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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 25<sup>TH</sup> NOVEMBER 2015 AT HILTON VILLAGE HALL COMMENCING  
AT 7PM**

**Present:**

Cllr Smith (in the Chair)  
Cllr Darlington and Cllr Nield

1 County Council Representatives, 3 District Council Representative and 2 Member of the Public were in attendance.

**AGENDA**

**PART 1 - NON EXEMPT INFORMATION**

**1. Minute Number 1635/15 - To Receive Apologies for absence.**

Before giving apologies for absence, the Clerk reported that at Councillor Training held on 04.11.2015, Parish Councillors were informed by the DALC official conducting the training, that there were rules in place for Councillors to give their apologies for absence.

In future all Councillors were required to inform the Clerk via email of their absence stating the reason why they would not be attending the Parish Council Meeting in advance. She explained that it was then down to the Councillors in attendance at the meeting, to resolve if those apologies are acceptable. The Clerk reported that after taking advice on this matter, a policy on Councillor absence was required.

***Resolved: Apologies for absence were received and accepted as follows:***

- ***Cllr Cooper sent his apologies as he had other work commitments***
- ***Cllr Davies, Cllr Hudson, Cllr Shackleton and Cllr Spencer sent their apologies due to illness***
- ***Cllr McDonald sent her apologies due to a medical appointment***

**2. Minute Number 1636/15 - Variation of the Order of Business.**

There were no Variations to the Order of Business.

### **3. Minute Number 1637/15 - Declaration of Members Interests.**

There were no Variations to the Order of Business.

### **4. Minute Number 1638/15 - Public Speaking.**

#### **Minute Number 1638/15/A – Public Speaking.**

Members of the public raised the following matters:

- Mrs Byrd reported that she had already spoken to the Clerk in relation to the Parish Council Precept increasing over the years. She explained that in the last 9 years the Parish Council Precept had been increased by 256% which she was annoyed by. She reported that this was not a lot over 9 years but the Police, Fire Service, District and County Council had not increased their charges at all over the past 5 years.
- Mrs Byrd reported that she had spoken to the Clerk about putting Parish Council information into the Hilton Directory. She knew that the Parish Council had a website with Parish Council information but people cannot always be bothered to turn their computers on.
- Mrs Byrd had also spoken to the Clerk about the overgrown path on the Mease Meadow. The Clerk replied that she had emailed the complaint to SDDC who had responded stating that the work would be completed during their Winter Maintenance.
- Peter Holmes representing the Scouts Association explained that he had spoken to the Clerk in relation to extending the Scout Hut. The Clerk had asked for plans for the Parish Council and an explanation of what was required for the Parish Council to make a decision. He explained that the main reason for the extension would be for a storage area to get rid of the green container. They would also like to turn the upstairs storage area into a usable room so that they could have more Scout Groups using the building at the same time. At present all the Scouts groups were oversubscribed. By having the upstairs room as a usable room they could have 2 groups using the hall at the same time and could work this on a rota basis, one upstairs and one down one week and swap around the following week.
- Peter Holmes explained that they would like to extend to the fence line on the side opposite the Skate Park. They would move the storage from the green container and the storage from upstairs to this area. They would also like to install a stage for their groups to use. They do currently have a stage but this is a fold away wooden stage. This stage is quite big and bulky and is causing damage to the current building when getting it in and out. Peter Holmes made it clear that they do not want to install a stage to obtain hirers like HATS, this is not the reason. The stage would be for their groups to use and for functions that require a stage for a band.
- Peter Holmes explained that not all the storage in the container belonged to the Scouts Association, some of the stored equipment belonged to Party on the Park.

The Chair asked Peter Holmes how the extension could be used for a stage and storage. Peter Holmes replied that the storage would be built around the stage and there would be storage under the stage.

The Chair asked Peter Holmes if the Scout Association was registered for VAT. Peter Holmes replied that the Scouts Association was not registered for VAT.

The Chair explained that her understanding of the fenced area was initially so that the Scouts Association could store a van there. Peter Holmes replied that it was for when people had discos, they could park in that area and unload, the van would then be locked in a safe and secure area. He also explained that double doors would be installed in the extension to facilitate unloading for disco's etc.

- Peter Holmes reported that Party on the Park had agreed to give £100.00 towards the purchase of Bluebells for the Memorial Meadow. Peter Holmes would liaise with Cllr Darlington over this matter. Peter Holmes and Party on the Park were thanked by the Parish Council for their generosity.
- Mrs Byrd asked if the payment on the agenda for the builders was the whole payment or a part payment. The Clerk replied that this was a part payment.

#### **Minute Number 1638/15/B - Police Representatives Report**

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

#### **Minute Number 1638/15/C - County Council Representatives Report**

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

- She reported there was a new Community Warden at SDDC called Dennis Bateman, he is really keen and on the ball. There will be a team of 3 Community Wardens by Christmas.
- At the last meeting Cllr Patten had reported the relocation of the bus stop on Derby Road. She confirmed that this would be going ahead.
- Mrs Byrd asked Cllr Patten where the entrance would be to the new housing on Derby Road. Cllr Patten replied that the entrance would be where the original bus stop is, which is why it needs to be relocated.
- She reported Aldi had installed CCTV into their car park. Parking was now only allowed for one and a half hours. Anyone breaching this would be in line for a fine of £75.00.
- She reported that DCC had refused to switch the lights back on, on the Mease. Cllr Patten read out the reply that she had received.
- The Chair asked Cllr Patten if SDDC or DCC could do anything in relation to the lighting on Witham Close. It was reported that the lighting had never been switched on. Cllr Patten replied that Witham Close was privately owned. It was reported that the car park was in a poor state of repair and the crossing had completely worn away. Cllr Plenderleith said that she had contact details for the owners of Witham Close and she would pass these onto the Parish Clerk, the Clerk could then give the details to anyone who wished to write to the landlord to complain.

## **Minute Number 1638/15/ D - District Council Representatives Report**

Cllr Plenderleith was present at the meeting and gave her report as follows:

- She had attended the Remembrance Service at Marston Church.
- She was currently helping SDDC with their budget setting
- She was also very much involved with helping people to have places designated as Community Assets.

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

- He reported that the replacement sign for Ivy Court had now been ordered and will be delivered and installed within the next 4 weeks.
- He had received a request from a Parishioner for the installation of a post box on Isis Way. He had passed this over to Royal Mail and was awaiting their response.

### **5. Minute Number 1639/15 - To confirm the following minutes:**

- a) **Monthly minutes of the Hilton Parish Council Meeting held on 28<sup>th</sup> October 2015.**

***Resolved: Hilton Parish Council approved that the Non-Exempt Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 28<sup>th</sup> October 2015, having been circulated they were approved and signed as a true record.***

- b) **The minutes of the Finance Committee Meeting held on 4<sup>th</sup> November 2015.**

***Resolved: Hilton Parish Council approved that the Minutes of the Hilton Parish Council Finance Committee Meeting held on Wednesday 4<sup>th</sup> November 2015, having been circulated they were approved and signed as a true record.***

### **6. Minute Number 1640/15 - Chairperson's Report**

There was nothing to report.

### **7. Minute Number 1641/15 - Committee Reports**

#### **A) Minute Number 1641/15/A - Community Services - To be discussed by full Council at their meeting**

- Community Information and Publicity.

There was nothing to report.

#### **B) Minute Number 1641/15/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 1641/15/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

**1) South Derbyshire Public Spaces Protection Order – Phase 1**

The Clerk reported that the closing date for the above consultation would be 1<sup>st</sup> February 2015. The Clerk explained that a Public Spaces Protection Order (PSPO) is a proposed new control measure and is intended to deal with specific nuisances or problems in an area that are detrimental to the local community.

PSPOs would replace various other existing legal Orders which will expire unless SDDC keep them going as follows:

- Dog Control Orders
- Litter clearing notices
- Street litter clearing notices
- Graffiti
- Designated public place orders
- Gating orders

The purpose of this consultation is to seek the views on SDDC's proposals for the creation of Public Spaces Protection Orders in South Derbyshire.

The Clerk asked the Parish Councillors to consider the 5 following questions and bring back their answers to the December 2015 Parish Council Meeting for a letter of support or objection to be sent to SDDC as soon as possible.

1. Are there any forms of unreasonable behaviour occurring within specific areas of South Derbyshire which you think a PSPO should be used to control?
2. What controls would you like to see imposed in order to control the behaviour?
3. What evidence is there that the behaviour is having a detrimental effect on the quality of life of those in the locality?
4. What evidence is there that the behaviour is persistent or continuing in nature?
5. Why do you think the impact of the behaviour justifies the restrictions being proposed?

**Resolved: Hilton Parish Council agreed to bring their answers back to the December 2015 Meeting for a letter of response to be sent to SDDC.**

- Recycling Facilities
- Dog and Litter Bin Provisions
  - 1) Dog bin missing on Lucas Lane needs to be replaced

**Resolved: The Clerk to order a replacement post mounted litter bin which could be used for litter and dog fouling. The Clerk to ask SDDC to put a sticker on the bin telling residents that the bin can be used for both litter and dog fouling.**

- Groundsman/Lengthsman's Report

**D) Minute Number 1641/15/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 1641/15/E - Recreation and Leisure – To be discussed by full Council at their meeting**

- Provision and maintenance of sport and leisure facilities
  - a) SDDC – Summer Activity Provision – thank you letter

**Resolved: The Clerk to email the letter to the Councillors for information.**

- Children play equipment
  - a) The New roundabout in memory of Lily Grace Roberts that was installed on the Play Area at the Village Hall Site a few months ago has been vandalised over the weekend.

The Clerk reported that the roundabout had been so badly damaged that it may not be repairable and will require replacing. The Clerk reported that she was already in conversations with Zoe Sewter at SDDC in relation to this matter and it may well be that the Parish Council and SDDC would have to have an agreement on funding a replacement if required.

The Clerk explained that she was shocked by the amount of damage that had been caused to such a sturdy piece of play equipment. She explained that the offenders had not been caught on CCTV on this occasion and explained why.

**Resolved: The Parish Council agreed to look at better CCTV coverage for this area when the system is upgraded.**

- Parish Council owned Parks and Landscaping

8. **Minute Number 1642/15 - Reports from Councillors that have attended any other Meetings.**

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

The Clerk read out the Cllr Coopers report as follows:

**Safer Neighbourhoods and Area Forum 11/11/15**

**Sergeants Overview**

The crime statistics were reported for the year to date 1<sup>st</sup> April - to 31<sup>st</sup> October. Overall figures are down on last year with 244 recorded crimes against 266 reported crimes. In general, they are very similar to last year with only small rises in Violent Crime (assault and sexual offences) and Theft Related (Non Dwelling Burglary and Theft of Motor Vehicle)

Speeding checks have been carried out in Etwall and Scropton but no one had been prosecuted. One driver had been spoken to. Further checks will be carried out.

36 ASB's had been attended in Hilton since July including incidents of apple throwing. Cameras had been put up for periods in some locations. This number is now reducing because of the work done and the dark nights. One of the incidents was related to the primary school where youths were accessing the school grounds through private gardens and climbing over fences. Work had been done to stop this with cameras and extra measures on fences to try and stop it. The PCSO's also have a key to the school grounds now to gain access if required quickly.

They also mentioned the benches near Bloomfield Close and the Astro Turf Pitch had been moved following work with the Parish Council.

The present problems:

Thefts from unsecured vehicles and possessions being left on display in vehicles. Areas of the problem were being leafletted to try and educate people again.

ASB letters were being sent to offenders in Hilton and Etwall.

A car had been stopped with a lot of stolen plant equipment. This had been followed up and was linked to several incidents of substantial plant equipment thefts in the area.

**Partnership Update**

A new Chair is required for the meeting as Andy Billings wishes to step down. If anyone is interested they should contact Chris Smith.

SDDC now have an ASB officer to contact about any issues – Sean Woodcock, tel 595798.

Funding was given to two projects. Etwall Cricket Club received £1,300.00 towards a £2,600 project to install CCTV at the club following ongoing problems. Hilton Primary School received £2,000.00 towards a £6,500.00 project to widen the paved area in front of the school so people didn't have to step in to the road at drop off and pick up times. This left £700.00 left in the budget with a further request to come in from St Helen's Church. Any money left from other areas will be pooled after Christmas so further monies could be available for projects.

### **Local Issues Forum**

I raised the issue of the bench by Soar Close asking for further help and support from the Police as we didn't want to have to keep chasing the issue round the Village. They didn't want the bench removing but moving further away from the houses as it was very hard to catch the culprits with the number of exits from the site. I asked about it being made a priority but was told ASB is a priority all the times.

101 number service needs improving as it is common for delays when people ring in incidents. This is partly down to the call centre asking more questions when people report issues. They are hoping to make further improvements to the service.

### **Agreed Priorities**

Etwall have a big problem with youths (local and from Mickleover, Hilton etc), drugs, ASB etc. at present so this was made the priority. I am sure some of this is linked to Hilton so we need to keep an eye on what happens.

### **Next Meeting**

13<sup>th</sup> January at Egginton.

- 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**

- a. Parish Members Briefing – 24.11.2015 from 6pm in the Council Chambers

**Resolved: There was no Hilton Parish Council Representative available to attend the above meeting.**

- b. Parish and Town Council Liaison Forum – 23.11.2015 from 6pm at the Council Chambers.

**Resolved: There was no Hilton Parish Council Representative available to attend the above meeting.**

- c. Planning- Planning agreements under section 106 and Highway considerations – 02.12.2015 Council Chambers commencing at 6pm.

**Resolved: There was no Hilton Parish Council representative available to attend the above meeting, the Clerk to send apologies from Hilton Parish Council.**

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

There was nothing to report.

## **9. Minute Number 1643/15 - 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, 1624/15, 1640/15– 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, 1624/15, 1640/15– Clerks Report. [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)

The Clerk reported that the Police were still holding up the above proceedings.

**Resolved: The Clerk to chase the Parish Council Solicitor.**

- c. Tree Maintenance of tree at the corner of Roma's Garden – Previously reported under minute number 1640/15 – Clerks Report

The Clerk reported that on the day the work was due to take place, there were high winds and fallen trees took priority.

**Resolved: The Clerk to chase the Tree Arborist for another date.**

- d. Basket Swing HVH site – Vandalism and the future of the swing – Previously reported under minute number 1624/15, 1640/15 – Clerks Report

**Resolved: The Clerk to leave this matter on the agenda for December 2015.**

- e. Request for the removal of the bench by Soar Close due to Anti-Social Behaviour – Previously reported under minute number 1640/15 – Clerks Report

**Resolved: The Clerk to leave this matter on the agenda for December 2015.**

- f. Bollard quotes and approval required

The Clerk reported that Rhino Security would supply and install the bollards and she had a written quote for this as follows, the clerk outlined the details briefly at the meeting but for the purpose of the minutes has added all the required information.

It was reported that the Village Hall gates were not regularly shut and locked to the Village Hall site and better bollards would protect the Parish Council land better.

To dig out 12 x existing telescopic posts @ £40.00 each = £480.00 (This will only be possible if they have not been trenched in concrete, or haven't been installed into solid concrete.

Supply & install 17 x RT/SS5 Rhino stainless steel lift assist telescopic posts @ £615.00 each = £10,455.00

These posts are 710mm height above ground 101mm in diameter

The use of 2 x 1 ton "Hippo" bag if there is no skip, or facilities for use to dispose of the rubble caused by the dig @ £85.00 each = £170.00

**TOTAL PROJECT COST = £11,105.00 Plus V.A.T**

You also asked for the price of the 670mm lift assist posts. The quotation for those would be as follows.

To dig out 12 x existing telescopic posts @ £40.00 each = £480.00 (This will only be possible if they have not been trenched in concrete, or haven't been installed into solid concrete.

To supply & install 17 x RT/114/670 Lift assist telescopic posts @ £587.00 each = £9,979.00

These posts are 670mm height above ground 114mm diameter.

The use of 2 x 1 ton "Hippo" bag if there is no skip, or facilities for used to dispose of the rubble caused by the dig @ £85.00 each = £170.00

**TOTAL PROJECT COST = £10,629.00 Plus V.A.T**

In the event of the Site surface being of "vibrated concrete", or having reinforcing rods or mesh a surcharge of £20 per hole will apply. **In addition** if the Site conditions necessitate a Hard Dig of more than 12 inches (300 mm.) the Seller shall make a surcharge of £20 per hole. In the event of a Hard Dig in excess of 24 inches (600 mm.) the surcharge will be £40 per hole.

The Clerk reported that she was finding it difficult to find other companies that supplied and fitted the bollards. She explained that most companies only supplied the bollards and the fitting had to be carried out by a third party.

The Clerk had prices for the supply of the same bollards from other companies as follows from their websites:

Bollards Direct quote - supply of 17 Rhino bollards ST/SS5 - £6,069.00 ex VAT £357.00 each not fitted.

Simply Secure quote - supply of 17 Rhino bollards ST/SS5 - £6,919.00 ex VAT £407.00 each not fitted.

The Clerk had the following written estimate from Surepark Installations Ltd to install the 17 bollards as follows:

**Services**

Dig out existing posts. Install 17 telescopic posts. At a cost of £1,895.00 ex VAT

**Services**

Skip hire (if required) at a cost of £120.00 ex VAT

Total Cost £2,015.00 ex VAT

Surepark Installations Ltd quote the following in their terms and conditions, Rhino state these costs but Surepark Installations Ltd do not as follows:

- Hard dig" is defined as requiring the use of mechanical equipment to excavate solid materials such as concrete, cement, asphalt and hard core
- In the event of the Site surface necessitating a "Hard Dig" of more than 300mm, the Seller shall reserve the right to make a surcharge without written notice but after consultation with the Buyer

The Clerk explained that in her opinion it would be better to have a company that could supply and install the bollards at the same time rather than having to use a third party

as it keeps the contract together and it would be easier to resolve any problems or issues with one point of call.

The Clerk explained that the bollards should be installed prior to the car park being tarmacked and suggested that if finances allowed this could be completed before the year end.

***Resolved: Hilton Parish Council agreed that it would be better to have the bollards installed by the same company that supplies the bollards rather than using a third party.***

***Resolved: The Clerk was given delegated powers up to the highest value of the Rhino quote to get the work completed if Finances Allowed by the year end.***

The Clerk explained that she had been speaking to Michael Vick from the Scouts Association in relation to the tarmacking of the car park. She reported that the Scouts would like either a path or bollards installing in front of their building to stop people parking against the wall.

***Resolved: Standing Orders were suspended to allow Peter Holmes to speak on behalf of the Scouts Association.***

Peter Holmes explained that ideally all that was required was a line of curb stones splitting a path from the main car park area. This could then be tarmacked along with the car park. The reason that the Scouts Association would like this is for the Health and Safety of people having to walk through the car park. When people park against the wall, they cannot get to the front door in front of the cars, they are required to walk behind the parked cars and it is impossible to see smaller children when reversing out. This would also be a cheaper option than putting in bollards. The curb would need to be higher than the car park to work properly.

The Chair suggested that paving slabs could be installed on the grassed area to the side of the scout hut to make a clear path to the new path. This meant that people could just walk across the slabs onto the new path. Planters could also be added across the path at a later date.

The Clerk asked who would pay for this work as the Parish Council had not budgeted for this extra work within their budget for 2016/2017.

Peter Holmes replied that the Scouts Association may be able to pay something towards the cost of this work.

***Resolved: Standing Orders were reinstated.***

***Resolved: The Clerk to liaise with Peter Holmes on this matter.***

***Resolved: The Clerk to obtain a price to install curb stones and slabs at the same time as tarmacking the car park***

g. Proposed Extension to the Scout Hut

The Chair explained that in January 2014 the Parish Council applied for Planning Permission not only for the garage and office that was to be built and what the Parish Council wanted, but for what may be required in the future. Phase 1 has been completed and Phase 2 included a further double garage, one of which was for the Scouts to store the items in from the Green container free of charge. Once the work was started the planning for Phase 2 does not run out. The Chair explained that this may be cheaper than the Scouts Association extending, the Parish Council can also claim any VAT back on their own project.

***Resolved: Standing Orders were suspended to allow Peter Holmes to speak.***

Peter Holmes replied that he was aware of the Parish Council's plans to build a garage for the Scouts Association to use as the Clerk had already spoken to Michael Vick on this matter.

Peter Holmes explained that the idea of the extension was to keep everything together in the same place. A garage would not really be big enough to store everything from the container and from the upstairs room in the Scout Hut. There would not be enough room to cover the amount of storage that they have.

Peter Holmes also explained that the Scout Association would like to install a stage to make the venue better to hold shows and use for any bands.

The Chair asked Peter Holmes if he had any idea what the cost of an extension would be. Peter Holmes replied that there were no definite plans yet but potentially about £30,000.00. As the building has a metal frame it would just be a case of bolting the extension on to the end and the brick work. The idea would be to make the venue more fit for purpose. They plan to contact St Modwen to try and secure funding towards the extension and then they would fund raise for the rest of the money required.

The Chair explained that we would need to look at the other venues within the village to make sure that there would be enough revenue to sustain all venues. It may also be cheaper than having an extension.

The Clerk to write to the Scouts to explain what we have planning permission for. The Parish Council don't have money to do phase 2 at the moment and have no need to extend further at this time.

Cllr Nield explained that she had recently attended a Recreation and Sports Meeting held by SDDC. She explained that SDDC were being quite ground breaking in putting together a 15 year plan for the area. They were also looking at the increase in population within South Derbyshire. Within that framework it was envisaged that there

would be further growth in Hilton. What we keep discussing is the fact that we have problems for example vandalism, graffiti etc. As a Parish Council we should be backing an organisation like the Scouts that are channeling children's energy into something constructive.

The Clerk recommended that if the Scouts are given the go ahead to extend, then the Lease Agreement should also be looked at. Currently the Scouts Association had one lease agreement for the land that the building sits on for 99 years and the Garden on a separate lease agreement for 10 years. The Clerk recommended that a new lease be drawn up to include everything starting the 99 years again.

***Resolved: Standing Orders were reinstated.***

The Chair asked if the Councillors present at the meeting were happy to make the decision with 6 Councillors missing from the meeting or would they prefer to defer this matter to the next meeting. The Clerk was asked for advice on this matter.

The Clerk replied that the 3 Councillors in attendance were able to make a decision as a quorate corporate body on behalf of the rest of the Council.

***Resolved: Hilton Parish Council approved to allow the Scouts Association to continue with their plans to extend the Scout Hut.***

***Resolved: It was approved that Peter Holmes would keep the Parish Council informed and up to date with progress through the Parish Clerk.***

***Resolved: Hilton Parish Council approved that a new lease agreement should be drawn up to cover the original lease for the land, the lease for the garden area and the lease for the new extension in one. Hilton Parish Council approved that the lease should start again for the 99 years.***

- h. Risk Assessments – Parish Council Office
  - a. Lone Working
  - b. Office Safety
  - c. Office Visitors
  - d. Paper Shredder
  - e. Printer and Photocopier
  - f. Laptop
  - g. Display Screen Equipment
  - h. First Aid
  - i. Kitchen Equipment

***Resolved: Hilton Parish Council approved the above Risk Assessments.***

- i. Cromwell Discount

The Clerk reported that she had now spoken to Cromwell and could confirm that Hilton Parish Council were given discount of between 25% and 50% discount on most items purchased on the account. In the catalogue there was a List Price and Offer Price, Hilton Parish Council were now always given the Offer Price. However in future

Cromwell had agreed to also give any further reductions in the offer prices to Hilton Parish Council on the most commonly ordered items.

- j. Reference for Ms T Burlaka of Art Stone Memorials – For the Guild of Master Craftsmen.

**Resolved: Hilton Parish Council agreed for the Clerk and Cllr Darlington to complete the reference.**

**10. Minute Number 1644/15 - Derbyshire Association of Local Councils**

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

- a) DALC Circular 25/2015
  - LIAS Documents
  - Transparency Fund

**11. Minute Number 1645/15 - Finance**

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

**a) Accounts for Payment.**

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
002901	Hilton Village Hall	Room Hire	43.49	
002902	Heritage Wood	Plaque	60.00	
002903	Yee Group	CCTV repairs	406.50	
002904	R Darlington	Pot Grown Tree – Memorial Meadow	22.00	
002905	Innovative Build Supplies	Cert 3 new build	49,043.91	
002906	Butler's Pantry Ltd	Buffet for Training	74.40	
002907	Cancelled			
002908	Viking Direct	Items for the new office – First aid kit, accident book, health and Safety Poster, safe, step ladder, wall clock, mop and bucket, 2 x key	1,200.01	

		cabinets etc		
002909	Cromwell	Body warmer	48.77	
002910	Royal British Legion	Poppy Appeal	100.00	
002911	Royal British Legion	Poppy Appeal	100.00	
002913	SDDC	Sportsmobile – Summer 2015	1,368.00	
002914	Aucuba Landscapes Ltd	Hilton Village Hall Site Maintenance – November 2015	453.23	

**Resolved: Hilton Parish Council approved the following card payments for the refurbishment of the new office and garages as agreed at a previous Parish Council Meeting. Cllr Smith and the Clerk were given delegated powers to spend up to £5,000.00 excluding VAT as follows:**

DATE	ITEM	COMPANY	NET
04.11.2015	Under counter fridge, mini oven, kettle and toaster	Aldi	116.64
04.11.2015	Desks, draws, cupboards, etc	Ikea	1,591.67
04.11.2015	Cutlery, Pots and pans, towels and tea towels, notice boards, glasses etc	Ikea	331.54
06.11.2015	Key Cutting	Timpson	45.83
	Microwave	John Lewis	79.00
	Electric Dryer	Aldi	24.99
09.11.2015	Skip Hire for the emptying of the container	Burton Skip	187.50
06.11.2015	Cleaning equipment and supplies inc mop and bucket sweeping brush, hand soap, washing up liquid bleach, cleaning cloths etc	Sainsbury's	112.49
25.11.2015	Worktop, hooks boxes, sealant, rod and socket	Wicks	78.84
25.11.2015	Hooks, boxes, frost protector	The Range	29.94

**Resolved: Hilton Parish Council approved the following card payments as agreed at a previous Parish Council Meeting.**



DATE	ITEM	COMPANY	TOTAL
11.11.2015	Skip Hire Roma's Garden	Burton Skip Hire	225.00
20.11.2015	License for the skip on the grass verge on Roma's Garden	Burton Skip Hire	22.00

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

- b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002912 for the Inland Revenue.**

Description	Amount
Salaries, Tax NICs, Expenses	£6,458.97

- c) Budget and Precept Setting

1. To increase the salaries budget by 1% per member of staff as per the Finance Meeting held on 04.11.2015

**Resolved: Hilton Parish Council agreed to increase the staff salaries by 1% as of 01.04.2016.**

2. To increase the budget for the upgrade of the CCTV from £10k to £15k as per the Finance Meeting held on 04.11.2015

**Resolved: Hilton Parish Council agreed to increase the budget for the upgrade of the CCTV from £10k to £15k for the financial year 2016/2017.**

3. To approve the rest of the budget as per the Finance Meeting held on 04.11.2015

**Resolved: Hilton Parish Council approved the rest of the budget figures with no other amendments.**

4. To freeze the Precept at £165,000.00 as per the Finance Meeting held on 04.11.2015

**Resolved: Hilton Parish Council agreed to freeze the Precept for the financial year 2016/2017 at £165,000.00.**

- d) Concurrent Expenses claim of £27,944.00 for the Financial Year 2015/2016 has been sent to SDDC.

There was nothing further to report.

- e) Minor Maintenance Claim of £315.00 for the Financial Year 2015/2016 has been sent to DCC.

There was nothing further to report.

## **12. Minute Number 1646/15 - Items for Information**

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

- a) SDDC – Press release – Recycling Champions do battle in ground breaking video
- b) SDDC – Press release – A fang-tastic Halloween Farmers Market in store
- c) SDDC – Press release – Workshop to help traders turn heads this Christmas
- d) SDDC – Press release – Little Spooks invited to Rosliston story walk
- e) SDDC – Press Release - £400,000 National Lottery cash boost for town heritage project
- f) SDDC – Press release – Action taken to cut down on wrongly claimed cash
- g) SDDC – Press release – Pond-dipping to make a splash once more
- h) SDDC – Press release – Wheels in motion on community food hub vision
- i) SDDC – Press release – Remembrance ceremonies announced in South Derbyshire
- j) SDDC – Press release – Don't miss a trick with the latest What's on Guide
- k) SDDC – Press release – Outdoor classroom sponsorship appeal
- l) SDDC – Press release – VIP guest drop by for vintage fair
- m) SDDC – Press release – BBC award-winner on village stage
- n) SDDC - Press release – Site consultation reminder
- o) SDDC – Press release – Newhall is next on the Memorial Safety Testing radar
- p) Clerk and Councils Direct Magazine – November 2015
- q) What's on in South Derbyshire Magazine
- r) SDDC – Press release – Free marketing course for businesses
- s) SDDC – Press release – Volunteers needed for Rosliston park run launch
- t) SDDC – Press release – Swadlincote Christmas Lights Switch on Friday 27.11.2015 from 5pm onwards
- u) Rosliston Forestry Centre – 2 x free tree confirmation of order

**13. Minute Number 1647/15 - Items for discussion**

There was nothing to report.

**14. Minute Number 1647/15 - Planning Matters for Decision**

There was nothing to report.

**15. Minute Number 1648/15 - Planning Matters for Information**

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

- a) 9/2015/0918 - 5 RYTON WAY HILTON DERBY DERBYSHIRE DE65 5GY - THE CONVERSION OF THE GARAGE INTO LIVING ACCOMMODATION – **HAS BEEN GRANTED**
- b) 9/2015/0840 - 56 WASHFORD ROAD HILTON DERBY DERBYSHIRE DE65 5HN - THE ERECTION OF AN EXTENSION – **HAS BEEN GRANTED**
- c) 9/2015/0822 - 61 MAIN STREET HILTON DERBY DERBYSHIRE DE65 5GG - THE ERECTION OF A DETACHED DWELLING ON LAND REAR OF – **HAS BEEN GRANTED**

**16. Minute Number 1649/15 - Date of the next meeting**

***Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 16<sup>th</sup> December 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 1650/15 – 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, 1648/15 – Exempt Information.

The Clerk reported that to date £3,377.61 excluding VAT had been spent out of the £5k budget allocated to furnish the new office and garage, leaving £1,622.39.

The Clerk ask for approval for the following items ex VAT:  
 Pat Testing of the new office at £90.00 – Norwood Electrical  
 Chemicals Cabinet for the Garage at £312.80 - Cromwell  
 Installation of Fire Extinguishers at £150.00 – Yee Group  
 Risk Assessment of the Water Tank at £150.00 – Sterilizing Services

Total Cost Excluding VAT £702.80

**Resolved: Hilton Parish Council approved the above costs to be taken from the £1,622.39 budget that was left.**

The Clerk reported that the grounds staff would like to make a compound between the end of the garage and the container as this was currently a dark area for Anti-Social Behaviour. The Clerk explained that it would be post, fencing and gates and would cost roughly £600.00 for the materials.

**Resolved: Hilton Parish Council agreed for the above cost and to the work to be completed.**

**Resolved: The Clerk was given delegated powers to spend up to £500.00 ex VAT on having 2 signs made for the new office saying, Hilton Parish Council, the telephone number, email address and website address. One to be installed on the front of the building and one to be installed on the wall facing the Village Hall.**

**Resolved: The Clerk was given delegated powers to spend up to £1,000.00ex VAT on a lockable notice board to be fixed to the outside wall of the Parish Council Office facing the Village Hall.**

**Resolved: The Clerk was give delegated powers to purchase a shredder up to the value of £200.00.**

The Clerk reported that she had asked the Architect to obtain a price for the installation of a timer and on off switch to be put in the office for the water boiler that was in the loft. The Clerk explained that at present the only way to switch the water boiler on and off was to go up and down in to the loft. The Clerk reported that she was not prepared to do this due to Health and Safety reasons and being a lone worker the majority of the time.

**Resolved: Hilton Parish Council agreed that the Clerk should get a switch put in the office to control the water boiler as soon as possible.**

The Clerk reported that practical completion took place on 11<sup>th</sup> November 2015. The new office and building were in the 6 months snagging period.

The Clerk reported that the Building Inspector from SDDC would need to come back and check the colour of the toilet area and the ramp at the entrance, once the Building Inspector is happy, he can supply the certificate.

**Signed.....Date.....**