

Hilton Parish Council
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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 26TH AUGUST 2015 AT HILTON VILLAGE HALL COMMENCING AT
7PM**

Present:

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

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

AGENDA

PART 1 - NON EXEMPT INFORMATION

1. Minute Number 1598/15 - To Receive Apologies for absence.

Apologies were received and accepted from Cllr Davies, Cllr Hudson and Cllr Darlington.

2. Minute Number 1599/15 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1600/15 - Declaration of Members Interests.

Cllr Smith declared a personal interest in item 14) Planning Matters for Decision, item g) 9/2015/0638 - 40 PEACROFT LANE HILTON DERBY DERBYSHIRE DE65 5GH - OUTLINE APPLICATION (ACCESS AND SCALE INCLUDED) FOR ONE TWO STOREY DWELLING

4. Minute Number 1601/15 - Public Speaking.

Minute Number 1601/15/A – Public Speaking

Members of the public raised the following matters:

- Una Walton-Knight reported that she had investigated the memorial plaque for Vernon Bancroft and had passed the information onto the Parish Council Clerk.

Minute Number 1601/15/B – Police Representative Report

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

Minute Number 1601/15/C – District Council Representatives Report

Cllr Billings gave his apologies.

Cllr Plenderleith was present at the meeting but had nothing to report.

Minute Number 1601/15/D – County Council Representative Report

Cllr Patten was present at the meeting but had nothing to report.

The Chair reported to Cllr Patten that the line markings had not been reinstated after the tar spraying a few weeks ago on Egginton Road. Cllr Patten replied that she would chase this up with the Highways Department.

Cllr McDonald reported that there was a large pothole on The Mease going towards Hatton before the Pig Farm as you approach the roundabout. Cllr Patten replied that she would take a photograph of this and would report the matter to Highways for work to be completed.

5. Minute Number 1602/15 - To confirm the Monthly minutes of the Hilton Parish Council Meeting held on 29th July 2015.

The Clerk reported that, at the last meeting under minute number 1585/15 – To confirm the monthly Minutes of the Hilton Parish Council Meeting held on 24.06.2015 the following resolution was agreed in relation to the minutes of 24.06.2015, minute number 1573/15 – Clerks Report, item c) Approval for Party on the Park to use the Astro Turf Free of charge on 04.07.2015:

Resolved: Cllr Davies agreed to email the Clerk with what she wished to be added to the minutes to make the accuracy correction of what she thought was agreed.

Cllr Davies reported at the meeting held on 24.06.2015 under minute number 1585/15, that she had taken notes, but she had not brought her notes with her, she was going to check her notes and email the Clerk with what she thought was the inaccuracy and correction to the minutes.

The Clerk confirmed that she had not received any information from Cllr Davies on this matter, as resolved to correct the accuracy of the minutes of the meeting held on 24.06.2015, for this reason, the Clerk could only conclude that Cllr Davies had checked her notes and decided that what had been reported originally was correct.

Cllr McDonald replied that Cllr Davies had been doing lots but had not done some of the things that she said she would do. Cllr Shackleton replied that he agreed, Cllr Davies had been extremely busy, however as it had been raised he replied that he completely concurred with Cllr Davies comments in relation to Party on the Park. He said that we did not demand that Party on the Park was held at a particular time, just that further communication between Hilton Parish Council and Party on the Park should happen, due to reaching a mutual satisfactory date.

Cllr Smith replied that the point the Clerk was making was that Cllr Davies would check her notes and if there was a discrepancy, would email the Clerk.

The clerk then explained the procedure around minutes and how inaccuracies were dealt with.

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

At this point in the meeting Cllr Plenderleith said that she was sorry to the Chair, she was going to have to leave the meeting as the resolution was not passed and she thought that this was a disgrace.

The Chair reiterated that it had been made clear at the previous meeting that the Parish Council want to work with Party on the park.

6. Minute Number 1603/15 - Chairperson's Report

There was nothing to report.

7. Minute Number 1604/15 - Committee Reports

A) Minute Number 1604/15/A - Community Services - To be discussed by full Council at their meeting

- Community Information and Publicity.

There was nothing to report.

B) Minute Number 1604/15/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 1604/15/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

1) Football Pitch Turf Maintenance – previously reported under minute number 1584/15/A – Public Speaking.

The Clerk reported that on Monday 25.08.2015 one of the Managers of the football team had been to see her to say that the Back Lane Football Pitches were looking great again this year after the pitch maintenance.

The Clerk explained that when the pitch maintenance is started and the goal mouths are turfed, the grass initially always goes yellow for the first few weeks and looks a bit rough until the grass has started to knit together. She explained that when the turf was laid this year it was watered daily by Hilton Parish Council Staff.

She reported that the Parish Council Contractor that maintains the Back Lane Football Pitches is an expert in the maintenance of football pitches, and since he has been completing our pitch maintenance the football teams have been more than happy with the work completed.

Cllr Smith replied that after the complaint at the last Parish Council Meeting she went and looked at the football pitches and could confirm that they looked a lot different now the turf had started to take than they did when it was first laid. She explained that the Contractor looking after the football pitches was from a professional company.

2) Glass on the village hall site – Previously Reported under minute number 1584/15/A – Public Speaking.

The Clerk reported that the Parish Council were taking a pro-active approach to this. Each time there was glass on the site, the Staff were taking photographs of this and the Clerk was then reporting the matter to the Police. This is to log the issue to hopefully get a higher Police presence on the Village Hall Site. The Clerk urged all residents who see glass on the Village Hall site to also report the matter to the Police. The more calls they get the higher priority the Hilton Village Hall site would receive.

The Clerk reported that although there may be broken glass on site on a Monday morning, there is no glass on site on a Tuesday morning as the problem is during the weekends mainly. She confirmed that the Village Hall site was checked and cleansed every day Monday to Friday.

Cllr Shackleton asked if there was any provision or cover to clean up the glass over a weekend. The Clerk replied that there was no provision for glass clearing over the weekends.

Cllr Smith replied that if the Parish Council keep a high profile and report the incidents to the Police and residents report the incidents as well this in time should help to make the Village Hall Site a priority.

3) Moving of the benches by the Astro Turf – re anti-social behavior –
Previously Reported under minute number 1587/15/C – Environment and
Green Space

The Clerk reported that Una Walton-Knight had investigated the memorial plaque on the concrete bench by the Astro Turf as follows:

Vernon Bancroft came to Hilton to work at the M.O.D depot in the 1960's and he and his wife lived in New Road. He was elected on to the Parish Council and was the Chairman from 1976 to 1984, he was also the Chair of Governors of Hilton School and he was a member of the Management Committee for the old Hilton Village Hall for many years. He and Vera his wife had no children but worked tirelessly for Hilton. He is still remembered by many people.

The Clerk reported that as Vernon Bancroft did not originally come from Hilton and had no children it was very unlikely that there were any living relatives within the village and to date none could be traced.

With this in mind the Clerk had arranged for the plaque to be removed from the concrete bench and re-located to the bench on the opposite side of the Astro Turf overlooking the Back Lane Football Pitch, she had arranged for the concrete bench to be removed completely and this was done on 25.08.2015. The metal bench had been removed and was currently in storage with the Parish Council's contractor until it can be refurbished and reinstalled in a different place. She had also arranged for the staff to refurbish the bench by Roma's Garden and the bench overlooking the Back Lane Football Pitch.

Resolved: Hilton Parish Council thanked Una Walton-Knight for finding our the history of Vernon Bancroft.

Cllr Shackleton asked who had responsibility for the hedge between the Back Lane Football Pitch and Meadow Lane as it was encroaching over the footpath. The Clerk replied that the hedge was the responsibility of the Parish Council and was due for maintenance in either October or November, she could not remember off the top of her head. Cllr Shackleton asked if the hedge could be layed. The Clerk replied that it had been partially layed some years ago but it was not really a suitable hedge to lay.

Resolved: The Clerk to speak to the Groundsman to see if the maintenance of the hedge could be brought forward.

Resolved: The Clerk to ask the Groundsman if the hedge can be layed.

The Chair reported that the trees were hanging down on the corner near the industrial estate overhanging the path.

Resolved: The Clerk to report this matter to SDDC and DCC.

Cllr McDonald reported that the hedge had been chopped back by Witham Close. Cllr Pattern replied that she had reported this.

- Environmental Issues
- Recycling Facilities

- Dog and Litter Bin Provisions
- Lengthsman's Report
 - 1) Groundsman and Lengthsman Report from Sam Bevins

There was no Groundsman Report this month.

D) Minute Number 1604/15/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 1604/15/E - Recreation and Leisure – To be discussed by full Council at their meeting

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

There was nothing to report.

8. Minute Number 1605/15 - 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**

There was nothing to report.

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

There was nothing to report.

9. Minute Number 1606/15 - 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, 1573/15– Clerks Report [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)
- 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, 1573/15– Clerks Report. [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)

The Clerk gave her report as follows:

- She would be having a site meeting with the Solicitor on 02.09.2015 at 11 am.
- The Solicitor was holding off on the Lease agreement for The Mease Pavilion just in case any changes were required in line with the Police Lease Agreement.
- The Solicitor would complete both Lease Agreements at the same time as it made more sense this way.

- c. Tree Maintenance of tree at the corner of Roma's Garden

The Clerk gave her report as follows:

- She had received a complaint about the tree on the corner of Roma's Garden from DCC in relation to it overhanging a resident's garden.
- The Tree Arborist had been out to look at the tree and work to cut it back and reduce the height would take place over the next few weeks.

- d. Gardening Club request for the Parish Council to pay for a skip for the rubbish to be taken away from Roma's Garden

Resolved: Hilton Parish Council agreed for the Gardening club to order a skip and send the invoice to Hilton Parish Council to be paid.

- e. What will the Parish Council do for the Queen's 90th Birthday – a resident has suggested a street party

Resolved: Hilton Parish Council thought that a street party was a lovely idea, however Hilton Parish Council had no plans to organise a street party and they

did not have any money in the budget to pay for such an event. Hilton Parish Council would however encourage groups of residents to run their own event if they wished.

10. Minute Number 1607/15 - Derbyshire Association of Local Councils

There was nothing to report.

11. Minute Number 1608/15 - Finance

Resolved: Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield and Cllr Spencer approved the following payments:

Resolved: Cllr Shackleton abstained from voting as he did not know what some of the payments were for.

a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
002860	Blair Gratton Architects	Planning Fee	98.00	
002861	Hilton Village Hall	Electricity Charge	74.16	
002862	Aucuba	Maintenance	2,133.53	
002863	Hilton Village Hall	Room Hire & Admin Support	319.49	
002864	Cancelled			
002865	R Massey & Son	Equipment	214.81	
002866	Heritage Wood	Plaque	50.00	
002867	Cromwell	Supplies	75.10	
002868	Sterilizing Services	Water Testing	105.60	
002869	Grant Thornton	Audit 2014/2015	720.00	
002870	Scribe 2000 Ltd	Subscription	£294.00	
002871	Royal Mail Ltd	P O Box Number	£312.00	

Resolved: Cllr Cooper, Cllr Smith, Cllr McDonald, Cllr Nield and Cllr Spencer approved the following payments:

Resolved: Cllr Shackleton abstained from voting as he did not know what the salary payments were for.

b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002873 for the Inland Revenue.

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

c) Annual Return ending 31.03.2015 Section 3 of the External Auditors Report for approval.

On the basis of the External Auditors review of the Hilton Parish Council Annual Return for 2014/2015, in their opinion the information in the Annual Return was in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Resolved: Hilton Parish Council approved section 3 of the External Auditors Certificate and Report for 2014/2015.

d) Approval to add the end of year accounts to the Parish Council website.

Resolved: Hilton Parish Council approved the end of year information to be added to the Parish Council Website, as emailed to the Councillors by the Parish Council Clerk, including a copy of the annual return and the income and expenditure for 2014/2015.

12. Minute Number 1609/15 - Items for Information

Resolved: Hilton Parish Council noted the following information:

- a) SDDC – Summer Activities 2015
- b) Get Active in the Forest – Walk and Story Time 02.09.2015
- c) Get Active in the Forest – Mince Pie and Mulled Wine Walk 12.12.2015
- d) Get Active in the Forest – Nordic Walking Taster Session 01.11.2015
- e) Groundwork Creswell, Ashfield and Mansfield – Development and Regeneration Work
- f) Environment Agency – Flood Warden Workshop 09.09.2015
- g) Clerk and Council Direct Magazine – July 2015
- h) SDDC – Press release – South Derbyshire Park and the Pride of Britain – and that's official
- i) SDDC – Press release – Dream Scheme unveils latest projects for young people
- j) SDDC – Press release – Eat, drink and be merry at this month's farmers market
- k) SDDC – Press release – Man told to pay more than £2,200 following scrap metal prosecution
- l) SDDC – Press release – High five as Council scoops gold again
- m) SDDC – Press release – It's play time in South Derbyshire
- n) SDDC – Press release – Nifty fifty the prize for young logo designers
- o) SDDC – Press release -Composters prize for recycling roadshow visitors
- p) SDDC – Press release – Rallying call over-50's to fill in exercise survey

13. Minute Number 1610/15 - Items for discussion

There was nothing to report.

14. Minute Number 1611/15 - Planning Matters for Decision

- a) 9/2015/0724 - HARGATE LODGE LUCAS LANE HILTON DERBY DERBYSHIRE DE65 5FL - NOTIFICATION OF A PROPOSED LARGER HOUSEHOLD EXTENSION (PROPOSED ORANGERY)

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

- b) 9/2015/0717 - 5 SHERBOURNE DRIVE HILTON DERBY DERBYSHIRE DE65 5NJ - ERECTION OF A BOUNDARY FENCE

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

- c) 9/2015/0699 - 6 PEGASUS WAY HILTON DERBY DERBYSHIRE DE65 5HW - THE ERECTION OF A 2 STOREY SIDE & SINGLE REAR EXTENSION

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

- d) 9/2015/0672 - OAKLEA LUCAS LANE HILTON DERBY DERBYSHIRE DE65 5FL - APPROVAL OF RESERVED MATTERS OF APPLICATION 9/2015/0672 FOR THE ERECTION OF A DETACHED DWELLING

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

- e) 9/2015/0666 - THE OLD MILL MILL LANE HILTON DERBY DERBYSHIRE DE65 5GP - THE REMOVAL OF CONDITION 9 OF PLANNING PERMISSION 9/2014/0463 TO REMOVE THE REQUIREMENT TO PROVIDE OBSCURE GLAZING TO ROOFLIGHTS IN THE SIDE OF NEW DWELLING

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

- f) 9/2015/0649 - 112 WELLAND ROAD HILTON DERBY DERBYSHIRE DE65 5NE - THE ERECTION OF A TWO STOREY EXTENSION TO REAR OF PROPERTY

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

- g) 9/2015/0638 - 40 PEACROFT LANE HILTON DERBY DERBYSHIRE DE65 5GH - OUTLINE APPLICATION (ACCESS AND SCALE INCLUDED) FOR ONE TWO STOREY DWELLING

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

- h) 9/2015/0609 - FRIARY FARM HILTON ROAD ETWALL DERBY DERBYSHIRE DE65 6HZ - THE DEMOLITION OF EXISTING FARM BUILDINGS AND THE ERECTION OF 2 DWELLINGS

Resolved: Hilton Parish Council made no comment to the above planning application.

15. Minute Number 1612/15 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information:

- a) 9/2015/0567 - 18 SUTTON LANE HILTON DERBY DERBYSHIRE DE65 5FB - ERECTION OF DETACHED GARAGE – **HAS BEEN GRANTED**
- b) 9/2015/0456 - 11 SHERBOURNE DRIVE HILTON DERBY DERBYSHIRE DE65 5NJ - THE ERECTION OF AN EXTENSION AND REPOSITIONING OF BOUNDARY WALL – **HAS BEEN GRANTED**
- c) 9/2015/0414 - 16 HULL STREET HILTON DERBY DERBYSHIRE DE65 5BN - THE REPLACEMENT OF A BEDROOM WINDOW WITH A FRENCH DOOR WITH JULIET BALCONY – **HAS BEEN GRANTED**

16. Minute Number 1613/15 - Minute Number Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 30th September 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 1614/15 – 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, 1580/15 – Exempt Information

The Clerk gave her report as follows:

- A site meeting took place on 24.08.2015 at 2.30pm between the Principal Designer being Simon Gratton from Blair Gratton Architects and Chris Charles the Contractor from IBS.
- She reported that the Waste Certificate had now been received in relation to the safe disposal of the asbestos roof from the old garage. This certificate had been added to the Health and Safety manual on site.
- The new build was coming on well, however it was a few days behind schedule due to weather and the delivery of the internal shutter lintels.
- The utility connections were currently being organized for Water, Electricity and Telephone.

Cllr Shackleton reported that the site was well managed or seemed to be.

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