

Hilton Parish Council
PO BOX 8094, Swadlincote, Derbyshire. DE11 1FR
Tel: Office 01283 730969 – Mobile 0771 9599132
Email: clerk@hiltonparishcouncil.org.uk
Website: www.hiltonparishcouncil.org.uk

**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 27TH SEPTEMBER 2017 AT HILTON VILLAGE HALL COMMENCING
AT 7PM**

Present:

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

3 District Council Representative, 1 County Council Representative, and 7 Members of the Public attended the meeting.

AGENDA

1. Minute Number 2043/17 - To receive apologies for absence

Apologies were received and accepted as follows:

- Cllr Darlington due to illness

2. Minute Number 2044/17 - Variation of the Order of Business

There were no Variations to the Order of Business.

3. Minute Number 2045/17 - Declaration of Members' Interests.

There were no Declarations of Members Interests.

4. Minute Number 2046/17 - Public Speaking.

Minute Number 2046/17/A – Public Speaking

Members of the Public raised the following matters:

- Suzanne Campion asked the Parish Council if they could save money by not having a Royal Mail P O Box address now there was a fixed building. She also asked the Council what the value was before 3 quotes or Tenders were required. The Clerk replied that in the Standing Orders off the top of her head she thought this was £25k before the tender process kicked in. The Parish Council would look at the possibility of not having a P O Box number.

- Andrew Brooks representing The Mease Management Committee explained that he had written a letter to the Parish Council on their future for the facility. This was not a wish list and did not necessarily mean that they would complete everything listed, however as the adult team gets more and more successful the FA require different things for the facility for the team to be able to progress through the leagues. He wanted to understand what was realistic and what was not in relation to the items listed in the letter.

Minute Number 2046/17/B – Police Representatives Report

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

Minute Number 2046/17/C – District Council Representatives Report

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

- She had been dealing with some planning issues.
- She was in correspondence with the lady that had raised money for Mr. Arkesden who sadly lost his life on the Main Street Crossing. They are discussing replacing one of the benches on Percy Wood and this is currently being discussed with the Planning Department at SDDC.
- She was dealing with anti-social behaviour issues on Bentley Brook. This was in relation to 2 lighting columns being out

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

- The Next Safer Neighbourhoods meeting will be held on 03.10.2017 at Sutton on the Hill Village Hall commencing at 6.15pm.
- He had attended a meeting with Chief Superintendent Alan with regards to rural crimes and the importance of reporting incidence. There will also be improvements made over the next few months to the 101 services and a new switchboard will be installed to help with the waiting times that residents are suffering.
- The weeding of the grass verges and pavements has now taken place. He had raised the point with SDDC that weed spraying is ok but this does not remove the debris, he is awaiting a response on this matter.

Minute Number 2046/17/D – County Council Representatives Report

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

- She had spoken to the Estate Agency's in the area and asked them to remove the for-sale signs, popping up around the village where they should not be sited, for example on the grass verges, on lamp posts etc.
- A third road cushion will be added on Main Street, in favor of taking them all out.
- The people at Croft Farm have applied for a cultivation license for the land on Uttoxeter Road where the Travellers keep pitching up. This application is currently going through the process at DCC.

- She still had some money in her community fund pot for any local groups requiring any help and assistance. Anyone who would like to apply for this should contact Cllr Patten directly.

5. Minute Number 2047/17 - Chairpersons Report

There was nothing to report.

6. Minute Number 2048/17 - To confirm the minutes of the Monthly minutes of the Hilton Parish Council Meeting held on 26th July 2017.

Resolved: Hilton Parish Council approved that the Minutes of the Hilton Parish Council Meeting held on Wednesday 26th July 2017, having been circulated were approved and signed as a true record.

7. Minute Number 2049/17 - Neighbourhood Development Planning – Cllr Cuddington & Cllr Brundish

i. Setting up of the NDP Steering Group

Resolved: Hilton Parish Council approved the setting up of the Hilton Neighbourhood Development Plan Steering Group as a Committee of Hilton Parish Council.

ii. Approval for Cllr Cuddington and Cllr Brundish to be the Parish Council Representatives on the NDP Steering Group

Resolved: Hilton Parish Council approved for Cllr Cuddington and Cllr Brundish to sit on the Hilton Neighbourhood Development Plan Steering Group on behalf of Hilton Parish Council.

iii. Minutes of their Meeting held on 14.09.2017

There was nothing to report, there next meeting will be held on 09.10.2017 at Hilton Village Hall.

iv. Approval of the amended Terms of Reference for the Steering Group

Resolved: Hilton Parish Council approved the amended Terms of Reference for the Hilton Neighbourhood Development Plan Steering Group.

v. Approval of the amended Standing Orders to include the HNDP Group as a Committee/Sub Committee of the Parish Council

Resolved: Hilton Parish Council approved the addition of the Hilton Neighbourhood Development Plan Steering Group Committee to the Hilton Parish Council Standing Orders.

8. Minute Number 2050/17 - Reports from Councillors that have attended any other Meetings.

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

The next meeting will be held on 03.10.2017, at Sutton on the Hill Village Hall, commencing at 6.15pm.

Resolved: Cllr C Smith and Cllr M Smith to attend if possible.

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

There was nothing to report.

- The Mease Management Committee – **Cllr Brundish**
 - a. **Letter from the Mease Management Committee**
 - **The Mease Pavilion Car Park and the Parish Councils plans to refurbish this**

Resolved: Hilton Parish Council agreed that money would need to be saved up within the Parish Council Budget and Precept setting process to be able to complete this project as there was currently no money in the budget for this.

Resolved: The Clerk to add this item for further discussion at the next Finance Committee Meeting.

Resolved: Hilton Parish Council thought that they may be able to bid for 106 monies from the Housing Development by the Mandarin towards this project.

Resolved: The Clerk to ask The Mease Committee to obtain quotes for this work for the Finance Committee Meeting which would be held in January 2018.

- **Support for the refurbishment of the Kitchen**

Resolved: Hilton Parish Council agreed that The Mease Football Pavilion and Pitches were a Parish Council asset and the refurbishment of the kitchen was the responsibility of Hilton Parish Council.

Resolved: Hilton Parish Council agreed to pay £9k for the cost of the refurbishment in this financial year. To do this Hilton Parish Council would use some of the ring-fenced money for other long-term projects within the budget and would replenish this in the next financial year.

- **Approval - Hard Standing along one side of the pitch 1metre wide for spectators**

Resolved: Hilton Parish Council approved that this work could go ahead when The Mease Management Committee were ready, depending on planning requirements, funding would need to be obtained for this project.

- **Approval – Floodlighting 3-year Plan**

Resolved: Hilton Parish Council approved that this work could go ahead as and when The Mease Management Committee decided as per their long-term plans, depending on planning requirements, funding would need to be obtained for this project.

▪ **Approval – Covered Seating for 75 people 4-year plan**
Resolved: Hilton Parish Council approved that this work could go ahead as and when The Mease Management Committee decided as per their long-term plans, depending on planning requirements, funding would need to be obtained for this project.

▪ **Approval – Enclosed pitch with turnstiles 6-year plan**
Resolved: Hilton Parish Council approved that this work could go ahead as and when The Mease Management Committee decided as per their long-term plans, depending on planning requirements, funding would need to be obtained for this project.

- 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**

a. Held on 21.09.2017 at Matlock

The Chair attended the meeting and gave his report as follows:

- There was a presentation from DCC about their work on the Derbyshire Plan. This can be found on their website and downloaded if anyone is interested. The plan focuses on their priorities for the next few years.
- DCC have removed the post of Chief Executive as a cost cutting measure like other Councils that have done this successfully.
- DCC are looking at ways to develop the Derbyshire Connect Bus Service.
- Their annual budget is £1.1bn.
- DCC are looking to put up Council Tax by 4% for 2018/2019 and 2019/2020, they then hope to freeze this for 2020/2021.
- DCC are required to make considerable cuts over the next few years. They will be looking at cuts of £34 million in 2017/2018 and then as much as £85 million from 2017/2020.
- There was also a presentation on the economy, transport and communities, they talked about the Highway budget, a new website for reporting Highway issues and an explanation that all roads are checked at least once every year with some roads being checked more frequently.
- DCC receive 95 thousand queries per year

Cllr Cuddington asked if DCC had any plans to complete a traffic survey in Hilton. The Chair replied that they do have officers at DCC that do these surveys.

Resolved: The Chair said that Cllr Cuddington should contact Geoff Pickford at DCC regarding a traffic survey. Cllr Cuddington to take the results back to the Neighbourhood Development Plan Steering Group.

- SDDC - Joint Meetings with Parish Councils - **To nominate a representative as required**
 - a. **Held on 13.09.2017 commencing at 6.30pm at the SDDC Council Chambers**

There was nothing to report.

- EMIP updates

There was nothing to report.

- Party on the Park

There was nothing to report.

9. Minute Number 2051/17 - Clerk's Reports

- a) Damaged caused to the Parish Council Car Park height barrier on Sunday 13.08.2017 at 5.18pm (silver van with a female driver and 2 brown dogs caught on the CCTV). The cost to repair the height barrier was £80.00 plus VAT, the work was completed on 20.09.2017

The Clerk explained that the lady that drove into the height barrier may not have known that she had caused any damage to the barrier at first glance. The Clerk explained that it knocked the barrier out of line, it had to be partly taken apart and rewelded to make it safe again.

Resolved: Hilton Parish Council ratified the Clerks actions in getting the height barrier repaired.

- b) **Clerk Report - Data Protection Act changing to the General Data Protection Regulations as of 28.05.2018**

The Clerk had emailed the following report to the Councillors prior to the meeting:

The purpose of my report was to inform Hilton Parish Council that the Data Protection Act (DPA) is changing to the General Data Protection Regulations (GDPR).

The GDPR will come into effect in the UK on 28.05.2018, The Government have already confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR.

The new GDPR regulations will require Council's to make some important changes to the way personal information is handled and stored.

Councils who fail to comply could face very substantial fines. The Regulations particularly require public bodies to extend the level of consent they receive from people to hold data concerning those individuals, and to report any breaches of confidentiality which occur. They also extend the rights of people whose information is held by the Council to have access to it, as well as have it amended or removed.

To prepare for the new legislation, Hilton Parish Council will need to follow the checklist below:

1. Awareness

- Hilton Parish Council will need to identify who will be the Data Controller and who will be the Data Processor

Named individuals need to be appointed to these roles, and are expected to be key decision makers within the Council. Their role is to identify areas that could cause compliance problems under the GDPR, and record these on the Council's risk register.

Clerks Recommendation:

As Clerk, I would recommend that the Chair or the Vice Chair in the absence of the Chair should be identified as the Data Controller.

As Clerk, I would recommend that I should be identified as the Data Processor for the time being, as I am the person that holds and deals with all the relevant information on behalf of Hilton Parish Council. Should any breach of the Council's data protection obligations occur, the Data Processor is obliged to inform the Office of the Information Commissioner.

Resolved: Hilton Parish Council approved for the Chair to be the Data Controller and the Vice Chair in his absence.

Resolved: Hilton Parish Council approved for the Clerk to be the Data Processor.

2. Accountability

- Hilton Parish Council will need to have specific Data Protection procedures and monitors in place, to enable it to conduct regular reviews of the effectiveness of data handling/processing activities, as well as its security controls.
- A data protection training programme should also be provided for all staff.

3. Information held by the Council

- Hilton Parish Council will be required to document what personal data it holds, where that data came from, and who it is shared with. Hilton Parish Council will need to conduct an information audit across the organisation to map the data flows.

4. Data Protection Impact Assessments (DPIA).

- Hilton Parish Council will need to conduct a DPIA and have processes in place to action this. Hilton Parish Council will need a DPIA framework which links existing risk management and project management.

5. Data Protection Officers

- Hilton Parish Council will need to appoint a Data Protection Officer (DPO) who will be responsible for data protection compliance within the organisation.

6. Lawful Basis for Processing Personal Data

- Hilton Parish Council will need to review the various types of data processing it carries out, why this information is kept by the Council, what legal purpose it services, and how long it will be stored.
- The lawful basis for processing activities should be identified and explained on privacy notices.

7. Consent

The key new points are as follows:

Unbundled: consent requests must be separate from other terms and conditions. Consent should not be a precondition of signing up to a service unless necessary for the service.

Active opt-in: pre-ticked opt-in boxes are invalid. Consent forms need to have unticked opt-in boxes or similar active opt-in methods.

Named: name your Council on the consent form, as well as any third parties who will be relying on consent to be able to access data held by the Council.

Documented: keep records to demonstrate what the individual has consented to, including what they were told, and when and how they consented.

Easy to withdraw: tell people they have the right to withdraw their consent at any time, and how to do this. It must be as easy to withdraw, as it was to give consent. This means we will need to have simple and effective withdrawal mechanisms in place.

No imbalance in the relationship: consent will not be freely given if there is imbalance in the relationship between the individual and the controller. For example, if the consent form is included as part of the Contract of Employment, Employees could complain that they were obliged to give their consent if they

wished to accept the contract, which meant that their employment was dependent upon them giving consent.

How should Hilton Parish Council obtain, record and manage consent?

In brief....

- Make the consent request prominent, concise, separate from other terms and conditions, and easy to understand.
- Include the name of our organisation and any third parties, why you want the data, what you will do with it, and the right to withdraw consent at any time.
- We must ask people to actively opt-in. Do not use pre-ticked boxes, opt-out boxes or default settings.
- Wherever possible, give options to consent separately to different purposes and different types of processing.
- Keep records to evidence consent – who consented, when, how, and what they were told.
- Make it easy for people to withdraw consent at any time they choose. Consider using preference management tools.
- Keep consents under review and refresh them if anything changes. Build regular consent reviews into your business processes.

Alternatives to Consent Forms

A contract with the individual: for example, to supply goods or services they have requested. This also includes steps taken at their request before entering into a contract.

Compliance with a legal obligation: if a Council is required by UK or EU law to process the data for a particular reason, it can.

Vital interests: we can process personal data if it's necessary to protect someone's life. This could be the life of the data subject or someone else.

A public task: if the council needs to process personal data as part of its official functions or a task in the public interest – and it has a legal basis for the processing under UK law – it can. It is the view of the OIC that this is likely to give Councils a lawful basis for many if not all of their activities.

8. Communicating privacy information

- Hilton Parish Council will need to review current privacy notices and have a plan in place to make any necessary changes in time for GDPR implementation.

9. Individuals' rights

- Hilton Parish Council will need to check procedures to ensure they can deliver the rights individuals are entitled to under the GDPR. The GDPR includes the following rights for individuals:
 - the right to be informed of what data is held;
 - the right of access;
 - the right to rectification of errors;
 - the right to erasure;
 - the right to restrict processing;
 - the right to data portability;
 - the right to object; and
 - the right not to be subject to automated decision-making including profiling.

- On the whole, the rights individuals will enjoy under the GDPR are the same as those under the DPA but with some significant enhancements.

10. Subject access requests

- Hilton Parish Council will need to review procedures and have plans in place for how it will handle requests from individuals for access to their personal data within one month of receiving the request.
 - In most cases, we will not be able to charge for complying with a request.
 - We will have one month to comply, rather than the current 40 days.
 - We can refuse or charge for requests that are manifestly unfounded or excessive.
 - If we refuse a request, we must tell the individual why and that they have the right to complain to the supervisory authority and to a judicial remedy. We must do this without undue delay and at the latest, within one month.

11. Data breaches

- Councils need to make sure they have the right procedures in place to detect, report and investigate a personal data breach.
- The GDPR introduces a duty on all organisations to report certain types of data breach to the ICO, and some cases, to individuals. We only should notify the ICO of a breach where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.
- Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Council will also have to notify those concerned directly in most cases.

The new legislation is going to have a big impact on resources with all the new tasks and documentation that is required under the new GDPR.

The Clerk explained that with all the new legislation and Law changes and the amount of extra work that this was and is producing, it may be that the Parish Council would be required to look at employing somebody else for a few hours per week to help.

c) Clerk Report – Parking issues on the Village Hall/Parish Council site

The Clerk had emailed the following report to the Councillors prior to the meeting:

This report was with relation to parking and traffic matters at the Hilton Parish Council/Hilton Village Hall Site. (the first report was disregarded as it had changed)

The reason for the change to the report were as follows:

It had always been assumed that the Village Hall car park was a private car park and the Parish Council car park was a public car park as it is funded by public money being the Precept, this is not the case. All car parks on the site are classed as private. The reason for this is because to obtain access to the Parish Council car park, people are required to pass over private land, being the access road from the gates to get to it. This area from the gates up to the bollards belongs and is the responsibility of Hilton Village Hall. The Clerk had spoken to both SDDC and the Parking Officer at DCC to establish this fact. The car parks on the site are for the use of people using the facilities for example the Astro Turf, Scout Hut, Village Hall, Parish Council Office, Play Area, football pitches etc.

Therefore, unless there is a specific License or Order in place, which the Clerk understood would be very costly, parking enforcement in terms of clamping or parking meters were not an option, as these cannot be used in a private parking area. This meant that the options to control parking on the site were quite limited.

Stage 1:

On 20.09.2017 Mr. Lomas the Head Teacher at the School attended a meeting with the Clerk at 10am on the site. This was to discuss how we can all work together to try and resolve this situation going forward.

I am pleased to confirm that Mr. Lomas is completely on board with this and has already agreed to add a piece in the next School newsletter, explaining to parents that if they want to continue using the Village Hall/Parish Council site they must consider the safety of other people and park appropriately in marked spaces only.

He is also planning to hold some assemblies with the children to talk about safety of parking to encourage the children to make sure their parents park safely and appropriately, not only on our site but around the village too.

Options going forward:

If the School informing the parents and holding special assemblies with the children does not solve most of the problems the following options could be considered:

- 1) The Parish Council and Village Hall could purchase some No Parking Cones. These could be placed where people should not park for example the access road, which is the biggest issue. These potentially could be put out in the morning by the Parish Council Groundsman and then collected in at the end of the day by the Caretaker at the Village Hall. I have considered the price of the no waiting cones and the cheapest I can find is at Screwfix – Screwfix Melba Flexi 500mm No waiting cones at £5.99 each including the VAT, I think 30 would be enough at a cost of £179.70 including the VAT.
- 2) Mr. Lomas could send a few of his PTA people in high vis to site on occasions to take photographs of offending vehicles, then these could be used to name and shamed the offenders in their newsletter.
- 3) At the possible cost of some wood board, stakes and vinyl, the Groundsman could print some removable signs saying something like “Strictly No Parking on the Access Road” or “Danger Parking inappropriately on this site can cause accidents, Park in Marked Bays Only” or words to this effect. These could be placed in the grass verge opposite the Parish Council Office for example, for short periods of time to remind people to park properly. Just so that you are aware, the Groundsman made the original vinyl signs for the Parish Council office, asking people not to park in front of the garage doors as access was required at all times, for these signs he managed to source all the materials free of charge, so there was no cost to the Parish Council at all, he could possibly do this again dependent on him getting the correct materials for the job.

Clerk Recommendation:

To start with I would recommend that we wait to see if Mr. Lomas adding this to the School Newsletter and holding assemblies with the children works. If this has little or no effect then the only options that the Clerk could think of were as listed above.

Resolved: Hilton Parish Council agreed that the Groundsman could try putting out some cones to try and control this area.

Resolved: Hilton Parish Council agreed for some removable signs to be made for the grass verge by the Groundsman.

Resolved: The Clerk to contact the Village Hall and establish if they can find an alternative area for the Darcy Bunnies bus to park off the access road to pick up and drop off the children.

d) Minutes of Hilton Parish Council Meetings for the website

The Clerk reported that going forward the minutes of the Parish Council Meetings would be produced and uploaded to the Parish Council website, this would be completed within 14 days of holding the meeting, initially they would only be classed as a draft of the minutes until approved at the next available meeting. If changes are made on approval, then a new version of the minutes with an explanation of the changes would

be uploaded if required. The Clerk explained that this was to comply with the new legislation surrounding Parish Council minutes going forward.

Resolved: The Clerk to email the draft minutes to the Councillors in attendance at the meeting, to make sure the drafts are accurate prior to being uploaded to the website.

e) Emergency Skate Park repairs completed on 20.09.2017 as per emails sent out

The Clerk reported that emergency repairs were required to the Skate Park as follows:

- Welding of packers to the concrete block on the middle ramp to prevent it from rocking.
- Welding of the gaps in the run off plates.
- Attach another run off plate to the ground fixings to the ramp closest to the Village Hall.
- Refit the damaged side plates to the ramp nearest the picnic benches
- Tidy up and spray in cold galv spray where required.

The Clerk reported that the cost for this emergency work was £204.00 excluding VAT. She asked the Parish Council to ratify the emergency expenditure as per the emails sent out prior to the work being completed.

Resolved: Hilton Parish Council ratified the emergency expenditure for the repairs to the Skate Park as above.

The Clerk explained that the only other option available if this work had not been completed was to Harris fence the area off until the repairs could be agreed and completed. This was deemed not an option and the above actions were taken to make the area safe for continued use.

Resolved: Hilton Parish Council approved to discuss a maintenance budget for the Skate Park and the next Finance Committee Meeting to be held in January 2018.

f) South Derbyshire Open Space, Sports and Community Facility Strategy 2016/2017 – Action Plan Projects List

The Clerk reported that she had completed the action plan and emailed this to Zoe Sewter at SDDC by the deadline date of 25.09.2017, as per the emails sent out to the Councillors.

g) Transforming the Trent Valley Landscape Partnership Scheme

Resolved: Hilton Parish Council approved for Cllr Cuddington to take this to the Hilton Neighbourhood Development Plan Steering Group for further discussion.

h) Van been recalled for a faulty air compressor clip – Van booked in at the garage for warranty work to be completed on 03.10.2017

There was nothing further to report.

i) Fly Tipping at the Main Street Car Park Recycling Centre

The Clerk reported that she had contacted SDDC in relation to the continuous fly tipping at the Main Street Car Park. She had asked if new signage could be installed or CCTV.

The Clerk reported that she had received the following reply:

I understand you are again concerned with the deposits at the car park, Main Street Hilton, and specifically you are asking for camera's to be located in the area. Unfortunately, we have previously examined the possibility of camera's here, and we have had to reject the idea for two main reasons, the first being there is no suitable location to deploy a camera of the type we currently have available, and which are very basic technology. Secondly if we were to deploy a camera of the type we do have, due to the high footfall and usage of the car park we would have literally thousands of images to process add this to the time that it would take to service and maintain the camera, and it becomes a very manpower intensive operation. Also, due to the number of visit we would have to make to the camera to conduct the maintenance, and retrieve images, the location of the camera would soon become self-evident and the equipment vulnerable to theft and/or vandalism.

On a more positive note we continue to monitor the area on a regular basis, collecting evidence to identify offenders whenever possible, and because of this since April of this year we have already successfully identified and issued Fixed Penalty Notice to 12 individuals from the greater Hilton Area for offences at this location. A further Fixed Penalty is in the process of being issued and will sent out today in connection with the latest incident at the car park.

Cllr Plenderleith reported that a few months ago there were incidents where the contractor who empties the tetra pack bins was putting waste that should not be in there at the side of the bins. This contained peoples addresses and they were issues with fixed penalty notices. This issue was in the process of being resolved.

10. Minute Number 2052/17 - Groundman/Lengthsman Report

August and September 2017:

Firstly, I would like to introduce myself, I'm Simon who became the Groundsman to Hilton Parish Council from Groundsman/Lengthsman as of 01.09.2017, taking over from my college Mark Pitt who sadly resigned his position as Groundsman as of 31.08.2017 for pastures new, I would like to thank Mark for all his help and assistance over the last 15 months and wish him well for the future. I would also like to thank Hilton Parish Council for giving me the opportunity and this great chance to progress my career in Ground Maintenance within Hilton Parish Council, I promise I won't let you down.

I would also like to welcome Jim Beech who is with Hilton Parish Council on a temporary basis from QS Recruitment, filling the staffing gap until the Parish Council have decided what will happen to the current vacancy of Groundsman/Lengthsman.

Now the thanks and introductions are over let's get down to what we've been doing around the village. August and September have kept us extremely busy, with lots of different work being undertaken including the normal on-going repairs and maintenance.

We are currently making great progress with the mowing and strimming duties through the summer months on both Parish Council Land and the Definitive Footpaths. I am sure that you will agree that areas like for example, the Memorial Meadow, around the Village Hall Site and the Nature area are looking well maintained. However, for saying its summer it has been quite wet and on some occasions very windy. This work will be ongoing till the end of October early November.

We are now also starting with our hedge cutting duties, now the bird nesting season is almost over, which is normally between 1st March and 31 August each year. This work will continue well into the winter months and where required Aucuba Landscapes will be helping on some of the bigger jobs requiring larger machinery that we don't have.

The yearly maintenance on the Astro Turf has been completed, the pricka strips have been replaced where missing, the anti-climb paint has been refreshed, new nets have been installed and the over sanding of the area has been completed. The Astro Turf is maintained by brushing with the sweeping machine on a weekly basis to keep the pitch in a good playable condition.

The football season has now started and the pitch is looking great, the goal posts have been reinstalled on the main pitch only, as AFC Hilton don't require the goal posts on the junior pitch just yet.

August has been extremely busy with extra litter and broken glass that comes with the school summer holidays especially on the Village Hall Site and around the Skate Park and Children's Play Area.

There also seems to be a big drug and gas sniffing problem on and around the Village Hall Site, the Astro Turf and in the Parish Council Nature Area at the bottom of the Back Lane Football Pitches. We are finding cannabis bags and small gas bottles on an almost daily basis now. This problem has been reported to the Parish Council Clerk and she has reported this to the Police, but there seems to be no sign of this stopping yet.

Going forward my intention is to update the Parish Council on a month by month basis by way of reporting some of our biggest work and projects being undertaken. I hope you will find these reports useful.

That's all for now.

Thank you for your time

Simon – Groundsman to Hilton Parish Council

11. Minute Number 2053/17 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information:

a) DALC Circular 9/2017

- DALC AGM
- New General Data Protection Regulations
- DALC'S new offices
- Special Offer – Local Councils Explained for just £10
- HR Advice regarding statutory breaks for employees
- Report published – The Voice of the Councillor
- Legal briefing £13 million Woodland Creation grant confirmed

b) DALC Circular 10/2017

- DALC Survey
- Councillor from Derbyshire in the final 8 of NALC's Councillor of the Year Awards
- HR responsibilities and Appraisals
- Big Lottery Fund – Awards for All
- Win up to £40K match funding
- Heritage Lottery Fund
- General Data Protection Regulations
- Portable Appliance Testing (PAT) - Half-day workshop
- The Litter Innovation Fund
- Reminders – Events & Training Diary

c) DALC Circular 11/2017

- DALC AGM
- Nominations for President & Vice Presidents 2017-2018
- DALC Survey
- Certificate in Local Council Administration (CiLCA) training days
- Councillor Essential Training Course

d) DALC Annual Report 2016/2017

e) DALC – AGM 11am on 11.10.2017 at the Gothic Warehouse, Ground Floor, Cromford Mill, Cromford

12. Minute Number 2054/17 - Finance

Resolved: Hilton Parish Council approved the following payments including the additional cheques 003178 to 003182 inclusive.

a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
003157	Royal Mail Group Ltd	P o Box	318.00	
003158	Hilton Village Hall	Room Hire and electricity sub meter	92.85	
003159	Sterilizing Services Ltd	Water Testing	68.39	
003160	The Mease Football Pavilion	Room Hire NDP Meeting	48.00	
003161	Aucuba Landscapes Ltd	Maintenance	972.67	
003162	R Massey and Son Ltd	Various items	68.97	
003164	Aucuba Landscapes Ltd	Maintenance	1,152.12	
003165	Grant Thornton UK LLP	Audit 2016/2017	720.00	
003166	Sterilizing Services Ltd	Water Testing	69.59	
003167	Cromwell	Mop, cloths, hand sprayer	17.06	
003168	QS Recruitment	Agency Staff	318.82	
003169	R Massey and Son	Combination Pad Locks	50.98	
003170	Cancelled			
003171	Aucuba Landscapes	Maintenance Village Hall Site	467.38	
003172	Heritage Wood Ltd	Replacement Plaque	50.00	
003173	QS Recruitment	Agency Staff	647.60	
003174	Broxap Ltd	2 x replacement litterbins as per budget	927.48	
003175	Aucuba Landscapes	Maintenance VH Site	467.38	

003176	QS Recruitment	Agency Staff	361.99	
003178	DSK Engineering	Skate Park Repairs	244.80	
003179	Cancelled			
003180	Cromwell	4 large boxes of bin liners	127.61	
003181	QS Recruitment	Agency Staff	371.95	
003182	SDDC	Sportsmobile	690.00	
Card	T W Wholesale	3 draw box chest and tube of grease	86.33	
Card	Equipmart Ltd	Folding van ramps	89.90	
Card	Royal Mail	Recorded Deliveries	4.80	
Card	Firs Farm Nursery	Plants for the car park planter	34.75	
Bacs	QS Recruitment	Groundsman Cover week com 24.07.2017	318.82	
Bacs	QS Recruitment	Groundsman Cover week com 31.07.2017	318.82	
Bacs	Scribe 2000 Ltd	Annual Subscription	584.40	

Resolved: Hilton Parish Council approved the following Salaries and Nest Pension Payments as follows:

b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003163 & 003177 for the Inland Revenue.

Description	Amount
August Salaries, Tax NICs, Expenses etc.	£8,194.94
August NEST Staff Pension	£617.30
September Salaries, Tax, NIC's Expenses etc.	£6,149.36
September NEST Pension	£457.44

c) Approval and Publishing of the Completed Annual Return for 31.03.2017 and the External Auditors Report

The Clerk reported that based on Grant Thornton's review of the annual return, in their opinion the information in the annual return was in accordance with proper practice and no other matters had come to their attention giving cause for concern that relevant legislative and regulatory requirements had not been met. There were no matters effecting their opinion which were drawn to Hilton Parish Councils attention. Grant Thornton had certified that they had completed the review of the annual return and discharged their responsibilities under the Local Audit and Accountability Act 2014, for the year ending 31.03.2017. The Clerk reported that the annual return had already been published on the Parish Council's website as required by law.

Resolved: Hilton Parish Council approved the External Auditors Report and the completion of the annual return.

13. Minute Number 2055/17 - Items for Information

Resolved: Hilton Parish Council noted the following information:

- a) Get Active in the forest – Nordic Walking Taster Session Sunday 5th November 2017 commencing at 10am
- b) Get Active in the Forest – Photography Walk Sunday 8th October 2017 commencing at 9.30am
- c) Get Active in the Forest – Mince Pie & Mulled Wine Walk Saturday 9th December 2017 commencing at 2pm
- d) Get Active in the Forest – Bacon Buttie Walk Saturday 9th September 2017 commencing at 11am
- e) SDDC – Press release – Green Flag hat-trick for urban park
- f) SDDC – Press release – Path to discover with new heritage trail
- g) SDDC – Press release – Get yer sen darn to Swadlincote, me duck
- h) SDDC – Press release – Wildlife Watch 2017 line-up unveiled
- i) SDDC – Press release – Young at heart approach earns Swadlincote Markets a national accolade
- j) SDDC – Press release – Local Plan part 2 consultation
- k) SDDC – Press release – Discover the dark side at Night Watch 2017
- l) SDDC – Press release – Variety the spice of life at July Makers Market
- m) SDDC – Press release – Party gets the holiday started
- n) Heather Wheeler MP – Re Trent Barton Bus Company
- o) DCC – Copy of email in relation to traffic issues on Sutton Lane after a resident's complaint
- p) SDDC – Press release – Proms event has license to thrill
- q) DCC – Letter to say that the Petition for Main Street had been received
- r) SDDC – Press release – Council in seventh Heaven as a gold medal winner
- s) SDDC – Press release – Derbyshire Gold Card Holders renewal reminder
- t) Clerk and Council Direct Magazine September 2017
- u) SDDC – Thank you letter for continued support of the Sportsmobile
- v) Meet your Police and Crime Commissioner – Hardyal Dhindsa
- w) DCC – Press release – New Campaign to Bust Waste Myths

14. Minute Number 2056/17 - Planning Matters for Decision

- a) 9/2017/1008 22 THAMES WAY HILTON DERBY DE65 5NB THE CONVERSION OF THE GARAGE INTO LIVING ACCOMMODATION

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

- b) 9/2017/0988 23 WASHFORD ROAD HILTON DERBY DERBYSHIRE DE65 5HN PROPOSED SINGLE STOREY SIDE EXTENSION AND PART GARAGE CONVERSION

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

- c) 9/2017/0983 HILTON BUSINESS PARK AQUAJET EGGINTON ROAD HILTON DERBY DERBYSHIRE DE65 5JD PRIOR NOTIFICATION FOR THE DEMOLITION OF THE BUILDING

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

- d) 9/2017/0956 29 WEST AVENUE HILTON DERBY DE65 5FY THE ERECTION OF AN EXTENSION

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

- e) 9/2017/0952 74 AVON WAY HILTON DERBY DERBYSHIRE DE65 5NA THE ERECTION OF EXTENSIONS/ALTERATION

Resolved: Hilton Parish Council did not comment on the above planning application as the consultation end date was 26.09.2017

- f) 9/2017/0853 BADGER FARM WILLOWPIT LANE HILTON DERBY DERBYSHIRE DE65 5FN THE VARIATION OF CONDITIONS 2,3,5 AND 7 OF PLANNING PERMISSION REF: 9/2014/0609 (RELATING TO THE CONSTRUCTION OF OFFICE ACCOMMODATION AND ASSOCIATED PARKING)

Resolved: Hilton Parish Council did not comment on the above planning application as the consultation end date was 27.09.2017

- g) 9/2017/0823 BADGER FARM WILLOWPIT LANE HILTON DERBY DERBYSHIRE DE65 5FN CHANGE OF USE OF AGRICULTURAL BUILDINGS TO STORAGE

Resolved: Hilton Parish Council did not comment on the above planning application as the consultation end date was 27.09.2017

- h) 9/2016/0010 ALDI FOOD STORE LTD HUNTSPILL ROAD HILTON DERBY DERBYSHIRE DE65 5HD RETROSPECTIVE APPLICATION TO VARY CONDITION 15 OF PLANNING PERMISSION REF: 9/2012/0505

TO READ: THE STORE HEREBY PERMITTED SHALL NOT BE OPEN TO THE PUBLIC OUTSIDE THE FOLLOWING TIMES: 08.00 TO 22.00 MONDAY TO SATURDAY AND 10.00 TO 17.00 ON SUNDAYS; AND NO DELIVERIES TAKEN AT OR DESPACHED FROM THE SITE OUTSIDE THE FOLLOWING TIMES: 07:00 - 19.00 MONDAY TO SATURDAY. 09.00 - 17.00 SUNDAY – **Amended description and Documentation**

Resolved: Hilton Parish Council ratified the comments sent to SDDC on 15.08.2017 as per the email agreement:

Resolved: Hilton Parish Council strongly object to the above planning application on the following grounds:

- **This is a retrospective planning application, Aldi have been contravening their original planning conditions for a while.**
- **Hilton Parish Council does not feel that longer opening hours are required past 9pm and that Bank Holiday opening times should remain as they are.**
- **The reason being, is that the car park is not big enough to support the amount of people currently shopping at Aldi, this extra traffic is causing issues on surrounding streets especially Mill Fleam, as people using the Aldi Store are parking over resident's driveways and too close to the junction. This is having a detrimental effect on the health and well-being of the surrounding residents with extra traffic, disturbance and noise pollution.**
- **Deliveries to the Aldi Store are not restricted, again this would cause extra disturbance and noise pollution to the surrounding residents.**
- **Hilton Parish Council does not agree with the installation of a proposed recycling centre. To install a recycling centre will only serve to reduce the size of the car parking area and compound the problem of people parking in the surrounding streets. It will also increase the traffic, disturbance and noise pollution to the surrounding residents. SDDC removed the recycling centre on the Main Street car park and on the Mandarin car park, siting that they were not being used enough as the kerb side collection had been successful. Therefore, Hilton Parish Council sees no reason why a recycling centre at Aldi would be warranted.**

- i) **New License Application or Variation - Culina Logistics Ltd - TERN VALLEY BUSINESS PARK, MARKET DRAYTON, TF9 3SQ Operating Centre: UNIT 4000 DOVE VALLEY PARK, PARK AVENUE, DERBY, DE65 5BZ Authorisation: 10 vehicle(s), 20 trailer(s) Operating Centre: HILTON BUSINESS PARK, THE MEASE, EGGINGTON ROAD, DERBY, DE65 5FJ Authorisation: 50 vehicle(s), 80 trailer(s) Transport Manager(s): CHRISTIAN SAKLATVALA - Publication: A&D North West of England (6703), New Application Start Date: 08 Sep 2017 to 29 Sep 2017**

Resolved: Hilton Parish Council object to this application on the following grounds:

- ***This will cause an increase in larger heavy goods traffic in and around an already very busy rural village.***
- ***It will cause more traffic congestion in and around the village.***

- *It will be operating by a new Primary School that is due to be built as part of the development of the site, currently scheduled to be built in 2019.*
- *The roads around the village and especially one of the roundabouts has not been built properly to deal with such heavy traffic, one roundabout in particular on The Mease has the most accidents of a roundabout in the area for crashing lorries and lorries that topple over shedding their loads.*

Resolved: Cllr Brundish to add the consultation information to the Parish Council Facebook Page.

15. Minute Number 2057/17 - 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.

16. Minute Number 2058/17 - Replacement of the Village Clock and Sponsorship – Previously reported under minute number 2014/17

The Clerk reported that she had written to 40 local businesses on 30.08.2017 asking if they would be interested in sponsoring the Village Millennium Clock, however only 2 responses had been received to date as follows:

- A prospective donor may donate £6,798.00 towards the clock, if the Parish Council agree to name the clock after a late dear friend Richard Mortimer who had lived in the Village for 30 years, the Parish Council would also need to agree to have Richard Mortimer's name on the clock.
- Toyota had emailed through a funding form to be complete, does the Parish Council wish for this to be completed.

Resolved: Hilton Parish council asked the Clerk to complete the funding application for Toyota in the First instance.

17. Minute Number 2059/17 - Staff matters

- a) Resignation of a staff member, reference request for a staff member, staff cover, staff reorganisation and advertising of a vacancy as per the Clerks Report

- 1) Ratification – Groundsman on Garden Leave on 22nd, 23rd and 24th August 2017

Resolved: Hilton Parish Council ratified the Groundsman being put on Garden Leave as per the above dates.

- 2) Ratification - for an agency worker to fill the gap until the vacancy can be advertised

Resolved: Hilton Parish Council ratified for an agency worker to fill the gap until the vacancy could be advertised.

- 3) Ratification – Groundsman/Lengthsman change of role to Groundsman on 35 hours per week from 01.09.2017 on the current Groundsman rate of pay. The current Lengthsman and then the Caretaker were asked if they wished to changes their roles first but declined.

Resolved: Hilton Parish Council ratified the Groundsman/Lengthsman changing his role to Groundsman on 35 hours per week as of 01.09.2017 on the current Groundsman rate.

- 4) Agreement to go back to having 3 members of staff through the whole year Lengthsman, Lengthsman/Groundsman and a Groundsman

Resolved: Hilton Parish Council agreed to change back to having 1 Lengthsman, 1 Groundsman and 1 Lengthsman/Groundsman all year round.

- 5) Agreement to advertise for a Lengthsman/Groundsman as soon as possible on 35 hours per week starting on £8.06 per hour to be reviewed after a 6-month probation period, in time for the Grounds Maintenance season.

Resolved: Hilton Parish Council approved the advertising of a Lengthsman/Groundsman vacancy as above.

- 6) Agreement for The Clerk, Cllr Smith and the Groundsman to be given delegated powers to deal with the vacancy, advertising and employing a new member of staff.

Resolved: Hilton Parish Council gave Delegated Powers to the Clerk, Cllr C Smith and the Groundsman to deal with the vacancy, advertising and employing a new member of staff.

- 7) To advertise the vacancy on the Parish Council Notice Board, Facebook Page and Website in the first instance

Resolved: Hilton Parish Council approved for the vacancy to be advertised on the Parish Council website, Facebook Page and Notice Board.

- b) Ratification to employ Personnel Advice & Solutions Ltd as per agreed email agreement

Resolved: Hilton Parish Council ratified the employment of Personnel Advice & Solutions Ltd to deal with any HR matters, to be reviewed in 3 months' time.

- i. Introduction and implementation of new staff Contracts of Employment with NJC Terms and Conditions.

Resolved: Hilton Parish Council agreed to new Staff Contracts with all NJC Terms and Conditions.

- ii. Staff holiday entitlement under the NJC – 21 days plus 8 bank holidays increasing to 25 days plus 8 bank holidays after 5 years continuous employment

Resolved: Hilton Parish Council approved the holiday entitlement under the new terms of the NJC Contracts to start as of 01.04.2018.

- iii. Introduction and implementation of updated staff Hand Book

Resolved: Hilton Parish Council approved the updated new staff handbook.

- iv. Introduction and implementation of new and updated staff Policies and Procedures Handbook

Resolved: Hilton Parish Council approved the new and updated Staff Policies and Procedures hand book.

- v. Staff consultations on changes to term and conditions of Contracts of Employment where required

Resolved: Hilton Parish Council gave the Clerk Delegated Powers to work with Personnel Advice & Solutions Ltd to consult and roll out the new updated information with the staff, including consultation with the staff on the change of working hours etc.

- vi. Staff redundancy

Resolved: Hilton Parish Council approved to make the Caretaker of the Back Lane Pavilion redundant once a new Lengthsman/Groundsman was in post. It was agreed that the 3 hours per week to clean the Pavilion could be completed with the staff already in place.

- vii. Medical Report Requests

Resolved: Hilton Parish Council gave the Clerk Delegated Powers to obtain the Medical Report if a claim were to be made against Hilton Parish Council in the future rather than pay £60.00 for the report now.

- c) Staff Appraisals including staff training

Resolved: Staff Appraisals were deferred until the Parish Council meeting to be held in October 2017.

Resolved: Hilton Parish Council approved for the Clerk to put the Groundsman on a spraying Course and Chainsaw Course as soon as possible with Dart Training.

Resolved: The Clerk to add to the next Finance Committee Meeting the purchase of the correct safety equipment, purchase or lease of a chain saw, purchase of a chipping machine and selling of the old machine, and tree cutting waste disposal.

18. Minute Number 2060/17 - Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 25th October 2017 at Hilton Village Hall commencing at 7pm for the monthly meeting of Hilton Parish Council.

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