

Hilton Parish Council
PO BOX 8094, Swadlincote, Derbyshire. DE11 1FR
Tel: Office 01283 730969 – Mobile 0771 9599132
Email: clerk@hiltonparishcouncil.org.uk
Website: www.hiltonparishcouncil.org.uk

**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 26TH
NOVEMBER 2014 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

Cllr Cooper (in the Chair)
Cllr Smith, Cllr Nield, Cllr Darlington Cllr Shackleton, Cllr McDonald, Cllr Davies and Cllr Spencer.

1 District Council Representatives, 1 County Council Representative and 9 Members of the Public were in attendance.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. **Minute Number 1663/14 - To Receive Apologies for absence.**

Apologies were received and accepted from Cllr Fox.

2. **Minute Number 1664/14 - Variation of the Order of Business.**

There were no Variations to the Order of Business.

3. **Minute Number 1665/14 - Declaration of Members Interests.**

Resolved: Cllr Cooper, Cllr Smith, Cllr Spencer, Cllr Nield, Cllr McDonald, Cllr Davies and Cllr Shackleton declared a Personal Interest in any items on the agenda pertaining to the Hilton Village Hall. Cllr Darlington did not declare a Personal Interest as she is no longer a Director for Hilton Village Hall.

Cllr Shackleton declared a Personal Interest in item 9 – Clerks Report – item 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.

4. **Minute Number 1666/14 - Public Speaking.**

Minute Number 1666/14/A – Public Speaking

Members of the Public raised the following matters:

- Mr Chris Thorley and Ms Nicola Thinkstone raised planning application 9/2014/0749 - HILTON HOUSE HOTEL MILL LANE HILTON DERBY DERBYSHIRE - DE65 5GP - NEW BEAUTY SALON WITH GARDEN AND PATIO AREA. It was reported that amendments to the original plan had been made in relation to removal and repositioning of the spiral staircase and a change to the windows. It was thought that this application may now be passed but the residents were concerned that the building would still be very large and enclose their property in.

Minute Number 1666/14/B - Police Representatives Report

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

Minute Number 1666/14/C – District Council Representatives Report

Cllr Bale sent his apologies.

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

- She attended the Anti-Social Behaviour Meeting with Cllr Nield, Dog Control Orders were discussed and will be reviewed in the autumn. She explained that there was a lot of information given at the meeting which was a bit much all in one go.
- She had attended the 20th Birthday Celebrations at the Rosliston Forestry Centre.
- She reported that the Local Plan was out for examination this week and next week.
- She had received complaints with regards to cars parking at the end of Alders Brook, this matter has been raised with the Police.
- She reported that Party on the Park will be held on 04.07.2014. This has been moved back to the original date due to the Hatton Carnival.
- She had asked for the planning application for the salon discussed in public speaking to go to the Planning Committee.
- She reported that it was a shame that the Parish Council was not continuing to look at having further notice boards around the village.

Minute Number 1666/14/D – County Council Representatives Report

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

- A planning application has been received at DCC with regards to a canopy at the Hilton Primary School. Cllr Patten said that she would forward a copy to the Parish Council Clerk to be added to the agenda in December 2014.
- She reported that Ian Thomas the Director of Children's Services at DCC had been head hunted and was moving to Rotherham, Ian Johnson will be taking over from him for 6 months.
- She had attended a briefing on sexual exploitation. This was about bringing awareness to young people, how to look out for the signs in behaviour changes and about the grooming side of this issue.
- She reported that the builder of the empty property on Main Street had been sent a notice by SDDC. The builder had now installed restricted covers to the property, however SDDC would be doing further securing of the property and recharging the builder.
- She had received notification in relation to the level crossing, work was due to start there in March 2016. There was a meeting held in Tutbury last week in relation to this and they have discussed the installation of flashing lights at the crossing. Cllr Patten said that she would email the Parish Clerk the information on this.
- She reported that she had received complaints about cars being parked on Welland Road. This matter had been passed onto the Police.

5. **Minute Number 1667/14 - To confirm the Non-Exempt Minutes of the monthly Hilton Parish Council Meetings held on 29th October 2014.**

Resolved: The Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 29th October 2014 having been circulated were approved and signed as a true record.

6. **Minute Number 1668/14 - Chairperson's Report**

The Chairperson gave his report as follows:

- He had attended the Remembrance Day Service at Marston Church on behalf of Hilton Parish Council. He reported that the service was very nice and was very well attended

7. **Minute Number 1669/14 - Committee Reports**

- A) **Minute Number 1669/14/A - Community Services - To be discussed by full Council at their meeting**

- Community Information and Publicity.

There was nothing to report.

B) Minute Number 1669/14/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 reported that she had amended the sub clauses within the Financial Regulations, as per, the External Auditors Certificate relating to the Annual Return ending 31.03.2014. However this was not completed in time for tonight's meeting and would be added to the agenda to be approved and adopted at the December 2014 Hilton Parish Council Meeting.

C) Minute Number 1669/14/C - Environment and Green Space – To be discussed by full Council at their meeting

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

1) Groundsman and Lengthsman Report from Sam Bevins

Please see separate report under Groundsman Report on the Hilton Parish Council website: www.hiltonparishcouncil.org.uk and follow the correct link.

D) Minute Number 1669/14/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 1669/14/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 1670/14 - Reports from Councillors that have attended any other Meetings.

- Etwell 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**

The next meeting was confirmed as 08.12.2014.

- 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**

Cllr McDonald gave her report as follows:

- There had been an increase in the membership.

- They had participated in a walk in November 2014 and were arranging a further walk in December 2014.
- It was being advertised on Facebook that there had been a few attempted dog snatches in the village over the past few weeks. The Police have been informed and everyone is asked to remain vigilant whilst out walking their dog.

- 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 to the Snow Warden Scheme again this year.

- 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 1671/14 - 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, 1654/14 – 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, 1654/14 – Clerks Report. – [Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision\) Act 1976 –s.19](#)

There was nothing to report.

- c. 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, 1654/14– Clerks Report . [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)

There was nothing to report.

- d. Request to install a fingerpost on the Village Hall Site pointing to the Memorial Meadow – Previously reported under minute number 1618/14, 1635/14, 1654/14 – 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.

- e. Free railway sleeper benches for the Memorial Meadow – Previously reported under minute number 1635/14, 1654/14 – Clerk report. [Recreation – Power to provide a wide range of recreational facilities – Local Government \(Miscellaneous Provision\) Act 1976 –s.19](#)

Cllr Darlington had emailed the person concerned but had not yet received a reply.

- f. Un-open footpath between the Greenway and Egginton Road – Previously Reported under minute number 1654/14 – Clerks Report.

It was reported that Coe Sewter at SDDC was dealing with this matter.

- g. Memorial Meadow allocation of trees and plaques

It was reported that a further 4 plaques had been sold and would be installed before Christmas.

- h. Somme Oak and wild Cherry Tree for the Memorial Meadow

Cllr Darlington gave her report as follows:

- A lady from the Gardening Club had a pot grown wild cherry tree which she was donating to the Memorial Meadow. It was agreed that it was a good idea to accept pot grown trees for the Memorial Meadow.

- She reported that Mr Piet Walton Knight was ready to lift the Somme Oak to be re-sited at the Memorial Meadow.

Resolved: Hilton Parish Council Agreed to suspend Standing Orders to allow Mr Piet Walton Knight to speak.

Resolved: Hilton Parish Council agreed to reinstate Standing Orders.

Resolved: Cllr Darlington and Cllr Nield were given delegated powers to arrange for the Somme Oak to be moved.

Resolved: It was agreed that the Parish Council Van and the Groundsman could be used to help if necessary.

10. Minute Number 1672/14 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information.

- a) Circular 23/2014
- Internal Audit
 - Free Chairs – to a good home
 - Clerk/RFO Vacancy – Dethick, Lea & Holloway PC
 - Locum Clerk RFO
 - Clerk Induction Training Date
- b) Circular 24/2014
- Derbyshire Association of Local Councils – Copyright
 - Dronfield Town Council – Clerk to the Council – Vacancy
 - Breaston Parish Council – Vacancy for Clerk/Responsible Financial Officer

11. Minute Number 1673/14 - Finance

Resolved: Hilton Parish Council approved the following payments.

Cheque No	Payee	Description	Amount
	a) Accounts for Payment.		
002759	Hilton Village Hall	Room Hire & Admin Support	£313.49
002760	Auto Enrolment	Training	£996.50
002761	Viking Direct	Stationery	£446.49
002762	Aucuba Landscapes	Maintenance	£610.80
002763	Sterilizing Services	Water Testing	£52.80
002764	SDDC	Sportsmobile	£806.40
002765	Heritage Wood	Plaque	£25.00

Resolved: Hilton Parish Council approved the following payments.

Other Expenditure – Current Account

01.07.2014	EON	Electricity	£97.00
01.07.2014	ERS	HR Support	£294.00
28.07.2014	Swinton	Van Insurance	£287.26
31.07.2014	Toyota	Van Lease	£340.90
01.08.2014	ERS	HR Support	£294.00
01.08.2014	EON	Electricity	£97.00
14.08.2014	Brobot	Fuel for the van	£72.00
26.08.2014	Swinton	Van Insurance	£287.26
01.09.2014	Toyota	Van Lease	£340.90
01.09.2014	ERS	HR Support	£294.00
02.09.2014	BT	Telephone	£130.54
01.10.2014	EON	Electricity	£97.00
01.10.2014	ERS	HR Support	£294.00
30.09.2014	Toyota	Van Lease	£340.90
26.09.2014	Swinton	Van Insurance	£287.26

Resolved: Hilton Parish Council approved the following Income..

Other Income – Current Account

12.08.2014	Payment Sheet 5	Astro Turf Hire	£807.00
12.08.2017	Payment Sheet 5	HMRC Refund	£1,550.07
12.08.2014	Payment Sheet 5	Football Pitch Hire	£51.00
27.08.2014	Hirer Payment	Astro Turf Hire	£30.00
19.09.2014	SDDC	Memorial Meadow Contribution	£2,100.00
01.10.2014	Payment Sheet 6	Astro Turf Hire	£723.00
01.10.2014	Payment Sheet 6	Football Pitch Hire	£144.00
01.10.2014	Payment Sheet 7	Astro Turf Hire	£51.00
01.10.2014	Payment Sheet Hire	Football Pitch Hire	£58.00

Resolved: Hilton Parish Council approved the following payments.

- b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002766 for the Inland Revenue.

Description	Amount
Salaries, Tax NICs, Expenses	£7,432.63

- c) Approval of the accounts from 01.04.2014 to 01.10.2014

Current Account	11,225.96
Reserve Account	100,508.42
Cash in transit	<u>1,218.00</u>
	<u>112,952.38</u>
Less Unpresented Chq's	<u>10,207.24</u>
TOTAL	<u>102,925.14.</u>

Resolved: Hilton Parish Council approved the unaudited accounts from 01.04.2014 to 01.10.2014

12. Minute Number 1674/14 - Items for Information

Resolved: Hilton Parish Council noted the following information.

- a) Toyota – Newsletter Just look what we can do together Autumn 2014
b) Clerks & Council Direct November 2014

13. Minute Number 1675/14 - Items for discussion

There was nothing to report.

14. Minute Number 1676/14 - Planning Matters for Decision

- a) 9/2014/1073 - 1 NORMANDY ROAD HILTON DERBY DERBYSHIRE DE65 5GW - EXTENSIONS AND ALTERATIONS (AMENDED SCHEME TO THAT PREVIOUSLY APPROVED REF 9/2014/0299)

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

- b) 9/2014/1068 - 39 & 41 MILL LANE HILTON DERBY DERBYSHIRE DE65 5GP - THE INSTALLATION OF DORMER WINDOWS TO THE FRONT ELEVATION

Resolved: Hilton Parish Council could not comment on the above application as no information is shown on the SDDC website in relation to this application.

- c) 9/2014/0986 - 20 PEGASUS WAY HILTON DERBY DERBYSHIRE DE65 5HW - EXTENSION AND NEW SIDE WINDOW

Resolved: Hilton Parish Council had no objection to the above application in principal, but consideration should be given to the privacy of the surrounding neighbours.

- d) 9/2014/0980 - 84 LAND ADJACENT TO DERBY ROAD HILTON DERBY DERBYSHIRE DE65 5FP - RESIDENTIAL DEVELOPMENT OF 9 DWELLINGS AND CONSTRUCTION OF A VEHICULAR ACCESS

Resolved: Hilton Parish Council strongly objected to the above planning application on the grounds of the access being too near a very busy roundabout and on to a 40mph speed limit.

- e) 9/2014/0969 - HILTON BUSINESS PARK LAND SOUTH OF THE MEASE THE MEASE HILTON DERBYSHIRE - REMEDIATION WORKS, RE-PROFILING AND RE-MODELLING OF SITE LEVELS INCLUDING THE CREATION OF SURFACE WATER ATTENUATION AREAS, THE CREATION OF NEW ACCESSES ALONG WITH NEW ROAD AND DRAINAGE INFRASTRUCTURE

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

- f) 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)

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

- **Hilton Parish Council have been informed by residents on Peacroft Lane that there is a covenant or clause attached to all the properties on Peacroft lane which stops any householder from running a business from all the properties. Information supporting this will need to be obtained from the homeowner's deeds.**
- **Hilton Parish Council does not agree that the designated car parking within the planning application for example, the Main Street Car Park, The Kings Head or the Hilton House Hotel will be used by the parents dropping off or picking up children from this property, parents will park on the zig zag lines outside of the property as they do for dropping off and picking up from the Primary School.**
- **Hilton Parish Council feels that there is already a serious issue with traffic on Peacroft Lane in relation to Hilton Primary School and this application if passed, will only impact even further on the amount of traffic in this area, which is a danger and an inconvenience to the residents and other road users.**
- **Hilton Parish Council feels that this is completely the wrong place for this type of business and would request that this be discussed by your full Planning Committee Meeting..**

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

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

- **Hilton Parish Council feels that the development is too big and would overshadow the surrounding residents and their privacy. It also appears to hem in a few of the properties.**
- **There is also no use stated for the first floor.**

15. Minute Number 1677/14 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information.

- a) 9/2014/0891 - 12 NORMANDY ROAD HILTON DERBY DERBYSHIRE DE65 5GW - THE ERECTION OF AN EXTENSION – **HAS BEEN GRANTED**
- b) 9/2014/0837 - 49 EGGINTON ROAD HILTON DERBY DERBYSHIRE DE65 6LE - THE ERECTION OF EXTENSIONS AND GARAGE AND ALTERATIONS TO VEHICULAR ACCESS – **HAS BEEN GRANTED**
- c) 9/2014/0836 - 49 KYLE ROAD HILTON DERBY DERBYSHIRE - DE65 5JY - THE ERECTION OF AN EXTENSION AND ALTERATIONS INCLUDING PART CONVERSION OF GARAGE – **HAS BEEN GRANTED**
- d) 9/2014/0695 - WOODCOCK FARM WILLOWPIT LANE HILTON DERBY DERBYSHIRE DE65 5FN - THE INSTALLATION OF A 180KW GROUND MOUNTED PHOTOVOLTAIC ARRAY – **HAS BEEN GRANTED**

16. Minute Number 1678/14 - Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 17th December 2014 at Hilton Village Hall commencing at 7pm

Fuddle. Apologies carol. Email cllrs to email what to bring.

Resolved: The Finance Meeting date was cancelled and will be rescheduled for 03.12.2014 due to unforeseen circumstances. 6.30pm.

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 1679/14 – 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, 1662/14 – Exempt Information

It was reported that the start date should be 05.01.2014.

- 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, 1662/14 – Exempt Information.

There was nothing to report.

- c) Contract with Shelter Store cancelled – Previously Report under minute number 1644/14, 1662/14 – exempt Information.

It was reported that the liquidator information had now been completed to add Hilton Parish Council to the list of Creditors.

- d) Administration issues including an Attendance Management Procedure and Contracts with hirers of Parish Council Facilities.

- a. Attendance Management Procedure – to come into effect as of 05.01.2015

Resolved: The Attendance Management Policy was approved and adopted.

Resolved: The Clerk to inform the staff that the procedure will come into effect as of 05.01.2015.

- b. Approval to charge 20% surcharge on all facility invoices outstanding – to come into effect as of 31.12.2014

Resolved: Hilton Parish Council agreed to charge 20% surcharge on all invoices not paid within 14 days from the date of the invoice. This will come into effect as of January 2015.

- c. Contract with the Webmaster agreement to pay £50.00

Resolved: Hilton Parish Council agreed to continue with the contract with our current webmaster.

- d. Approval to use HPC for the Newhall & Stanton Parish Council Campaign on how a Parish Council can benefit the community.

Resolved: Hilton Parish Council agreed that the Clerk could use Hilton Parish Council and its facilities to showcase what having a Parish Council can do. The Clerk was given permission to take photographs of the facilities and to use them for the Newhall and Stanton Parish Council Campaign.

- e. Staff Salaries to be prior to the Christmas shutdown being Friday 19.12.2014

Resolved: Hilton Parish Council agreed to pay all staff earlier in December 2014, due to the Christmas and New Year shutdown. It was agreed to pay the salaries on Friday 19.12.2014.

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