

Hilton Parish Council
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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 17TH
DECEMBER 2014 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

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

1 District Council Representatives and 2 Members of the Public were in attendance.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1685/14 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr Smith and Cllr Shackleton.

2. Minute Number 1686/14 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1687/14 - Declaration of Members Interests.

Resolved: Cllr Cooper, Cllr Spencer, Cllr Nield, Cllr McDonald and Cllr Davies 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.

4. Minute Number 1688/14 - Public Speaking.

Minute Number 1688/14/A – Public Speaking

Members of the Public raised the following matters:

- Mr Derek Wooliscroft reported that the Contractors had made a good job of cutting back the hedges around the old paper shop on Main Street. He also reported that the contractors had made a good job of the tarmacking on Sutton lane.

Minute Number 1688/14/B – Police Representatives Report

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

Minute Number 1688/14/C – District Council Representatives Report

Cllr Patten and Cllr Bale sent their apologies.

Cllr Plenderleith gave her report as follows:

- She had received a complaint about school parking on the corner of Peacroft Lane opposite the Village Hall, where there are white lines. This was forcing vehicles to go around the corner on the wrong side of the road. Cllr Plenderleith was hoping that a Police Representative would be at the meeting to discuss this matter.

Minute Number 1688/14/D – County Council Representatives Report

Cllr Patten gave her apologies, the Clerk read out Cllr Patten's report in her absence as follows:

- Dental provision – consultation response on line was fairly low and she followed up with face to face questionnaires. In Swadlincote NHS provision was reasonable but in other areas was poor and most people were using private dentists due to lack of NHS dentists in the area. We have now sent through to scrutiny at Matlock where she also sit on the health scrutiny committee, to take up the baton and delve further into NHS commissioning.
- She had attended a recently licensing training with updates to legislation. They have 300 licensed vehicles and 200 drivers. Many cabs do not have meters inside so the advice given was that the public should always agree a price on booking. SDDC are also looking at the possibility of hackney cabs which can be hailed off the street unlike private hire cabs which can only be pre booked.
- She had received a report of overflowing bins near Aldi and sightings of a rat!. This matter had already been reported to SDDC for action to be taken.
- At scrutiny in Matlock we will be going to East Midlands Ambulance call centres and also out on the vehicles as part of scrutiny on the service.
- Cllr Patten wished everyone a very happy Christmas and New Year.

5. Minute Number 1689/14 - To confirm the Minutes of the following:

- a) **Non-Exempt monthly minutes of the Hilton Parish Council Meetings held on 26th November 2014.**

Resolved: The Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 26th November 2014 having been circulated were approved and signed as a true record.

- b) **The Exempt minutes of the Hilton Parish Council Finance Committee Meeting held on 3rd December 2014.**

Resolved: Exempt Minutes of the Hilton Parish Council Finance Committee Meeting held on Wednesday 3rd December 2014 having been circulated were approved and signed as a true record.

6. Minute Number 1690/14 - Chairperson's Report

The Cllr Cooper gave his report as follows:

- He reported that Cllr Fox had resigned as a Parish Councillor with immediate effect. – **The Clerk was asked to email Cllr Fox a note of thanks for her hard work and support over the past few years.**
- **He wished everyone in attendance a Happy Christmas and New Year.**

7. Minute Number 1691/14 - Committee Reports

A) Minute Number 1691/14/A - Community Services - To be discussed by full Council at their meeting

- Community Information and Publicity.
There was nothing to report.

B) Minute Number 1691/14/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 the amended Financial Regulations as per the External Auditors report with the Annual Return ending 31.03.2014

Resolved: Hilton Parish Council approved and accepted the amendments to the Financial Regulations as per the External Auditors report contained with the Annual Return ending 31.03.2014.

C) Minute Number 1691/14/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 1691/14/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 1691/14/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 1692/14 - Reports from Councillors that have attended any other Meetings.

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

The next meeting would be held in January 2015.

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

The next meeting will be held on 23rd February 2015.

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

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

There was nothing to report.

- Marston on Dove Relief in Need Charity – **Cllr Spencer and the Clerk to Hilton Parish Council**

The next meeting would be held on 21st January 2015. The Clerk asked for a representative of Hilton Parish Council to attend.

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

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

Cllr McDonald reported that they had been on a dog walk the previous week and would arrange another dog walk in the New Year.

- 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**

The next meeting will be held at the Council Chamber at the SDDC offices commencing at 6.30pm on 14.01.2015.

The Clerk asked if a Hilton Parish Council Representative would be in attendance.

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

- EMIP updates

There was nothing to report.

9. Minute Number 1693/14 - 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, 1671/14 – 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, 1671/14 – 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, 1671/14– 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, 1671/14 – 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, 1671/14 – 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.

Resolved: The Clerk to take this matter off the agenda.

- f. Un-open footpath between the Greenway and Egginton Road – Previously Reported under minute number 1654/14, 1671/14 – Clerks Report.

There was nothing to report.

- g. Sportsmobile – Summer Holiday Provision

Resolved: The Clerk to book the same or similar provision to the previous year summer 2014/2015.

- h. Approval to complete the Field in Trust application – Memorial Meadow

Resolved: The Parish Council agreed for the Clerk to complete the registration application form to register the Memorial Meadow as a local War Memorial. The Clerk to liaise with Ian Hey and Zoe Sewter at SDDC in relation to this matter.

- i. Skate Park light issues

Resolved: The Clerk to obtain a price to move the equipment into the Village Hall.

- j. Parish Council Small Grant Scheme now open for applications until 30.01.2014

Resolved: It was agreed that the Parish Council Small Grants would be agreed and awarded in February 2015 for payment in March 2015.

10. Minute Number 1694/14 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information.

- a) Circular 25/2014
- How much holiday pay should you pay?
 - Payroll & HMRC
 - Delivering differently in neighbourhoods
 - Consultations

- Clerk/RFO Vacancy – Stenson Fields Parish Council
 - b) Circular 26/14
- 2014 – 2016 NATIONAL SALARY AWARD

11. Minute Number 1695/14 - Finance

Resolved: Hilton Parish Council approved the following payments.

Cheque No	Payee	Description	Amount
	a) Accounts for Payment.		
002767	Hilton Village Hall	Room Hire & Admin Support	£259.49
002768	Aucuba Landscapes	Maintenance	£448.30
002769	G Rice	Web hosting	£50.00
002770	Aucuba Landscapes	Maintenance	£304.80
002771	Viking Direct	Stationery	£36.23
002772	Heritage Wood	Plaques	£111.00

Resolved: Hilton Parish Council approved the following payments.

- b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002773 for the Inland Revenue.

Description	Amount
Salaries, Tax NICs, Expenses	£7,423.19

12. Minute Number 1696/14 - Items for Information

Resolved: Hilton Parish Council noted the following information.

- a) South Derbyshire CVS – Southern Health & Social Care Forum
- b) South Derbyshire CAB –South Derbyshire Citizen Advice Workshop

13. Items for discussion

There was nothing to report.

14. Minute Number 1697/14 - Planning Matters for Decision

- a) DCC – Proposed Installation of a canopy at Hilton Primary School.

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

15. Minute Number 1698/14 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information.

- a) 9/2014/0950 - 37 WASHFORD ROAD HILTON DERBY DERBYSHIRE DE65 5HN - EXTENSION AND ALTERATIONS INCLUDING A GARAGE CONVERSION – **THERE IS NO INFORMATION SHOWN 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 – **HAS BEEN GRANTED**
- c) 9/2014/0928 - 56 WASHFORD ROAD HILTON DERBY DERBYSHIRE DE65 5HN - RELOCATION OF EXISTING BOUNDARY FENCE (CLOSER TO THE HIGHWAY) – **HAS BEEN GRANTED**
- d) 9/2014/0809 - 11 WELLAND ROAD HILTON DERBY DERBYSHIRE DE65 5GZ - TWO STOREY SIDE EXTENSION AND SINGLE STOREY REAR EXTENSION – **HAS BEEN GRANTED**

16. Minute Number 1699/14 - Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 28th January 2015 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 1700/14 – 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, 1684/14 – Exempt Information

Resolved: In light of the issue with obtaining insurance cover for the duration of the build it was agreed to instruct Blair Gratton to take this project forwards and resolve the JCT contract required for the works.

Resolved: Blair Gratton to be instructed to draw up the plans including the measurements.

Resolved: Blair Gratton to be instructed to go back out to tender in January 2015 under a JCT contract with Littleover Builders included in the Tender Process.

- 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, 1684/14 – Exempt Information.

There was nothing to report.

- c) Contract with Shelter Store cancelled – Previously Report under minute number 1644/14, 1662/14, 1684/14 – exempt Information.

Resolved: It was agreed for the items to be purchased to make the planters into usable planters, the Clerk was given permission to order the items required and arrange for the work to be carried out.

- d) Staff matters

The Clerk reported questions and queries that had been received from staff members in relation to the new Attendance Management Procedure. The main question asked was could staff be off sick and not be paid for that time, which would then not trigger the trigger points and formal action.

Resolved: Hilton Parish Council agreed that if a member of staff was off sick and preferred to take this time without pay rather than accumulating trigger points, this would be acceptable if it was in line with their current contract of employment.

- e) Contract for the supply of the plaques for the Memorial Meadow

Resolved: The price for the plaque and a tree to residents would remain at £75.00, this would be reviewed in 12 month time.

- f) Budget and Precept Setting 2015/2016 including contracts and staff related information.

Hilton Parish Council looked through the draft budget and recommendations from the Finance Committee Meeting held on 3rd December 2014.

Resolved: Hilton Parish Council agreed to increase the Precept to £165k for 2015/2016.

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