

Hilton Parish Council
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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 24TH FEBRUARY 2016 AT HILTON VILLAGE HALL COMMENCING
AT 7PM**

Present:

Cllr Cooper (in the Chair)
Cllr Smith, Cllr Darlington, Cllr Hudson, Cllr Shackleton, and Cllr Spencer.

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

AGENDA

1. **Minute Number 1689/16 - To Receive Apologies for absence.**

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

- *Cllr Davies sent her apologies due to illness*
- *Cllr McDonald sent her apologies due to Holiday*
- *Cllr Nield sent her apologies due to being at a Volunteer Awards Event*

2. **Minute Number 1690/16 - Variation of the Order of Business.**

Resolved: Item 18 update Seasonal Groundsman/Lengthsman and Casual Groundsman/Lengthsman is at item 22, due to it being a staff matter. After item 20. To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public.

3. **Minute Number 1691/16 - Declaration of Members Interests.**

Resolved: Cllr Shackleton and Cllr Spencer declared a Pecuniary Interest in item 11 – Finance, item c – Hilton Parish Council Small Grants item a – Don Amott Memorial Hall application.

4. **Minute Number 1692/16 - Public Speaking.**

Minute Number 1692/16/A – Public Speaking

Mr Neil Saxon raised the following matters:

- Under item 7 – Committee Reports, Item c – Environmental and Green Space re verges. In relation to the Village Green at the top of Mill Lane and the letter sent. He thanked the Chair for his reply and said that he trusted this matter would be dealt with.
- The repairs that had taken place on the Village Green had made the ground flush with the road and it was impossible to see where the green was in the dark.
- He asked the Parish Council to raise the level of the Village Green to the level that it should be at.
- He asked if the Parish Council had any plans to stop this happening in the future.
- He said that he appreciated the reply from the Chair in relation to the letter sent to the Parish Council.

Minute Number 1692/16/B – Police Representatives Report

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

Minute Number 1692/16/C – County Council Representatives Report

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

- She referred to what Neil Saxon had said in Public Speaking in relation to the Village Green. She informed the Parish Council that the County and District Councillors had been copied in on all the emails sent and the letter received by the Parish Council. She stated that the matter was nothing to do with them. However Cllr Patten went on to tell the Parish council what in her opinion they could and could not do in relation to the matter referred to.
- She was chasing DCC in relation to 2 directional bollards that were either damaged or missing by the Hilton Garage. She had sent photographs through to DCC.
- She had received a report of dog fouling on Avon Way and this had been passed onto Dennis Bateman the Community Warden at SDDC.
- There was an issue of litter around Aldi.
- Liberation day would be held on 18.05.2016, she could not remember if it was being held at Gresley Old Hall or The Green Bank Leisure Centre. This event is for the over 50's from 10am to 2.30pm. People will need to register their interest as tickets go fast.

Minute Number 1692/16/D – District Council Representatives Report

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

- She had passed a complaint to Zoe Sewter at SDDC in relation to the Litter on Avon Way Play Area.
- She had been contacted by Hilton Primary School in relation to Queens Day on 05.03.2016, meeting at the School to do a litter pick event. She asked if there were any areas that the Parish Council could advise, that required litter picking and if so, could the Clerk email Cllr Plenderleith a list. Aldi was suggested as a hot spot area for litter.

- She had been dealing with planning queries and anti-social behaviour matters which had been passed onto the Police.

Cllr Smith reported that 49 Egginton Road had a planning application pending but this had not yet been approved, however there was a JCB on site and the land had been completely flattened. Cllr Plenderleith replied that she had asked for this planning application to go to the next Planning Committee Meeting at SDDC.

Cllr Billings gave his apologies, the Clerk read out his report as follows:

- The street nameplate on Ivy Court has been replaced.
- I am awaiting further details on the Avon Way bollards from Zoe Sewter and will report back the next meeting.

5. Minute Number 1693/16 - To confirm the monthly minutes of the Hilton Parish Council Meeting held on 27th January 2016.

Resolved: Hilton Parish Council approved that the Minutes of the monthly Hilton Parish Council Meeting held on Wednesday 27th January 2016, having been circulated were approved and signed as a true record.

6. Minute Number 1694/16 - Chairperson's Report

There was nothing to report.

7. Minute Number 1694/16 - Committee Reports

A) Minute Number 1694/16/A - Community Services - To be discussed by full Council at their meeting

- Community Information and Publicity.

There was nothing to report.

B) Minute Number 1694/16/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 1694/16/C - Environment and Green Space – To be discussed by full Council at their meeting

- Maintenance of Public Footpaths, Cycle Paths, Greenway, Verges, Open Space,

The Chair reported that remedial repairs had been completed by the Groundsman on the Village Green, but further work would not be completed until later in the year when the weather picks up.

The Clerk reported that she had been speaking to DCC in relation to how the Parish Council can protect this area better and drop down bollards had been suggested

Resolved: Hilton Parish Council agreed to look at options to protect this area in the future either bollards, more rocks or similar.

- Trees and Hedges
- Environmental Issues

The Clerk reported that Environmental Health/Community Wardens at SDDC were now dealing with the complaint in relation to Linmouth House reported at the last Parish Council Meeting.

The Clerk reported the allocation of sand bags for Hilton. She reported that sandbags were kept at the SDDC depot at Swadlincote, should there be a predicted emergency a team will be on hand to deal with this. However should it be a one off emergency then contact should be made with SDDC, if out of hours, the out of hours number will be given. It may be the next day before sand bags can be distributed to the affected area.

The Clerk reported that she had reported the damaged Rail Way Bridge on Egginton Road to DCC, they are aware of the problem and Network Rail will be working there in the near future to repair the bridge.

She reported that a resident had contacted her in relation to anti-social behaviour on the Village Hall Site on 12.02.2016. The Clerk had updated the resident on what had been reported at the previous Parish Council Meeting in relation to the Police stepping up patrols in the area to try and tackle this issue.

- Recycling Facilities
- Dog and Litter Bin Provisions
- Groundsman/Lengthsman's Report

D) Minute Number 1694/16/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 1694/16/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
- Children play equipment
- Parish Council owned Parks and Landscaping

There was nothing to report.

8. Minute Number 1695/16 - Reports from Councillors that have attended any other Meetings.

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

There was nothing to report.

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

The next meeting would be held on 01.03.2016.

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

Cllr Shackleton reported that The Mease Management Committee had purchased a defibrillator for The Mease Pavilion which will be registered with the East Midlands Ambulance Service.

- Marston on Dove Relief in Need Charity – **To nominate a representative when required along with the Clerk to Hilton Parish Council**

There was nothing to report.

- Hilton Dog Walking Group – **Cllr McDonald**

There was nothing to report.

- Flood Liaison – **Cllr Nield**

There was nothing to report.

- DCC – Parish and Town Liaison Forum – **To nominate a representative when required**

There was nothing to report.

- SDDC - Joint Meetings with Parish Councils – **To nominate a representative when required**

There was nothing to report.

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

There was nothing to report.

- Party on the Park – **Cllr McDonald**

Cllr Smith reported that she had read the minutes but there was no mention of a date for

the fun run. Cllr Shackleton replied that the fun run was being advertised as 15.05.2016.
Resolved: The Clerk to contact Party on the Park to establish the route for the Fun Run.

9. Minute Number 1696/16 - 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, 1659/15, 1677/16 – Clerks Report. Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226

There was nothing to report.

- b. Basket Swing HVH site update – Previously reported under minute number 1624/15, 1640/15, 1643/15, 1659/15, 1677/16 – Clerks Report

The Clerk reported that the basket swing had now been reinstalled.

- c. Outdoor Table Tennis table and equipment

Resolved: Hilton Parish Council agreed to accept the offer of the outdoor table tennis depending on the cost of installation to be confirmed.

Resolved: Hilton Parish Council would like to add further CCTV to cover the table tennis table once installed.

Resolved: Hilton Parish council thought that a good place for the outdoor table tennis table would be the flat area just behind the Scout Hut near the path.

10. Minute Number 1697/16 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information, including Circular 3 and 4 which had been emailed to the Councillor's in advance of the meeting:

- a) Circular 02/2016
- Revised Legal Topic Notes and Legal Briefing
 - Consultation – National Planning Policy Executive Summary
 - Consultation – New Homes Bonus
 - DALC Executive Vacancies
 - DALC Spring Seminar
 - Training – March 2016
 - HM Queen's 90th Birthday Celebrations
 - Vacancies
- b) Circular 03/2016
- External Audit for Smaller Authorities
 - Transparency Fund

- DALC Subscriptions 2016/2017
 - DALC Spring Seminar
 - Training
 - Vacancies
- c) Circular 04/2016
- Grants
 - Countryside Stewardship Grants – Defra
 - Emergency Flood Relief Fund – Sport England
 - Architectural Heritage Fund
 - Community Buildings Grants – Locality
 - Neighbourhood Planning Grants – Locality
 - Grants for War Memorials – War Memorials Trust
 - Premier League and The FA Facilities Fund – Football Foundation
 - Training & Events
 - Mediation for Town and Parish Councillors and Staff Training
 - The Dark Arts – Minutes and Procedures Training
 - Clerks' Chat@
 - DALC Annual Subscription invoices and information
 - Vacancy

11. Minute Number 1698/16 - Finance

Resolved: Hilton Parish Council approved the following payments:

a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
002942	Hilton Village Hall	Electricity Charge and Room Hire	149.42	
002943	Robert Lewis Signs	Office Sign	624.00	
002944	Aucuba Landscapes	Pitch maintenance	361.98	
002945	Sterilizing Services	Water Testing	68.39	
002946	Cromwell	First Aid Kits, Thermal Gloves, Paint Brushes, Tarpaulin, Hazard Marking Tape	126.29	
002947	Hazard Marking Tape	Copier Paper, 100 2 nd Class	236.02	

		Stamps, Laminating Pouches, document pockets		
002948	Heritage Wood	plaque	50.00	
002949	Information Commissioner	Subscription	35.00	
002951	Aucuba Landscapes	Back Lane Contract	453.23	

Resolved: Hilton Parish Council approved the following payments:

- b) Payments by BACS for Salaries, Tax, NIC's and any staff expenses - including Chq 002950 for the Inland Revenue.**

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

- c) Hilton Parish Council Small Grants.**

A) Don Amott Memorial Hall - £600.00 requested

Resolved: Hilton Parish Council approved the Don Amott Memorial Hall receiving a small Hilton Parish Council Grant under section 137 for £600.00.

B) Hilton Dog Walker Group - £200.00 to £300.00 requested

Resolved: Hilton Parish Council approved the Hilton Dog Walking Group receiving a small Hilton Parish Council Grant under section 137 for £300.00.

C) Friends of Marston Cemetery - £200.00 requested

Resolved: Hilton Parish Council approved the Friends of Marston Cemetery receiving a small Hilton Parish Council Grant under section 137 for £200.00.

Resolved: The Clerk to raise the cheques for signing at the March 2016 Hilton Parish Council Meeting.

12. Minute Number 1699/16 - Items for Information

Resolved: Hilton Parish Council noted the following information:

- b) SDDC – Press release – Sixth South Derbyshire Day a “thank you” to volunteers
- c) SDDC – Press release – Fly-tipped business waste leads to a hefty fine
- d) SDDC – Press release – Adults urged to ditch the armchair and get exercising
- e) SDDC – Press release – Private Hire vehicle driver had no license
- f) SDDC– Press release – Last chance to register, or you'll flippin miss out
- g) SDDC – Press release – World-class cycling coming to Swadlincote

- h) Get Active in the Forest – Teddy Walks at Maurice Lea Park 16.03.2016 commencing at 10.30am
- i) Village Games Derbyshire – New active adult session in Etwall starting 22.01.2016 from 7am to 8.30am at a cost of £2.10 per session, first session free
- j) M Booth Garden and Exterior Services – Company introduction
- k) SDDC – Press release – Help at hand for those with money worries
- l) SDDC – Press release – Council’s new Housing Strategy unveiled
- m) SDDC – Press release – Drive for a Dementia Friendly Community gathers pace
- n) SDDC – Press release – Positive progress in abandoned dog investigation
- o) SDDC – Press release – Disco down to a healthier you
- p) DCC – Consultation on local bus and community transport services
- q) Party on the Park – Minutes of their meeting held on 22.02.2016

13. Minute Number 1700/16 - Items for discussion

There was nothing to report.

14. Minute Number 1701/16 - Planning Matters for Decision

- r) 9/2016/0017 - THE HILTON BROOK EGGINTON ROAD HILTON DERBY DERBYSHIRE - DE65 5FG - THE DISPLAY OF ILLUMINATED AND NON ILLUMINATED SIGNAGE AT

Resolved: Hilton Parish Council could not comment on the above planning application as not enough information was provided within the application. Hilton Parish Council decided to leave this matter to SDDC to decide.

15. Minute Number 1702/16 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information:

- s) 9/2015/1210 - 69 WILDHAY BROOK HILTON DERBY DERBYSHIRE DE65 5NU - PROPOSED SINGLE STOREY REAR EXTENSION, WITH EAVES OF 2.3 METRES AND MAXIMUM HEIGHT OF 2.9 METRES EXTENDING 4 METRES FROM THE REAR WALL – **HAS BEEN GRANTED**

16. Minute Number 1703/16 - 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. 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, 1667/15– Clerks Report [Parish
Property and documents – Power to receive and retain – Local Government Act
1972 – s.226](#)

There was nothing to report.

- 18. Minute Number 1704/16 - Update Seasonal Groundsman/Lengthsman and
Casual Groundsman/Lengthsman**

***Resolved: This would be discussed under Item 22 – Variation to the Order of
Business.***

- 19. Minute Number 1705/16 - Date of the next Meeting**

***Resolved: The date of the next Hilton Parish Council Meeting was confirmed as
30th March 2016 at Hilton Village Hall commencing at 7pm for the monthly meeting
of Hilton Parish Council***

- 20. Minute Number 1706/16 - To consider a resolution under the Public Bodies
(Admission to Meetings Act 1960) to exclude members of the Public.**

***Resolved: This had already been completed at item 16 above and no further
resolution was required.***

- 21. Minute Number 1707/16 - Banking Issues**

The Clerk reported that the bank had cancelled the recent cheque book in error. They had now reinstated this cheque book and paid £250.00 compensation directly into the Parish Council Account.

- 22. Minute Number 1708/16 - Groundsman/Lengthsman vacancy**

Cllr Smith reported that she and the Groundsman had interviewed for the fixed term contract on Monday 22.02.2016. Cllr Smith explained the process used and who had been offered the job.

Cllr Smith reported that she and the Clerk would be interviewing for the casual vacancy on Monday 29.02.2016 and the same process would be followed.

***Resolved: The Clerk to order the required PPE for the new starters when ready
and get the keys required cut.***

- 23. Minute Number 1709/16 - Clerks Report and Personnel Matter**

Letter hand delivered to all Parish Council Members in relation to the Village Green and a complaint about the Clerk to Hilton Parish Council.

Hilton Parish Council went through the letter point by point.

Resolved: Hilton Parish Council unanimously agreed that the Parish Council Clerk had done nothing wrong and had acted with integrity and professionalism, when dealing with the damage to the Village Green, the only administrative error that was made was attaching the incorrect photographs to the email sent to the Transport Companies on 05.02.2016.

Resolved: Hilton Parish Council agreed that the Clerk should not be subjected to any form of disciplinary proceedings.

Resolved: Hilton Parish Council agreed to take legal advice from our own Insurance Company and a Solicitor in relation to the content of the letter received and the allegations and threats made towards both the Parish Council and its Clerk, especially in relation to the agreement that has been in place since December 2011 with one of the complainants.

Resolved: The Clerk to email the transport companies, explaining that the remedial work to the Village Green has been completed in-house and on this occasion there would be no charge for the damaged caused. However should they be reported to the Parish Council again for causing damage in the future, then they will be charged by way of an invoice. The Clerk to also apologies to the transport companies for attaching the incorrect photographs to the original email sent to them on 05.02.2016.

Resolved: The Chair to respond to the complainants by letter.

Cllr Smith and the Clerk raised the matter of the Clerks safety as a lone worker in the Parish Council Office.

Resolved: Hilton Parish Council agreed for the Clerk to obtain quotes for the installation of the new CCTV for the March 2016 Parish Council Meeting.

Resolved: Hilton Parish Council agreed for the Clerk to obtain quotes for an intercom system and key fob access or similar for the Parish Council Office for the March 2016 Parish Council Meeting.

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