

Hilton Parish Council
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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 20th
MAY 2015 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

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

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

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1547/15 - To Receive Apologies for absence.

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

2. Minute Number 1548/15 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1549/15 - Declaration of Members Interests.

Resolved: Cllr Cooper, Cllr Spencer, Cllr Davies and Cllr McDonald 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 not a Director for Hilton Village Hall.

4. Minute Number 1550/15 - Public Speaking.

Minute Number 1550/15/A – Public Speaking

2 Members of the Public were in attendance but there was nothing to report.

Minute Number 1550/15/B – Police Representatives Report

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

Minute Number 1550/15/C – District Council Representatives Report

Cllr Plenderleith sent her apologies.

Cllr Billings introduced himself as a new District Council Representative for the Hilton Ward and gave his report as follows:

- He was just one week into the new Council term.
- He was honored to have been elected for the Hilton Ward.
- He will be attending his first Council Meeting at SDDC on 21.05.2015.
- SDDC are in the process of updating the website with all the new Councillors contact details.

Minute Number 1550/15/D – County Council Representatives Report

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

- A new drop in center will start at Hilton Village Hall on 03.06.2015 commencing at 6pm. This will be for young people and adults and will be for Sexual Health. New Sexual Health Hubs are being set up all over the county and Cllr Pattern had pressed for a hub in Hilton.
 - She had received reports of potholes on Willowpit Lane, these have now been added to the repairs list at DCC and will be jet patched shortly.
 - She will chase the repairs to the pothole on Alders Brook as this was now getting worse.
 - The pothole on Uttoxeter Road had now been repaired.
 - She will speak to the Highways Department at the next Committee Meeting with regards to potholes and why they are not being repaired at the same time. She felt that there was no joined up thinking at DCC in relation to this matter.
5. **Minute Number 1551/15 - To confirm the Minutes of the Non-Exempt monthly minutes of the Hilton Parish Council Meetings held on 29th April 2015.**

Resolved: The Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 29th April 2015 having been circulated were approved and signed as a true record.

6. Minute Number 1552/15 - Chairperson's Report

The Chair gave his report as follows:

- He congratulated Cllr Plenderleith, Cllr Pattern and Cllr Billings on being elected to represent the Hilton Ward.
- He said that he was very much looking forward to working with them over the next 12 months.

7. Minute Number 1553/15 - Committee Reports

a) Minute Number 1533/15/A - Community Services - To be discussed by full Council at their meeting

- Community Information and Publicity.

There was nothing to report.

b) Minute Number 1553/15/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 1553/15/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

Cllr McDonald reported that the dog bin by The Mease Pavilion had a damaged lid and was in need of repairs.

Resolved: The Clerk to report this matter again to SDDC for repairs to be completed.

d) Minute Number 1553/15/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
- Public Transport Provision

There was nothing to report.

e) **Minute Number 1533/15/E - Recreation and Leisure – To be discussed by full Council at their meeting**

- Provision and maintenance of sport and leisure facilities

Resolved: The quote received from Aucuba Landscapes for the Back Lane pitch maintenance was approved. The quote agreed was for £1,566.00 plus VAT.

Resolved: The Goal posts to be removed from site and stored by the contractor as soon as possible for work to start.

- Children play equipment
- Parish Council owned Parks and Landscaping

8. **Minute Number 1554/15 - 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

Resolved: The Clerk to ask Cllr Shackleton if he wished to remain as the representative on behalf of the Parish Council on The Mease Management Committee.

Resolved: If Cllr Shackleton declines, the Clerk to add this matter to the agenda for June 2015 for a further agreement to be made.

- 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**

Cllr McDonald reported that the AGM would be held on 28.05.2015.

- Flood Liaison

Resolved: The Clerk to ask Cllr Nield if she wished to remain as the representative on behalf of the Parish Council on the SDDC Flood Liaison Meetings.

Resolved: If Cllr Nield declines, the Clerk to add this matter to the agenda for June 2015 for a further agreement to be made.

- 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.

- Civic Council Meeting – to be held on 28.05.2015 at the Town Hall, The Delph, Swadlincote commencing at 5.45pm

Resolved: The Clerk to email SDDC with apologies from Hilton Parish Council.

9. **Minute Number 1555/15 - 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, 1710/151727/15, 1744/15, 1761/15– 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, 1761/15– Clerks Report . Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226

There was nothing to report.

- c. Area on the Memorial Meadow for pets to be approved

Resolved: Hilton Parish Council agreed to have an area at the Memorial Meadow for dedicated pet trees and plaques. It was agreed that the ideal area was on the Memorial Meadow behind the wig whams at the bottom of the Back Lane football pitches.

Resolved: Cllr Darlington was given delegated powers to continue to discuss resident’s needs in relation to picking trees and ordering plaques for the Memorial Meadow.

10. Minute Number 1556/15 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information.

- a) DALC Circular 11/2015
- **Parish and Town Councils which are inquorate**
 - **CiLCA 2015 and CPD Points**
 - **The General Power of Competence**
 - **Connecting Derbyshire**
 - **Training**
- b) DALC Circular 12/2015
- **CALL FOR EXECUTIVE MEMBERS FOR THE PERIOD 2015-2019**
- c) Legal Briefing L15-08 - CO-OPTION
- d) DALC Circular 13/2015
- **Good Councillor Guide – Addendum**
 - **New Documents – Finance and Audit section of DALC website**
 - **Governance and Accountability**
 - **Connecting Derbyshire – Consultation**
 - **Derbyshire Dales CVS – Funding Talk**
 - **Clerk/RFO Vacancy – Holbrook Parish Council**

11. Minute Number 1557/15 - Finance

Resolved: Hilton Parish Council approved the following payments.

- a) **Accounts for Payment.**

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
002829	Hilton Village Hall	Room Hire, Rent, Admin Support	2,492.49	
002830	Ian Fraser	Internal Audit 2014/2015	175.00	
002831	Hilton Village Hall	Sub-Meter charge	2,879.90	
002833	Zurich Municipal	Insurance Cover	7,689.73	
002834	Aucuba Landscapes	Maintenance	434.33	
002835	R Massey & Son Ltd	Supplies	36.84	

002836	Sterilizing Services	Water Testing	52.80	
002837	Cromwell	Supplies	212.76	

Resolved: Hilton Parish Council approved the following payments.

- b) **Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002832 for the Inland Revenue.**

Description	Amount
Salaries, Tax NICs, Expenses	£7,353.35

12. Minute Number 1558/15 - Items for Information

Resolved: Hilton Parish Council noted the following information.

- a) Clerks and Council Direct Magazine.

13. Minute Number 1559/15 - Items for discussion

There was nothing to report.

14. Minute Number 1560/15 - Planning Matters for Decision

- a) 9/2015/0405 - 5 HILTON GARDENS ASTON ON TRENT DERBY DERBYSHIRE DE72 2DU - THE PRUNING OF FOUR SYCAMORE TREES COVERED BY SOUTH DERBYSHIRE DISTRICT COUNCIL TREE PRESERVATION ORDER NUMBER 168

Resolved: Hilton Parish Council made no comment to the above planning application as it was for Aston on Trent.

- b) 9/2015/0358 - HILTON BUSINESS PARK UNITS 2A AND 2B HARRISON COURT HILTON DERBY DERBYSHIRE DE65 5UR - THE INSERTION OF MEZZANINE FLOOR AND EXTERNAL ALTERATIONS TO WINDOWS AND DOORS

Resolved: Hilton Parish Council made no comment on the above planning application as no information had been provided on the SDDC website.

- c) 9/2015/0342 - 2 DOVE RISE HILTON DERBY DERBYSHIRE DE65 5GN - THE ERECTION OF AN EXTENSION AND ALTERATIONS TO EXISTING CONSERVATORY

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

- d) 9/2015/0333 - 2 RODNEY CLOSE HILTON DERBY DERBYSHIRE DE65 5GX - CERTIFICATE OF LAWFULNESS FOR A SINGLE STOREY REAR EXTENSION

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

15. Minute Number 1561/15 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information.

- a) 9/2014/0463 - THE OLD MILL, MILL LANE HILTON DERBY DERBYSHIRE DE65 5GP - THE ERECTION OF A DETACHED TWO STOREY BUILDING TO PROVIDE GARAGING/MACHINERY STORE/UTILITY AT GROUND FLOOR PLUS NEW DWELLING ABOVE – **THERE WAS NO DECISION NOTICE POSTED ON THE SDDC WEBSITE**

16. Minute Number 1562/15 - Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 24th June 2015 at Hilton Village Hall commencing at 7pm for the monthly meeting of Hilton Parish Council.

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 1563/15 – 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, 1769.15 – Exempt Information

Resolved: The Clerk to go back to the Architect and ask that he goes back to 3 out of the 6 who tendered for the work to go through any cost cutting measures being:

- **Innovative Buil Solutions Ltd**
- **George W Heath & Sons Ltd**
- **Hall & Abbey Ltd**

Resolved: The Clerk and Vice Chair to continue to correspond and accept the advice of the Architect

Resolved: A decision on which contractor will be chosen to be taken at the June 2015 meeting.

- b) Other staff matters.

The Clerk explained that as she had resigned as Company Secretary to Hilton Village Hall, she explained that she did not expect this matter to boil over into the Parish Council.

Resolved: All Councillors who currently sit on Hilton Village Hall as Directors at the meeting agreed that this would not happen.

The Clerk explained that once the new Parish Council Garages and Offices were build she would move out of the Village Hall Office. She explained that the Parish Council had already paid the office rent in advance as per the current arrangements.

Cllr Davies replied that this would need to be looked at and maybe an alternative work area for the Parish Clerk may be found in the interim.

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