### **Hilton Parish Council**

PO BOX 8094, Swadlincote, Derbyshire. DE11 1FR Tel: Office 01283 730969 – Mobile 0771 9599132

Email: <a href="mailto:clerk@hiltonparishcouncil.org.uk">clerk@hiltonparishcouncil.org.uk</a> Website: <a href="mailto:www.hiltonparishcouncil.org.uk">www.hiltonparishcouncil.org.uk</a>

## MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 27<sup>TH</sup> JULY 2016 AT HILTON VILLAGE HALL COMMENCING AT 7PM

#### **Present:**

Cllr Cooper (in the Chair) Cllr C Smith, Cllr Darlington, Cllr Hudson, Cllr M Smith

1 District Council Representative, 1 County Council Representative, and 1 members of the Public was in attendance.

#### **AGENDA**

1. Minute Number 1783/16 - To receive apologies for absence

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

- Cllr Spencer due to childcare issues.
- 2. Minute Number 1784/16 Variation of the Order of Business

There were no Variations to the Order of Business.

3. Minute Number 1785/16 - Declaration of Members' Interests.

There were no Declarations of Members Interests.

4. Minute Number 1786/16 - Public Speaking.

#### Minute Number 1786/16/A – Public Speaking

Members of the Public raised the following matters:

• Kay Baston raised the issue of pavements being overhung by bushes and vegetation from residential properties around the village. In some cases reducing the pavements and pathways by half and making people walk in the roadway. Cllr Patten replied that normal practice would be for the Parish council to write to the offending properties, if nothing is done then County and District Council will get involved and chase this up with the owner of the property. Cllr Patten said that she would add this problem to her next report in the Hilton Directory.

• She also raised the issue of people abandoning cars everywhere, for example by the Bloomfield Close flats, People Park on the kerb all the way along the roadway, some half on the footpath, mainly in the evenings and at night, making it difficult for other vehicles to get through. The Chair replied that it can be bad on the blind corner outside of the Village Hall when vehicles park on the bend. Cllr M Smith replied that he believed that it was only illegal to park on the pavement in London.

### <u>Minute Number 1786/16/B – Police Representatives Report</u>

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

### Minute Number 1786/16/C – District Council Representatives Report

Cllr Billings sent his apologies. The Clerk read out his report as follows:

#### **Local Plan Part 2**

A reminder that the consultation remains open until 15th August for residents and Parish Councils to make comment on the current draft plan.

#### **Mandarin Housing Planning Application**

When I spoke to this application at the planning committee on 19th July I asked members to refuse permission in line with the officer's recommendation. Permission was refused on the grounds that the proposal for 34 dwellings outside the village confines where the Council having Adopted Part 1 of its Local Plan has a proven 5 year supply of housing was contrary to the Local Plan policy. The development of 34 houses would also appear isolated and out of character with the existing pattern of development and significantly adversely change the character of its environment.

#### Housing Sale Boards on Lancaster Drive and Bren Way

I was contacted recently by a resident concerned that a for sale board had been attached to the Lancaster Drive street nameplate. I contacted the estate agent and asked for this to be removed only for them to then attach it to the Bren Way street nameplate! I contacted them again and requested immediate removal. The Street Scene Officer has also inspected the nameplates to ensure they were not damaged by the attached boards.

### Minute Number 1786/16/D - County Council Representatives Report

Cllr Patten was in attendance at the meeting and handed the Clerk confirmation that the overhanging vegetation of the footpath on Derby Road, near the dropped kerb opposite the car park to Little Stars had been resolved.

Cllr Pattern was informed that there was quite a lot on the Spotted Hilton Facebook page in relation to overhanging hedges and vegetation. Cllr Pattern replied that residents

need to contact SDDC, DCC and the Parish Council in the correct manner not through Facebook. Residents can obtain the correct contacted details if they wish.

### 5. Minute Number 1787/16 - Chairpersons Report

The Chair gave his report as follows:

- He was disappointed to note that the table tennis table had been vandalised.
- 6. <u>Minute Number 1788/16 To confirm the monthly minutes of the Hilton Parish Council Meeting held on 29<sup>th</sup> June 2016.</u>

Resolved: Hilton Parish Council approved that the Minutes of the Annual Hilton Parish Council Meeting held on Wednesday 29<sup>th</sup> June 2016, having been circulated were approved and signed as a true record.

### 7. Minute Number 1789/16 - Committee Reports

# A) Minute Number 1789/16/A - Community Services - To be discussed in full Parish Council Meeting

Community Information and Publicity.

The Clerk reported that the notice board on Main Street had now been removed and the area made safe.

# B) Minute Number 1789/16/B - Finance - All Councillors and the Clerk to Hilton Parish Council - All Councillors to sit on this committee

- 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

### a) Annual Return ending 31.03.2016 Section 3 of the External Auditors Report for approval.

On the basis of the External Auditors review of the Hilton Parish Council Annual Return for 2015/2016, in their opinion the information in the Annual Return was in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Resolved: Hilton Parish Council approved section 3 of the External Auditors Certificate and Report for 2015/2016.

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

Resolved: Hilton Parish Council approved the complete Annual Return to be added to the Parish Council Website and Parish council notice board on the Webmasters return.

## C) <u>Minute Number 1789/16/C - Environment and Green Space – To be discussed in full Parish Council meeting</u>

- Maintenance of Public Footpaths, Cycle Paths, Greenway, Verges, Open Space, Trees and Hedges
  - 1) SDDC have secured £25k from DCC towards the work to open up the Green Way at the Don Amott end of the Village.
- Environmental Issues
- Recycling Facilities
- Dog and Litter Bin Provisions
- Groundsman/Lengthsman's Report

# D) <u>Minute Number 1789/16/D - Village Infrastructure – To be discussed in full Parish Council Meeting</u>

- Planning matters including the Village Plan
- New Road Adoptions
- Traffic Management and Parking
- Street Lighting
- Public Transport Provision

There was nothing to report.

# E) <u>Minute Number 1789/16/E - Recreation and Leisure –To be Discussed in full Parish Council Meeting</u>

- Provision and maintenance of sport and leisure facilities, Parish Council Office and Garages
  - a) Sportsmobile dates 27.07.2016 2pm to 4pm and 18.08.2016 6pm to 8pm at the Hilton Village Hall Site.
- Children play equipment
- Parish Council owned Parks and Landscaping

# 8. <u>Minute Number 1790/16 - Reports from Councillors that have attended any other Meetings.</u>

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

There was nothing to report.

 Toyota Liaison – The Chair and Vice Chair There was nothing to report.  The Mease Management Committee – To nominate a representative as required

There was nothing to report.

 Marston on Dove Relief in Need Charity –To nominate a representative as required

There was nothing to report.

- Hilton Dog Walking Group **To nominate a representative as required.** There was nothing to report.
  - Flood Liaison To nominate a representative as required
    - **a.** Minutes of the meeting and supporting information from 29.06.2016
  - DCC Parish and Town Liaison Forum To nominate a representative as required

There was nothing to report.

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

There was nothing to report.

- EMIP updates **To nominate a representative as required** There was nothing to report.
  - Party on the Park
    - **a.** Provisional date of Saturday 1<sup>st</sup> July 2017 for Party on the Park next year

Resolved: Hilton Parish Council agreed in principal for Party on the Park to go ahead on 01.07.2016, subject to the plan approval and a copy of their public liability insurance closer to the date.

Resolved: The Clerk to inform the Scout and Guide Group, that in all likelihood the Parish Council car park will be tarmacked by 01.07.2017 and there will be a weight limit for the area, which will not hold fairground lorries or rides.

Resolved: Hilton Parish Council agreed that a weight limit sign will need to be installed once the car park has been tarmacked.

### 9. Minute Number 1791/16 - 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, 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,

1718/16, 1722/16, 1748/16, 1769/16— Clerks Report. Parish Property and documents — Power to receive and retain — Local Government Act 1972 — s.226 There was nothing to report.

- b. Object License update Roma's Garden re the Christmas Tree Fixing Previously reported under minute number 1718/16, 1722/16, 1748/16, 1769/16 Resolved: The Clerk to chase DCC on an update on the license.
  - c. Amendments to the bank mandate Adding of signatories and removal of signatories – Previously reported under minute number 1722/16, 1748/16, 1769/16

Resolved: Hilton Parish Council agreed to sign the draft letter from the bank and to countersign the minutes of the meeting.

d. Community Emergency Plan – Previously reported under minute number 1722/16, 1748/16, 1769/16

Resolved: The Clerk to take this matter off the agenda for the time being.

- e. Village Clock Repairs Previously reported under minute number 1769/16 The Clerk reported that the lighting in the village clock had now been repaired.
  - f. Local Plan part 2

Resolved: Hilton Parish Council agreed that the Chair to Hilton Parish Council should complete the questionnaire on Part 2 of the Local Plan with the Parish Councils comments.

### 10. Minute Number 1792/16 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information:

- c) Circular 11/2016
- DALC Forthcoming training
- Bus Service Bill
- 'Blue Light' deal for National Parks
- Managing performance and older worker

### 11. Minute Number 1793/16 - Finance

Resolved: Hilton Parish Council approved the following payments:

### a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
003011	Hilton Village	Room Hire	28.99	
	Hall			
003012	Jay Financial	Pension set up	125.00	

		support		
003013	Innovative Build Solutions Ltd	Retention on the new build	2,755.09	
003014	Aucuba Landscapes	Maintenance	437.10	
003015	Sterilizing Services	Water Testing	68.39	
003016	Heritage Wood	Plaque	50.00	
003017	Cancelled			
003018	Aucuba Landscapes	Football Pitch Maintenance and purchase of 600 meter hose and fittings	1,958.40	
003019	Blair Gratton Architect	Professional Fees – Parish Council Car Park Work	1,500.00	
003021	Aucuba Landscapes	Maintenance – Village Hall Site July 2016	458.21	
003022	Gordon Brown Law Firm	Legal Fees	900.00	
Card	Garden King	Top soil to fill rut by the skate park	8.00	
Card	Toll Gate Garden Supplied	2 ton of road chippings and 2 bags of cement .Remedial work to the Parish Council Car Park	75.00	
Card	Water Irrigation	Hose reel trolley and sprinkler	104.74	

Resolved: Hilton Parish Council approved the following Payments:

b) Payments by BACS for Parish Allowances, Salaries, Tax, NIC's and any staff expenses - including Chq 003020 for the Inland Revenue.

Salalies, Tax Mos, Expenses

c) Unaudited Accounts for approval from 01.04.2016 to 30.06.2016

## Resolved: Hilton Parish Council approved the unaudited accounts from 01.04.2016 to 30.06.2016:

Current Account	24,859.17
Reserve Account	59,527.94
Cash in Transit	308.00
Total	84,695.11
Less unpresented Chq's	12,550.97
Plus unpresented Receipts	<u> 12.00</u>
Total	72,156.14

### Resolved: Hilton Parish council approved the other income as follows:

d) Other Income for approval:

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Customer	Net	VAT	Total
1	Astro Turf Hire	01/04/2016		Current Account	001	Astro Turf Hire	Little Stars	110.00	0.00	110.00
2	Astro Turf Hire	04/04/2016		Current Account	002	Astro Turf Hire	Name Removed	104.00	0.00	104.00
3	Football Pitch Hire	05/04/2016		Cash	003	Football Pitch Hire	Name Removed	46.00	0.00	46.00
4	Football Pitch Hire	05/04/2016		Cash	004	Football Pitch Hire	Hilton Athletic	23.00	0.00	23.00
5	Astro Turf Hire	05/04/2016		Cash	005	Astro Turf Hire	Name Removed	78.00	0.00	78.00
6	Precept	08/04/2016		Reserve	006	Precept First	South Derbyshire District Council	87,984.00	0.00	87,984.00
7	Electricity	28/04/2016		Current Account	007	Electricity REFUND	Eon	239.92	0.00	239.92
8	VAT Refund	09/05/2016		Current Account	008	VAT Refund	HM Revenue and Customs	0.00	26,625.64	26,625.64
9	Electricity	09/05/2016		Current Account	009	Wayleave	Western Power Distribution	8.05	0.00	8.05
10	Football Pitch Hire	13/05/2016		Cash	010	Football Pitch Hire	Hilton Athletic	46.00	0.00	46.00
11	Astro Turf Hire	13/05/2016		Current Account	011	Astro Turf Hire	Name Removed	25.00	0.00	25.00
12	Football Pitch Hire	26/05/2016		Current Account	012	Football Pitch Hire	Hilton Old Talbot	70.81	0.00	70.81
13	Astro Turf Hire	30/05/2016		Current Account	013	Astro Turf Hire	Name Removed	100.00	0.00	100.00
14	Football Pitch Hire	02/06/2016		Current Account	014	Football Pitch Hire	Name Removed	12.00	0.00	12.00
15	Astro Turf Hire	09/06/2016		Current Account	015	Astro Turf Hire	Little Stars	70.00	0.00	70.00
16	Football Pitch Hire	17/06/2016		Cash	016	Football Pitch Hire	Hilton Athletic	46.00	0.00	46.00
17	Football Pitch Hire	17/06/2016		Cash	017	Football Pitch Hire	Name Removed	19.00	0.00	19.00
18	Astro Turf Hire	17/06/2016		Cash	018	Astro Turf Hire	Name Removed	50.00	0.00	50.00
19	Astro Turf Hire	17/06/2016		Current Account	019	Astro Turf Hire	Name Removed	25.00	0.00	25.00
20	General Admin	21/06/2016		Current Account	020	Refund	Elliot Mather LLP	6.60	0.00	6.60
21	Astro Turf Hire	22/06/2016		Current Account	021	Astro Turf Hire	Name Removed	75.00	0.00	75.00
22	Astro Turf Hire	23/06/2016		Current Account	022	Astro Turf Hire	Name Removed	25.00	0.00	25.00
23	Football Pitch Hire	30/06/2016		Current Account	023	Football Pitch Hire	Name Removed	12.00	0.00	12.00

Total 89,175.38 26,625.64 115,801.02

### Resolved: Hilton Parish Council approved the other income as follows:

e) Other Expenditure for approval:

Voucher	Code	Date	Minute	Bank	Cheque No	Descriptio	Supplier	Net	VAT	Total
						n				
51	Electricity	01/04/2016		Current	DD	Electricity	Eon	45.83	9.17	55.00
52	Electricity	01/04/2016		Current	DD	Electricity	Eon	65.83	13.17	79.00
53	Van	14/04/2016		Current	DD	Fuel for the	Brobot Petroleum Ltd	49.17	9.84	59.01
55	Van	26/04/2016		Current	DD	Van	Swinton Insurance	226.74	0.00	226.74
65	Electricity	03/05/2016		Current	DD	Electricity	Eon	45.83	9.17	55.00
66	Van	03/05/2016		Current	DD	Van Lease	Toyota	284.08	56.82	340.90
67	Electricity	03/05/2016		Current	DD	Electricity	Eon	65.83	13.17	79.00
76	Van	26/05/2016		Current	DD	Van	Swinton Insurance	226.74	0.00	226.74
80	Van	30/05/2016		Current	DD	Van Lease	Toyota	284.08	56.82	340.90
81	Electricity	01/06/2016		Current	DD	Electricity	Eon	76.67	15.33	92.00
82	Electricity	01/06/2016		Current	DD	Electricity	Eon	60.00	12.00	72.00
83	Telephone	03/06/2016		Current	DD	Telephone	British Telecommunications	151.28	30.26	181.54
84	Van	16/06/2016		Current	DD	Fuel for the	Brobot Petroleum Ltd	16.38	3.27	19.65
85	General	14/06/2016		Current	CARD	Spraying	DART Ltd	30.00	0.00	30.00
86	Van	27/06/2016		Current	DD	Van	Swinton Insurance	226.74	0.00	226.74
93	Van	30/06/2016		Current	DD	Van Lease	Toyota	284.08	56.82	340.90

### 12. Minute Number 1794/16 - Items for Information

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

- a) SDDC Press release Completion of new Council homes celebrated
- b) Age UK Strictly no Falling Classes
- c) SDDC Press release Fly-tippers fined under new powers
- d) The Rosliston Forestry Centre David Walliams Ratburger Thursday 25.08.2016 doors open at 3pm for the performance at 4pm
- e) SDDC Press release Former Chairman shows charities the money
- f) SDDC Press release Community Governance Review Barrow upon Trent & Stenson Fields
- g) SDDC Press release Consultation launched to help protect District's Public Spaces
- h) SDDC Press release Apex Climbing Centre scales new heights when it comes to exercise
- i) Clerk & Council Direct Magazine July 2016
- j) Rosliston Forestry Centre Butterfly Walk 09.07.2016 from 2pm
- k) Sharpe's Pottery Walk and Story Time 06.07.2016 from 10.30am
- SDDC Press release Less waste, more taste at this month's farmers' market
- m) SDDC Press release Keen gardener sought for Dreamscheme allotment role
- n) SDDC Summer Activities 2016 leaflet

### 13. Minute Number 1795/16 - Items for discussion

There was nothing to report.

#### 14. Minute Number 1796/16 - Planning Matters for Decision

 a) 9/2016/0671 - 32 KYLE ROAD HILTON DERBY DERBYSHIRE DE65 5JY
 - PROPOSED SINGLE STOREY REAR EXTENSION AND ALTERATIONS

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

b) 9/2016/0653 - 7 MULBERRY WAY HILTON DERBY DERBYSHIRE DE65 5FR - THE PART CONVERSION OF THE GARAGE INTO UTILITY ROOM

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

c) 9/2016/0735 - 13 DOVE RISE HILTON DERBY DERBYSHIRE DE65 5GN - THE ERECTION OF AN EXTENSION AND ALTERATION

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

d) 9/2016/0731 - 21 SHADY GROVE HILTON DERBY DERBYSHIRE DE65 5FX - PROPOSED SINGLE STOREY REAR EXTENSION, WITH EAVES OF 2.3 METRES AND MAXIMUM HEIGHT OF 3.3 METRES EXTENDING 6 METRES FROM THE REAR WALL

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

### 15. Minute Number 1797/16 - Planning Matters for Information

Resolved: Hilton Parish Council noted the following information:

- a) 9/2016/0526 38 HULL STREET HILTON DERBY DERBYSHIRE DE65 5BN THE RETENTION OF CONSERVATORY HAS BEEN GRANTED
- b) 9/2016/0435 11 BLITHE CLOSE HILTON DERBY DERBYSHIRE DE65 5HZ - CERTIFICATE OF LAWFULNESS APPLICATION FOR PROPOSED ERECTION OF AN EXTENSION - CERTIFICATE OF LAWFUL USE OR DEVELOPMENT - HAS BEEN GRANTED
- c) 9/2016/0511 CLARES FOLLY SUTTON LANE HILTON DERBY DERBYSHIRE DE65 5FE THE ERECTION OF A PORCH AND INCORPORATION OF AN OUTBUILDING AS UTILITY ROOM HAS BEEN GRANTED
- 16. Minute Number 1798/16 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. <u>Minute Number 1799/16 - 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, 1710/151727/15, 1744/15, 1761/15,1573/15,1624/15, 1640/15, 1643/15, 1667/15, 1726/16, 1730/16, 1756/16, 1777/16– Clerks Report Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226</u>

There was nothing to report.

18. Minute Number 1800/16 - Personnel Matter and Legal Advice – Previously reported under minute number 1728/16, 1731/16, 1757/16, 1778/16

The Clerk reported that a letter had been received from the other sides Solicitor on 30.06.2016 a reply had been sent by the Parish Council Solicitor as agreed.

19. Minute Number 1801/16 - Architect and Contract information for the Tarmacking of the Parish Council Car Park and Phase 2 of the garage – Previously reported under minute number 1759/16, 1779/16

Resolved: Hilton Parish Council gave Cllr C Smith delegated powers to meet with the Chair of the Scouts and Guide Association to discuss Phase 2 of the Parish Council garages and the Scout Hut Extension and the moving of the green container.

Resolved: Hilton Parish Council agreed that the Scouts and Guide Association could have the use of one of the new garages free of charge once completed to empty the container into whist their extension was constructed on the understanding that the green container is removed from site at their cost if the Scout and Guide Association are in agreement with this.

### 20. Minute Number 1802/16 - Staff Appraisals

Resolved: Hilton Parish Council approved the appraisals for the Groundsman, Lengthsman and Caretaker.

Resolved: The Clerks appraisal to be completed for the September 2016 Parish Council Meeting.

21. Minute Number 1803/16 - Undertaking for the height barrier as approved by the Parish Council Insurance Company

Resolved: The Clerk to speak to the Parish Council Solicitor and take advice on the height barrier in relation to the Lease Agreement with the Scout and Guide Association. The Clerk to let the Parish Council Solicitor see the letter received by the Parish Council from the Scout and Guide Association dated 13.07.2016 for full advice and guidance to be given.

Resolved: After taking the appropriate advice the Clerk to draft a letter for approval by the Parish Councillors via email.

Resolved: The Clerk to send the letter to Peter Holmes the Chair of the Hilton Scouts and Guide Association.

### 22. Minute Number 1804/16 - Social Media

Resolved: Hilton Parish Council agreed that it was not for the Parish Council to monitor what was being posted on social media. It was agreed that the Clerk should not make any comments to the information being posted on Facebook in relation to the Parish Council. It was agreed that a procedure was in place for residents to report such matters directly to the Clerk to the Parish Council.

### 23. Minute Number 1805/16 - Date of the next meeting

Resolved: Hilton Parish Council agreed that a Parish Council meeting was not required in August 2016.

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 28<sup>th</sup> September 2016 at Hilton Village Hall commencing at 7pm for the monthly meeting of Hilton Parish Council.

Resolved: Hilton Parish Council agreed that as there would be no meeting in August 2016, the Clerk should email any planning applications requiring a decision to the Parish Councilors to obtain comments via email to be emailed to the Planning department at SDDC.

Resolved: Hilton Parish Council agreed that as there would be no meeting in August 2016. If the Clerk required a decision on anything at all, this would be completed via email.

Resolved: Hilton Parish Council agreed that as there would be no meeting during August 2016, the Clerk should complete payroll and pay the staff as normal and pay any other items that required payment.

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