

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 25TH
FEBRUARY 2015 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

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

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

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1719/15 - To Receive Apologies for absence.

There were no apologies for absence.

2. Minute Number 1720/15 - Variation of the Order of Business.

There was no Variation to the Order of Business.

3. Minute Number 1721/15 - Declaration of Members Interests.

Resolved: Cllr Cooper, Cllr Smith, Cllr Nield, Cllr McDonald, Cllr Davies, Cllr Spencer and Cllr Shackleton declared a Personal Interest in any items on the agenda pertaining to Hilton Village Hall. Cllr Darlington was not required to declare any interest in this matter as she is not a Director of Hilton Village Hall.

Resolved: Cllr McDonald declared Personal Interest in item 9. Clerk Reports, item f) Parish Council Grant Scheme 7 applications for approval – cheques to be raised for signature at the March 2015 meeting.

4. Minute Number 1722/15 - Public Speaking.

Minute Number 1722/15/A – Public Speaking

Members of the Public raised the following matters:

- Peter Holmes was in attendance as the Chair to the Party on the Park Committee. He gave a report into why Party on the Park had requested a Parish Council Grant.
- Kay Baston asked what the 2 cameras were for on the entrance to the Village coming in from Talbot Turf at the newest roundabout. It was reported that these were ANPR cameras which do move around the District from time to time.

Minute Number 1722/15/B – Police Representatives Report

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

Minute Number 1722/15/C – District Council Representatives Report

Cllr Plenderleith and Cllr Bale sent their apologies, there was nothing to report.

Minute Number 1722/15/D – County Council Representatives Report.

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

- Resident requested lighting between Back Lane and Humber Street – She had spoken with St Modwen however they are not prepared to fund extra lighting at the moment, the resident has been advised.
- Chinese lanterns are now banned in South Derbyshire. A Motion went through last full Council. The request to ban on DCC land was rejected at the County which was disappointing. However she will try again in the future.
- Derbyshire Fire Authority has agreed to work with police re farm visits to carry out safety checks for our rural areas.
- Pothole on Welland Road to be reported.

Notices:

- 16-28 May 2015 - National Walking Festival including route in Hilton
For details go to national forestalling festival.org.
 - 20 May 2015 - Liberation Day new venue Gresley Old Hall, free event, tickets will be released 4 March 2015 call 01283 595924.
 - 6 March 2015 - International Women's Day to be held at Oaklands in Swadlincote, speakers and info on health education, business safety etc, free event 12.30 - 3pm, lunch provided! To secure your place call 01283 595924
5. **Minute Number 1723/15 - To confirm the Minutes of the Non-Exempt monthly minutes of the Hilton Parish Council Meetings held on 28th January 2015.**

Resolved: The Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 28th January 2015 having been circulated were approved and signed as a true record.

6. **Minute Number 1724/15 - Chairperson's Report**

The Chair gave his report as follows:

- He and the Vice Chair had attended the last Toyota Community Liaison Meeting, it had been 25 years since Toyota had started with their first meeting.

7. **Minute Number 1725/15 - Committee Reports**

A) **Minute Number 1725/15/A - Community Services - To be discussed by full Council at their meeting**

- Community Information and Publicity.

There was nothing to report.

B) **Minute Number 1725/15/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

There was nothing to report.

C) **Minute Number 1725/15/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
 - 1) Graffiti of Skate Park on 20.02.2015

The Clerk reported that the incident had been caught on CCTV and the Police were now dealing with this matter via Restorative Justice.

- 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.

2) Approval of planting scheme for the planters and approval of the cost

Resolved: A budget of £200.00 was agreed for the plants to be purchased not including VAT.

Resolved: Cllr Nield was given delegated powers to work with the Groundsman in relation to the planting plan.

D) Minute Number 1725/15/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 1725/15/E - Recreation and Leisure – To be discussed by full Council at their meeting

- Provision and maintenance of sport and leisure facilities
- Children play equipment
 - a) A resident has £1,500.00 to purchase a piece of play equipment in memory of their granddaughter – meeting with Zoe Sewter on 11.03.2015 at 12pm re where the play equipment can be sighted.

Resolved: Hilton Parish Council agreed that a piece of Play Equipment could be installed on Parish Council land owned, leased or maintained.

Resolved: It was agreed that if any Councillors wished to attend the meeting with Zoe Sewter and the Clerk on 11.03.2015 at 12pm, they were more than welcome to do so.

- Parish Council owned Parks and Landscaping

8. Minute Number 1726/15 - 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**

The Chair and Vice Chair gave their report as follows:

- The Chair and Vice Chair attended the Toyota Community Liaison Committee meeting on Monday 23 February 2015. The meeting was hosted by Tony Walker, Deputy Managing Director and Nick Freeman, Assistant General Manager. Tony announced that it was the 25th CLC meeting and that the first 2 meetings took place before the factory was in production.
- There followed a business update, a few of the key points being:
 - 50% of the cars produced are now hybrid
 - 84% of the cars produced are exported, 74% to Europe
 - May 2015 sees the new Avensis and New Auris in production which are being launched at the Geneva Motor Show in March 2015
 - there has been a significant reduction in environment impact since production began in 1992
- This was followed by a community update a few of the key points being:
 - Toyota UK are DCFC's longest financial supporter
 - Financial support is also given to Derbyshire Wildlife Trust, Etwall well Dressing and Joh Port Presentation Evening
 - Support is also given 'in kind'. In 2014 50 vehicles were donated including 39 to Derbyshire Fire and Rescue Service which enables firefighters to train on vehicles with

the latest innovations.

- In addition Toyota UK support NEETS and during a give and gain day employees created a new seating area at Derby YMCA and an outdoor classroom at Brackensdale Junior School.
- Toyota are an official sponsor of Comic Relief 2015 and aim to raise £1,000,000
- At close of the meeting Joh Lemmon, who has been at every meeting since 1992, was presented by Tony Walker with a set of commemorative mugs

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

The next meeting will be held on 13.04.2015.

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

Resolved: To take Cllr Fox off the agenda for March 2015.

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

Cllr McDonald gave her report as follows:

- She had received some positive feedback from a parent who had 2 dogs of his own and whose child played at The Mease Football Pavilion. He commented that Hilton was one of the cleanest places he had ever been to.

- 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 updates

There was nothing to report.

9. Minute Number 1727/15 - 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, 1693/14, 1710/15 – Clerks Report [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)

The Clerk reported that she had chased this matter up with the Parish Council Solicitor.

- b. 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, 1693/14, 1710/15– Clerks Report . [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)

The Clerk reported that she had chased this matter up with the Parish Council Solicitor.

- c. Un-open footpath between the Greenway and Egginton Road – Previously Reported under minute number 1654/14, 1671/14, 1693/14, 1710.15 – Clerks Report.

The Clerk reported that she had received an update from Zoe Sewter at SDDC on 25.02.2015. Zoe Sewter had been looking into this matter with both Taylor Wimpey and the Planning Enforcement Department at SDDC. She explained that nothing had been approved during the planning process so there was no enforcement that could be undertaken. She had also spoken to DCC but they did not have any funds to help with this project. She reported that some form of funding would be required to be able to open this area up. The plan to do this would need to be drawn up and Zoe Sewter was working on this but it would take some time.

- d. Approval of the Hilton Parish Council Risk Assessment 2014/2015 as follows:
- i. Hilton Parish Council Health and Safety Policy Statement of Intent
 - ii. First Aid
 - iii. Company vehicle and drivers
 - iv. Needle sticks

- v. Slips, Trips and Falls
- vi. Violence
- vii. Children's Play Area – Hilton Village Hall Site
- viii. Skate Park – Hilton Village Hall Site
- ix. Astro Turf – Back Lane
- x. Football Pitches and Pavilion – Back Lane
- xi. Children's Play Area – Main Street/Mill Lane
- xii. Joint Risk Assessment – Parking in the Hilton Village Hall Car Park and Parish Council Car Park at the Village Hall Site and Scout Hut Area.

Resolved: Hilton Parish Council approved the above Risk Assessments for the Financial Year 2014/2015.

- e. Approval of the Hilton Parish Council Asset Register 2014/2015 including approval to add the war memorial stone and plaques to the insurance cover and approval to add the 6 steel planters to the insurance cover.

Resolved: Hilton Parish Council approved the Asset Register for the Financial Year 2014/2015.

Resolved: The Clerk to add the War Memorial Stone and Plaques to the Parish Council's Insurance Policy along with the 6 steel planters belonging to Hilton Parish Council at the Village Hall site.

- f. Parish Council Grant Scheme 7 applications for approval – cheques to be raised for signature at the March 2015 meeting.

The Clerk reported that only 6 out of the 7 application forms received could be considered for a grant. She reported that Hilton Harriers could not be considered for a grant as they had not filled their last accounts for the group that they were applying for on time despite being given 2 extension dates. She explained that they had provided the application form and a copy of their constitution but the accounts were still outstanding. The Clerk explained that the grant application process was clear on what information was required for any group to be considered for a Parish Council grant.

Resolved: Hilton Parish Council approved the Grant applications as follows:

The following 2 groups to be given what they requested in full:

- **Hilton Dog Walking Group** £200.00
- **Hilton Cancer Research UK** £175.00

The following 4 Groups to be given 84% of what they originally requested:

- **Hilton Party on the Park** £840.00
- **Hilton Bowls Club** £617.36
- **HATS** £504.00
- **Hilton Village Hall** £655.19

10. Minute Number 1728/15 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information.

- a) Circular 03/2015
 - Advice/help please
 - Electronic Meetings' Summons To Become Lawful in England On 30th January
 - Transparency Code for smaller authorities (£25k or less)
 - Love Your Local Market 13-27 May 2015
 - Fit For Work Begins
 - Local Council Award Scheme
 - Vacancy
- b) Circular 04/2015
 - Internal Audit
 - Elections 2015 – get it right
 - Vacancies
- c) Circular 05/2015
 - DALC SUBSCRIPTION RATES & TRAINING

11. Minute Number 1729/15 - Finance

- a) Accounts for Payment.

Resolved: Hilton Parish Council approved the following payments.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
002785	Hilton Village Hall	Admin Support and Room Hire	273.99	
002786	Aucuba landscapes	Maintenance	628.30	Open Space Act 1906, ss 9& 10 & Local Gov (misc provision) Act 1976, s 19
002787	Sterilizing Services Ltd	Water Testing Back Lane Pavilion	52.80	Public Health Act
002788	Cromwell	Equipment	34.67	
002789	Viking Direct	Stationery	638.28	
002790	Taylor Pearson Construction	Retention The Mease Extension	2,692.55	Local Gov Act 1972, s 133 & Local Gov (misc provision) Act 1976, s19
002792	Hales Freight Ltd	Delivery of planters	£354.00	

Resolved: Hilton Parish Council approved the following payments.

- b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002791 for the Inland Revenue.

Description	Amount
Salaries, Tax NICs, Expenses	£7,484.53

Resolved: Hilton Parish Council approved the following income and expenditure..

- c) Other income, expenditure and corrections in preparations for Year Ending 31.03.2015 for approval.

Other expenditure

01.04.2014 Payroo Payroll Charges £58.80

Other Income

04.04.2014 SDDC Precept 1st Payment £71,484.00
 27.06.2014 SDDC Precept 2nd Payment £66,000.00
 08.10.2014 Astro Turf Hire £30.00
 05.11.2014 Astro Turf Hire £40.00
 05.12.2014 Astro Turf Hire £40.00
 27.10.2014 Bank Interest £109.04
 04.02.2015 Payment Sheet 12 – Astro Turf Hire £572.00
 04.02.2015 Payment Sheet 12 – Plaque and Tree x2 £150.00

Resolved: Hilton Parish Council approved the following corrections.

Corrections made within the Accounts in preparation for the Year Ending 31.03.2015

Chq 002706 dated 30.07.2014 Cancelled and replaced with Chq 002706 dated 30.07.2014 for the same value of £422.86

Chq 002743 Cancelled

12. Minute Number 1730/15 - Items for Information

Resolved: Hilton Parish Council noted the following information.

- a) DCC – Change to b_line travel discount
- b) NCVO – Successful volunteer recruitment and selection practice
- c) NHS – NHS Stoke on Trent CCG and North Staffordshire CCG are seeking the views of the public, patients and others about a proposed new model of care
- d) DCC – Consultation on possible changes to the school crossing patrol service – www.derbyshire.gov.uk/schoolcrossing
- e) Clerks and Councils Direct magazine
- f) Get Active in the Forest – Winter Wonderland Walk 21.02.2015 at 2pm
- g) Get Active in the Forest – Spring Walk at Calk 29.03.2015

13. Minute Number 1731/15 - Items for discussion

There was nothing to report.

14. Minute Number 1732/15 - Planning Matters for Decision

- a) 9/2015/0104 - 20 PEGASUS WAY HILTON DERBY DERBYSHIRE DE65 5HW - PROPOSED SINGLE STOREY EXTENSION, WITH EAVES OF 2.4 METRES AND MAXIMUM HEIGHT OF 3.42 METRES EXTENDING 4.05 METRES FROM THE REAR WALL

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

- b) 9/2015/0086 - 44 HUMBER STREET HILTON DERBY DERBYSHIRE DE65 5NW - APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A REAR EXTENSION/ALTERATIONS

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

- c) Waldon – Proposed upgrade to existing base station installation at CTIL_110806, VF_7559, TEF_20449, Hilton Industrial Estate, Hilton, Derbyshire, DE65 5FE, NGR (E:424510 N:331200).

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

15. Minute Number 1733/15 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information.

- a) 9/2014/1138 - 61 LAND TO THE REAR MAIN STREET HILTON DERBY DERBYSHIRE DE65 5GG - THE REMOVAL OF PORCH AND ALTERATIONS TO DOOR AND WINDOWS OF EXISTING PROPERTY, THE ALTERATION OF EXISTING VEHICULAR ACCESS AND THE ERECTION OF A TWO BEDROOMED DETACHED BUNGALOW – **HAS BEEN REFUSED**
- b) 9/2015/0032 - 20 PEGASUS WAY HILTON DERBY DERBYSHIRE DE65 5HW - PROPOSED SINGLE STOREY EXTENSION, WITH EAVES OF 2.4 METRES AND MAXIMUM HEIGHT OF 3.42 METRES EXTENDING 4.05 METRES FROM THE REAR – **NO DECISION NOTICE IS SHOWN ON THE SDDC WEBSITE.**
- c) 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) – **HAS BEEN REFUSED**

16. Minute Number 1734/15 - Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 25th March 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 1735/15 – 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, 1700/14, 1718/15 – Exempt Information

Resolved: The Clerk to write to Making Plans explaining how disappointed the Parish Council are and how they feel misled. Explaining that a new Architect has now been appointed to carry the project through to completion.

Resolved: The Chair and Vice Chair were given delegated powers to approve the draft letter

- b) Staff Appraisals – Previously reported under minute number 1718/15 – Exempt Information.

Resolved: The Staff Appraisals to be completed for approval at the March 2015 Parish Council Meeting.

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