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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 26TH APRIL 2017 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

Present:

Cllr Cooper (in the Chair)
Cllr C Smith, Cllr Hall, and Cllr Brundish,

2 District Council Representative, 1 County Council representative, and 14 Members of the Public were in attendance at the meeting.

AGENDA

1. Minute Number 1162/17 - To receive apologies for absence

Resolved: Apologies were received and accepted as follows:

- ***Cllr R Darlington due to other commitments.***
- ***Cllr J Spencer due to car issues.***
- ***Cllr Hudson due to childcare issues.***
- ***Cllr M Smith due to illness.***

2. Minute Number 1163/17 - Co-Option of Charles Cuddington

Resolved Mr Charles Cuddington was co-opted onto Hilton Parish Council with immediate effect.

Resolved: In accordance with the Local Government Act 1972 Cllr Cuddington read and signed the Declaration of Acceptance of Office before the Clerk.

3. Minute Number 1164/17 - Variation of the Order of Business

Resolved: Hilton Parish Council agreed that the following items would be taken and discussed during Public Speaking, any resolutions required would be completed under the appropriate item on the agenda. This was so that Standing Orders did not need to be instigated during the main part of the meeting:

- Road Traffic Incident on Main Street and Barrie Arkesden sadly losing his life
- Trent Barton Bus Company – route changes
- Proposed Development Derby Road and Local Plan Part 2

4. Minute Number 1165/17 - Declaration of Members' Interests.

There were no Declarations of Members Interests.

5. Minute Number 1166/17 - Public Speaking.

Minute Number 1166/17/A – Public Speaking

Members of the Public raised the following matters:

Road Traffic Incident on Main Street and Barrie Arkesden sadly losing his life

- A resident said that she was aware that this was a DCC matter as it was a highway issue, she had left messages with Cllr Patten in relation to this, however as it was the County Council Election coming up it was an awkward situation. She explained that this incident had been a traumatic time for the whole village. She was sorry to say that if improvements were not made on Main Street this will happen again. Darcy Bunnies Children's Club were causing issues by unloading children from cars on the roadway etc. and people turning their cars around in the middle of the road. Darcy Bunnies now had a mini bus which was also impacting on the problem. The speed bumps on Main Street were not a deterrent, people overtake on the pavement if the car in front is too slow. When people use the zebra crossing they take their life in their own hands. She reported that she has been pulled up at the crossing waiting for people to cross and people behind have overtaken and gone through the crossing whilst somebody was crossing. She explained that if you shake your head at drivers of lorries coming through the village when they should not be, you either get a load of abuse or they stick two fingers up at you. The public car park on Main Street is always full with people parking their cars all day and then catching the bus into town or car sharing with somebody else. She explained that everybody fought hard to get the A50 and for a while the village was quiet, the formation of The Mease should have reduced congestion in the village but it had not. There had been overdevelopment in the village but no infrastructure has been installed. She begged the Parish Council to look at this matter and put pressure on DCC to improve Main Street sooner rather than later. She explained that this was the second fatality on Main Street both within very close proximity to each other. The first fatality was by the entrance to the Main Street Car park and this fatality was by the crossing.

The Vice Chair reported that the Parish Council had objected to the planning application for Darcy Bunnies during the planning application process but SDDC Planning Department chose to grant it.

- A resident reported that road rage must happen on Main Street most days, he was always picking up broken wing mirrors.
- The Parish Council was asked how the crossing could be changed to include lights. The Chair replied that this would be a question for DCC.

- It was reported that 70% of the traffic coming through the village did not actually need to. The Parish Council were asked if number plate recognition could be installed on Main Street. The Chair replied that there is number plate recognition cameras at some of the entrances to the village already.
- The Parish Council were asked if the Police could issue tickets to people parking inappropriately for example on the zig zags. It was explained that parking was not a Police matter anymore and was a DCC matter.
- Years ago there were double yellow lines down both sides of Main Street, could DCC consider reinstalling the double yellow lines. It was reported that in the past comments have been made that the parked cars are a traffic calming measure.
- A resident asked if Main Street could be changed so that it was no longer a through road.
- A resident asked if chicanes could be installed on Main Street.
- A resident suggested that the 3rd speed hump be installed on Main Street as people just drove down the middle, Cllr Patten replied that she would answer why this had not been installed in her report later in the meeting.
- It was reported that if people report parking obstructions etc to the Police, they have said that they will come out and deal with it for example, people parking on the grass verge on the left hand side of Sutton Lane. The Chair replied that you can report such matters to the Police but they have to actually see it to be able to issue a ticket. A resident said how about taking a photograph of the vehicle. The Chair replied that its all about building up the evidence to prove our case.
- The Parish Council were asked if a petition could be set up to get change on Main Street.
- It was suggested that where the Village Clock was to be replaced, it would be a nice idea to have a memorial. A resident explained that there was a fund that had been set up in the post office for Barrie Arkesden. It was explained that originally Barrie came from Burton but worked at Hilton Gravel in the Transport Department. He moved into the village in 1957 and married a Hilton girl, he lived in the cottage at the side of Hilton Gravel where he worked and although he was an employee that lived the closest to the office, he was late for work every day, so a clock memorial to him would be very appropriate.

Trent Barton Bus Company – route changes

The Chair reported that the Clerk had written to Trent Barton Bus Company and Heather Wheeler MP had also been sent a copy of the letter.

Cllr Cuddington reported that at the Inspectors Local Plan Part 2 Meeting hearing session, one of the DCC representatives was unaware that the bus company had stopped going through Main Street. In the next breath he then said that they keep in close contact with the bus company. He said that it was clear that there was a lack of knowledge at DCC in relation to what the bus company is doing

A resident asked the Parish Council to make contact with Etwall and Egginton Parish Council to form a united front and make further representation to Trent Barton Bus Company.

Proposed Development Derby Road and Local Plan Part 2

Cllr Cuddington reported that as a member of the public he had attended most of the last 2 day hearings in relation to the Local Plan part 2, which will also continue tomorrow. He explained that there was too much information and detail to report at the Parish Council Meeting and gave his report as follows:

- Overall he had been disappointed with the sessions held. It was very clear that the process was weighted in the developers favour. The whole tenor of the hearing so far has been the developers looking for relaxation on everything that has been put into the Local Plan Part 2.
- In his opinion the consultation process has been floored, there were not many villages represented at the hearings to put forward their views. Repton was the village best represented at the hearing and there was 1 person representing Etwall. He did not think that any other village was represented at the hearing.
- The Chairman of the hearing was trying to remain independent through the process, but some important issues just don't get raised at all.
- Hilton timings were put forward by Pegasus, they plan to put in the planning application in June or July 2017, they want to start building by March 2018 and they want to be completed by March 2019. Nobody raised the fact that the new primary school for Hilton has now been delayed until Sept 2019. However as there would be a contribution from the developer for school places, this was not seen as a problem, same as for the doctors but this was not raised for Hilton only for Etwall and the NHS are required to request a 106 contribution.
- Tomorrows hearing is about the infrastructure. The Chair replied that it would be interesting to see what is not raised in relation to infrastructure.
- He explained that he had requested to speak at the hearing, however he had been told that his request was not registered in time so he could not speak.
- He could only presume at this stage that the plan would be accepted and approved as it had followed the process.
- He explained that SDDC's attitude seemed to be to rush this through as soon as possible and the Inspector seemed to be on board with the Council on this.

Other Members of the Public raised the following matters:

- Another resident that had attended the Local Plan part 2 hearing said that the sound system was very poor and it was difficult to hear some of the proceedings.
- It was explained that the hearing was really for members of the public to watch the process. If people had known sooner they could have registered to speak at the meeting to the inspector.
- It was reported that the developers wanted to add another 372 houses over and above the Harworth Development. The developers were pressing at the meeting for the settlement boundary to be relaxed to get this area back into the Local Plan Part 2, even though the Local Plan Part 2 is for smaller developments under

100 properties. However SDDC seem to be happy to move the settlement boundary.

- The Parish Council was asked if they knew about the hearing. The Chair replied that Parish Council receive the original consultation documents and comment during the consultation but we are not normally informed of the Inspectors hearing as the Parish Council have already given comment prior to this stage.
- A resident stated that the Parish Council does not do enough to inform the village as to what is going on in relation to consultations etc. The Chair replied that the Parish Council have a notice board, a Facebook page a website and sometimes put information in the Hilton and Dove Life, what more can the Parish Council do, It was suggested that the Parish Council does leaflet drops. The Chair explained that this would not be cost effective. The Chair reported that the Parish Council are transparent and publish everything that it does on its website.
- The Parish Council was asked what happens next and what can we do. What objections are valid objection that can be used. The Parish Council was asked to put some information together on what was a valid planning objection.
- Cllr Cuddington said that Repton seemed to be very well organised and Hilton needs to be the same. Cllr Brundish said that he agreed and Hilton Parish Council was trying to be proactive to do something about this. The Chair replied that we need to understand what Repton does first.

OTHER MATTERS

Members of the Public raised the following matters:

- The Parish Council was asked if they had managed to obtain any feedback from the developer of the proposed Derby Road Development. The Chair replied that outcome of the Annual Parish meetings were sent onto the Developer but as of yet they have not given us any feedback.
- It was reported that the Police will only do something about speeding traffic in the village if there is an accident. The Chair said that he would take this back to the next Safer Neighbourhood Meeting.

Minute Number 1166/17/B – Police Representatives Report

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

Minute Number 1166/17/C – District Council Representatives Report

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

- He had spoken to Steve Mott at SDDC in relation to the 106 money attached to the Mandarin Development. He had asked for this to go to refurbishing The Mease Football Pavilion car park.
- The next meeting of the Safer Neighbourhood and Area Forum had been provisional book for 12.06.2017, the location of the meeting is yet to be confirmed.

- There had been some good examples during Public Participation of where the Police have powers to move cars obstructing zig zags etc. He urged members of the public to report any incidents of inappropriate parking to the Police. He also urged people to attend the Safer Neighbourhood Meetings to report matters of concern.
- He reported that he, Cllr Patten and Cllr Plenderleith would oppose the planning application for the Derby Road Development once it is filed with the Planning Department at SDDC. He said that if residents had concerns about this application, it was important that they objected to the application on the SDDC website. He said that once the planning application was live, he would ask that this go to the Planning Committee Meeting. He explained that at the Planning Committee Meeting members of the public were allowed to speak providing they register to do so. He explained that if a group for example, of 30 residents wished to attend only one person could speak on behalf of the group.
- He explained that a Neighbourhood Plan was better in his opinion than a Village Plan as a Neighbourhood Plan can only add weight when considering developments.

The Chair said that he regularly walks down by the Mandarin, he requested that the footpath be upgraded as it was very narrow and only allowed for one person at a time. Especially in light of the new development. Cllr Plenderleith and Cllr Billings said that they would take this matter back to SDDC.

Cllr Plenderleith sent her apologies, the Clerk read out her report as follows:

- I have attended the morning session of the Local Plan hearing today
- I have received an email from Stuart Batchelor re. Allotments, but I've asked for further clarification, I will send you the response when I receive it
- The Tesco's carpark has been assessed for resurfacing, I will continue to push for this to happen quickly (with the landlord)
- Burntheath racetrack (as I reported last time) has been the subject of further legal proceedings this month to try to control the activities there.
- Other than that, I have been answering queries etc. as normal.

Cllr Patten reported that the events going on at Burntheath were not illegal. However the Enforcement Officers at SDDC did have an order to serve on them but they need the Police to be with them on the day. The Police have said they will not attend even though it is their duty to do so.

Minute Number 1166/17D – County Council Representatives Report

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

- She reported on the Road traffic Incident on Main Street where Barrie Arkesden sadly lost his life. She explained that when the planning application went in for Darcy Bunnies Children's Club she strongly opposed this because of the reasons that had been raised in Public Speaking, however these were overruled by the

Planning Department at SDDC. Going forward the first thing we need to do is wait for the outcome of the Police report into this incident to establish exactly what happened as this will be needed as evidence if things are to change on Main Street.

- In relation to the Main Street car park and issues raised in Public Speaking, Hatton had the same problem at the Railway Station, they have now introduced a short and long stay parking system. Maybe SDDC should be asked to consider the same sort of thing for the Main Street car park.
- She urged all members of the public to report any incidents of lorries, their company name and registration number if possible coming through the village to either DCC, the Police or Trading Standards. This is so that a log can be built up and will go towards any evidence required to change Main Street.
- In relation to alterations to the crossing on Main Street DCC were asked to look at this a few years ago with regards to visibility etc, Cllr Patten said that she would ask them to look at this again in light of recent events.
- She explained that the missing speed hump on Main Street was due to a resident complaint at the start of the installation and the complaint was that they would struggle to sleep if the 3rd hump was installed. After this complaint DCC decided not to install the 3rd hump. She said that she would ask DCC to relook at installing chicanes on Main Street, however the Police Fire and Ambulance service were not happy with chicanes.
- She would be meeting an officer in the village on Friday to discuss all the speed limits in and around the village. They will start with Derby Road and she will request that the 40mph be reduced to 30mph. She will also take him to look at Main Street and the crossing.
- She had attended the Inspectors Meeting yesterday in relation to the Local Plan Part 2. She explained that the acoustics in the room were appalling and it was difficult to hear some of the proceedings, she did complain about this on the day and the sound was turned up slightly. She explained that the Developers were trying to seek justification for larger parcel of land on Derby Road but SDDC had come back and said that the second site would be over the allocation for housing and in her opinion she did not think that this would be considered for development in the future. There was representation at the meeting from Heather Wheeler MP's office. There was also representative from Repton who were disappointed in relation to their Neighbourhood Plan not really being taken into consideration/account. She explained to Hilton Parish Council that if they decide to complete a Neighbourhood Plan they cannot just say no more housing development, they will have to identify areas where developments could be situated.
- She said that when planning applications were live the NHS were required to ask for what contribution of the 106 they require. In the past the NHS have not been requesting this contribution so have received nothing, however she was now pushing this and they were more proactive at asking for a 106 contribution.
- She had attended the committee meeting in relation to the teaching assistant redundancies. She had asked DCC to help with funding in the interim but this will

need to go to the Strategic Director to look at but this will need to go through the School Forum. She has told them that time is of the essence.

The Chair reported that the Area Forum and Safer Neighbourhoods Meeting are held about 4 times per year. Please attend these meetings and raise any issues that you may have as it all adds more weight. The Clerk reported that the Area Forum and Safer Neighbourhood Meetings are advertised on the SDDC website, the Hilton Directory, the Parish Council notice board and will be added to the Parish Council Facebook Page in the future.

6. Minute Number 1167/17 - Chairpersons Report

The Chair gave his report as follows:

- He said that he would like to send his sincere condolences from himself and from Hilton Parish Council to the family of Barrie Arkesden, who sadly lost his life at the crossing on Main Street in a road traffic incident. The Chair said that from his Chairs Allowance he thought that the Parish Council should send a card and flowers to his family at this very sad time.

Resolved: Hilton Parish Council agreed that the Chair should send a card and flowers to Barrie Arkesden's family from his Chairs Allowance.

Resolved: The Clerk to obtain the address of his family and arrange for flowers to be sent as soon as possible.

- He reported on the state of the Tesco car park and reported that this had been mentioned on Facebook's Spotted Hilton. He was pleased to hear in Cllr Plenderleith's report that this matter was progressing.
- He reported that the Parish Council car park was in the process of being extended and refurbished, the work should be completed and the car park reopened in a few weeks' time. This was the last part of the site to be completed and hopefully it will look really smart.

7. Minute Number 1168/17 - To confirm the minutes of the monthly minutes of the Hilton Parish Council Meeting held on 29th March 2017.

Resolved: Hilton Parish Council approved that the Minutes of the Hilton Parish Council Meeting held on Wednesday 29th March 2017, having been circulated were approved and signed as a true record.

8. Minute Number 1169/17 - Committee Reports

A) Minute Number 1169/17/A - Community Services – To be discussed in full Parish Council Meeting

- Community Information and Publicity.

There was nothing to report.

B) Minute Number 1169/17/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
 - 1) Section 1 – Annual Return - Annual Governance Statement 2016/2017 for approval

The Clerk gave her report as follows:

Section 1 - The Annual Governance Statement sets out Hilton Parish Councils responsibility for ensuring that there is a sound system of Internal Control, including the preparation of the accounting statement.

Therefore Hilton Parish Council Members are asked to confirm that the Annual Governance Statement for 2016/2017 fairly reflects the corporate governance arrangements in place for Hilton Parish Council in relation to this matter.

Hilton Parish Council Members were asked to confirm that, to the best of their knowledge, the Council's Corporate Governance arrangements as set out in Section 1 of the Annual Governance Statement for 2016/2017 were correct as follows:

The Clerk asked Hilton Parish Council to either agree or disagree with the following statements:

- Box 1 – Has Hilton Parish Council put in place by way of approved Financial Regulations and an Internal Control Policy, arrangements for effective financial management during the year and have they prepared their accounting statement in accordance with the Accounts and Audit Regulations.

Resolved: Hilton Parish Council agreed that they had put in place arrangements for effective financial management during the year and had prepared their Accounting Statement in accordance with the Accounts and Audit Regulations.

- Box 2 – Has Hilton Parish Council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Has Hilton Parish Council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

Resolved: Hilton Parish Council agreed that they had maintained an adequate system of Internal Control, including measures to prevent and detect fraud and corruption. They also agreed that they had proper arrangements in place and accepted responsibility for safeguarding public money and resources in their charge.

- Box 3 – Has Hilton Parish Council taken all reasonable steps to assure themselves that there are no matters of actual or potential non-compliance with laws, regulations or proper practices that could have a significant financial effect on the ability of Hilton Parish Council to conduct its business, or on its finances. Has Hilton Parish Council only done what it has the legal power to do and has Hilton Parish Council complied with proper practices in doing so.

Resolved: Hilton Parish Council agreed that they had taken all reasonable steps to assure themselves that there were no matters of actual or potential non-compliance with laws, regulations or proper practices that could have had a significant financial effect on the ability of Hilton Parish Council to conduct its business, or on its finances. Hilton Parish Council agreed that they had only done what they had the legal power to do and had complied with proper practices.

- Box 4 – Has Hilton Parish Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Did Hilton Parish Council give all persons interested, the opportunity to inspect and ask questions about Hilton Parish Council's accounts.

Resolved: Hilton Parish Council agreed that they had provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations and they had give everyone the opportunity to inspect and ask questions about the Hilton Parish Council Accounts.

- Box 5 – Has Hilton Parish Council carried out an assessment of the risks facing them and took appropriate steps to manage those risks, including the introduction of internal controls and external insurance cover where required. Has Hilton Parish Council considered the financial and other risks it faces and have they dealt with them properly.

Resolved: Hilton Parish Council agreed that they had carried out an assessment of the risks facing them and had taken appropriate steps to manage those risks, this included including internal controls and external insurance cover where appropriate. Hilton Parish Council agreed that they had considered the financial and other risks it may have faced and have dealt with them properly where required to do so.

- Box 6 – Has Hilton Parish Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Has Hilton Parish Council arranged for an internal competent auditor, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of Hilton Parish Council.

Resolved: Hilton Parish Council agreed that they had in place throughout the year, an adequate and effective system of internal audit of the accounting records and control systems. Hilton Parish Council agreed that they had arranged for an internal competent auditor, independent of its financial controls and procedures,

to give an objective view on whether Hilton Parish Council's internal controls met the needs of the Council.

The Clerk gave her next report as follows and asked the Parish Council to agree or disagree with her statements:

Under the Accounts and Audit Regulations, I as Hilton Parish Council Clerk/RFO and Proper Officer are obliged to carry out a review of the effectiveness of its internal controls and Financial Regulations and to report the matter to Hilton Parish Council.

There is also a requirement for me to conduct a review of the effectiveness of Hilton Parish Council's system of Internal Audit and formally report to Hilton Parish Council accordingly.

The Financial Regulations under which Hilton Parish Council's internal controls operate, which were approved and adopted at the Hilton Parish Council Meeting held on 25.05.2016 minute number 1742/16, are required to be reviewed by me the Clerk/RFO at least annually. As the Clerk/RFO/Proper Officer and advisor to Hilton Parish Council on its financial issues, I recommend that no changes are required at this time.

Resolved: Hilton Parish Council accepted and agreed with the Clerks report that no changes were required at this time to the Hilton Parish Council's Financial Regulations under which Hilton Parish Council's internal controls operate.

In relation to the effectiveness of the system of internal audit. Hilton Parish Council has appointed a qualified Auditor being Ian Fraser CPFA to act as its independent internal auditor. The role of the internal auditor is to assist Hilton Parish Council in fulfilling its responsibility for the prevention and detection of fraud, corruption, errors and mistakes. It is for Hilton Parish Council to determine the level of internal audit required based on the internal controls in place which were approved and adopted at the Hilton Parish Council Meeting held on 25.05.2016 minute number 1742/16. Currently the internal auditor undertakes an internal audit after the end of the financial year. Amongst other things he reviews the internal controls and ensures that Hilton Parish Council has complied with its own Financial Regulations. As Clerk/ RFO and Proper Officer I provide quarterly bank reconciliation to the Internal Auditor together with copies of bank statements. All payments are approved by Hilton Parish Council and all invoices are available for inspection by the Council at their meetings. Cheques are signed by 2 members of the Parish Council and countersigned by the Clerk/RFO. The internal auditor produces a written report for the Council after the internal audit and highlights any deficiencies in the internal controls, or provides a clean bill of health.

As your Clerk/RFO and Proper Officer I am happy with these arrangements and would not wish to change them as it provides both Hilton Parish Council and myself with an element of security. I am therefore satisfied with the effectiveness of Hilton Parish Council's system of Internal Audit.

The Council considered the report by the Clerk/RFO regarding the obligations of the Council relating to the Financial Regulations and the effectiveness of the Internal Audit.

Resolved: That the comments of the Clerk/RFO and Proper Officer are approved and the Council, having reviewed the effectiveness of the system of Internal Audit, approved the current arrangements.

- Box 7 – Has Hilton Parish Council took appropriate actions where required on all matters raised in reports from the internal and external audit and responded to any matters brought to its attention by the internal and external audit where applicable.

Resolved: Hilton Parish Council agreed that they had taken appropriate actions where required on all matters in reports from the Internal and External Auditors and had responded to any matters brought to their attention.

- Box 8 – Has Hilton Parish Council considered any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, which may have had a financial impact on Hilton Parish Council, and, where appropriate have included them in the accounting statement. Has Hilton Parish Council disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

Resolved: Hilton Parish Council agreed that they had considered where relevant any litigation, liabilities or commitments, events or transactions occurring either during or after year end, which may have had a financial impact and where appropriate have included them in the accounting statement. Hilton Parish Council agreed that they had disclosed everything that they should have in relation to their business activity during the year and anything taking place after the year end where relevant.

- Box 9 – Has Hilton Parish Council discharged their accountability responsibilities for the funds or assets including financial reporting and if required, independent examination or audit for any trust funds including charitable.

Resolved: Hilton Parish Council agreed that this section was not applicable as they were not Sole Managing Trustees of any Trust Funds or Registered Charities.

A member of the public commented at this stage of the meeting that she felt that she wanted to give the Parish Council Clerk a round of applause. The Chair replied that as everyone in attendance could see the Parish Council Clerk worked very hard and does a really fantastic job. The Clerk thanked the member of the public and the Chair for their very kind words of support.

2) Asset Register 2016/2017 for approval

Resolved: Hilton Parish Council approved the final version of the Asset Register to 31.03.2017 with no amendments.

3) Land and Building Register 2016/2017 for approval

Resolved: Hilton Parish Council approved the final version of the Land and Building Register for 2016/2017 with no amendments.

4) Councillor Responsibility information 2016/2017 for approval

Resolved: Hilton Parish Council approved the final version of the Councillor Responsibility Information for 2016/2017 with the addition of Cllr Cuddington.

5) Internal Audited Year End Accounts for approval from 01.04.2016 to 31.03.2017

Resolved: Hilton Parish Council approved the Year End Accounts, Bank Reconciliation and all other supporting paperwork including the Balance Sheet, Income & Expenditure Account and Actuals against Budget.

Current Account	12,119.49
Reserve Account	30,838.03
Cash	414.00
Less unrepresented chq's	(12,791.90)
Plus unrepresented receipts	<u>180.00</u>
TOTAL	<u>30,709.62</u>

Other Income for approval as at 31.03.2017

Resolved: Hilton Parish Council approved other income as follows:

63	Concurrent Functions	17/02/2017	075	Concurrent Exp 2016/2017	South Derbyshire District Council	28,503.00
64	Astro Turf Hire	22/12/2016	063	Astro Turf Hire	Name Removed	208.00
65	Astro Turf Hire	22/12/2016	064	Astro Turf Hire	Name Removed	26.00
66	Football Pitch Hire	05/01/2017	065	Football Pitch Hire	AFC HILTON	38.00
67	Football Pitch Hire	05/01/2017	066	Football Pitch Hire	AFC HILTON	19.00
68	Astro Turf Hire	09/01/2017	067	Astro Turf Hire	Little Stars	30.00
69	Astro Turf Hire	09/01/2017	068	Astro Turf Hire	Name Removed	78.00
70	Nest Pension	10/01/2017	069	Clerk Gratuity Linton Parish Council	Clerk Salary	3,500.00
71	Astro Turf	12/01/2017	070	Astro Turf	Name	78.00

	Hire			Hire	Removed	
72	Football Pitch Hire	31/01/2017	071	Football Pitch Hire	Hilton Athletic	23.00
73	Astro Turf Hire	01/02/2017	072	Astro Turf Hire	Name Removed	10.00
74	Astro Turf Hire	01/02/2017	072	Astro Turf Hire	Name Removed	68.00
75	Football Pitch Hire	06/02/2017	073	Football Pitch Hire	Hilton Harriers	69.00
76	Astro Turf Hire	06/02/2017	074	Astro Turf Hire	KINGS HEAD FC	218.00
77	Football Pitch Hire	31/01/2017	076	Football Pitch Hire	AFC HILTON	38.00
78	Astro Turf Hire	01/02/2017	077	Astro Turf Hire	Hilton Girls FC	52.00
79	Astro Turf Hire	06/02/2017	078	Astro Turf Hire	Little Stars	30.00
80	Astro Turf Hire	14/02/2017	079	Astro Turf Hire	Hilton Girls FC	104.00
81	Astro Turf Hire	24/02/2017	080	Astro Turf Hire	Name Removed	50.00
82	Football Pitch Hire	24/02/2017	081	Football Pitch Hire	Hilton Old Talbot	55.20
83	Astro Turf Hire	02/03/2017	082	Astro Turf Hire	Name Removed	130.00
84	Astro Turf Hire	06/03/2017	083	Astro Turf Hire	Name Removed	78.00
85	Astro Turf Hire	06/03/2017	084	Astro Turf Hire	Name Removed	156.00
86	Astro Turf Hire	06/03/2017	085	Astro Turf Hire	Hilton Girls FC	116.00
87	Astro Turf Hire	13/03/2017	086	Astro Turf Hire	Little Stars	30.00
88	Concurrent Functions	06/03/2017	087	Minor Maintenance Scheme 2016/2017	Derbyshire County Council	315.00
89	Football Pitch Hire	31/03/2017	088	Football Pitch Hire	AFC HILTON	38.00

Other Expenditure for approval as at 31.03.2017

Resolved: Hilton Parish Council approved other expenditure as follows:

279	03/01/2017	DD	Van Lease	Toyota	340.90
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			Agreement		
280	03/01/2017	DD	Electricity	Eon	72.00
281	03/01/2017	DD	Electricity	Eon	60.00
282	16/01/2017	DD	Fuel for the van	Brobot Petroleum Ltd	60.01
289	26/01/2017	Card	deposit for Van	Toyota	717.73
290	27/01/2017	DD	Van Insurance	Swinton Insurance	247.42
291	01/02/2017	DD	Electricity	Eon	72.00
292	01/02/2017	DD	Electricity	Eon	60.00
327	27/02/2017	DD	Van Insurance	Swinton Insurance	274.84
328	01/03/2017	DD	Electricity	Eon	72.00
329	01/03/2017	DD	Electricity	Eon	60.00
330	06/03/2017	DD	Telephone	British Telecommunications	218.47
331	07/03/2017	DD	Van Lease Agreement	Toyota	239.24
340	27/03/2017	DD	Van Insurance	Swinton Insurance	274.77
346	31/03/2017	DD	Van Lease Agreement	Toyota	239.24

6) Section 2 – Annual Return – Accounting Statement 2016/2017 for approval

Resolved: Hilton Parish Council certified that the year ended 31.03.2017, the accounting statement in the Annual Return, presented fairly the financial position of the authority and its income and expenditure, or properly present receipts and payments as the case may be.

7) Written confirmation that the 2015/2016 certified Annual Return was made available to electors if required.

Resolved: Hilton Parish Council agreed to the above.

8) Approval of the Internal Auditors Report and any recommendations

Resolved: Hilton Parish Council approved the Internal Auditors Report 2016/2017, there were no recommendations made other than for the Clerk to continue to provide the Internal Auditor with copies of the quarterly bank reconciliations and bank statements when required, which the Clerk agreed to do. Hilton Parish Council thanked the Clerk for all her hard work.

C) Minute Number 1169/17/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 1169/17/D - Village Infrastructure – To be discussed in full Parish Council Meeting

- Planning matters including the Village Plan
- New Road Adoptions
- Traffic Management and Parking
 - Incident on Main Street – Barrie Arkesden sadly lost his life

Resolved: Hilton Parish Council agreed for the Clerk to write to the Highways Department urging them to look at Main Street with regards to improving the zebra crossing and installing better Street calming measures for example making Main Street no through road or installing chicanes.

The Clerk to look at if setting up a petition to try and put pressure onto DCC to make the required improvements to Main Street

- Street Lighting
- Public Transport Provision

E) Minute Number 1169/17/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.

9. Minute Number 1170/17 - Reports from Councillors that have attended any other Meetings.

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

The next meeting to be held on 12.06.2017 venue to be confirmed.

- 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. Next Meeting to be held on 22.06.2017 commencing at 10am at The Council Chambers Swadlincote**

Resolved: It was agreed that the Councillors would check their diaries to see if anyone was available to attend, if not the Clerk to send apologies for Hilton Parish Council.

- 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.

10. Minute Number 1171/17 - 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, 1061/16, 1082/16, 1110/17, 1130/17, 1149/17 – Clerks Report. Parish Property and documents – Power to receive and retain – Local Government Act 1972 – s.226

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

- b. Request for Hilton Parish Council to lease the Memorial Meadow on a long term Lease Agreement – Previously reported under minute number 1130/17, 1149/17
- There was nothing to report.

- c. Trent Barton Consultation – Previously reported under minute number 1149/17

Resolved: The Clerk to send a copy of the letter to Trent Barton Bus Company to DCC.

Resolved: The Clerk to contact Etwall and Egginton Parish Council to see if they would unite with Hilton Parish Council to put pressure on Trent Barton Bus Company not to change the bus route

- d. Meeting with Ian Hay to be arranged to discuss the update of the Village Plan – Previously reported under minute number 1149/17

The Clerk reported that she had made contact with Ian Hey and was awaiting him to come back with some dates and times for a meeting.

- e. Proposed Development Derby Road – Previously reported under minute number 1149/17

Resolved: The Clerk to put together some planning information in relation to valid planning objections that could be used to object to the planning application and publish this on our Facebook page.

- f. Approval to move one of the litter bins from a redundant bus stop to the bus stop by the walk way to New Road/Derby Road opposite Talbot Turf

Resolved: Hilton Parish Council agreed to put this item on hold until the bus route had been confirmed.

- g. The Network Rail Hilton Level Crossing Order 2017

Resolved: The Chair was given delegated powers to look at the plan and make comment to the Clerk, the clerk to then email the comments to the rest of the Parish Council for approval.

- h. SDDC – Road Closure – Hilton Fun Run Sunday 14.05.2017

Resolved: The Clerk to add this information to the Parish Council notice board and Facebook Page.

- i. Facebook problems

The Clerk explained that in February 2017, she was required to provide Facebook with her personal ID as somebody had reported her as being a fake person. The account issues were resolved and the account was verified and access reinstated. However 2 days ago she can only assume that this has happened again. Facebook are again asking for her personal ID which the Clerk has said she will not supply for a second time. The Clerk said that it was a very sad situation that somebody felt the need to jeopardise what the Parish Council are trying to achieve in this way.

Resolved: It was agreed that Cllr Brundish would be added as an administrator to the Hilton Parish Council Facebook Page and he along with Cllr Hudson would oversee the Facebook Page.

Resolved: The Clerk to email to Cllr Brundish any information that needs to be added.

- j. Thank you from Hilton Youth Group for the use of the Back Lane Football Pitch

There was nothing further to report.

11. Minute Number 1172/17 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information:

A) DALC circular 05/2017

- New DCLG guidance on Transparency funding for authorities with a turnover of over £25,000
- National Living Wage New Rates from 1 April 2017
- Updated Legal Topic Notes
- New Governance & Accountability Guide published
- Proposed new NALC model Contract - Information
- Vacancies on the DALC Executive Committee
- Arnold-Baker on Local Council Administration 10th Edition
- Training & Events

12. Minute Number 1173/17 - Finance

Resolved: Hilton Parish Council approved the following payments including the addition of cheque numbers 003117 to 003122 inclusive:

a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
003108	Cancelled			
003109	Cancelled			
003110	J Bee Electrical Services	Additional Power Point CCTV	150.00	
003111	Aucuba Landscapes Ltd	Village Hall Contract maintenance	467.38	
003112	Viking	2 x large cabinets for the Back Lane Pavilion	429.60	
003113	Payroo Ltd	Payroll Fees	51.60	
003114	Sterilizing Services	Water Testing	68.39	
003117	DALC	Subscription 2017/2018	871.94	
003118	Zurich Municipal	Insurance cover for the car park work	136.01	
003119	Blair Gratton	Professional	1,761.40	

	Architects	Fees re the car park		
003120	Ian Fraser	Internal Audit 2016/2017	175.00	
003121	Hilton Village Hall	Electricity Sub Meter and Room Hire	162.04	
003122	APS Fire & Security	Installation of a new Camera to cover the blind spot and the relocation of the compound camera	1,096.80	
Card	Rainbow Waste	Skip	276.00	
Card	Inland Revenue	Underpayment in Tax 2016/2017	600.21	

Resolved: Hilton Parish Council approved the following payments:

- b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003115 for the Inland Revenue and cheque 003116 for the Parish Allowance.**

Description	Amount
Salaries, Tax NICs, Expenses etc	7,840.72
Parish Allowance	156.00
NEST Staff Pension	588.72

- c) Quote from Zurich Municipal as our contract comes to an end as of 01.06.2017 - £4,839.02

The Clerk reported that the contract for the insurance cover would be up for renewal on 01.06.2017. She reported that as the Parish Council had been with Zurich for the last 3 years on a long term agreement at a cost of £8,521.76 per year and had made no claims against the policy, Zurich could offer a very competitive rate. If the Parish Council were to continue with Zurich on a further 3 year long term agreement, the cost would be £4,839.02 per year a reduction of £3,682.74 per year on the previous year. The Clerk asked the Parish Council if they were happy to renew the Insurance cover or did they wish for her to obtain further quotes.

Resolved: Hilton Parish Council agreed that the quote was extremely competitive and accepted the quote from Zurich Insurance.

Resolved: The Clerk to inform Zurich Insurance that Hilton Parish Council wish to accept the quote on a further 3 year long term agreement.

13. Minute Number 1174/17 - Items for Information

Resolved: Hilton Parish Council noted the following information:

- a) SDDC – Press release – Use the window of your imagination at heritage event
- b) SDDC – Press release – Get out and active for some Easter fun
- c) SLCC – Make sure your Council is compliant in 2017 and beyond information
- d) SDDC – Press release – Go wild this Easter and beyond
- e) SDDC – Press release – Council doing its bit to protect the humble hedgehog
- f) SDDC – Press release – Fun day with a serious side at historic South Derbyshire venue
- g) Get Active in the Forest – Bird Walk Saturday 10.06.2017 at 10am at Rosliston Forestry Centre
- h) Get Active in the Forest – Butterfly Walk Sunday 02.07.2017 at 2pm at Rosliston Forestry Centre

14. Minute Number 1175/17 - Items for discussion

There was nothing to report.

15. Minute Number 1176/17 - Planning Matters for Decision

- a) 9/2017/0356-14 RODNEY CLOSE HILTON DERBY DERBYSHIRE DE65 5GX - THE ERECTION OF EXTENSIONS AND ALTERATIONS INCLUDING A GARAGE CONVERSION

Resolved: Hilton Parish Council had no objections to the above planning application providing the property retained 2 car parking spaces on the driveway.

- b) 9/2017/0315 - 11 WINDERMERE DRIVE HILTON DERBY DERBYSHIRE DE65 5LN - PRIOR NOTIFICATION OF A LARGER HOUSEHOLD EXTENSION WITH EAVES OF 2.6 METRES, OVERALL MAXIMUM HEIGHT OF 3.8 METRES EXTENDING 4.5 METRES FROM THE REAR WALL

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

- c) 9/2017/0372 - PART OF HILTON DEPOT SITE LAND SOUTH OF THE MEASE HILTON DERBY DERBYSHIRE DE65 5FJ - APPLICATION FOR APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE PLANNING PERMISSION REF.9/2013/1044. APPLICATION FOR THE ERECTION OF 1,180 SQM B2 and B8 FLOORSPACE (MATTERS OF APPEARANCE, LANDSCAPING, LAYOUT AND SCALE SUBMITTED FOR APPROVAL)

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

16. Minute Number 1177/17 - Planning Matters for Information

There was nothing to report.

17. Minute Number 1178/17 - 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.

18. Minute Number 1179/17 - 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, 1070/16, 1091/16, 1119/17, 1138/17, 1157/17

The Clerk reported that the refurbishment and extension to the Parish Council car park was well underway. The project should be completed by 12.05.2017.

19. Minute Number 1180/17 - Adventure Play Area and Gym Equipment – Contracts and Funding – Previously reported under minute number 1139/17, 1158/17

The Clerk showed draft plans from Mant Leisure, Streetscape and HAGS, to give an idea of what equipment could be provided.

Resolved: Hilton Parish Council agreed that this project could be completed in stages. It was agreed that a climbing wall, zip wire and a workout station could be installed first, this could then be added to at a later date.

Resolved: The Clerk to obtain further prices and look into funding that could be obtained to achieve phase 1.

Resolved: It was agreed that Cllr Brundish would speak to Damian Walters the British Freerunner and Former Gymnast from Derby to see if he can help with what equipment to provide for the community.

20. Minute Number 1181/17 - Staff Matters

The Clerk reported that the staff matter had now been resolved.

21. Minute Number 1182/17 - Date of the next meeting

Resolved: The date of the Annual Hilton Parish Council Meeting was confirmed as 31st May 2017 at Hilton Village Hall commencing at 7pm for the monthly meeting of Hilton Parish Council.

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