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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 30<sup>TH</sup> SEPTEMBER 2015 AT HILTON VILLAGE HALL COMMENCING  
AT 7PM**

**Present:**

Cllr Cooper (in the Chair)

Cllr Smith, Cllr Nield, Cllr McDonald, Cllr Hudson, Cllr Shackleton, Cllr Davies and Cllr Spencer.

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

**AGENDA**

**PART 1 - NON EXEMPT INFORMATION**

**1. Minute Number 1615/15 - To Receive Apologies for absence.**

Apologies were received and accepted from Cllr Darlington.

**2. Minute Number 1616/15 - Variation of the Order of Business.**

There were no Variations to the Order of Business.

**3. Minute Number 1617/15 - Declaration of Members Interests.**

There were no Declarations of Members Interests.

**4. Minute Number 1618/15 - Public Speaking.**

**Minute Number 1618/15/A – Public Speaking**

Peter Holmes the Chairperson for Party on the Park raised the following matters:

- He explained that he was aware that Party on the Park was on the agenda for discussion later during the meeting. He had attended to answer any questions that the Parish Council may have.
- He explained that they had their AGM a few weeks ago and had agreed to email the Clerk to the Parish Council a copy of their minutes of the meetings for the Clerk to email onto the Councillors for Information. – **It was agreed that if Party on the Park was discussed during a Parish Council Meeting, the Clerk**

**would email Peter Holmes a copy of the Parish Council Minutes for Information.**

- He explained that Party on the Park were requesting permission to use the Parish Council Facilities for the same format as this year. They would like permission to use both football pitches as they would like to hold a football tournament for the children on the junior pitch and a football tournament for the over 40's on the Astro Turf.
- He explained that they would like permission to run the event into the evening again and to have a beer festival as this was very popular.
- Ideally they would like early July 2016 if possible after the children have finished their exams etc.
- He explained that people would like Party on the Park to bring back the Fun Run, it is not an event that makes much money but it does bring the community together. They would be looking at holding this in either May or June time if possible. The last time the Fun Run was held it was on a Sunday morning after the football season.
- He explained that the Party on the Park Committee had discussed helping Hilton Village Hall to fund a cabinet for the Defibrillator. He reported that this had been granted by the Party on the Park Committee. They were also in discussions with the Hilton House Hotel as they also had a Defibrillator.
- He explained that they had also discussed about planting an island in the village about a year ago, however the planting and upkeep would be too expensive. If this were to happen it would also need approval by Hilton Parish Council as they would be responsible in the future if Party on the Park were to pull out of the maintenance of an island.
- The Party on the Park Committee were now looking in conjunction with the Rotary Club at planting Cherry Trees around the village. They have already been quoted £66.00 per tree including the stake by Talbot Turf. The areas being looked into were as follows:
  - Coming from Hilton Garage to the Talbot Turf Island across the island to the left there is a bank where trees could be planted.
  - Coming from Hatton on The Mease to the left where the Traveller's have parked up in the past.

**Minute Number 1618/15/B – Police Representatives Report**

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

**Minute Number 1618/15/C – District Council Representatives Report**

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

- She had attended meetings at SDDC and dealt with residents queries over the last month.

- The only item she needed to bring to the attention of the Parish Council was a complaint about the maintenance of the park on Avon Way, She had referred this matter to Zoe Sewter at SDDC to look into.

Cllr Billings was in attendance at the meeting and gave his report as follows:

- He apologised to the Chair for being a little late.
- He had reported some missing bollards on the Greenway to Zoe Sewter at SDDC and was awaiting an update.
- He reported on the potential development of a Solar Park and the potential for them to use the Mease to ferry their vehicles to and from the site. He reported that they had now submitted a planning application, which made no reference to this, however there were concerns about the road that they were proposing to use as this too was unsuitable. He would be raising this issue with the planning department at SDDC in due course.
- He reported on the Open Space Strategy Consultation which was being run by Zoe Sewter and her team at SDDC. He explained that SDDC were trying to put in a more robust strategy. He urged as many people to comment on the consultation as possible.

### **Minute Number 1618/15/D – County Council Representatives Report**

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

- She reported on the Free Tree Giveaway which was open to all residents and community groups. The Trees would be available between 21.09.2015 and 26.10.2015. People can apply on line at [www.south-derbys.gov.uk/freetreesscheme](http://www.south-derbys.gov.uk/freetreesscheme) or by telephoning 01283 595795. The trees available are Hazel, Birch, Cherry, Rowan and Crab Apple.
- She reported that the land referred to on The Mease in Public Speaking where the Traveller's have parked in the past is under the ownership of DCC and permission/Cultivation License will be required prior to planting any Cherry Trees. Cllr Hudson asked if a ditch and mound could be installed in this area to stop the Traveller's parking there. Cllr Patten replied that DCC would not do such work in that area.
- She reported that there was an issue with moving the bus stop on Derby Road near the new housing after a complaint from a resident. She had arranged a meeting with Highways at DCC but unfortunately the meeting had been cancelled. She would need to leave the meeting after giving her report as she needed to inform the concerned resident of this. She explained that the bus stop would be moving from its current position in the layby as this would be the entrance for the new housing but a new position had not yet been agreed.
- She reported that the next SDDC Scrutiny Meeting had been arranged for 21.10.2015, commencing at 6pm, at Hilton Village Hall. This was in relation to NHS Dental Provision in the area and in relation to the 106 contributions as there was still money in the pot for Hilton. She explained that they had requested the meeting be held in Hilton so that residents can attend to have their say. Cllr Shackleton asked Cllr Patten how this meeting would be advertised and asked if information could be sent to the Hilton Village Hall Booking Clerk to add the

information to their website and Facebook Page. Cllr Patten replied that SDDC would also add the information to their website and on their twitter account and posters would be sent out in due course.

- She reported that Terry McDarment had been appointed as the new Chief Fire Officer, she was happy about this appointment and was hoping that there would be an announcement very soon for the appointment of the Deputy Chief Officer.
- She reported that an Estate Walk would take place on 08.10.2015, commencing at 10am from New Road. Any Councillors wishing to attend were more than welcome.
- She reported that the next Mease Management Committee Meeting would be held on 09.10.2015.
- She had attended a Digital Broadband Meeting on 28.09.2015. She reported that they now had another new team looking at the way forward, they had also updated their website. She was happy to report that most areas within Hilton were now covered by Digital Broadband, however there were still a few small pockets within the area not covered by Digital Broadband.
- The Chair reported that the white lines had still not been reinstated on Egginton Road and this was dangerous at night and in the foggy mornings. Cllr Patten replied that she would chase this matter up.
- Cllr McDonald reported that the white lines had still not been reinstated in Willington. Cllr Patten replied that she would pass this matter over to Cllr Ford as she did not wish to step on his toes.

**5. Minute Number 1619/15 - To confirm the Monthly minutes of the Hilton Parish Council Meeting held on 26<sup>th</sup> August 2015.**

***Resolved: Cllr Smith proposed and Cllr Nield seconded that the Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 26<sup>th</sup> August 2015 having been circulated were approved and signed as a true record.***

**6. Minute Number 1620/15 - Chairperson's Report**

There was nothing to report.

**7. Minute Number 1621/15 - Party on the Park**

**a) Clarification on the decision made on 24.06.2015, minute number 1573/15 c)**

Cllr Smith explained that she would be surprised if the Clerk had got the original resolution incorrect as the Clerk types the minutes as people are speaking during the meeting. She explained however that the word ideally may be the one word that was missing within the resolution, if this word was added it would completely change the context of the resolution.

**Resolved: Hilton Parish Council agreed unanimously that it was the word ideally which was missing from the original Resolution in the minutes from 24.06.2015, minute number 1573/15 c). The Resolution should have read as follows:**

**Resolved: The Clerk to email the Chair of Party on the Park and explain that next year's event needs ideally 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.**

The Clerk apologised for missing the word ideally from the original Resolution.

**b) Approval of the date for Party on the Park being either Saturday 02.07.2016 or 09.07.2016**

The Clerk suggested that the best date to hold Party on the Park would be 02.07.2016 as the contractor could then start the pitch maintenance on Monday 04.07.2016

**Resolved: Hilton Parish Council approved unanimously for Party on the Park to be held on 02.07.2016.**

**8. Minute Number 1622/15 - Committee Reports**

**A) Minute Number 1622/15/A - Community Services - To be discussed by full Council at their meeting**

- Community Information and Publicity.

There was nothing to report.

**B) Minute Number 1622/15/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 1622/15/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) Minor Maintenance Agreement Consultation.

The Clerk reported that under the above consultation DCC wanted to increase the current contribution under the current agreement from £315.00 per year to £600.00 per year, however Parish Councils who then sign up to this scheme would be required to

improve public paths with tarmacadam, concrete flagged or paved surfaces. They would also be required or would have the ability to erect signposts, stiles and gates on public footpaths, subject to the agreement and support of the local landowner and the County Council.

The Clerk explained that in the last financial year the cost to the Parish Council to Maintain the Definitive Public Footpaths was £334.45 of which DCC paid back £315.00, Other Parish Councils hire in contractors to complete this work at a higher cost but Hilton Parish Council currently completes this work in house as we have the staff and equipment to complete the work.

The Clerk explained that she had contacted DALC on this matter and they were now looking into this. Sarita Presland had spoken to her Finance and General Purpose Committee and had spoken to a few County Councillors that were unaware of the consultation or the letter sent to Parish Councils, all of whom proposed to take it to their next Council Meeting. There is already some concern over the offloading of County Council services to parishes, and the manpower and insurance/liability issues that could arise. They were concerned about the DCC falling liable to poor works or no works at all being undertaken.

The Clerk recommended that the Parish Council should send a letter of objection to DCC in relation to the changes to the current minor maintenance Scheme objecting to the change with their concerns. The Clerk asked if the Council were happy for her to send an objection in conjunction with Sarita at DALC.

Cllr Hudson replied that if the Parish Council were to take over the extra maintenance, the Definitive Footpath would need to be up to the required standard in the first instance and the Parish council could insist on this.

Cllr Smith replied that the Parish Council could still consider continuing with the strimming and mowing of these areas even if the Parish Council did not agree to sign up to the new scheme and the extra work.

***Resolved: Hilton Parish Council agreed unanimously that the Clerk should work with DALC and send a letter of objection to DCC questioning the increase from £315.00 per year to £600.00 per year under the consultation. The Clerk should include a request for DCC to look at a more realistic increase for example, £30k for the Parish Council to take on such major works. The Clerk should also state to DCC that the Definitive Footpaths should be up to a certain standard prior to expecting any Parish Council to take on such work.***

***Resolved: The Clerk to email a list of Definitive Footpaths to the Parish Councillors.***

### **Meadow lane hedge**

- 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 and there was nothing else to report.

**D) Minute Number 1622/15/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

Cllr Shackleton reported that the Junction between Welland Road and Humber Street was dangerous with park cars especially on the bend.

Resolved: The Clerk to report this matter to DCC highways department.

Cllr Hudson replied that there were no enforceable lines in that area so the Traffic Department at DCC may not be able to do anything. Residents could call the Police on emergency number 101, however if there is no obstruction they would not be interested either.

Cllr Cooper reported that SDDC were completing maintenance work on The Mease a few days previous and had parked their vehicles on the road by Hilton Garage. The School bus was also parked opposite causing congestion. He explained that he had reported this to the Clerk on the day and the Clerk had spoken to Steve Sheppard at SDDC. The Clerk had been informed that they will try and look for another place to park their vehicles in the future.

- Street Lighting
- Public Transport Provision

**E) Minute Number 1622/15/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.

**9. Minute Number 1623/15 - Reports from Councillors that have attended any other Meetings.**

- Etwall Area Meeting & Safer Neighbourhoods – **The Chair and Vice Chair**

The Chair reported that the next meeting was either the end of October or early November and he would attend on behalf of Hilton Parish Council.

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

There was nothing to report.

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

The next Mease Management Committee Meeting would be held on 09.10.2015.

- 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**

Cllr Nield gave her report as follows:

- She had been contacted by Phil Lenton from SDDC and had been informed that some dredging work had been completed on the ditch next to Hilton Garage to ease the flooding.
- They are planning on completing further work in this area but this cannot be completed until the vegetation has died back.
- Phil Lenton has also attended a meeting with Severn Trent who are looking into redirecting some of the water from the drain on Egginton Road.
- Phil Lenton has informed Cllr Nield that he will keep her informed of any progress.

- 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**

Cllr Nield gave her report as follows:

## **South Derbyshire Open Space, Sport and Community Facilities Strategy**

**16/09/2015**

SDDC held a meeting with representatives of parish councils from the district to present their vision for the area for open space, sport and community facilities and how they proposed to meet this in the period up to 2028. The purpose of this was to increase the participation of individuals in recreational provision and help to prevent illness and ill health associated with inactivity. The Strategy outlined the needs of people of all ages for activity and recreation and that the population is to increase by 32.3% by 2028.

The Strategy that was put forward by SDDC presented a hierarchy of provision to be available to residents and accessible within a prescribed distance. So for example a locally equipped play area within 10 minutes walking distance to a choice of community sport and recreation provision a 10 minute cycle ride away large scale provision like a swimming pool within 20 minute drive time.

The meeting identified current provision which was in some respects good and easily accessed by most people in the area. However this was by no means universal and this meeting with parish councillors was the start of an 8 week consultation period with stakeholders and the public on current and future recreational and community needs. **There is an online survey that they would urge as many people as possible to complete by October 11th.** The results of consultation would feed into the Local Plan and identify projects for priority funding in the future. An example of this would be the phase 2 expansion of the Don Amott Memorial Hall to help meet the needs of the addition of 500 more houses to the village.

<https://www.surveymonkey.com/r/SouthDerbyshireFacilitiesStrategySurvey>

**Resolved: The Clerk to add the information from Zoe Sewter to the Parish Council Website.**

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

There was nothing to report.

#### **10. Minute Number 1624/15 - 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 reported that the Solicitor was working on both of the above matters.

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

The Clerk reported that the tree maintenance should be completed during October 2015.

- d. Questions from DALC to be answered by the Council as a whole and by the Clerk separately:
- a. Are we delivering – What are we doing well?
  - b. What can we do for you in the future?

**Resolved: The Clerk to inform DALC on behalf of Hilton Parish Council that they always provide good advice and answer all questions well. The DALC Circulars are a very good source of information and keep Hilton Parish Council informed. In relation to training, could DALC consider holding some of these sessions in the South of Derbyshire rather than holding the majority of the training in the north of Derbyshire?**

**Resolved: It was agreed that the Clerk would email any DALC Circulars to the Councillors as they come through rather than sending them out with the agenda.**

- e. SDDC – Sustainability Appraisal Addendum – Consultation from 28.08.2015 to 12.10.2015 at 5pm – [www.south-derbys.gov.uk/saupdate](http://www.south-derbys.gov.uk/saupdate)  
There was nothing further to report.

f. Basket Swing HVH site – Vandalism and the future of the swing  
The Clerk reported that she had asked SDDC to remove the basket swing as it had been ripped down 3 times in two weeks. The Clerk asked the Parish Council to consider changing this piece of play equipment for something different as it had always been an issue.

**Resolved: The Clerk to ask SDDC if the design of the basket swing could be looked at in the first instance for example could a collar be fitted to stop the swing going as high.**

Cllr Hudson said that we needed the Safer Neighbourhoods Team to attend site more often. Cllr Smith replied that the site is already a priority area.

- g. Purchase of a pot grown tree to replace a dead/dying Rowan Tree on the Memorial Meadow.

The Clerk reported that one of the memorial trees had been ripped out. Cllr Spencer had found the Tree and this had now been replanted but was looking very sorry for itself. The Clerk reported that 2 trees were now required for the Memorial Meadow.

**Resolved: The Clerk to ask the Parish Council staff if any other trees are required. The Clerk to then apply to the Free Tree Giveaway for the amount of trees required.**

**Cllr McDonald reported that bamboo had been planted on the Memorial Meadow and asked if this could be removed.**

**Resolved: The Clerk to ask the Grounds staff to remove the bamboo from the Memorial Meadow as soon as possible.**

h. Hilton Parish Council Facilities – reviewed booking form for approval

***Resolved: Hilton Parish Council unanimously approved the Hilton Parish Council facilities Booking Form.***

i. Information from Phil Lenton SDDC – Re Drain on Egginton Road  
This had already been reported earlier in the meeting

j. SDDC Sportsmobile coming to Hilton Village Hall Site Monday 26.10.2015 from 10am to 11.30am – Free of Charge to the Parish Council.

There was nothing further to report.

### **11. Minute Number 1625/15 - Derbyshire Association of Local Councils**

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

a) DALC Circular 20/2015

- Transparency code for smaller authorities
- NALC Picked to lead sector-led audit team
- Legal Updates and Guidance Notes
- Community control agenda charged up parish power
- Funds to protect World War One memorials revealed
- Health Assessing Potential Employees
- Derbyshire County Council Community Transport Consultation
- Vacancies

b) DALC Circular 21/2015

- DALC Annual Executive & AGM – Chesterfield Football Club – 10 November 2015 – Outline Agenda
- Nominations for DALC President and Vice Presidents 2015 - 2016
- Motions for debate
- Vacancy – Whaley Bridge Town Council

c) DALC Circular 22/2015

- Allotments – Cultivating Your Approach
- Finance – Basics, Budgets and Precepts
- Employment of the Clerk and Council staff, and Health and Safety Legislation
- Code of Conduct – A Review
- The Dark Arts – Minutes and Procedures
- How Local Councils can be more effective on line
- Auto Enrolment

## **12. Minute Number 1626/15 - Finance**

Cllr Shackleton thanked the Clerk for adding a more detailed description of the items relating to the cheques.

***Resolved: Hilton Parish Council unanimously approved the following payments including the extra cheques not on the original agenda from cheques number 002888 to 002891.***

### **a) Accounts for Payment.**

<b>CHEQUE NO</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>POWER</b>
002872	Aucuba	Maintenance - PC area VH Site August 2015	453.23	
002874	Norwood Electrical	Pat Testing – PC Equipment	60.00	
002875	Cromwell	Gloves – Groundsman and Lengthsman	5.16	
002876	SDDC	Building Regs Inspection Fee – Office and Garage build	453.60	
002877	Innovation Building Solutions	Office and Garage build – Certificate 1	24,845.26	
002878	Hilton Village Hall	Room Hire and Admin Support	319.49	
002879	Aucuba Landscapes	Maintenance, Mill Lane play area, Roma's Garden, Spiking of pitches Removal of 2 benches August 2015	524.33	
002880	Sterilizing Services	Water Testing - Back Lane Pavilion	81.00	
002881	R Massey and Son Ltd	Brushes, scraper and Nitromors – for	14.74	

		refurbishment of benches		
002882	Rigby Taylor	Gallup Bio-grade Amenity – weed killer	94.06	
002883	Cromwell	PPE	191.64	
002884	Viking Direct	Paper, Stamps, Diary, Wall Planner, Correction Tape, Dividers, Tape Dispenser	217.45	
002885	Aucuba Landscapes	Maintenance - PC area VH Site September 2015	453.23	
002887	DALC	Councillor Training in November	150.00	
002888	SDDC	Graffiti Removal Back Lane Pavilion	130.25	
002889	Hilton Village Hall	Room Hire, office Rent and Electricity Charge	853.67	
002890	Aucuba Landscapes	Maintenance Spike Pitches, Roma's Garden, Mill Lane/Main Street Play Area – September 2015	434.33	
002891	Cromwell	PPE – Boots	167.94	

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

- b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002886 for the Inland Revenue.**

**Description**

**Amount**

Salaries, Tax NICs, Expenses £6,959.62

**Resolved: Hilton Parish Council unanimously approved the following other income and expenditure:**

**Other income to 21.09.2015**

33	Astro Turf Hire	06/07/2015		M012	Astro Turf Hire	Little Stars	40.00	0.00	40.00
34	Football Pitch Hire	17/07/2015		'015	Football Pitch Hire	Hilton Old Talbot	138.00	0.00	138.00
35	Astro Turf Hire	17/07/2015		'016	Astro Turf Hire	Name Removed	200.00	0.00	200.00
36	Astro Turf Hire	17/07/2015		'017	Astro Turf Hire	Name Removed	50.00	0.00	50.00
37	Astro Turf Hire	17/07/2015		'018	Astro Turf Hire	Name Removed	125.00	0.00	125.00
38	Astro Turf Hire	17/07/2015		'019	Astro Turf Hire	Name Removed	25.00	0.00	25.00
39	Memorial Meadow	17/07/2015		M009	Plaque, engraved & fitting	Name Removed	75.00	0.00	75.00
40	Memorial Meadow	17/07/2015		M010	Plaque, engraved & fitting	Name Removed	75.00	0.00	75.00
41	Astro Turf Hire	09/09/2015		'020	Astro Turf Hire	Name Removed	25.00	0.00	25.00
42	Astro Turf Hire	09/09/2015		'021	Astro Turf Hire	Name Removed	25.00	0.00	25.00
43	Astro Turf Hire	09/09/2015		'022	Astro Turf Hire	Name Removed	100.00	0.00	100.00
44	Astro Turf Hire	09/09/2015		'023	Astro Turf Hire	Name Removed	25.00	0.00	25.00
45	Astro Turf Hire	09/09/2015		'024	Astro Turf Hire	Name Removed	50.00	0.00	50.00
46	Astro Turf Hire	18/09/2015		'025	Astro Turf Hire	Name Removed	275.00	0.00	275.00
47	Astro Turf Hire	18/09/2015		'026	Astro Turf Hire	Name Removed	125.00	0.00	125.00
48	Memorial Meadow	18/09/2015		M011	Plaque, engraved & fitting	Name Removed	75.00	0.00	75.00
49	Precept	10/07/2015		BGC	Precept Second Payment	South Derbyshire District C	82,500.00	0.00	82,500.00
50	Astro Turf Hire	12/08/2015		M014	Astro Turf Hire	Little Stars	40.00	0.00	40.00

**Other Expenditure to 21.09.2015**

121	01/07/2015		DD	Electricity	Eon		82.50	16.50	99.00
122	14/07/2015		DD	Fuel	Brobot Petroleum Ltd		33.33	6.67	40.00
123	27/07/2015		DD	Van Insurance	Swinton Insurance		253.72	0.00	253.72
124	31/07/2015		DD	Van Lease Agreement	Toyota		284.08	56.82	340.90
125	03/08/2015		DD	Electricity	Eon		82.50	16.50	99.00
132	14/08/2015		DD	Fuel	Brobot Petroleum Ltd		57.81	11.56	69.37
133	26/08/2015		DD	Van Insurance	Swinton Insurance		253.72	0.00	253.72
134	01/09/2015		DD	Van Lease Agreement	Toyota		284.08	56.82	340.90
135	01/09/2015		DD	Electricity	Eon		82.50	16.50	99.00
136	14/09/2015		DD	Telephone	British Telecommunications		103.46	20.69	124.15
137	14/09/2015		DD	Fuel	Brobot Petroleum Ltd		33.33	6.67	40.00

The Clerk asked the Parish Council to approve the unaudited Accounts from 01.04.2015 to 21.09.2015 as per the information emailed to everyone.

Cllr Shackleton asked why the Parish Council were required to approve the Account. The Clerk replied that this was a legal requirement, she appreciated that there was an element of trust that was required from the Parish Councillors that she collated and input the information correctly but she did send all information to the Councillors for approval. She also reported that a copy of the information was sent to the Internal Auditor for him to check also. Cllr Davies replied that the Parish Council were required to approve the Accounts as the Parish Council were ultimately responsible as a group for the Accounts.

***Resolved: Hilton Parish Council unanimously approved the Unaudited Accounts from 01.04.2015 to 21.09.2015:***

**Balance At the bank as of 21.09.2015**

Current Account	34,645.18
Reserve Account	<u>121,101.46</u>

<b>Total</b>	<b><u>155,746.64</u></b>
Less unrepresented Chq's	<u>893.82</u>
<b>Total</b>	<b>154,852.82</b>

### **13. Minute Number 1627/15 - Items for Information**

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

- a) SDDC – Press release – Music, Memories, fireworks and fun as last night of the proms returns
- b) SDDC – Press release – Discover some historical gems
- c) SDDC – Press release – Easy, quick and secure payment machines set to go live
- d) SDDC – Press release – Be prompt to secure your proms seat
- e) Thomas Ephgrave – Derbyshire Youth Councillor for John Port School – Survey on the Villager Bus Service [www.bit.ly/VillagerBus](http://www.bit.ly/VillagerBus) - **Information emailed to all Councillors for Information**
- f) SDDC – Press release – New play equipment and stargazing observatory among projects to share funding
- g) SDDC – Press release – Award entry highlights town's success
- h) SDDC – Press release – What's the story? Walking glory
- i) Mrs Jenny Keery – Query emails in relation to the accounts ending 31.03.2015 – **Information emailed to all Councillors and the External Auditor for Information – Query answered in full**
- j) Clerk and Council Direct Magazine
- k) Toyota Together newsletter
- l) SDDC – Free tree give away 2015
- m) SDDC – Orchard Day Swadlincote Market 24<sup>th</sup> & 25<sup>th</sup> September 2015 10am to 3.30pm

### **14. Minute Number 1628/15 - Items for discussion**

There was nothing to report.

### **15. Minute Number 1629/15 - Planning Matters for Decision**

- a) 9/2015/0822 - 61 MAIN STREET HILTON DERBY DERBYSHIRE DE65 5GG - THE ERECTION OF A DETACHED DWELLING TO LAND REAR OF

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

- b) 9/2015/0766 - 117 AVON WAY HILTON DERBY DERBYSHIRE DE65 5AE - GARAGE CONVERSION

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

- c) 9/2015/0697 - LAND AT SK2529 0068 THE MEASE HILTON DERBY DERBYSHIRE -RESERVED MATTERS FOR PRIMARY SCHOOL. THE OUTLINE IS NOT AN EIA APPLICATION

***Resolved: Hilton Parish Council had no objections to the above planning application in principal. However the Parish Council would ask that parking for the school be seriously considered for example, either a drop off point, turning circle or a car parking area should be included during the planning stage, so that there is not the same problem with traffic, as there is at Hilton Primary School on Peacroft Lane. The Parish Council strongly feels, that if this is not considered as part of the planning stage, there will be parent parking on The Mease causing a serious congestion problem, making what is already a dangerous 40mph road, even more so. The Parish Council would also ask that a Design out Crime Plan be included as part of the Planning Stage.***

#### **16. Minute Number 1630/15 - Planning Matters for Information**

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

- a) 9/2015/0744 - HILTON BUSINESS PARK EGGINTON ROAD HILTON DERBY DERBYSHIRE DE65 5JD - THE DEMOLITION OF UNIT 18, FME BUILDINGS AND GOODINGS BUILDINGS (UNITS 69, 54, 67) AND SMALL SHED AND OFFICE BLOCK – **HAS BEEN GRANTED**
- b) 9/2015/0724 - HARGATE LODGE LUCAS LANE HILTON DERBY DERBYSHIRE DE65 5FL - NOTIFICATION OF A PROPOSED LARGER HOUSEHOLD EXTENSION (PROPOSED ORANGERY) – **HAS BEEN GRANTED**
- c) 9/2015/0699 - 6 PEGASUS WAY HILTON DERBY DERBYSHIRE DE65 5HW - THE ERECTION OF A 2 STOREY SIDE & SINGLE REAR EXTENSION – **HAS BEEN GRANTED**
- d) 9/2015/0672 - OAKLEA LUCAS LANE HILTON DERBY DERBYSHIRE DE65 5FL - APPROVAL OF RESERVED MATTERS OF APPLICATION 9/2013/0831 FOR THE ERECTION OF A DETACHED DWELLING – **HAS BEEN GRANTED**
- e) 9/2015/0608 - WELLBROOK MEDICAL CENTRE WELLAND ROAD HILTON DERBY DERBYSHIRE DE65 5GZ - APPLICATION FOR A CERTIFICATE OF LAWFULNESS FOR THE PROPOSED USE OF PART OF MEDICAL CENTRE AS A DENTIST – **CERTIFICATE OF LAWFUL USE OR DEVELOPMENT**
- f) 9/2015/0588 - PART OF HILTON DEPOT LAND SOUTH OF THE MEASE HILTON DERBY DERBYSHIRE - THE ERECTION OF THREE DWELLINGS, GARAGES, OUTBUILDINGS AND OTHER ASSOCIATED WORKS FOR USE AS SHOW HOMES IN CONNECTION WITH RESIDENTIAL DEVELOPMENT ASSOCIATED WITH OUTLINE PLANNING PERMISSIONS 9/2013/1044 - **HAS BEEN GRANTED**

## **17. Minute Number 1630/15 - Date of the next meeting**

***Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 28<sup>th</sup> October 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 1631/15 – 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.
- i. Site Meeting held on 14.09.2015

#### **Matters Discussed:**

- Building Control were to inspect the pre-screed on 16.09.2015
- Screed specification changed to Lafarge Argilia
- Connection for the Water Supply to be shared with the Back Lane Pavilion
- Electrical Connection order in place with Western Power for the Installation and Eon for the Meter Supply
- Garage floor to be painted dark grey
- Details for the kitchen fit would be discussed with the Clerk and Cllr Smith shortly
- The Parish Council Car Park Area will need to be closed during the electrical connection as there will possibly be a trench. The date for this work has not yet been confirmed
- Scaffolding was removed Wednesday 23.09.2015
- Windows and doors were installed 23 & 24.09.2015
- Roof beams were in place
- Rafters on and Tyvek laid, battens to front side had been completed
- Fascia's had been fitted at the rear of the building
- Roller shutter lintel's were in place along with the shutter
- The completion date was 23.10.2015

- ii. Cleaner for the new office, toilet and kitchen for 1 hour per week

**Resolved: Hilton Parish council unanimously agreed to increase the Cleaner/Caretakers hours to cover the cleaning of the new office, toilet and kitchen on the same hourly rate of pay as now.**

- iii. Location of the Scouts Container after the build is completed including the quote from the Contractor of £1,109.03 ex VAT

**Resolved: Hilton Parish Council unanimously accepted the above quote to complete the following work:**

- **Remove approximately 9m of kerbs and set aside.**
- **Reduce levels by 300mm and dispose of spoil from site.**
- **Reinstate kerbs on a concrete base and bed.**
- **Provide compact MOT Limestone to the reduced level approximately 150mm in depth.**
- **Make good grass area upon completion.**
- **Move existing container and position on a level base.**

b) Staff Matters

a. Way forward

The Chair reported that the meeting on 10.09.2015 went well and was very productive. The meeting tonight was an example of the way forward as the meeting had been constructive and everyone had contributed. All who attended the meeting on 10.09.2015 were in agreement.

The Chair explained that the emphasis of the meeting held on 10.09.2015 was that what has happened has happened but we need to draw a line under this and move forward.

The Chair explained that when the Clerk sends out information for the meetings, the onus is on the Councillors to prepare for the meeting. The Clerk is more than happy to answer any questions prior to the meeting on any information she sends out. The Chair asked all Councillors to please ensure they prepare for the meetings.

The Chair explained that like tonight's meeting the Clerk answering questions prior to a meeting is not about stopping any debate, it's about allowing the Clerk to also prepare for the meetings and any questions that arise.

The Chair explained that in relation to the Councillor Training to be held on 18.11.2015 from 6pm to 8pm. This was the only date available.

The Clerk explained that Sarita Presland was a very busy lady who worked during the day and had a lot of meetings in the evenings in relation to training. The training also had to be held at a time when the Clerk could attend, which was not easy to arrange as the Clerk had other commitments. Cllr Shackleton replied that we all work during the day and have evening meetings.

The Clerk informed Cllr Shackleton that if he could not attend the training session then he could attend other Councillor Training as per the DALC circulars. Cllr Smith explained during the discussion that if Cllr Shackleton chose to do the training at a later date, at an alternative venue, he would find he would be required to travel for this training, probably to the north part of the county and that she had previously noted that training always started at 5.30pm or 6pm. Cllr Shackleton thanked Cllr Smith.

Cllr Shackleton said that he would try and attend the Training on 18.11.2015 but he could not promise.

b. Standing Orders Amendment to Dispensations

**Resolved: Hilton Parish Council unanimously approve the amendment to the rewording of the Dispensation, to put the onus to make this decision back on the Parish Council rather than the Clerk.**

c. Resignation of a member of staff as of 22.09.2015

**Resolved: Hilton Parish Council unanimously agreed not to employ another member of staff straight away. This was to give the Clerk time to review what Hilton Parish Council currently did and how they do it.**

**Resolved: Hilton Parish Council unanimously agreed that once the review was completed, the Parish Council may advertise for another member of staff ready for April 2016. The Parish Council could consider only employing a seasonal member of staff.**

**Resolved: Hilton Parish Council unanimously agreed for the Groundsman/Lengthsman to take over the majority of the Groundsman work which had already been arranged as of 28.09.2015.**

**Resolved: Hilton Parish Council unanimously agreed to the Groundsman/Lengthsman and the Lengthsman increasing their hours in the interim, which had already been arranged as of 28.09.2015 as follows:**

- **Groundsman/Lengthsman hours to be increased by 5 hours per week.**
- **Lengthsman hours to be increased by 4 hours per week.**

**Resolved: Hilton Parish Council unanimously agreed that the Groundsman/Lengthsman hourly rate should be changed.**

c) Party on the Park – Request to use the whole field including both Football Pitches and the Astro Turf

In principal Hilton Parish Council did not have any issues in relation to the facilities Party on the Park required in their email to use both Football Pitches, the Astro Turf and the Parish Council Car Park if not being tarmacked?

**Resolved: Hilton Parish Council unanimously agreed that the Clerk should contact Party on the Park and request a drawn plan of where they would like to**

***put everything on the day, stalls, arena etc. The Parish Council are happy in principle to allow the use of both Football Pitches, The Astro Turf and the Parish Council Car Park if not being tarmacked once the plan is received. Hilton Parish Council request no heavy vehicles on the Football Pitches but would be happy to discuss vehicle access. They will also need to complete a booking form.***

Cllr Shackleton left the meeting at this point. He said to the Chair that he was really sorry, the meeting had gone on far longer than expected and he needed to leave.

d) Parish Council Grant Application Criteria

***Resolved: 2 new questions to add as follows:***

- Have you applied for a Parish Council Grant previously?***
- If you have applied for a Parish Council Grant previously, did you comply with the Terms and Conditions for that Grant?***

***Resolved: It was agreed that all Councillors would look at the application form and email the Clerk with any other suggested changes for the Clerk to amend the information for final approval at the October 2015 meeting.***

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