

**Hilton Parish Council**  
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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 29<sup>TH</sup>  
APRIL 2015 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

**Present:**

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

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

**PART 1 - NON EXEMPT INFORMATION**

**1. Minute Number 1753/15 To Receive Apologies for absence.**

Apologies were received and accepted from Cllr McDonald

**2. Minute Number 1754/15 - Variation of the Order of Business.**

There were no Variations to the Order of Business.

**3. Minute Number 1755/15 - Declaration of Members Interests.**

***Resolved: Cllr Cooper, Cllr Smith, Cllr Nield, Cllr Shackleton, Cllr Spencer 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 1756/15 - Public Speaking.**

**Minute Number 1756/15/A – Public Speaking**

There were 2 members of the public present at the meeting, there was nothing to report.

**Minute Number 1756/15/B – Police Representatives Report**

PC Martin was present at the meeting and gave her update as follows:

- There had been a few incidents of Anti-social behavior at the Village Hall site in relation to cars and people smoking cannabis.
- The Beat Team were aware of the problems and had made the Village Hall site a priority and would be paying the site more attention over the coming weeks.

**Minute Number 1756/15/C – District Council Representative Report**

Cllr Plenderleith and Cllr Patten were present at the meeting.

Cllr Plenderleith gave her report as follows:

- An appeal had been received the day after the last Parish Council Meeting in March in relation to a Before and After School club at a Property on Peacroft Lane.
- Cllr Plenderleith had put forward the objections again and had explained that the house is now being rented by a family.

### **Minute Number 1756/15/D – County Council Representatives Report**

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

- She was still receiving complaints of a builder a a property on Main Street urinating in the garden.
- The state of the roadway on Willowpit Lane had been reported to DCC.
- The pot hole on Alders Brook had been reported and chased up by both her and Cllr Plenderleith on several occasions, however this work had still not been completed.

5. **Minute Number 1757/15 - To confirm the Minutes of the Non-Exempt monthly minutes of the Hilton Parish Council Meetings held on 25<sup>th</sup> March 2015.**

***Resolved: The Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 25<sup>th</sup> March 2015 having been circulated were approved and signed as a true record.***

6. **Minute Number 1758/15 - Chairperson's Report**

There was nothing to report.

7. **Minute Number 1759/15 - Committee Reports**

A) **Minute Number 1759/15/A - Community Services - To be discussed by full Council at their meeting**

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

B) **Minute Number 1759/15/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
  - 1) **Internal Audit took place on 21.04.2015**

It was reported that the Internal Audit held on 21.04.2015 had gone very well with no problems or actions being highlighted by the Internal Auditor.

- 2) **Approval of the Annual Return Sections 1, 2 and 4.**

***Resolved: Hilton Parish Council approved Section 1, 2 and 4 of the Annual Return ending 31.03.2015.***

***Resolved: The Clerk to complete the extra information requested by the External Auditor and post out as soon as possible.***

- 3) **Approval of the year end accounts from 01.04.2014 to 31.03.2015**

***Resolved: Hilton Parish Council approved the year end accounts from 01.04.2014 to 31.03.2015.***

- 4) **Review of the Financial Regulations, Internal Audit and Internal Controls for the Financial Year 2014/2015.**

The Clerk gave her report as follows:

1. Under the Accounts and Audit Regulations 2006 (which amends the Accounts and Audit Regulations 2003) The Hilton Parish Council Clerk/RFO and Proper Officer is obliged to carry out a review of the effectiveness of its internal controls and Financial Regulations and to report the matter to the Council.
2. There is also a requirement to conduct a review of the effectiveness of Hilton Parish Council's system of Internal Audit and formally report accordingly.
3. With regard to paragraph 1 above, the Financial Regulations under which Hilton Parish Council's internal controls operate, which were approved and adopted at the Hilton Parish Council Meeting held on 17.12.2014, are required to be reviewed by the Clerk/RFO at least annually. As the Clerk/RFO/Proper

Officer and advisor to Hilton Parish Council on its financial issues, I recommend that no changes are required at this time:-

**Resolved: Hilton Parish Council accepted and agreed with the Clerks report that no changes were required at this time.**

4. Paragraph 2 above relates to the effectiveness of the system of internal audit. Hilton Parish Council has appointed a qualified Auditor to act as its independent internal auditor. The role of the internal auditor is to assist Hilton Parish Council in fulfilling its responsibility for the prevention and detection of fraud, corruption, errors and mistakes. It is for Hilton Parish Council to determine the level of internal audit required based on the internal controls in place which were approved and adopted at the Hilton Parish Council Meeting held on 26.03.2014. Currently the internal auditor undertakes an internal audit after the end of the financial year. Amongst other things he reviews the internal controls and ensures that Hilton Parish Council has complied with its own Financial Regulations. As Clerk/ RFO and Proper Officer I provide quarterly bank reconciliation to the Internal Auditor together with copies of bank statements. All payments are approved by Hilton Parish Council and all invoices are available for inspection by the Council. Cheques are signed by 2 members of the Parish Council and countersigned by the Clerk/RFO. The internal auditor produces a written report for the Council after the internal audit and highlights any deficiencies in the internal controls, or provides a clean bill of health.

As your Clerk/RFO and Proper Officer I am happy with these arrangements and would not wish to change them as it provides both Hilton Parish Council and me with an element of security. I am therefore satisfied with the effectiveness of Hilton Parish Council's system of Internal Audit.

The Council considered the report by the Clerk/RFO regarding the obligations of the Council relating to the Financial Regulations and the effectiveness of the Internal Audit.

**Resolved: That the comments of the Clerk/RFO and Proper Officer are noted and the Council, having reviewed the effectiveness of the system of Internal Audit, approved the current arrangements.**

**C) Minute Number 1759/15/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
- 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](http://www.hiltonparishcouncil.org.uk) and follow the correct link.

**D) Minute Number 1759/15/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 x
- Street Lighting
  - Sub Meter at Hilton Village Hall for the lighting on the Village Hall site – Approval for Hilton Parish Council to pay the costs.

It was reported that it had been established that the sub-meter at the Village Hall was for the lighting of the Village Hall site from the phase 1 works. Contacted had been made on this matter with SDDC and it had been confirmed by email that the cost of the sub meter should be the responsibility of Hilton Parish Council as the managers of the site and not Hilton Village Hall.

The Hilton Village Hall Directors had now requested that Hilton Parish Council pay for this electricity usage for the lighting and repay the electricity used, back to when it was originally installed.

The current meter reading was 20570.69 the Village Hall were currently being charged £0.14 per unit flat rate = £2,879.90.

The Village Hall had looked at pulling out all the archived invoices, but this would not have been cost effective. The Village Hall have looked at electricity prices back to 2007 and had established that the prices were very much up and down. For these reasons the Village Hall Directors had agreed to charge the whole usage at the flat rate of £0.14 to clear the debt. The Village Hall would then like to invoice on a month by month basis for the electricity charge on the sub meter.

**Resolved: Hilton Parish Council agreed that the responsibility for paying the electricity as per the sub-meter was in fact their responsibility and not Hilton Village Hall's especially in light of the information from SDDC.**

**Resolved: Hilton Parish Council agreed that the Parish Council should be charged for the usage of the sub-meter on a monthly basis by way of the invoicing process.**

**Resolved: Hilton Parish Council agreed to pay the electricity usage to date including back to the initial installation at £0.14 per unit.**

**Resolved: The Clerk to raise a cheque to clear the debt.**

Cllr Shackleton raised the issue of the lighting being switched off during the night between Humber Street and the Pig Farm. He asked Cllr Patten if this decision could be changed.

**Resolved: Standing Orders were suspended to allow Cllr Patten to speak.**

Cllr Patten replied that there was a Public Consultation in relation to this lighting but the Parish Council chose not to object. However she had objected to the lighting being switched off

The Clerk replied that this was not true, the Parish Council did put in quite a lengthy objection and received a response that all Health and Safety checks had been completed and there was found to be no issue.

Cllr Patten asked the Clerk to let her have the original objection and she would take this forward.

**Resolved: Standing Orders were reinstated.**

**Resolved: The Clerk to make a formal request to Cllr Patten to take this matter forward with a view to reinstalling the lighting in the above area during the night.**

Cllr Shackleton raised concerns about crossing at the Aldi/Hilton Garage roundabout. He explained that there was a crossing on The Mease, south of Aldi but there was nothing from the Lucas Lane end. This area was also a 40mph speed limit.

**Resolved: Standing Orders were suspended to allow Cllr Patten to speak.**

Cllr Patten explained that originally she and Cllr Plenderleith had tried to get a crossing across the common link road, however DCC Highways department refused this. When Aldi came along this was the only place that DCC Highways would install a crossing.

She reported that when the new housing is in place DCC Highways will look at reducing the speed limit around that area.

She said that she and Cllr Plenderleith had tried very hard to get a further crossing and they would try again.

**Resolved: Standing Orders were reinstated.**

- Public Transport Provision

**E) Minute Number 1759/15/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) **Update of a resident who has £1,500.00 to purchase a piece of play equipment in memory of their granddaughter.– previously reported under minute number 1725/15/E, 1742/15/E – Recreation and Leisure**

**Resolved: Hilton Parish Council agreed to contribute £450.00 towards the installation costs. SDDC would contribute exactly the same amount.**

- Parish Council owned Parks and Landscaping

**8. Minute Number 1760/15 - 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**

There was nothing to report.

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

**It was reported that Jon Woodward was stepping down from The Mease Management Committee. He would not be totally disassociating himself and would always be available to support The Mease with options and views should they be required. He will also continue to support any fundraising events where he can.**

**The Clerk read out an email from Kevin Harlow as follows:**

Just wanted to provide you an update on the equipment grant I outlined at the meeting in November.

Thanks largely to Keely's help we have been successful and been awarded a grant of 73% towards the equipment I outlined at the meeting. This means in the next few weeks you will see the installation of the second container and we are looking to take delivery of the tractor and associated equipment in May.

The initial capital outlay of around £10k will be met by the football club following a committee meeting earlier this week and the ongoing financials I have forecast means that the money saved by the Mease on mowing can now be allocated to buy professional services such as fertilising and over seeding more regularly than has been previously available. There should be no increased financial impact to the Mease, simply redirection of existing expenditure to greater overall benefit.

The overall impact should be that we will have pitches in the near future that match our other facilities

- Marston on Dove Relief in Need Charity – **To nominate a representative when required along with the Clerk to Hilton Parish Council**

There was nothing to report.

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

There was nothing to report.

- Flood Liaison – **Cllr Nield**

There was nothing to report.

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

There was nothing to report.

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

There was nothing to report.

- EMIP updates

There was nothing to report.

#### **9. Minute Number 1761/15 - 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, 1727/15, 1744/15– Clerks Report [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)

There was nothing to report.

- 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, 1727/15, 1744/15– Clerks Report . [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)

There was nothing to report.

- c. Letter of thanks from Hilton Bowls Club for the Parish Council Grant under Section 137

There was nothing further to add.

- d. Approval of new graffiti for the Skate Park

**Resolved: For option 1 Hilton Parish Council agreed to the Skater boy logo and the Skate Hilton logo.**

**Resolved: For option 2 Hilton Parish Council agreed to the Skater boy logo on its own.**

**Resolved: The Clerk to contact the graffiti artist and book the work in as soon as possible.**

#### **10. Minute Number 1762/15 - Derbyshire Association of Local Councils**

**Resolved: Hilton Parish Council noted the following information:**

- a) DALC Circular 06/2015

- **Elections 2015**
- **Transparency Code / Smaller Authorities Audit Regulations 2014**
- **Subscription Rates and Training Delivery**
- **Spring Seminar Reminder**
- **Automatic Enrolment Training – Guidance for Town and Parish Councils**

- b) DALC Circular 07/2015

- **Elections 2015**
- **Transparency Code / Smaller Authorities Audit Regulations 2014**
- **Subscription Rates and Training Delivery**
- **Spring Seminar Reminder**
- **Automatic Enrolment Training – Guidance for Town and Parish Councils**

- c) DALC Circular 08/2015
- **Purdah Guidance**
  - **Changes to the smaller authorities' local audit and accountability framework**
  - **Town and Parish Council websites**
  - **Sustainable Communities Act - training session for all DALC Member Councils facilitated by the Leicestershire & Rutland Association**
  - **Spring Seminar reminder**
  - **Clerk Induction Training**
  - **Vacancies**
- d) DALC Circular 09/2015
- **Government Ombudsman to Larger Parish & Town Councils Consultation**
  - **Vacancies**
- e) DALC Circular 10/2015
- **Government Transparency Fund of £4.7m**
  - **My Community – free advice and grants**
  - **FREE – Audit Briefing Session – Grant Thornton**
  - **Section 137 – Expenditure Limit 2015/16**

**11. Minute Number 1763/15 - Finance**

***Resolved: Hilton Parish Council approved the following payments:***

**a) Accounts for Payment.**

<b>CHEQUE NO</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>POWER</b>
002816	PAYROO LTD	PAYE CHARGES	55.20	
002817	HILTON VILLAGE HALL	ROOM HIRE AND ADMIN SUPPORT	264.29	
002818	TALBOT TURF SUPPLIES LTD	TOP SOIL	192.00	
002819	AUCUBA LANDSCAPES	MAINTENANCE	761.38	
002820	R MASSEY & SON LTD	EQUIPMENT	24.23	
002821	VIKING DIRECT	STATIONERY	443.14	
002822	J PARKER DUTCH BULBS	BULBS AND PLANTS	205.02	
002823	STERILIZING SERVICES	WATER TESTING BACK LANE PAVILION	52.80	
002824	CROMWELL	EQUIPMENT	120.42	
002825	BLAIR GRATTON ARCHITECTS	PROF. FEES	1,110.00	
002826	HATS	REPLACE CHQ 002804 2014/2015 ACCOUNTS		SECTION 137
002827	CANCELLED			

**Resolved: Hilton Parish Council approved the following expenditure:**

**b) Other Expenditure to 31.03.2015**

DATE	NAME	DESCRIPTION	AMOUNT
14.01.2015	BROBOT PETROLEUM	FUEL FOR THE VAN	47.16
26.01.2015	SWINTON INSURANCE	VAN INSURANCE	253.79
02.02.2015	TOYOTA	VAN LEASE AGREEMENT	340.90
02.02.2015	EON	ELECTRICITY	75.00
26.02.2015	SWINTON INSURANCE	VAN INSURANCE	253.72
02.03.2015	TOYOTA	VAN LEASE AGREEMENT	340.90
02.03.2015	EON	ELECTICITY	75.00
05.03.2015	BRITISH TELECOMUNICATIONS	TELEPHONE & BROADBAND	134.57
16.03.2015	BROBOT PETROLEUM	FUEL FOR THE VAN	50.00
26.03.2015	SWINTON INSURANCE	VAN INSURANCE	253.72
31.03.2015	TOYOTA	VAN LEASE AGREEMENT	340.90

**Resolved: Hilton Parish Council approved the following income:**

**c) Other Income to 31.03.2015**

DATE	DESCRIPTION	AMOUNT
09.01.2015	ASTRO TURF HIRE	30.00
09.01.2015	SDDC – CONCURRENT EXPENSES	27,316.00
06.02.2015	ASTRO TURF HIRE	40.00
23.03.2015	DCC – MINOR MAINTENANCE SCHEME	315.00
02.03.2015	PAYMENT SHEET 13 – ASTRO TURF HIRE	233.00
02.03.2015	PAYMENT SHEET 13 – FOOTBALL PITCH HIRE	202.40
06.03.2015	SDDC – 106 CONTRIBUTION	11,833.97
11.03.2015	ASTRO TURF HIRE	40.00
30.03.2015	ASTRO TURF HIRE	154.00

**Resolved: Hilton Parish Council approved the following payments:**

**d) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002828 for the Inland Revenue and Chq 002827 & 002828 Staff expenses.**

Description	Amount
Salaries, Tax NICs, Expenses	£7,416.36

**Resolved: Hilton Parish Council approved the following balance at the bank as at 31.03.2015:**

**e) Balance at the bank as of 31.03.2015**

Current Account	35,923.49
Reserve Account	40,617.46
Cash in Transit	<u>363.00</u>
<b>TOTAL</b>	<b><u>76,903.95</u></b>
Less unrepresented Chq	<u>11,232.04</u>
<b>TOTAL C/F</b>	<b><u>65,671.91</u></b>



## **12. Minute Number 1764/15 - Items for Information**

***Resolved: Hilton Parish Council noted the following information:***

- a) South Derbyshire Health and Social Care Forum – 29.04.2015 at St Oswald's Church Hall, Church Street, Ashbourne from 9.30am to 12.30pm
- b) South Derbyshire CVS – Launch of the South Derbyshire Community Forum Monday 27.04.2015 10am to 12.30pm at the Town Hall, Swadlincote
- c) DCC – Derbyshire and Derby Minerals Local Plan

## **13. Minute Number 1765/15 - Items for discussion**

There was nothing to report.

## **14. Minute Number 1766/15 - Planning Matters for Decision**

- a) 9/2015/0319 - 17 MILL LANE HILTON DERBY DERBYSHIRE DE65 5GP - THE PRUNING OF AN OAK TREE COVERED BY SOUTH DERBYSHIRE DISTRICT COUNCIL TREE PRESERVATION ORDER NUMBER 59

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

- b) 9/2015/0306 - 11 NORMANDY ROAD HILTON DERBY DERBYSHIRE DE65 5GW - PROPOSED SINGLE STOREY REAR EXTENSION, WITH EAVES OF 3 METERS AND MAXIMUM HEIGHT OF 3 METERS EXTENDING 0 METRES FROM THE REAR WALL

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

- c) 9/2015/0286 - 49 TRUSLEY BROOK HILTON DERBY DERBYSHIRE DE65 5LA - ERECTION OF A DETACHED GARAGE (AMENDED SCHEME TO PREVIOUSLY APPROVED APPLICATION 9/2014/0767)

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

## **15. Minute Number 1767/15 - Planning Matters for Information**

***Resolved: Hilton parish Council noted the following information:***

- a) 9/2015//0156 - 57 SHERBOURNE DRIVE HILTON DERBY DERBYSHIRE DE65 5NJ - PROPOSED SINGLE STOREY REAR EXTENSION, WITH EAVES OF 2.8 METRES AND MAXIMUM HEIGHT OF 4 METRES EXTENDING 3.6 METRES FROM THE REAR WALL- **APPROVAL NOT REQUIRED**
- b) 9/2015/0114 - HILTON INDUSTRIAL ESTATE SUTTON LANE HILTON DERBY DERBYSHIRE DE65 5FE - THE REPLACEMENT OF THE EXISTING 17.4 METRE HIGH MONOPOLE WITH A NEW 17.7 METRE HIGH MONOPOLE SUPPORTING 6 NO. ANTENNAS AND DEVELOPMENT WORKS ANCILLARY THERETO, LAND – **APPROVAL OR REFUSAL NOTICIE NOT ON THE SDDC WEBSITE AS OF 20.04.2015**
- c) 9/2015/0086 - 44 HUMBER STREET HILTON DERBY DERBYSHIRE DE65 5NW - APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A REAR EXTENSION/ALTERATIONS –**CERTIFICATE OF LAWFUL USE OR DEVELOPMENT**
- d) 9/2014/1163 - DON AMOTT CARAVANS LIMITED EGGINTON ROAD HILTON DERBY DERBYSHIRE DE65 5FJ - THE ERECTION OF TWO REPLACEMENT BUILDINGS, ONE FOR USE FOR STORAGE/VALETING PURPOSES AND ONE FOR B1 (LIGHT INDUSTRY ETC.), B2 (GENERAL INDUSTRY) AND/OR B8 (STORAGE/DISTRIBUTION) PURPOSES AND ASSOCIATED WORKS A – **HAS BEEN GRANTED**

- e) 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 - **HAS BEEN GRANTED**
- f) 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 – **HAS BEEN GRANTED**

**16. Minute Number 1768/15 - Date of the next meeting**

**Resolved: The Date of the Annual Hilton Parish Council Meeting was confirmed as 20<sup>th</sup> May 2015 commencing at 6.45pm at Hilton Village Hall**

**Resolved: The Date of the Monthly Hilton Parish Council meeting was confirmed as 20<sup>th</sup> May 2015 commencing at 7.15pm at Hilton Village Hall.**

**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 1769/15 – 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, 1735/15, 1752/15 – Exempt Information

The Clerk reported that the tender backs had now been sent to 6 different building first. Tenders were due back to the Architect by 30.04.2015.

**Resolved: The Architect to open all tenders and appraise the content for the next Parish Council Meeting for a decision on the contractor to be made.**

- b) Staff Appraisals – Previously reported under minute number 1718/15, 1735/15, 1752/15 – Exempt Information.

**Resolved: Staff Appraisals to be completed by the June 2015 Parish Council Meeting.**

- c) Other staff matters.

The Clerk reported that she had received a request from a member of staff to reduce their hours from 35 per week to 32 per week with immediate effect due to personal reasons.

The Clerk explained that she wished to work with the member of staff to accommodate the reduction in hours, rather than to lose the valued member of staff all together.

The Clerk reported that at some point in the future the member of staff concerned may wish to go back to 35 hours per week and this will be reviewed on a regular basis.

**Resolved: Hilton Parish Council agreed to the member of staff reducing their hours from 35 per week to 32 per week.**

The Clerk reminded all Cllr's that it was coming up to the holiday season. With this in mind she asked all Cllr's to only reply to her if an email was sent out to all. She would then collate all responses together

once received, missing out anyone that may be on holiday. She asked all Cllr's to inform her in advance as to when they would be on holiday and to confirm if they wished to receive any emails whilst on holiday.

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