

Hilton Parish Council
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**MINUTES OF THE ANNUAL 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 McDonald, Cllr Darlington

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. **Minute Number 1536/15 - Election of the Chairperson for the year 2015/2016 and the completion of the Declaration of Acceptance of Office**

Resolved: That Cllr Steve Cooper is elected as Chairperson to Hilton Parish Council for the ensuing year. (Cllr Cooper thereupon occupied the Chair)
Resolved: In accordance with the Local Government Act 1972 Cllr Cooper read and signed the Declaration of Acceptance of Office before the Clerk.

2. **Minute Number 1537/15 - Election of the Vice Chairperson for the year 2015/2016 and the completion of the Declaration of Acceptance of Office**

Resolved: That Cllr Carol Smith is elected as Vice Chairperson to Hilton Parish Council for the ensuing year in her absence. Cllr Smith agreed via email in advance to accept the position of Vice Chairperson if required.
Resolved: In accordance with the Local Government Act 1972 Cllr Smith will sign the Declaration of Acceptance of Office before the Clerk when available to do so.

3. **Minute Number 1538/15 - To receive apologies for absence**

Apologies for absence were received and accepted from Cllr Smith, Cllr Nield and Cllr Shackleton

4. **Minute Number 1539/15 - Variation of the Order of Business**

There were no Variations to the Order of Business.

5. **Minute Number 1540/15 - 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.

6. **Minute Number 1541/15 - Public Speaking.**

Minute Number 1541/15/A – Public Speaking

There were no members of the public present at the meeting and there was nothing to report.

Minute Number 1541/15/B – Police Representatives Report

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

Minute Number 1541/15/C – District Council Representatives Report

There was no District Council Representative present at the meeting and there was nothing to report.

Minute Number 1541/15/D – County Council Representatives Report

There was no County Council Representatives present at the meeting and there was nothing to report.

7. Minute Number 1542/15 - Chairpersons Report 2014/2015

Chairman's Report 2014/15

This has been my second year as chairman of Hilton Parish Council and it has again been a pleasure to work with a really good group of people that are committed to looking after and improving the community of Hilton.

The Council has only seen one change to the Councillors in the last 12 months so I would like to note a thank you to Cllr Fox who stepped down in December for her service to the council and Hilton.

Again I would also like to thank Cllr Smith for being my Vice Chair. She provides fantastic support and has done a tremendous job in helping with the running of the Parish and also has many ideas and suggestions for improvements.

Our Parish Clerk, Clare Orme works exceptionally hard with the day to day running of the Parish and makes sure all the Cllr's follow the rules laid down for them. This year has been exceptionally busy not just with the day to day running but with major projects and other tasks for her to manage. Her 15 years hard work and service for DALC was also recognised this year with an invitation to attend the Buckingham Palace Garden Party. Anne Marigny has also been a big help again in assisting Clare with the administration of the Parish. The Parish would not run smoothly without their help so I would like to extend my thanks to both of them.

During the year we have carried out projects and events and have supported events in the local community. The play equipment on the Mill Lane Playing area has been replaced following a consultation. The Sportsmobile Summer Holiday sessions were again run at the Village Hall and were well attended. The Party in the Park again used Parish Council land.

Something the whole community should be very proud of was the celebrations to commemorate the First World War held over the weekend and on Monday 4th August. Cllr Darlington was the lead for this and along with a small group of the Cllrs brought together a fantastic event supported by the community, giving a lasting tribute to the soldiers that fell in the Great War in the shape of the Memorial Meadow. Dignitaries all over the County and relations of the soldiers from afar came to the opening and there was even a fly past by a Tiger Moth followed by tea in the Village Hall. The meadow has already become a focus for the community and is widely used by all.

The long overdue garage/workshop/office for the Parish Clerk and Employees is now close to becoming a reality and should be built this coming year. This will give a much needed place for the groundsman and lengthsman to get changed, work, eat or shelter from the elements. The existing garage is past its best so this development will be a real benefit to the running of the parish and be a focus for the team as well as a secure storage for the parish equipment and vehicles.

That neatly brings me on to financing which is key to the working of the Parish Council. All the councillor's alongside the Clerk are on the finance committee and review the Parish budget annually to keep it as low

as possible but maintaining the services provided around the village. This year the precept has gone up from £132,000.00 to £165,000.00. This is a big rise due to a capital project to carry out the building of the new garage/workshop/office for the Parish Clerk and Employees which cannot be put off any longer. Alongside providing the existing services we are again supporting the Village Hall but believe it is part of the Councils role to do so. Although this means some other projects are delayed there is still a long term plan to carry these out. We will continue to work hard to keep this as low as possible to the residents and even hope to reduce it in coming years.

Within the budget we have ring fenced a small pot of money to help and support our local organisations and groups with grants and I am happy to say that it has been split between six different ones this year.

Hilton Dog Walkers Group
Hilton Cancer Research
Hilton Party in the Park
Hilton Bowls Club
HATS
Hilton Village Hall

The Parish has seen the approval of the new housing project, school and business park off The Mease, which when complete will put all the amenities in the village under further pressure so the Parish Council would look to both the District and County Council to ensure further infrastructure projects go forward for the village.

On a wider note the Local Development Plan is still going through its final approvals and should be confirmed later this year. I think it would be good to revisit the Village Plan this year, so as a community we have a say in the impact of any future building.

Finally I would like to thank all the Cllr's for their help, support and input these last 12 months and hope it will continue. Not just to me and the Parish but to the additional committees they also attend. I would also like to thank our District and County Representatives Cllr Plenderleith, Cllr Patten for their help and assistance in the last 12 months. I would also like to pay tribute to Cllr Bale who sadly passed away in March after serving as a Cllr for 28 years.

Following the District Elections this month I would like to extend congratulations to Cllr Plenderleith, Cllr Patten and Cllr Billings and look forward to working with them in the coming years.

Cllr Stephen Cooper
Chairman Hilton Parish Council.

8. Minute Number 1543/15 - Election of Committees and Representatives to other Bodies for the year 2015/2016

Hilton Parish Council Committees:

A) Community Services – Clerk recommendation to be discussed in full Council

- Community Information and Publicity

Resolved: To be discussed in full Council Meetings.

B) Finance – Clerk recommendation, all Councillors to sit on this Committee

- Fees for the use of Parish Council Facilities
- Allocation of Grant Funding to Local Organisations
- Suggested Amount of Annual Precept
- Regular Scrutiny of the Accounts
- Audit of the end of year Financial Accounts

Resolved: The Finance Committee – Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield. Cllr Darlington, Cllr Shackleton, Cllr Davies, Cllr Spencer and the Clerk to Hilton Parish Council.

C) Environment and Green Space – Clerk recommendation to be discussed in full Council

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

Resolved: To be discussed in full Council Meetings.

D) Village Infrastructure – Clerk recommendation to be discussed in full Council

- Planning matters including the Village Plan
- New Road Adoptions
- Traffic Management and Parking
- Street Lighting
- Public Transport Provision

Resolved: To be discussed in full Council Meetings.

E) Recreation and Leisure – Clerk recommendation to be discussed in full Council

- Provision and maintenance of sport and leisure facilities
- Children play equipment
- Parish Council owned Parks and Landscaping

Resolved: To be discussed in full Council Meetings.

Council representatives on outside bodies.

- Etwall Area Meeting and Safer Neighbourhoods

Resolved: The Chair and Vice Chair.

- Toyota Liaison

Resolved: The Chair and Vice Chair

- The Mease Management Committee – 1 member of Hilton Parish Council – Ask Andrew

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.

- Marston on Dove Relief in Need Charity

Resolved: 1 member of Hilton Parish Council along with the Clerk to be chosen when required during a full Parish Council Meeting.

- Hilton Dog Walking Group

Resolved: Cllr McDonald

- 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.

- DCC – Parish and Town Liaison Forum

Resolved: A representative of the Parish Council to be agreed at a full Council Meetings as required.

- SDDC – Joint Meeting with Parish Councils

Resolved: A representative of the Parish Council to be agreed at a full Council Meetings as required.

9. Minute Number 1544/15 - Completion of the Declaration of Acceptance of Office for all other Members of the Council.

Resolved: All other members present other than the Chairperson and Vice Chairperson took a declaration of acceptance of office before the Clerk and signed the appropriate Declaration of Acceptance of Office form held by the Clerk.

Resolved: The Clerk to arrange for the Vice Chair, Cllr Nield and Cllr Shackleton to sign their Declaration of Acceptance of Office as soon as is reasonable practicable but within the time frame required.

Resolved: The Clerk to scan and email all Cllr's Register of Members Interest Forms to the Monitoring Officer at SDDC by Friday 5th June 2015.

Resolved: The Clerk to email all Cllr's Register of Members Interest Forms to the Webmaster to add to the Parish Council website at the same time.

10. Minute Number 1545/15 - Adoption of the following Hilton Parish Council Policies and Procedures.

- a. Adoption of the Local Authority Code of Conduct for the year 2015/2016
- b. Adoption of the Financial Regulations for the year 2015/2016
- c. Adoption of the Internal Control Policy for the year 2015/2016
- d. Adoption of Hilton Parish Councils Standing Orders 2015/2016
- e. Adoption of the Complaints Procedure for the year 2015/2016
- f. Adoption of the H&S Policy for the year 2015/2016
- g. Adoption of the Freedom of information Policy for handling requests and supporting information for the year 2015/2016
- h. Adoption of the Data Protection Policy for the year 2015/2016
- i. Adoption of the Recruitment, Selection, Equality and Diversity Policy for the year 2015/2016
- j. Adoption of the Information Security Policy for the year 2015/2016
- k. Adoption of the Internal Policy relating to the delivery of Services for the year 2015/2016
- l. Adoption of the Record Management Policy for the year 2015/2016
- m. Adoption of the Parish Council Risk Assessment system for the year 2015/2016
- n. Adoption of the CCTV Policy and Procedure for the year 2015/2016

Resolved: Hilton Parish Council approved and adopted the Policies and Procedures of the Council above from a to n for the ensuing year.

Resolved: The Clerk to email all Councillors a copy of the Code of Conduct and the Good Councillors Gide 4th addition.

11. Minute Number 1546/15 - Date of the next Annual Meeting of Hilton Parish Council

Resolved: The date of the next Annual Hilton Parish Council will be confirmed closer to May 2016.

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