

Hilton Parish Council
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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 16TH DECEMBER 2015 AT HILTON VILLAGE HALL COMMENCING
AT 7PM**

Present:

Cllr Cooper (in the Chair)

Cllr Smith, Cllr Darlington, Cllr McDonald, Cllr Shackleton, Cllr Spencer

1 County Council Representatives and 2 District Council Representative were in attendance.

AGENDA

1. Minute Number 1651/15 - To Receive Apologies for absence.

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

- *Cllr Davies sent her apologies due to illness*
- *Cllr Nield sent her apologies due to attendance at a Funeral*
- *Cllr Hudson sent her apologies due to Maternity Leave*

2. Minute Number 1652/15 - Variation of the Order of Business.

There were no Variations to the Order of Business.

3. Minute Number 1653/15 - Declaration of Members Interests.

There were no Declarations of Members Interests.

4. Minute Number 1654/15 - Public Speaking.

Minute Number 1654/15/A - Public Speaking

There was nothing to report.

Minute Number 1654/15/B - Police Representatives Report

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

Minute Number 1654/15/C - County Council Representatives Report

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

- The speed humps on Main Street have been repaired.

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

- The white lines on Egginton Road had now been reinstated and cat's eyes had also been installed.

Minute Number 1654/15/D - District Council Representatives Report

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

- It had been a quiet month but she had attended a lot of briefings.
- Cllr Plenderleith and Cllr Patten had already commended on the street naming for the new estate being built by St Modwen's and had supported the names of local reservoirs.

5. Minute Number 1655/15 - To confirm the monthly minutes of the Hilton Parish Council Meeting held on 25th November 2015.

Resolved: Hilton Parish Council approved that the Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 25th November 2015, having been circulated they were approved and signed as a true record.

6. Minute Number 1656/15 - Chairperson's Report

There was nothing to report.

7. Minute Number 1657/15 - Committee Reports

A) Minute Number 1657/15/A - Community Services - To be discussed by full Council at their meeting

- Community Information and Publicity.

There was nothing to report.

B) Minute Number 1657/15/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 1657/15/C - Environment and Green Space – To be discussed by full Council at their meeting

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

Cllr McDonald thanked the Lengthsmen for putting out black bags on the fencing where the bin had been removed on Lucas Lane. She asked if a new bin had been ordered. The Clerk replied that a new bin had been ordered and would be installed shortly.

D) Minute Number 1657/15/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 1657/15/E - Recreation and Leisure – To be discussed by full Council at their meeting

- Provision and maintenance of sport and leisure facilities, Parish Council Office and Garages

a) Legionella Risk Assessment for approval – Back Lane Pavilion

Resolved; Hilton Parish Council approved the Legionella Risk Assessment for the Back Lane Pavilion produced by Sterilizing Services.

- **To approve the details of the Summary of Record Keeping and Monitoring Procedures**

Resolved: Hilton Parish Council agreed the following information in relation to the above Risk Assessment:

- ***Duty Holder identified as Hilton Parish Council***
- ***Responsible Person identified as the Clerk to Hilton Parish Council***
- ***The Schematic drawing of the water services as attached to the report.***
- ***The procedure for the outbreak of legionella as attached to the report.***

- **To approve for weekly checks to be completed and recorded by the Caretaker**

Resolved: Hilton Parish Council approved for the weekly checks to be completed by the Caretaker to Hilton Parish Council as per the Risk Assessment.

- To approve the costs for the remedial work required identified in the risk assessment as follows:

Remedial work - Sterilizing Services

To re pipe the cold water storage tanks so that one feeds the calorifier and one feeds the cold feed to the shower mixer at £372.00 ex VAT.

To install lid vents and new installation to the cold water storage tanks at £117.96 ex VAT

To remove the dead end of pipe work on the cold feed to the calorifier at £68.00 ex VAT

To remove the dead end of pipe work on the feed to the home changing showers at £47.00 ex VAT.

To remove the dead end of pipe work on the feed to the away changing showers at £47.00 ex VAT.

To remove the washing machine point under the kitchen sink at £42.00 ex VAT.

To insulate all visible pipe work at £114.00 ex VAT

Resolved: Hilton Parish Council approved the above quote.

Resolved: The Clerk to inform Sterilizing Services to continue with the work at their earliest convenience.

b) Legionella Risk Assessment for approval for the Parish Council Office.

Resolved; Hilton Parish Council approved the Legionella Risk Assessment for the Parish Council Office produced by Sterilizing Services.

- To approve the details of the Summary of Record Keeping and Monitoring Procedures

Resolved: Hilton Parish Council agreed the following information in relation to the above Risk Assessment:

- ***Duty Holder identified as Hilton Parish Council.***
- ***Responsible Person identified as the Clerk to Hilton Parish Council.***
- ***On site log book to be provided by Sterilizing Services.***
- ***The Schematic drawing of the water services as attached to the report.***
- ***The procedure for the outbreak of legionella as attached to the report.***

- To approve for weekly checks to be completed by the Clerk to the Parish Council

Resolved: Hilton Parish Council approved for the weekly checks to be completed by the Hilton Parish Council Clerk as per the Risk Assessment.

- **To approve the quote for the monthly, six monthly and annual checks of the system.**

Legionella monitoring – Sterilizing Services

Monthly checks

To record temperatures on the hot and cold water services entering all findings into an on-site log book at £12.99 per visit (10 x visits per year) ex VAT.

Six monthly checks

To check the cold water break tank, flush the water heater plus the monthly checks at £25.98 per visit (1 x visit per year) ex VAT.

Annual checks

To clean and disinfect the cold water break tank and take 1 x legionella sample, plus the six monthly and monthly checks at £80.96 per visit (1 x visit per year) ex VAT.

Resolved: Hilton Parish Council approved the above quote.

Resolved: The Clerk to inform Sterilizing Services to continue with the checks as listed above.

- **To approve the costs for the remedial work required identified in the risk assessment.**

Remedial work - Sterilizing Services

To install a vent to the water heater break tank lid at £27.99 ex VAT.

To install a vermin guard to the over flow pipe on the water heater break tank at £40.98 ex VAT.

To fit insulation to the visible hot and cold pipe work at £58.97 ex VAT.

The above prices are exclusive of vat

Work carried out to HSG274 part 2 standard and during normal working hours

The Clerk reported that she had emailed the risk assessment to the Architect as she felt that this should be the responsibility of the builders to correct in the first instance with the building still being under 6 months snagging.

Resolved: Hilton Parish Council agreed that the Clerk should follow this matter through in the first instance with the Architect and Builder.

c) Astro Turf and Skate Park lighting

The Clerk reported that the Astro Turf Lighting had now been fixed and the Skate Park lighting timer had been changed to come on at 4pm and go off at 10pm each day.

- Children play equipment
- Parish Council owned Parks and Landscaping

8. Minute Number 1658/15 - Reports from Councillors that have attended any other Meetings.

- Etwall Area Meeting & Safer Neighbourhoods – **The Chair and Vice Chair – NEXT MEETING 13.01.2016 at Egginton Memorial Hall**

There was nothing to report.

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

There was nothing to report.

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

Cllr Shackleton reported that the last meeting had been postponed until January 2016.

- 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**

Cllr McDonald reported that the group had taken out a couple of advertisements promoting responsible dog ownership.

- 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 1659/15 - Clerk's Reports

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

There was nothing to report

- b. Tree Maintenance of tree at the corner of Roma's Garden – Previously reported under minute number 1640/15, 1643/15– Clerks Report

The Clerk reported that this work would had been rescheduled to be completed on 25.01.2015.

Resolved: It was agreed that the Clerk would inform the resident that this work had been scheduled to be completed on 25.01.2015.

- c. Basket Swing HVH site – Vandalism and the future of the swing – Previously reported under minute number 1624/15, 1640/15, 1643/15 – Clerks Report

Resolved: Hilton Parish Council agreed for the basket swing to be repaired and reinstalled in the New Year.

Resolved: Hilton Parish Council agreed that when the new CCTV is installed a further camera should be fitted to cover the children's play area at the Village Hall site.

- d. Request for the removal of the bench by Soar Close due to Anti-Social Behaviour – Previously reported under minute number 1640/15, 1643/15 – Clerks Report

Resolved: Hilton Parish Council agreed for the Clerk to take this matter off the agenda. The item may be revisited at a later date.

- e. Proposed Extension to the Scout Hut update – Previously reported under minute number 1643/15 – Clerks Report.

There was nothing to report.

- f. Hilton Directory

The Clerk reported that a question had been raised by a member of the public at the Parish Council Meeting held on 25.11.2015, asking Hilton Parish Council to advertise in the Hilton Directory. The Clerk explained that the Parish Council agreed in the past not to advertise in the Hilton Directory unless it was a Consultation due to the cost. The Clerk asked the Parish Council to consider if their decision was still the same or did they wish to relook at advertising in the Hilton Directory.

Cllr Plenderleith replied that she would be happy to add any Parish Council information to her report if the Parish Council wished her to.

Resolved: The Clerk to contact the Editor of the Hilton Directory to ask if the Parish Council dates of the meetings could be added to the Hilton Directory free of charge as we are a Local Authority offering a Public Service.

g. Summer Holiday Provision – Monday 25th July 2016 to Friday 26th August 2016

Resolved: Hilton Parish Council agreed for the Clerk to book 2 dates for the Summer Holiday Provision as follows:

- **One date to include the Sportsmobile and the Wheels Mobile**
- **One date to include the Playmobile and the Olympic Mobile**

h. Parish Councillors agreement to have their photographs on the Parish Council Website

Resolved: Hilton Parish Council agreed not to have their photographs on the Hilton Parish Council website as residents could attend the Hilton Parish Council Meetings and meet Councillors in person.

i. SDDC – Street naming and numbering proposals – Development of 130 new dwellings on land south of The Mease, Hilton

Resolved: Hilton Parish Council agreed to the Street naming and numbering proposal put forward by SDDC, in relation to naming the streets as rivers and reservoirs. Hilton Parish Council agreed that the 8 names listed of the rivers and reservoirs in Derbyshire should be used first.

Resolved: Hilton Parish Council agreed for the Clerk to reply to the proposals as above.

j. New Audit Regime from 2017 approval to opt in or out

Resolved: After taking advice from the Parish Council Clerk, Hilton Parish Council agreed to opt into the new Audit Regime from 2017.

10. Minute Number 1660/15 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information:

- a) Circular 26/2015
- LAIS – Housing – CPRE Report and Spending Review
 - Revised Legal Topic Notes
 - Council Processes and Good Practice – your Agenda
 - **Transparency Fund for Councils with less than £25K turnover per annum**
 - Auto Enrolment
 - DALC Office Christmas Closure
 - Vacancies

11. Minute Number 1661/15 - Finance

Resolved: Hilton Parish Council approved the following payments:

a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
002915	Heritage Wood	Plaque – Memorial Meadow	50.00	
002916	Aucuba Landscapes	Maintenance – Spike Pitches, Roma’s Garden, Main Street play area – October 2015	491.93	
002917	Sterilizing Services	October 2015 Legionella checks	52.80	
002918	Cromwell	Waste bags, Black and Yellow hazard tape, White and Red hazard tape	153.66	
002919	Sterilizing Services	November 2015 – Annual Legionella tests and certification	279.00	
002920	Innovative Build Solutions Ltd	Overpayment of Electricity Bill	10.21	
002921	Cancelled			
002922	Viking Direct	4 x Lockers	598.75	
002924	Viking Direct	Office shredder	157.87	
002925	Mr G Rice	Website Charges	50.00	
002926	Norwood Electrical	PAT Testing New Office	108.00	
002927	Sterilizing Services	Risk Assessments Legionella Risk – New Office and Back lane Pavilion	420.00	
002928	Aucuba Landscapes Ltd	Maintenance of the VH Site – Dec 2015	453.23	

002929	Hilton Village Hall	Room Hire	28.99	
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Resolved: Hilton Parish Council approved the following payments:

- b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002923 for the Inland Revenue.**

Description	Amount
Salaries, Tax NICs, Expenses	£6,435.36

Resolved: Hilton Parish Council approved the following payments by bank transfer or card:

- c) Other payments by Bank Transfer or Card**

DATE	PAYEE	DESCRIPTION	AMOUNT
27.11.2015	Build Base	Waste Pipes and kit – to repair vandalised waste pipes at the Back Lane Pavilion	19.73
03.12.2015	Eon	Estimated Electricity for the office (builders charge) – Paid back by the builders on 03.12.2015 by cheque	77.83
04.12.2015	Hilton Village Hall	Room Hire Electricity Sub-Meter, 2 Weeks Office Rent	351.83
08.12.2015	Newitts	Net hooks for the goal posts x 2 packs	35.80
16.12.2015	Cottage Garden	Flowers for Cllr Davies from the Chairs Allowance	35.00

12. Minute Number 1662/15 - Items for Information

Resolved: Hilton Parish Council noted the following information:

- a) SDDC – Press release – Remember to register on the electoral register

- b) SDDC – Press Release – Window winner chosen
- c) SDDC – Press release – First public meals announced under food hub scheme
- d) SDDC – Press release – Community Bus campaigners say thank you
- e) SDDC – Press release – Festive Walk
- f) SDDC – Press release – Walks programme on offer
- g) SDDC – Press release – Santa and singers help put the sparkle into Christmas
- h) SDDC – Season’s Greetings from the Chairman and Consort of South Derbyshire District Council – Cllr Neil Atkin and Mrs Kathy Slater
- i) SDDC – Press release – Swadlincote receives 31m Sainsbury’s investment to tackle food waste
- j) DCC – South Derbyshire Environmental Forum – Autumn/Winter program 2015/2016
- k) DCC Child Sexual Exploitation – “Say something if you see something” Campaign.
- l) Derbyshire Constabulary – Personal Safety tip information to ensure that you and your family are safe at this time of year.
- m) SDDC – Press release – All systems go for Christmas Market
- n) SDDC – Press release – Taking the Health Challenge out of Christmas dinner
- o) SDDC – Press release – Waste less celebration is a soup-er idea

13. Minute Number 1663/15 - Items for discussion

Cllr Darlington thanked Party on the Park for their kind donation of £100.00 for the purchase of Bluebell Bulbs and Snow Drop Bulbs for the Memorial Meadow. She also thanked members of Party on the Park for planting the bulbs.

The Clerk asked Cllr Darlington to let her have the cheques to be banked and the receipts for the audit trail of the donation. Cllr Darlington replied that she had been given a blank cheque for £100.00 from Party on the Park, which she made out to Furs Nursery. The receipt were then passed onto Peter Holmes for Party on the Parks records. Cllr Darlington explained that the cheque was not made payable to Hilton Parish Council.

14. Minute Number 1664/15 - Planning Matters for Decision

There was nothing to report.

15. Minute Number 1665/15 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information:

- a) 9/2015/0951 - 21 TRUSLEY BROOK HILTON DERBY DERBYSHIRE
DE65 5LA - THE ERECTION OF EXTENSIONS INCLUDING THE
CONVERSION OF THE GARAGE – **HAS BEEN GRANTED.**

16. **Minute Number 1666/15 - To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public.**

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.

17. **Minute Number 1667/15 - 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, 1643/15– Clerks Report [Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226](#)**

The Clerk reported the following questions from the Solicitor to be answered by Hilton Parish Council as follows:

1. The plan. This shows a very large area of car parking and I think we will need to put in a clause to stress that this is not exclusive to them but is shared with others otherwise they may get the impression wrongly in my view that they can use all of it. I know when I visited the site with you the number of vehicles parked there was extremely small but it may be different when it is actually being used.

Resolved: Hilton Parish Council agreed to only allow the Police 4 car parking spaces on the site by the Police Office.

2. I would draw your attention to clause 2 (3) and the amendment they have suggested. I think we have always made it clear it has to be used as a Police Office because essentially you are making a concession to them because this is an important use for the community. Any other use would not be such and could mean that they could sub-let it to another organisation and charge rent. This does brave the question of what happens if they want to have a different use or they no longer require it for use as a Police Office. In those circumstances it may be we should offer to allow them to surrender the Lease without any penalty so that you could take the premises back for use by the community.

Resolved: Hilton Parish Council did not agree to the other side's amendment/addition to the wording and require the wording to remain as per the original draft agreement. Hilton Parish Council agreed that it had always been the agreement that the Police Office would be for the use as a Police Office only. Hilton Parish Council did not agree to allow them to sub-let the building for another purpose other than a Police Office.

3. I would draw your attention to the amendment to clause 2 (11) which is another area of concern. The building is so small I would have thought sub-letting any part of it would be inappropriate. We had inserted a clause which did not allow any assignment of the Lease or any sub-letting. Their amendment would make it possible to assign to any other party and if their amendment to clause 2 (3) above is accepted then it could be for any use whatsoever. You will see they have deleted the wording we had inserted about the premises first being offered back to you if they no longer wish to use it and I still think we should insist on a provision of that nature but I would welcome your comments.

Resolved: Hilton Parish Council did not agree to the other side's amendment/addition to the wording and require the wording to remain as per the original draft agreement.

4. I would draw your attention to the deletion of clause 6.1 which dealt with making appropriate contributions. I do not know whether you wish to insist on this particular point or not and I suspect they probably do not make any contributions at the present time?

Resolved: Hilton Parish Council did not agree to the other side's amendment/addition to the wording and require the wording to remain as per the original draft agreement. Hilton Parish Council also agreed that the Police should be contributing to any repairs required to the Car Park Area.

5. There are some slight amendments to clause 6.2 but I do not think they are too material but please comment.

Resolved: Hilton Parish council agreed to the suggested amendments to the wording in this section.

Resolved: The Clerk to inform the Parish Council Solicitor of the above comments made by Hilton Parish Council as soon as possible.

18. Minute Number 1668/15 - Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 27th January 2016 at Hilton Village Hall commencing at 7pm.

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