are available at our Parish Council Meetings and any member of the public is welcome to attend. Adding the agenda to our website prior to a Parish Council Meeting is not a legal requirement. The legal requirement for the Parish Council is to advertise the Parish Council Meeting, date and time on the Parish Council notice board on Main Street Car Park in the required time frame allowed for such matters.

Signed.....Date.....