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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 24th
JUNE 2015 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

Cllr Cooper (in the Chair)
Cllr Smith, Cllr Davies, Cllr Spencer, Cllr Darlington, Cllr Nield, Cllr Shackleton and Cllr Hudson
2 District County Council Representatives, and 1 Member of the Public was in attendance.

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1564/15 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr McDonald.

2. Minute Number 1565/15 - Co-option of R Hudson

***Resolved: Rebecca Hudson was Co-opted on to Hilton Parish Council with immediate effect
Resolved: In accordance with the Local Government Act 1972 Cllr Hudson read and signed the
Declaration of Acceptance of Office before the Clerk.***

3. Minute Number 1566/15 - Variation of the Order of Business.

There were no Variations to the Order of Business.

4. Minute Number 1567/15 - Declaration of Members Interests.

***Resolved: Cllr Cooper, Cllr Spencer, Cllr Davies, Cllr Nield and Cllr Shackleton declared a
Personal Interest in any items on the agenda pertaining to the Hilton Village Hall. Cllr Smith, Cllr
Darlington and Cllr Hudson did not declare a Personal Interest as they are not Directors for Hilton
Village Hall.***

5. Minute Number 1568/15 - Public Speaking.

Minute Number 1568/15/A – Public Speaking

There was nothing to report.

Minute Number 1568/15/B – Police Representatives Report

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

Minute Number 1568/15/C – District Council Representatives Report

Cllr Billings and Cllr Plenderleith were present at the meeting

Cllr Plenderleith gave her report as follows:

- She was dealing with a complaint in relation to an overgrown garden.
- She was dealing with complaints in relation to Aldi and their deliveries in the early morning.
- She was looking into the planting around the Aldi site.
- She reported that there had been an appeal in relation to 31 Peacroft Lane and the before and after school provision. The Planning Inspector planned to visit the site on Friday 26.06.2015 at 3.30pm, this was changed to Monday 29.06.2015 at 3.30pm but Cllr Plenderleith had requested that both dates be changed as both dates were an inset day. She is awaiting a new date from the Planning Inspector as it would be pointless them visiting site on an inset day.

Cllr Billings gave his report as follows:

- He had attended the Public Consultation event for the proposed Solar Farm off Marston Lane. This was a 38 acre site. His concern was the route in to the site that the developers were proposing to take. He said that Marston Lane was not suitable for heavy goods vehicles and he had referred this issue to Tony Sylvester the head of Planning at SDDC.

Minute Number 1568/15 – County Council Representatives Report

Cllr Patten gave her apologies, the Clerk read out her report as follows:

- Willowpit Lane – Pothole repairs to be jetpatched shortly.
- Alders Brook/Welland Road – she could not believe that she was still chasing this one. She had called highways the morning of the meeting, the response was a call back from them stating that work will be carried out within the next two weeks. There was no explanation or apology for the delay and as it was third party that she spoke to she couldn't ask for an explanation. She would diary a date to check it the position of this matter at a later date.
- Recycling – pizza cartons/boxes will in the future need to be put into the black bin due to contamination problems.
- Derby Road – Asked Highways to consider a crossing. This was refused due to lack of evidence and not fitting criteria. She then asked for speed reduction to 30mph which was also refused but would be revisited once the housing is built.
- Hilton Industrial Park – Asked to pursue lorries using through route via railway crossing. County have responded that they cannot enforce vehicles using this route. I will contact business users at the park and kindly ask them to use A50 link to A38 which would save them time waiting at the crossing anyway.
- Washford Rd – complaint re overhanging trees has been forwarded to SDDC for their response.
- Scrutiny SDDC – looking at NHS England who are not requesting 106 contributions on housebuilding. This has been resolved quickly with press coverage and I am hopeful that this issue will be resolved quickly to ensure proper funding is requested from developers for the future.
- Scrutiny County – looking at acute hospital discharges in Derbyshire. Lack of NHS dental provision.
- Safer Neighbourhood meeting next week starting 6.15 followed by area forum at Hilton Village Hall.

5. **Minute Number 1569/15 - To confirm the Minutes of the following Hilton Parish Council Meetings:**

- a) Annual minutes of the Hilton Parish Council Meetings held on 20th May 2015.

Resolved: The Annual Minutes of the Hilton Parish Council Meeting held on Wednesday 20th May 2015 having been circulated were approved and signed as a true record.

- b) Monthly minutes of the Hilton Parish Council Meeting held on 20th May 2015.

Resolved: The Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 20th May 2015 having been circulated were approved and signed as a true record.

6. Minute Number 1570/15 - Chairperson's Report

There was nothing to report.

7. Minute Number 1571/15 - Committee Reports

A) Minute Number 1571/15/A - Community Services - To be discussed by full Council at their meeting

- Community Information and Publicity.

There was nothing to report.

B) Minute Number 1571/15/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 1571/15/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

Resolved: The Clerk to thank the Groundsman for his Groundsman Reports and his excellent work on the planters which are looking fantastic.

D) Minute Number 1571/15/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 1571/15/E - Recreation and Leisure – To be discussed by full Council at their meeting

- Provision and maintenance of sport and leisure facilities

The Clerk reported that the Electricity Company had been called in, to resolve the electricity problem at the Back Lane Pavilion. She explained that there was a problem one Saturday morning and the footballers went to the Village Hall for help as there was no electricity in the Pavilion. The Caretaker on duty at the Village Hall called in the electricity company without speaking to the Clerk for approval. The result of this was the electricity company found a problem with the main underground cable, which they fixed. The Clerk was not sure at this stage if the Parish Council would be charged for this work. The Clerk explained that the Village Hall staff should not get involved in Parish Council matters and in future should

inform the Clerk of any issues that are reported to them for the Clerk to deal with otherwise the Parish Council could be left wide open.

Resolved: A procedure to be written for the Village Hall staff to inform them of what they should do in an emergency in relation to Parish Council matters if any should arise.

- Children play equipment

The Clerk reported that the Basket Swing at the Village Hall site had been removed by SDDC due to it being damaged. The Clerk reported that a new basket swing would now need to be ordered and SDDC were dealing with this matter.

The Clerk reported that damage had been caused to the fencing around the children's play area at Main Street/Mill Lane, this had been reported to SDDC to repair.

The Clerk reported that personal trainers, groups of people etc. had been seen using the children play area on the Village Hall Site. They had been seen using the play equipment as gym equipment which was not really acceptable as the play equipment was for the use of children up to 12 years of age and not for the use of adults.

Discussions took place on how to resolve this matter as follows:

- Hilton Parish Council could put something on the selling pages of Facebook asking people to refrain from this activity.
- Hilton Parish Council could ask the Village Hall to advertise this on their Facebook page.
- Hilton Parish Council could put something on the Hilton Forum.

Resolved: The Clerk to install a laminated sign instructing people that the play area is for the use of Children up to the age of 12 years of age and not for adults training.

Resolved: The Clerk to add this to the Parish Council website.

Resolved: The Clerk to add a notice to the Parish Council notice board.

- Parish Council owned Parks and Landscaping

8. Minute Number 1572/15 - Reports from Councillors that have attended any other Meetings.

- Etwall Area Meeting & Safer Neighbourhoods – **The Chair and Vice Chair**
 - a. **The next meeting will be 01.07.2015 at Hilton Village Hall commencing at 6.15pm.**

There was nothing to report.

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

There was nothing to report.

- The Mease Management Committee – **Representative to be confirmed**

Resolved: Cllr Shackleton stated his willingness to continue to be the Hilton Parish Council representative on The Mease Management Committee.

There was nothing to report from the last meeting.

- 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**

- a. **Next Meeting 24.06.2015 at SDDC Offices commencing at 10am**

Cllr Nield attended the Flood Liaison Meeting and gave her report as follows:

- The manhole cover that keeps popping off opposite Hilton Garage on Egginton road and flooding the carriage way during bad weather. SDDC are going to arrange a meeting with Severn Trent to try and resolve the issue which is related to surface water coming from the Redrow Estate and Persimmon Estate, the current drain can no longer cope with the load.
- Discussions took place in relation to the Flood Warden Scheme, which is currently being piloted in Scropton, there will be a meeting coming up in September 2015 in relation to recruitment for this.
- Discussions took place on the EMIP and Cllr Lisa Brown from Egginton has been asking for a more detailed modelling of the flood risk in the event of unexpected rainfall.

- DCC – Parish and Town Liaison Forum – **To nominate a representative when required**
a. Next Meeting 22.06.2015 commencing at 5.45pm

There was nothing to report.

- SDDC - Joint Meetings with Parish Councils – **To nominate a representative when required**
a. Next meeting 08.07.2015, commencing at 6.30pm at SDDC offices

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

- EMIP updates – **To nominate a representative when required**

There was nothing to report.

9. Minute Number 1573/15 - 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, 1761/15– Clerks Report [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)

The Clerk reported that she had chased the Solicitor on this matter and he was still trying to get the lease agreed with Derbyshire Constabulary.

- 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](#)

The Clerk reported that she had chased the Solicitor on this matter and a plan of the extension had now been provided to the Solicitor.

- c. Approval for Party on the Park to use the Astro Turf free of charge on 04.07.2015

Resolved: Hilton Parish Council approved for Party on the Park to use the Astro Turf free of charge on 04.07.2015 for a under 6's football tournament.

Resolved: The Clerk to email the Chair of Party on the Park and explain that next year's event needs to be held after the football season being the end of May and prior to any pitch maintenance being started in mid-June. The Clerk to ask Party on the Park to work with her on behalf of Hilton Parish Council in the first instance, prior to booking the event, to make sure that the date they require is available. It was agreed that both groups needed to have a better working relationship in the future when setting the dates.

- d. Cllr Dispensation for Hilton Village Hall

The Clerk explained that she would not be giving a Special Dispensation to the current 6 Councillors that sat on the Village Hall Committee as Trustees/Directors. She explained that this was due to the fact that there were now 3 Councillors, Cllr Smith, Cllr Darlington and Cllr Hudson who did not sit on the Village Hall Committee, this now made the Parish Council quorate to make any decisions on any matters pertaining to Hilton Village Hall without the need for any Special Dispensation. She explained that come

the end of July 2015 Cllr Cooper would be resigning from the Village Hall Committee as a Trustee/Director so this would then give 4 Councillors who did not sit on the Village Hall Committee to make any decisions pertaining to Hilton Village Hall in the future.

The Clerk explained that a Special Dispensation for Councillors had been required in the past due to the fact that all Councillors sat as Trustees/Directors on the Village Hall Committee and without the dispensations, the number of persons unable to participate in the decisions at that time would have been so great that it would have impeded the decisions that could have been made and the outcome of any vote.

The Clerk explained that now there was a quorate to make such decisions in relation to any matter pertaining to the Village Hall all other Councillors who sit as Trustees/Directors of the Village Hall should declare a Personal and Pecuniary interest in the business to be discussed for the following reasons:

- So that the Village Hall remains completely separate to the Parish Council and both the Parish Council and the Village Hall Committee can remain clear and transparent at all times.
- The fact that there are still 6 Councillors who are Trustees/Directors on the Village Hall could compromise the decisions made affecting the likely outcome of any vote.

The Clerk read out the current Code of Conduct which all Councillors were signed up to as follows:

9. Non-participation where you have a disclosable pecuniary interest

(1) If you are present at a meeting and have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting—

(a) You must not participate in any discussion of the matter at the meeting.

(b) You must not participate in any vote taken on the matter at the meeting.

(c) If the interest is not registered, you must disclose the interest to the meeting.

The Clerk asked the Parish Council to agree the process going forward to deal with any Village Hall matters that may arise from time to time as follows:

The Clerk asked Hilton Parish Council to consider the following questions which she strongly recommended should be put into place with immediate effect after this Parish Council Meeting:

- To agree that all Councillors who sit on the Village Hall Committee as Trustees/Directors should declare not just a Personal Interest but now a Pecuniary Interest in any matter on the agenda pertaining to Hilton Village Hall in the future due to the fact, that the Council is quorate to make a decision with 3 or more Councillors that do not sit on the Village Hall Committee as Trustees/Directors.

Resolved: Hilton Parish Council approved that all Councillors who sat on the Village Hall Committee as Trustees/Directors should declare both a Personal and Pecuniary interest in the future.

- All Councillors who sit as Trustees/Directors on the Hilton Village Hall Committee and declare a Personal and Pecuniary Interest, should in this instance step out of the meeting whilst all matters pertaining to the Village Hall are discussed by the Councillors that do not sit as Trustees/Directors on the Village Hall Committee, this is so that the Village Hall remains completely separate to the Parish Council and both the Parish Council and the Village Hall Committee remain clear and transparent at all times. It also would stop any decisions being compromised, which could potentially be in favor of the Village Hall if the Councillors who were Trustees/Directors of the Village Hall were allowed to be involved in any discussion or decision which would contravene the Code of Conduct that they have signed up to.

Cllr Shackleton disagreed that Councillors who were Trustees/Directors on the Village Hall Committee should leave the meeting whilst matters pertaining to the Village Hall were discussed, he stated that if a Councillor, who was a Trustee/Director of the Village Hall commented at any stage during the discussion, they would have already declared a Personal and Pecuniary Interest anyway so what would it matter. The Clerk replied that this was her point, those people would not be able to comment or participate and asked that the Chair take a vote for and against on this matter.

Cllr Shackleton asked that a decision not be made until he completely understood what the Clerk was trying to push through. Cllr Shackleton disagreed that this was a decision for the whole Council and suggested that the decision should only be made by the Trustees/Directors who sat on the Hilton Village Hall Committee. The Clerk replied that this meeting was not a Hilton Village Hall Trustee/Directors meeting and any decisions taken in the meeting are for the Parish Council to agree as a Corporate Body.

Cllr Hudson explained that what the Clerk was saying was, would the Trustees/Directors on the Village Hall Committee, hand on heart, be able to say that if they were to stay in the meeting whilst the Village Hall matters were being discussed, would they really not make any comment or raise matters that may be seen to be guiding the decision in a particular way.

Cllr Shackleton agreed at this that he now understood what was being explained.

Resolved: Hilton Parish Council agreed that all Trustees/Directors who sat on the Village Hall Committee after declaring a Personal and Pecuniary Interest at the beginning of the meeting should step out of the meeting for a few minutes, at the point on the agenda only where matter pertaining to the Village Hall are discussed and resolved.

10. Minute Number 1574/15 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information:

- a) DALC Circular 14/2015
 - DALC Website Sign In Details
 - NALC Co-option Legal Briefing Note

Resolved: The Clerk to provide all Councillors with the above Legal Briefing Note as per a request from Cllr Shackleton.

- Electronic Meetings' Summons
- Training Reminder
- New Transparency Code Requirements
- Big Lunch Extras
- NALC Procurement Toolkit
- Connecting Derbyshire Consultation

11. Minute Number 1575/15 - Finance

Resolved: Hilton Parish Council approved the following payments:

a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
002838	ASPIN CONSULTING LTD	STRUCTURAL CALCULATIONS	780.00	
002839 & 002843	HILTON VILLAGE HALL	ROOM HIRE & ADMIN SUPPORT	317.19	
002840	HERITAGE	PLAQUES	100.00	

	WOOD			
002841	KEY DOOR SOLUTIONS	KEY CUTTING BACK LANE PAVILION	12.00	
002842	STERILIZING SERVICES	WATER TESTING	135.00	
002844	AUCUBA LANDSCAPES	MAINTENANCE	887.56	
002845	R MASSEY & SON LTD	EQUIPMENT	52.17	
002846	THE SOCIETY OF LOCAL COUNCIL CLERKS	SUBSCRIPTION	110.00	
002847	FAIRVIEW ARBORIST	TREE WORK	200.00	

Cllr Shackleton queries the invoice for Fairview Arborist and asked what it was for. The Clerk replied that it was for the felling of a tree at the bottom of the Back Lane Football Pitches. The Clerk explained that she had received a resident's complaint, the tree was overhanging their garage potentially causing damage and it was that overgrown that they were having difficulty getting in the door of their garage. The Clerk explained that she called in the Fairview Arborist to advise on what action to take in relation to the tree. The Arborist advised that as it was not really a tree and was more like a 25 foot hedge in the middle of the field that had grown from a tree which was felled about 5 years ago, it was not worth keeping in its current state. As it was effecting a resident the work was completed.

Cllr Shackleton asked if this had been put before a Parish Council Meeting, the Clerk replied that as it was effecting a resident and as she had taken proper advice from an approved supplier, it was under her limit and within her remit to spend as necessary day to day as per the Financial Regulations.

Resolved: Hilton Parish Council approved the following payments:

b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002848 for the Inland Revenue.

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

The Clerk explained that she had received invoices from Carbrook Garden Machinery. £223.56 for the service of the hedge cutters and strimmers and £66.50 for the service of the sweeper. The Clerk explained that she required approval to be able to pay this supplier by BACS as they did not take cheques.

Cllr Davis asked if the Parish Council could start and pay all suppliers by BACS. The Clerk replied that she would rather not pay suppliers by Bacs unless absolutely necessary or until we are forced to when cheques disappear, as having the cheques and paperwork approved and signed in the meetings was a better Internal Control.

Resolved: Hilton Parish Council agreed for the Clerk to pay Carbrook Garden Machinery by Bacs as soon as possible.

12. Minute Number 1576/15 - Items for Information

Resolved: Hilton Parish Council noted the following information:

- a) Clerks and Council Direct Magazine.
- b) Letter of thanks from Hilton Cancer Research for Parish Grant

- c) SDDC – Armed Forces Day – Flying the Flag
- d) DCC – Funding available for 2015-2016 Clean-up Project
- e) DCC – Funding for additional and improved Street Lighting available

13. Minute Number 1577/15 - Items for discussion

There was nothing to report.

14. Minute Number 1577/15 - Planning Matters for Decision

- a) 9/2015/0456 - 11 SHERBOURNE DRIVE HILTON DERBY DERBYSHIRE DE65 5NJ - THE ERECTION OF AN EXTENSION AND REPOSITIONING OF BOUNDARY WALL

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

15. Minute Number 1578/15 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information:

- a) 9/2015/0333 - 2 RODNEY CLOSE HILTON DERBY DERBYSHIRE DE65 5GX - CERTIFICATE OF LAWFULNESS APPLICATION FOR A SINGLE STOREY REAR EXTENSION – **CERT OF LAWFUL USE OR DEVELOPMENT**
- b) 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 – **GRANTED**
- c) 9/2015/0306 - 11 NORMANDY ROAD HILTON DERBY DERBYSHIRE DE65 5GW - PROPOSED SINGLE STOREY EXTENSION, WITH EAVES OF 2.1 METERS AND MAXIMUM HEIGHT OF 2.8 METERS EXTENDING 7 METRES FROM A REAR WALL- **PRIOR APPROVAL NOT REQUIRED**
- d) 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) – **GRANTED**

16. Minute Number 1579/15 - Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 29th July 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 1580/15 – 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

The Clerk explained that she and Cllr Smith had been asked to go back to the Architect at the May 2015 Parish Council Meeting and request that he speak to the following contractors to complete a cost cutting exercise to try and get the price down, this was mainly in relation to the floor slab as follows:

- IBS - Original Tender value was £94, 944.15 this was reduced to £90,934.70.
- Hall & Abbey – Original Tender value was £91,187.74 this was reduced to £90,247.04.
- George Heath – Original Tender value was £102,140.00 this was reduced to £99,420.00

With the above in mind and after corresponding with the Architect, The Clerk Cllr Smith and the Architect met with both IBS and Hall and Abbey being the 2 lowest Tenders on the afternoon of 22.06.2015 to get a feel for each company and to ask a list of questions.

The questions that were asked of both companies were as follows including their answers:

- What was their earliest start date

IBS – 4 weeks

Hall & Abbey – 6 weeks

- What was their total program time for completion

IBS – 13 weeks

Hall & Abbey – 14 weeks

However both companies indicated that they would hope to be completed sooner possibly even 10 weeks but this was the maximum build time being allowed in case they ran into any problems.

Cllr Shackleton as if there would be a penalty in the contract if the contractors went over. The Clerk replied that there was but there was also a section on if the delay was down to weather problems.

- Could they provide a container free of charge for the parish council to use as a store during the duration of the build.

IBS – could provide a container but this would be at the Parish Councils cost

Hall & Abbey – Could provide a container which may be at the cost of the Parish Council but this was not completely confirmed.

- They were informed that during term time's deliveries to site could only be between 9.30am and 2.30pm due to the amount of school traffic that would be on site before and after these times.

IBS – agreed that deliveries would be arranged between the times quoted.

Hall & Abbey – agreed that deliveries would be arranged between these times.

- They were informed that access would be required to the Parish Council car park.

IBS – agreed that this would not be a problem and there would be access to the Parish Council car park.

The only time that this may be an issue is when they are laying the connections across for the supplies to the new building, however they will manage this as best as they can.

Hall & Abbey – agreed that this would not be a problem and there would be access to the Parish Council car park. The only time that this may be an issue is when they are laying the connections across for the supplies to the new building, however they will manage this as best as they can.

- The Tender values were confirmed

The Tender values were confirmed.

IBS - Original Tender value was £94, 944.15 this was reduced to £90,934.70.

Hall & Abbey – Original Tender value was £91,187.74 this was reduced to £90,247.04.

- They were asked if any further savings could be made.

No further savings on the project could be established.

- CDM, filing of the F10, risk assessments and method statements were discussed

It was agreed that the Architect would instruct the contractor and the contractor that was given the job would file the above and would give the Parish Clerk a copy.

- Mechanical Vehicle security was discussed.

Both companies were asked that mechanical plant was not to remain on site unless the windows were covered with vandal proof covers. Both companies stated that no mechanical plant would be left on site overnight.

Cllr Smith explained that unfortunately Hall & Abbey the day prior to this meeting were given a large contract and had dropped out of the running, she explained that the recommendation to the Parish Council at tonight's meeting would have been to recommend IBS anyway as they can start and complete sooner. However it had been a very difficult decision to make as both companies were very good and very interested in the work but IBS seemed a little more prepared for the meeting.

Resolved: Hilton Parish Council therefore agreed to accept the Tender from IBS

Resolved: The Clerk to inform the Architect of the Decision on Thursday 25.06.2015.

Resolved: The Architect to arrange the contract with IBS and complete the signing of the contract with IBS and the Clerk.

Resolved: The Clerk to arrange the insurance cover for the duration of the build under the JCT contract to be confirmed by the Architect.

- b) Other staff matters.

- a. Staff Appraisals

Resolved: Staff appraisals had been completed and approved.

The Clerk reported that she would like permission for the Lengthsman to be trained on using the mower and the sweeper in case the Groundsman is on holiday etc as there was currently no cover. The Groundsman would be competent to train the Lengthsman on both items of equipment.

Resolved: Hilton Parish Council approved the Lengthsman to be trained by the Groundsman as above.

Cllr Shackleton ask if there were Risk Assessment and training sheets in place. The Clerk replied that she thought there was but would check this and if not something could be put into place.

- b. Staff CBS complaint

The Clerk reported that she had received a complaint from a resident that was concerned that Parish Council staff were working in the children's play area at the Village Hall site and had asked if they were DBS checked. The Clerk had explained that staff work in two's when working in and around the children's play areas and when out mowing or strimming for H&S reasons. The Clerk had also informed the resident that under the new legislation, Hilton Parish Council staff are not directly involved or work with children or adults under regulated activity.

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