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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 30<sup>TH</sup> NOVEMBER 2016 AT HILTON VILLAGE HALL COMMENCING  
AT 7PM**

**Present:**

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

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

**AGENDA**

**1. Minute Number 1053/16 - To receive apologies for absence**

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

- *Cllr Cooper due to other commitments*
- *Cllr Spencer due to Maternity Leave*

**2. Minute Number 1054/16 - Variation of the Order of Business**

There were no Variations to the order of Business.

**3. Minute Number 1055/16 - Declaration of Members' Interests.**

There were no Declarations of Member's Interests.

**4. Minute Number 1056/16 - Public Speaking.**

**Minute Number 1056/16/A – Public Speaking**

Una Walton-Knight reported the following matters:

- The street lighting column at the end of Peacroft Lane was not working. Cllr Pattern replied that she would report this to DCC.
- The Back Lane Playing Field where Western Power had installed their cables needed repairing properly. The Clerk replied that she was currently onto this and the area would be top soiled and reseeded shortly. They had already repaired

the path to the Nature Area and had completed the bridge work for the cable to sit in.

- There was still an issue with constant litter on the Back Lane Playing Fields, which was disgusting. The Chair replied that it was disgusting that the Parish Council had to employ staff to pick the litter up. Everybody agreed that the staff did a really good job of trying to keep the area clean and tidy. It was also agreed that this issue should be constantly highlighted.

Kay Baston raised the following matter:

- Pavements in the village like the one on Back Lane where they have been painted black with slurry seal. When they are first painted you cannot see the dips and this is quite dangerous. Cllr Hudson explained that this type of work is only designed to be a sticking plaster and should only be used in the short term. It is done to preserve the life of the path and to make them last a bit longer.

### **Minute Number 1056/16/B – Police Representatives Report**

PC Joe Stafford and PCSO Karen Coldicott were in attendance at the meeting.

PCSO Coldicott reported that they had seen an increase in van break-ins over the last few weeks. This was with the aim of taking power tools etc. She reported that the Police would be doing a Power Tool Marking Event at the Hilton Brook Car Park on Saturday 03.12.2016 commencing at 11am to 3pm.

PC Joe Stafford introduced himself and explained that he had taken over the area from PC Martin. Everyone welcomed PC Stafford to the meeting.

Cllr Patten asked if there was an update on the Kerb Crawler seen around the John Port School. PC Stafford replied that they had received 3 reports in relation to this matter, which were reports of a man in a car approaching females. Police have put this out on Social Media including Facebook and the local news. At present the Police have not been given enough information from the people that have already reported the problem to find the person responsible, but they will continue to patrol the area for the next few weeks.

### **Minute Number 1056/16/C – District Council Representatives Report**

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

- There had been another Road Safety Group Meeting, which the Police attended. The main issues discussed were the cones down Peacroft Lane, educating both children and parents on Road Safety, and a lot of people being caught on mobile phones. Cllr M Smith reported that on Spotted Hilton there was a photograph of a vehicle parked by the cones and the barrier. He asked if the Registered Keeper had been sent a letter for inappropriate parking. PC Stafford replied that the Police could not prove who the driver of the vehicle was on that day. PC Stafford explained that if people see anything like this, they should call the 101

non-emergency number and inform the police. The Chair asked if the 101 number was the only way that residents could contact the Beat Team, she explained that she had called 101 a few weeks ago and for 20 minutes was held in a cue waiting to get through, in the end she gave up.

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

Just the one item to report in my absence that being the Persimmon land adoption. Persimmon are still reviewing the land in the village with a view to reviewing the situation early in the new year with the District Council. They have assured me that they will continue to maintain the land themselves to a high standard in the meantime so please let me know if you hear of any issues and I will take it up with them directly. As soon as I hear more from them I will let you know.

I hope you all have a wonderful Christmas and New Year.

### **Minute Number 1056/16/D – County Council Representatives Report**

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

- She had attended a meeting with 2 Highway Officers in relation to the Travellers gaining access onto the grass verge on Uttoxeter Road/Derby Road, to see how this situation can be stopped in the future.
- Cllr Patten took photographs on the day the last lot of Travellers left and they had left behind a lot of mess and rubbish, which the Clean Team removed almost immediately.
- She had spoken to SDDC to see if the Travellers could be charged for the clean-up, but unfortunately they cannot do this as it could not be proved that the rubbish was left by the Travellers.
- This matter was now in the hands of the Legal Department at DCC to see what could be done to stop Travellers gaining access to the this particular piece of grass verge in the future. Highways will not agree to bollards or boulders as it is deemed that a vehicle could come off the road and hit them.
- Cllr Patten said that it will not be a quick fix but she would keep the Parish Council informed of progress.
- Cllr Patten said that she would ask DCC what they are going to do about this issue all over the County.

### **5. Minute Number 1057/16 - Chairpersons Report**

The Chair reads out her report as follows:

I have noted there are a number of posts on Spotted Hilton about the caravans that were sited illegally on the outskirts of Hilton and I'd like to take this opportunity to clarify a number of inaccuracies in those posts:

Firstly I would just like to say that the land does not belong to the Parish Council, it belongs to DCC

**post** - *and that is why the party on the park wanted to put cherry trees there and had over £1500 put aside for it but the parish council wouldn't allow us*

**fact** - the Parish Council did not refuse to allow the planting of cherry trees, it's not Parish Council land, what the Parish Council did refuse to do was to apply for a cultivation license for that land because, if granted, that would make the Parish Council entirely responsible for the maintenance and upkeep of the land, something the Parish Council have neither the resources or equipment to do. This was all explained (and we thought understood) to POP at the time of the request. Whether POP then contacted the landowner with their offer is not known.

**post** - *..... any comments from the parish council I thought not ineffective why have one anyway put some bollards in job done I will provide the labour free of charge*

**fact** - as already stated the land does not belong to the Parish Council. At the October Parish Council meeting DCC District Councillor Julie Patten informed the Parish Council that DCC had refused to install bollards and the Parish Council asked Councillor Patten to request re-consideration of that decision

**post** - *Guess the crime rate is going to go up and perhaps the parish council should consider installing speed humps just outside the camp to make them feel at home*

**fact** - I'm not sure what that statement is based on however at the last Safer Neighbourhood meeting it was reported that the crime rates for this area are well below average. The upkeep of the roads including installation of speed bumps is not the Parish Council's responsibility

**post** - *I would hope both the parish council and our district councillors are aware of what's going on even if they don't monitor or reply to comments on here. I agree with earlier comments we need bollards a.s.a.p to put a stop to this once and for all.*

**fact** - I can only comment on behalf of the Parish Council and yes the Parish Council are fully aware of what's going on, in fact the Parish Council Clerk reported the matter to DCC when the caravans first arrived. The Parish Council clerk can easily be contacted by phone or email to answer questions and queries.

It was agreed that there was a total miss conception about what the Parish Council can do and what land they own, lease or maintain. It was a shame that people chose not to attend Parish Council Meetings.

**6. Minute Number 1058/16 - To confirm the monthly minutes of the Hilton Parish Council Meeting held on 26<sup>th</sup> October 2016.**

***Resolved: Hilton Parish Council approved that the Minutes of the Hilton Parish Council Meeting held on Wednesday 26<sup>th</sup> October 2016, having been circulated were approved and signed as a true record.***

## **7. Minute Number 1059/16 - Committee Reports**

### **A) Minute Number 1059/16/A - Community Services – To be discussed in full Parish Council Meeting**

- Community Information and Publicity.

There was nothing to report.

### **B) Minute Number 1059/16/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

The Clerk reported that Grant Thornton the appointed Government Auditors were under investigation for their dealings in relation to Sports Direct. It was not yet know how this investigation would affect all Parish Councils Audits ending March 2017.

### **C) Minute Number 1059/16/C - Environment and Green Space – To be discussed in full Parish Council 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

There was nothing to report.

### **D) Minute Number 1059/16/D - Village Infrastructure – To be discussed in full Parish Council Meeting**

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

There was nothing to report.

### **E) Minute Number 1059/16/E - Recreation and Leisure –To be Discussed in full Parish Council 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 1060/16 - 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**

There was nothing to report.

- The Mease Management Committee – **To nominate a representative as required**
  - a. **Minute of the meeting held on 09.10.2016.**
  - b. **Minutes of the meeting held on 18.11.2016**
  - c. **Summary of the account for 2015/2016**

There was nothing further 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**

There was nothing to report.

- 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**

There was nothing to report.

#### **9. Minute Number 1061/16 - 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, 1718/16, 1722/16, 1748/16, 1769/16, 1791/16, 1814/16– Clerks Report. Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226**

There was nothing to report.

**b. Main Street/Mill Lane Playing Field registration**

Cllr Darlington gave her report as follows:

She had contacted DCC on 01.11.2016 and had been informed that the decision to register The Main Street/Mill Lane Playing Field as The Green had been a unanimous decision by the Committee. This was without any qualifications or additional information required. We are now just waiting for the official confirmation and registration number to be sent through to the Clerk.

**c. Clerk Report - Complaint re a Firework Display held at the Scout Hut on 07.11.2016**

**The reason for my Report:**

The Clerk was required to inform Hilton Parish Council of a verbal complaint, this was received by the Parish Council Clerk from a resident, on the morning of Tuesday 08.11.2016. The complaint was in relation to a firework display that was held within the grounds of the Hilton Scout Hut on the evening of Monday 07.11.2016 between about 8.48pm and 9.15pm.

**Investigation:**

On receiving the complaint the Clerk reviewed and downloaded the relevant footage and photographs in relation to this matter.

From the CCTV it can be seen that a fireworks display took place between 8.48pm and 9.15pm in the garden of the Scout Hut. The fireworks were let off from the area of the planters, to the rear of the compound, over the main football pitch of the Back Lane Playing Field.

During the firework display, there was a football game on the Astro Turf, which was within quite close proximity to where the fireworks were being let off. The Clerk had contacted the football team concerned to ask if this had been a problem or if they had any issues with the firework display and they said the following:

They were just outside the courts, everything seemed controlled and was managed OK in my opinion. There was quite a lot of noise but that's kids. No issues from me.

The Clerk also took the opportunity to establish from Michael Vick, as he popped into the office to drop in some footballs on 09.11.2016, to ask if it was the Scouts Group that held the firework display or if it was one of their hirers holding the firework display.

Michael Vick explained to the Clerk that it was the Scouts Group and he was aware that they were having a firework display but he was unsure of the time.

On the CCTV people can be seen using the area walking on the paths and over the football pitch under where the fireworks were being let off.

On Tuesday Morning 08.11.2016, the Lengthsman was required to clean the debris from the fireworks, from off the main football pitch on Back Lane. This included spent rocket cases, rocket sticks, firework packaging etc. The debris went down the field at least to the half way mark.

The boxes and packaging from the fireworks were placed in the litter bin at the front of the Village Hall.

On Tuesday 08.11.2016, the Clerk put a call into SDDC to establish if a license was required for such a display on Public Open Space by a local organisation. The Clerk was informed that a license was not required for this event. There was however a voluntary register of people holding fireworks displays held by SDDC and on asking the question, the Scouts Group did not register their display in this way.

**Items considered during this investigation:**

Under the Scout and Guide Lease Agreement with Hilton Parish Council at item 8 it states the following:

Not to do or permit or suffer anything to be done in or upon the demised premises or any part thereof or any buildings erected or to be erected thereon which may be or become a nuisance or annoyance or cause damage or inconvenience to the landlord or to the owners or occupiers of any neighbouring land or premises.

Also considered was the Law on fireworks:

**2004 No. 1836 FIREWORKS The Fireworks Regulations 2004 - The Law says**

It is **illegal** to let fireworks off in the street or a public place. You should only let fireworks off on private land such as your garden or on land where you have the landowner's permission.

The law says you must not set off or throw fireworks (including sparklers) in the street or other public places.

**You can be fined up to £5,000 and imprisoned for up to 6 months for selling or using fireworks illegally. You could also get an on-the-spot fine of £90.**

Also the Law and Legislation from The Health and Safety Executive with regards to Firework Displays and the Health and Safety at Work Act:

**Outcome:**

On 16.11.2016 The Clerk telephoned the Chair of the Scouts Association Peter Holmes and informed him of the Complaint and the firework display held on 07.11.2016 at the Scout Hut. He had no idea of such an event being held. He informed the Clerk that he would email all the Scout Leaders and raise this matter at their next meeting in a few weeks, so that this does not happen in the future.

**Recommendation:**

As the Clerk to Hilton Parish Council, I would recommend that no further action is required on this occasion as the matter had been discussed and dealt with by the Clerk the Clerk to Hilton Parish Council and Peter Holmes the Chair of the Scouts Association.

***Resolved: Hilton Parish Council agreed that the action that the Clerk had taken in this matter had been correct and no further action should be taken on this occasion.***

- d. Further Graffiti on the skate park between 11.11.2016 & 14.11.2016 and the future of the Youth Shelter – Previously reported under minute number 1838/16/C**

The Clerk reported that she had spoken to Zoe Sewter at SDDC in relation to the Youth Shelter and by request the Parish Council may be able to remove the Youth Shelter if the problems persist. The Parish Council then spoke about how this could be raised with the Residents of the Village for a decision to be made on the future of the Youth Shelter.

***Resolved: Hilton Parish Council agreed to defer making a decision on this matter until later on during the meeting where Social Media had been added by the Clerk for discussion. Hilton Parish Council agreed that the future of the Youth Shelter should be a decision for the whole community.***

***Resolved: Hilton Parish Council agreed for the Clerk to obtain prices for the budget setting in January to repaint the Skate Park with anti-graffiti paint.***

- e. Hilton Parish Council Traffic Light System Policy for approval in relation to the use of Parish Council Facilities**

***Resolved: Hilton Parish Council agreed to the Traffic Light System Policy. The Clerk to email the Policy to all users of Parish Council Facilities as soon as possible.***

#### **f. Clerks Report - Neighbourhood Planning**

##### **The reason for my Report:**

A while ago Hilton Parish Council asked me to look into Neighbourhood Planning for Hilton.

##### **What is a Neighbourhood Plan?**

In very simple terms, a neighbourhood plan is:

- A document that sets out planning policies for the neighbourhood area. Planning policies are used to decide whether to approve planning applications
- Written by the local community, the people who know and love the area, rather than the Local Planning Authority
- A powerful tool to ensure the community gets the right types of development, in the right place.

Local people can create a plan that allows them to develop planning policies that reflect the priorities of their area and have real legal weight. In areas with a Parish or Town Council, the Council has to lead the neighbourhood plan, but the Council can decide to use local volunteers/residents to help with the process.

The whole community then decides at a referendum vote whether the local authority should bring the plan into force. South Derbyshire District Council would pay the cost of the referendum and the cost for any inspection of the report

A neighbourhood plan is an important document with real legal force, therefore there are certain formal procedures that it must go through as follows:

- **Step 1 – Getting set up**

Once a neighbourhood forum is established by the Parish Council, the Parish Council would need to apply to South Derbyshire District Council to designate the neighbourhood area. This can be done now and at no cost. The normal neighbourhood area would be defined as either the area of the Parish or the area of the Ward.

Before the Parish Council decide to go ahead with a neighbourhood plan, there are a few things to bear in mind:

- **What it can do:** The Parish Council would need to make sure that they have a clear understanding of what a neighbourhood plan is and what it can achieve to be sure it's the right thing for the area.
- **Time commitment:** The average length of time to produce a neighbourhood plan is 18-24 months, and it is mostly done by the Parish Council with the help of volunteers within the community, though there is funding to pay for expert help where needed.
- **The complexity of the process:** A neighbourhood plan is a legal document and requires detailed research and evidence to create.
- **Everyone's invited:** Producing a neighbourhood plan is a community-wide affair. It's a great opportunity to talk to everyone from children to elders across the area.

Opportunities and benefits of a neighbourhood plan:

It is useful to be aware of the main motives for wanting to do a plan. These could include:

- The plan will have statutory status – greater influence over planning decisions
- More say on detailed matters than the local plan
- May be community-led
- Begins a dialogue with a range of organisations
- Possible influence on local authority activities opportunity to specify which sites will be developed or where growth will be concentrated
- Can encourage community projects and self-build initiatives

### **Time and Financial Costs:**

It may be useful to create a simple project plan in the form of a table to help in assessing time and cost implications. This could break down the plan into different activities, such as:

- Publicity
- Developing local partnerships
- Community and stakeholder engagement and consultation at various stages
- Building the evidence base
- Writing the plan
- Pre-submission consultation
- Other activities

In working out resources including financial costs, each task will need to be considered. Think about breaking down the task of producing a neighbourhood plan into a series of smaller actions and then placing key milestones and costs against them. The following should be included:

- Venues, refreshments, materials for community events

- paid professional support (such as preparing technical evidence)
- web site, telephone and postage
- printing
- travel to meetings and events
- other miscellaneous expenses

- **Step 2 – Determining the neighbourhood area**

The boundaries of a neighbourhood area can be decided in a number of ways – They could be existing parish boundaries, physical boundaries like a road or river, or a catchment area for the local shops. The Parish Council would need to speak to other local people about this to make sure that your decision feels right to them.

Once the area boundary is decided, The Parish Council would need to submit it to South Derbyshire District Council for designation.

Once the area and neighbourhood forum is designated, work on the actual plan can begin.

- **Step 3 – Community Consultation and Evidence:**

Writing a neighbourhood plan is a good way to become more involved in the local area. The Parish Council and the neighbourhood planning group will need to talk to lots of people locally – residents, businesses, community groups, schools – to find out what's important to them about where they live, what they'd like to improve and what their vision is for the local area.

The Parish Council would also need to gather evidence to back up the ideas that the community want to see.

Using feedback and evidence, the next job is to write the planning policies that will make the community's vision a reality.

- **Step 4 – Submitting the plan**

Once the draft neighbourhood plan is complete, it's submitted to the local authority. They'll check that we have followed the correct procedures, that we've provided evidence to back up the planning policies and that we've involved the whole community in the process.

South Derbyshire District Council will then arrange for an independent planning inspector to check that the plan meets the basic conditions.

Finally, if the plan passes these tests, South Derbyshire District Council will organise a public referendum (vote), so that everyone who lives in the neighbourhood area can decide whether they support it. If more than 50% of the voters are in favour of the plan, South Derbyshire district Council must bring it into force. This means that it will form

part of the statutory Development Plan (Local Plan) for that area, so any decisions about whether or not to grant planning permission in the neighbourhood area in the future must be made in accordance with the neighbourhood plan.

### **The Cost:**

Parish and Town Councils that have gone through this process, or are currently in the process of setting up a neighbourhood plan have suggested that the costs are actually far lower than originally anticipated.

Originally the cost was thought to be between £20k and £25k to produce a neighbourhood plan, however this is now reported as costing roughly £15k. Obviously the cost very much depends on how much consultant time is used, the more consultant time used the higher the cost.

The Clerk had spoken to Ian Hey at South Derbyshire District Council as he is the contact who would help the Parish Council and the Volunteers through this process. Ian Hey would be happy to attend a meeting with the Parish Council Members to discuss the process and how he can help, if the Parish Council decides to take this forward.

South Derbyshire District Council can also offer support through Ian Hey for example: The Planning Department to help write the planning policy etc. South Derbyshire District Council may also be able to help with other resources required through Ian Hey.

South Derbyshire District Council would also give the Parish Council and the group of volunteers a £5k grant towards this process and the Parish Council could apply for up to a further £5k funding from elsewhere, however this is still to be identified. Other Parish Councils in this process have budgeted at least £10k in their budget to cover the process over and above what funding could be achieved just in case.

### **Clerk Recommendation:**

As the Clerk to Hilton Parish Council, I recommend that Hilton Parish Council look at producing a neighbourhood plan. However you would need to consider strongly, that this will be a lengthy process and will take a lot of time and dedication to produce. It can also be quite costly, especially if somebody needs to be employed on say a 24 month contract to actually do the admin work if we cannot get a Volunteer and the employment of consultants to complete the legal side.

Cllr Plenderleith asked the Parish Council to take into account that the boundary for the village is currently locked unless SDDC cannot identify a 5 year rolling housing supply. The Parish Council are reliant on the Planning Department doing their job. The Clerk explained that a Neighbourhood Plan would complement the Local Plan which has just been adopted by SDDC. Cllr Plenderleith said that a Neighbourhood plan would be another layer to be considered by the Planning Department for any future development in Hilton, it was also a good way of bidding for Section 106 money as it

would identify what the residents want. However a Neighbourhood plan would need to be seen positively towards development within the village. She explained that when consulting on the Local Plan SDDC use Social Media and hold open day events but there is always a problem with people engaging in the process.

***Resolved: Hilton Parish Council agreed to defer this item till the meeting in December 2016. This was to give the Councillors time to read the Clerk Report and information prior to making any decisions.***

#### **g. Clerk Report - Damage and repairs to the bollards on Meadow Lane**

##### **The reason for my Report:**

It was brought to the Clerks attention, that the travellers that parked on the corner of Uttoxeter Road/Derby Road, allegedly tried to gain access onto Meadow Lane, and this was on the same morning prior to them moving onto the grass verge on Uttoxeter Road/Derby Road.

It was a resident that brought this matter to the Clerks attention, however this was almost a week later. The Clerk asked the resident if they had reported this incident to the Police, taken the registration number of the vehicle or, taken a picture on their phone. Unfortunately the resident had not done any of the above. The Clerk explained to the resident the importance of reporting such matters to the Police and where possible obtaining registration number.

Allegedly a 4x4 vehicle was used to ram the wooden bollards at the entrance to Meadow Lane, however the bollards did their job but quite a lot of damage was caused to both the bollards and the footpath. The Clerk reported the damage to Jonathan Green at St. Modwen's and both the bollards and footpath were repaired.





It is not known if the person that drove into the bollards was hoping to gain access to Meadow Lane or the Back Lane Football Pitch.

**Investigation:**

The Clerk and Cllr Smith decided to look at the site as a whole to establish if there were any vulnerable spots which, in the future could allow certain people to gain access to the site.

The Clerk was very pleased to say that the majority of the area was well secure with either bollards, gates, a height barrier or CCTV.

The only area that was identified as being at risk, was the gated area just off Meadow Lane.



This gate was originally installed many years ago to allow maintenance vehicles onto the site. However this is no longer required as all maintenance vehicles come through the main gates off Peacroft Lane.

This gate is situated before the Meadow Lane bollards and would have been easier than the bollards to get through. The Clerk could only think that the person that tried to gain access to Meadow Lane had not realised that this was just a gate with a chain and padlock that could have easily been cut off or, maybe they did not want to draw too much attention to themselves by cutting it off, we will never know for sure.

**Proposed Plan:**

**Option 1:**

The Clerk proposed that the gate be removed and replaced with substantial fencing and then mature trees and hedges planted on either side to close the area off, leaving just the walk way.

The ditch could also be extended on the Parish Council land to cover this area for extra protection

**Option 2:**

As above but leave the original gate as is and then plant mature trees and hedges on either side to close the area off, leaving just the walk way.

The ditch could also be extended on the Parish Council land to cover this area for extra protection

**Option 3:**

As above either option 1 or option 2 with no ditch.

***Resolved: Hilton Parish Council asked the Clerk to obtain prices to replace the gate with either metal fencing or wooden fencing in the first instance.***

***Resolved: Hilton Parish Council agreed that mature trees should be planted either side of the new fencing.***

***Resolved: Hilton Parish Council agreed that an extension to the ditch was not required.***

- h. Request for the Parish Council to have a Cultivation License for the grass verge on the corner of Uttoxeter Road and Derby Road**

***Resolved: Hilton Parish Council did not agree to take on a Cultivation License for this piece of land as the protection of the land was the responsibility of DCC***

***Highways Department. The Parish Council agreed that they did not have the staff or the resources to take on a cultivation license for this land.***

**i. Clerk Report – from a Parish Council to a Town Council**

**THE REASON FOR MY REPORT:**

A few months ago Hilton Parish Council asked the Clerk to look into the process of how Hilton Parish Council can be converted to a Town Council.

**WHAT'S THE DIFFERENCE BETWEEN A PARISH COUNCIL AND A TOWN COUNCIL?**

To quote from the National Association of Local Councils: "They both have the same powers and can provide the same services. The only difference is that a Town Council has decided that it should be known as a Town Council instead of a Parish Council". It also has a Mayor rather than a Chairperson.

The key benefits of the change of name to Hilton Town Council would be:

- The term 'Town' is seen as more inclusive. Hilton Town Council would seek to serve the needs and address issues in all parts of Hilton, no matter what that may be.
- Hilton, with a population of around 8,500, which is soon to increase drastically, is larger than what most people (including many organisations with which we work in partnership) consider a village. It also has the biggest Primary School with over 820 Children registered outside of the London Urban Area. Let's not forget there is soon to be another Primary School in the village very soon.
- Hilton has a strong identity, but infrastructure is lacking.
- Once defined as a Town, Hilton may be provided with more services than they currently get from other Local Government Sectors like SDDC. For example more regular street sweeping.
- A Town Council may be better placed to push for a higher proportion of Concurrent Expenses. Hilton Parish Council have asked in the past that the District Council consider making Hilton a special case but this has always been refused Maybe as if we convert to a Town Council we could push for this to be changed.

The change of name has no significant cost implications; nor will it change the statutory basis and rules by which the Council works. The Council should recognise however that there will be a variety of views on this issue amongst Hilton residents. Individuals and local organisations can still choose for themselves as to whether they wish to use the term 'Town' or 'Parish'.

**WHAT ARE THE MAIN RESPONSIBILITIES OF A TOWN COUNCIL?**

Hilton Town Council would have an overall responsibility to contribute to the well-being of the community, much the same as it does as a Hilton Parish Council. The work falls into three main categories:

- Representing the needs and interests of Hilton
- Delivering services to meet local needs
- Striving to improve the quality of life in Hilton

The Clerk did not know at this stage if it would Give Hilton a bigger voice as a Town Council over a Parish Council.

### **HOW TO CONVERT TO A TOWN COUNCIL**

The Clerk was still looking into this with the help of DALC and NALC, but it was looking like it was as simple as adding this to the Agenda for the May 2017 AGM, Resolving to convert to a Town Council and electing a Mayor instead of a Chairperson. It also meant that if it did not work or benefit Hilton, then at the next AGM the Council could convert back to a Parish Council in the same way. This means that there is no petition of the Village required and no need to trigger a Governance Review with SDDC.

***Resolved: Hilton Parish Council agreed to defer this matter to the agenda for December 2016. This was to allow the Councillors to read the Clerks report and information.***

#### **j. Results of the questionnaire for the development of the triangle of grass adjacent to the skate park**

The Clerk reported that she had only received 17 questionnaires back at the office as most people decided to complete the questionnaire that had been put onto Facebook.

The results were as follows:

- Create an adventure playground/ adult keep-fit area, gated & fenced off, dog free = 198
- Hilton Bicycle Pump Track = 62
- Create an adventure playground/adult keep fit area (not fenced off) = 34
- To do nothing at all = 6
- Or something else (please specify) = 5
- Create a gated, fenced off, grass, dog free, play area (suitable for ball games) and include basketball hoops = 4
- Gym = 1
- Create a gated, fenced off, grass, dog free play area (no ball games allowed) = 2
- Create a gated, fenced off, grass, dog free play area (suitable for ball games) = 1

***Resolved: Hilton Parish Council agreed that the Clerk should obtain prices to create an adventure playground/adult keep-fit area, fenced off. Ready for the budget setting process.***

***Resolved: The Clerk to obtain permission from SDDC to install the above to the triangle of land opposite the Skate Park, as the land in question was owned by SDDC under a long term lease agreement to Hilton Parish Council.***

**k. Clerk Report –Lighting Column failure on the Village Hall Site on 24.11.2016**

**The reason for my Report:**

The Clerk was required to inform Hilton Parish Council that there was a near miss serious accident on site on the afternoon of 24.11.2016.

The first lighting column just down from the Parish Council Office failed and came down on a Contractor whilst he was mowing, just missing his head. It was horrific to watch.



The Clerk reported that she was just loading her car ready to go home when it happened, if she had not seen it for herself, she would have said that the contractor had hit the post with his mower, but actually he did not as far as the Clerk could see. He could not hear the column coming down either as he had his ear defenders on and the mower was noisy. The Clerk tried to shout to him but it all happened so fast. The Clerk felt that it may have been the vibration of the mower that pushed the lighting column over the edge.

The Clerk and the Contractor then managed to pull the lighting column back down and secure the post. It looked like the nut and bolt at the top had worked its way loose. The Contractor managed to secure this back in place to make the column safe again overnight. If the nut and bolt had come out completely the whole lot would have fell onto the Contractor and his mower.

The Clerk called the Parish Council Electrician on the morning of 25.11.2016, to check all the lighting columns on the site, to make sure that they were all safe and secure and no further nuts and bolts were loose in any of the other columns. The Electrician was also going to repair the lighting column that was currently not working by the Thames Way entrance.

The Clerk had also asked the Electrician to check the lighting column on the Village Hall side that was the same or similar make columns as the ones on the Parish Council land, as she felt it is necessary and proper to have them all checked.

This could have been a very serious incident, especially if it had hit the Contractor on the head, it could have potentially killed him as the lighting columns are very heavy. Luckily he was sitting down on his mower, if he had been stood up it could have easily connected.

On this occasion and because the Clerk felt the need to call the electrician, due to Health and Safety issues and for the protection of staff and members of the public. The Clerk agreed with the Electrician that the Parish Council would pay for the initial checks completed on 25.11.2016. This includes the column on the Village Hall side. The Clerk asked the Parish Council to consider accepting the cost of maintained and repairs to this column as it seemed pointless leaving one not maintained properly and it does form part of the SDDC Phase 1 work completed in about 2007.

***Resolved: Hilton Parish Council agreed that the action that the Clerk had taken was the correct course of action.***

***Resolved: Hilton Parish Council agreed to pay for the cost of the maintenance to this lighting column now and in the future along with the rest of the columns.***

On speaking with the Electrician potentially somebody may have deliberately undone the nut and bolt on this column as they don't normally work their way lose like this. The Clerk said that she was afraid that we would never know if this was the case or not, it may have been like this for months.

The Clerk explained that the Electrician had ordered replacement bulbs for all the lighting columns as one had already failed and the others were about out of their shelf life. The Clerk thought that this would be more cost effective than keep calling the Electrician back as they blow one by one now they had started to fail;. The Clerk ask the Council if they were happy with this.

***Resolved: Hilton Parish Council agreed that the Clerk had taken the correct course of action and they were happy for the bulbs to be changed and the Lighting Columns to be serviced.***

***Resolved: Hilton Parish Council agreed to the Lighting Columns to be serviced on a regular basis going forwards.***

#### **I. Village Clock problems**

The Clerk reported that there was a problem with the Village Clock, in the fact that the wireless kit to change the time when the clocks went back had failed. The Clerk explained that she had contacted the manufacturer of the clock but unfortunately, the piece of kit to repair the clock is no longer available and the piece of kit that is available is too big to fit in the Village Clock.

The Clerk also reported that the main column of the clock was cast iron and explained that this was corroding quite badly. (The Clerk showed a photograph of the problem). The Clerk explained that this was making the clock dangerous as the column could fail at any point.

The Clerk recommended that the Parish Council should consider as a matter of urgency either removing the clock and replacing it with a new clock, having the clock face mounted on a new column or removing the clock completely. However as this was installed to celebrate the Millennium, the Parish Council may want to ask for the public's opinion on what they would like to happen with the Village Clock. The Clerk stressed however that she did not think that this was an issue that could go out in a questionnaire as this process would take far too long. The Clerk suggested that a notice be placed on the Clock and the Parish Council notice board in relation to the clock asking that anyone with an interest/preference in the clock and what they think should happen, should attend the Parish Council Meeting in December, whereby the Parish Council will consider any comments and then make their decision.

***Resolved: Hilton Parish Council agreed for the Clerk to arrange for the clock to be removed as soon as possible and then stored until a decision could be made. This would make the clock safe in the short term.***

***Resolved: The Clerk to look into if a local company would sponsor the Village Clock.***

***Resolved: Hilton Parish Council agreed to defer making a decision on the future of the clock until later on during the meeting where Social Media had been added by the Clerk for discussion. Hilton Parish Council agreed that the future of the Village Clock should be a decision for the whole community.***

#### **m. Facebook**

The Clerk reported that she had been speaking to DALC about Facebook and to cut a long story short, next year DALC are hoping to run some workshops on how Parish Councils can use Facebook. During the conversation it was suggested that Hilton Parish Council could be the Case Study by setting a Facebook Page up and seeing how it works etc. The hope is that this will then bring Parish Councils into the 21<sup>st</sup> Century having their own Facebook Page. The Clerk asked Hilton Parish Council if they would agree to setting up a Facebook Page and being the Case Study. If this works it may be rolled out to other Parish Councils in Derbyshire and The Clerk may have to help deliver the training for this, would Hilton Parish Council be happy for this to be the case.

***Resolved: Hilton Parish Council agreed to set up a Facebook Page and be the Case Study for DALC.***

***Resolved: Hilton Parish Council agreed that they would be happy for the Clerk to help DALC deliver the training if required.***

***Resolved: The Clerk and Cllr Hudson to set up a Hilton Parish Council Facebook Page as soon as possible,***

***Resolved: in relation to the following items from the Clerks Reports earlier in the meeting:***

- **Item d) - Further Graffiti on the skate park between 11.11.2016 & 14.11.2016 and the future of the Youth Shelter – Previously reported under minute number 1838/16/C**

**Resolved: Hilton Parish Council agreed to add this matter to the Hilton Parish Council Facebook Page**

- **Item l) - Village Clock problems**

**Resolved: Hilton Parish Council agreed to add this matter to the Hilton Parish Council Facebook Page.**

#### **10. Minute Number 1062/16 - Derbyshire Association of Local Councils**

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

##### **A) DALC circular 17/2016**

- 2016 – 18 National Salary Award
- Derbyshire Alert Community Messaging System
- HR for busy councils
- Update from the Derbyshire County Council Parish and Town Council Liaison Forum
- Responsive bus service for rural residents
- Updated Legal Topic Notes
- NALC opposes council tax referendum principles for local councils

#### **11. Minute Number 1063/16 - Finance**

**Resolved: Hilton Parish Council approved the following payments including the additions of cheque numbers 003057, 003058, 003059, 003060 & 003061 and the card payment to Clocking Systems:**

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

<b>CHEQUE NO</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>POWER</b>
003045	Hilton Village Hall	Room Hire - October	28.99	
003046	Hilton Village Hal	Room Hire - November	28.99	
003047	Aucuba Landscapes	Maintenance	715.50	
003048	J Parker Dutch Bulbs	Bulbs for planted areas and ferns for the Woodland Area	68.34	
003049	R Massey and Son	Raw bolts and nuts, WD40, Masonry Bit,	56.56	

		Flat Washers etc		
003050	RSL Ltd	Shutter Maintenance and Service contract	792.00	
003051	Sterilizing Services Ltd	Water Testing Back Lane Pavilion and Parish Council Office	68.39	
003052	South Staffs Water	Water Parish Office and Garage	35.45	
003053	Aucuba Landscapes	Maintenance of the Village Hall Site	458.21	
003054	SDDC	Sportsmobile	606.00	
003055	Fairview Arborist	Felling of Oak Tree by the Parish Council Office and Garages	150.00	
003057	Aucuba Landscapes	Rolling and Spiking the Football Pitches	363.96	
003058	Zurich Municipal	Insurance Cover for Phase 2 of the Office and Garage extension	110.00	
003059	Greg Rice	Website hosting and maintenance	50.00	
003060	Hilton Village Hall	Sub Meter Electricity Charge	103.18	
003061	Royal British Legion	Poppy Wreaths x 2 and Poppy Crosses	200.00	
CARD	Clocking Systems	Clock Machine, cards and rack	225.60	

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

- b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003056 for the Inland Revenue.**

<b>Description</b>	<b>Amount</b>
Salaries, Tax NICs, Expenses etc	£6,266.35
NEST Staff Pension	£469.94
NEST Clerk Gratuity	£2,184.00

**12. Minute Number 1064/16 - Items for Information**

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

- a) SDDC – Press release – Have a ball with the Chairman – and it's all for a great cause
- b) SDDC – Press release – Have your say as next phase of the Local Plan Part 2 Consultation launched
- c) SDDC – Press release – Latest gadgets to be trialled in the fight against food waste
- d) SDDC – Press release – Cafes leading the way in dementia initiative
- e) SDDC – Press release – Ground-breaking animation wages war on problems of mould
- f) Clerks and Council Direct Magazine November 2016
- g) Your Derbyshire Magazine
- h) SDDC – Summer Activity Provision - Thank you letter
- i) SDDC – Press release – Community Governance Review Process Enters its second stage
- j) What's On Magazine
- k) SDDC – Press release – Courses on Woodland wonders aimed at Teachers
- l) Joined Up Care Derbyshire – information
- m) Remidi – Victim of Crime Support
- n) DCC – Swadlincote Lights switch on 25.11.2016 commencing at 5pm
- o) DCC – Information on Hydraulic Fracturing known as Fracking
- p) SDDC – Press release – Christmas Light Switch-on Countdown
- q) SDDC – Press release – South Derbyshire takes centre stage among MPS in Westminster

**13. Minute Number 1065/16 - Items for discussion**

There was nothing to report.

**14. Minute Number 1066/16 - Planning Matters for Decision**

- a) 9/2016/1205 - 7 AVON WAY HILTON DERBY DERBYSHIRE DE65 5HB - RETENTION OF PART CONVERSION OF INTEGRAL GARAGE INTO LIVING ACCOMMODATION – (note: this application was added prior to the meeting)

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

- b) 9/2016/1146 - 20 WELLAND ROAD HILTON DERBY DERBYSHIRE DE65 5GZ - THE ERECTION OF AN EXTENSION AND ALTERATIONS INCLUDING A PART GARAGE CONVERSION

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

- c) 9/2016/1120 - 19 EGGINTON ROAD HILTON DERBY DERBYSHIRE DE65 5FG - THE ERECTION OF AN EXTENSION

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

- d) 9/2016/1043 - FOLLYFOOT FARM SUTTON LANE HILTON DERBY DERBYSHIRE DE65 5FE - DEMOLITION OF EXISTING BUILDING AND THE ERECTION OF WORKSHOP WITH ASSOCIATED ACCESS TRACK

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

#### **15. Minute Number 1067/16 - Planning Matters for Information**

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

- a) 9/2016/1063 - 22 LANCASTER DRIVE HILTON DERBY DERBYSHIRE DE65 5JQ - THE ERECTION OF AN EXTENSION – **HAS BEEN GRANTED**
- b) 9/2016/0967 - 16 HALIFAX CLOSE HILTON DERBY DERBYSHIRE DE65 5HH - THE ERECTION OF AN EXTENSION – **HAS BEEN GRANTED**
- c) 9/2016/0957 - 20 WEST AVENUE HILTON DERBY DERBYSHIRE DE65 5FY - ERECTION OF AND ALTERATION TO FRONT DORMERS – **HAS BEEN GRANTED**
- d) 9/2016/0926 - 15 SUTTON LANE HILTON DERBY DERBYSHIRE DE65 5FB - THE ERECTION OF AN EXTENSION/ALTERATION – **HAS BEEN GRANTED**
- e) 9/2016/0916 HILTON BUSINESS PARK 1B HARRISON COURT HILTON DERBY DERBYSHIRE DE65 5UR - THE INSTALLATION OF NEW WINDOWS IN FRONT ELEVATION OF BUILDING AND THE SITING OF A GROUND MOUNTED EXTERNAL GENERATOR TO REAR – **HAS BEEN GRANTED**

- f) 9/2016/0908 - 38 WASHFORD ROAD HILTON DERBY DERBYSHIRE DE65 5HN - THE CONVERSION OF THE GARAGE INTO LIVING ACCOMMODATION – **HAS BEEN GRANTED**
- g) 9/2016/0896 -12 CALDER CLOSE HILTON DERBY DERBYSHIRE DE65 5HR - PROPOSED SINGLE STOREY REAR EXTENSION, WITH EAVES OF 2.350 METRES AND MAXIMUM HEIGHT OF 3.450 METRES EXTENDING 8.000 METRES BEYOND THE REAR WALL – **HAS BEEN GRANTED**

**16. Minute Number 1068/16 - 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. Minute Number 1069/16 - 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, 1710/15, 1727/15, 1744/15, 1761/15, 1573/15, 1624/15, 1640/15, 1643/15, 1667/15, 1726/16, 1730/16, 1756/16, 1777/16, 1799/16, 1823/16 – 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 1070/16 - 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, 1801/16, 1824/16**

The Clerk reported that Phase 2 work on the Parish Council Office and Garage would start on 05.12.2016 and would last for at least 10 weeks. A notice had been placed on the Parish Council notice board.

***Resolved: Hilton Parish Council agreed for the Tarmacking of the Car Park Tender to go out for Tender as soon as possible, with a return date of the 1<sup>st</sup> week in January 2017, so that a price could be allowed in the budget setting process. The start date for the work would hopefully be the Easter Half Term.***

**19. Minute Number 1071/16 - The Pension Regulator – Enrolment Declaration and Pension Scheme Certification**

***Resolved: Hilton Parish Council agreed and accepted the Acknowledgement of Declaration of Compliance and the Pension Scheme Certification as filed by the Clerk with the Pension Regulator.***

The Clerk reported that a Clock in and out machine had been purchased as per the item approved above under items for payment from Clocking Systems and would be installed within the next few days. The Clerk reported that the Clock in and out machine was deemed necessary due to a few issues with staff timekeeping.

*Resolved: Hilton Parish Council agreed that the Clerk had done correct in purchasing a clock in and out System.*

*Resolved: Hilton Parish Council approved the Time Clock Procedure – Clocking in and Clocking out for work Policy.*

*Resolved: Hilton Parish Council agreed for the new system to start as of Monday 05.12.2016.*

**20. Minute Number 1072/16 - Date of the next meeting**

*Resolved: The date of the next Hilton Parish Council Meeting is to be confirmed as 21<sup>st</sup> December 2016 at Hilton Village Hall commencing at 7pm for the monthly meeting of Hilton Parish Council.*

**Signed.....Dated.....**