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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 25<sup>TH</sup> OCTOBER 2017 AT HILTON VILLAGE HALL COMMENCING AT  
7PM**

**Present:**

Cllr Cooper (in the Chair)

Cllr C Smith, Cllr M Smith, Cllr Brundish, Cllr Cuddington, Cllr Darlington, Cllr Hall and Cllr Hudson.

2 District Council Representative, 1 County Council Representative, and 9 Members of the Public attended the meeting.

**AGENDA**

**1. Minute Number 2061/17 - To receive apologies for absence**

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

- ***Cllr Hudson was on her way but would be a little late due to work commitments.***

**2. Minute Number 2062/17 - Variation of the Order of Business**

There were no Variations to the Order of Business.

**3. Minute Number 2063/17 - Declaration of Members' Interests.**

There were no Declarations of Members Interests.

**4. Minute Number 2064/17 - Public Speaking.**

**Minute Number 2064/17/A – Public Speaking**

Members of the Public raised the following matters:

- Emma Watson asked if the Scribe Subscription cost was split between the Parish Council that the Clerk worked for or did Hilton Parish Council pay the full subscription. The Clerk replied that the Council's that she worked for were separate with their own subscriptions and equipment.

- Emma Watson asked if the Grounds Maintenance Contract had gone out to tender. The Clerk replied not recently but it could be added to the agenda for November 2017.
- Una Walton-Knight asked if anything was being done about the resident that had chopped the trees down on the Greenway. The Clerk replied that this matter had been reported to SDDC as it was their land and responsibility.
- Una Walton-Knight asked if the Lengthsman/Groundsman vacancy was a new vacancy or a replacement. The Chair replied that this was a replacement position.
- Suzanne Campion asked if there was any information available on the P O Box issue raised at the September Meeting. The Chair replied that it was on the agenda for discussion later.
- Martin Payne raised the issue of speeding traffic in the village and if speed cameras had been looked into. The Chair replied that this was not a Parish Council matter and Cllr Patten would deal with this in her report, DCC had been looking at various Street Calming matters within the village.
- Emma Watson raised the Travellers site and said that she had read something about the Parish Council installing bollards, she wondered if there was any progress on this. The Chair replied that this was a DCC matter and Cllr Patten would cover this in her report.

### **Minute Number 2064/17/B – Police Representatives Report**

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

### **Minute Number 2064/17/C – District Council Representatives Report**

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

- Just the one item to report. Cllr Patten and I had a very productive site visit on Monday with Ged Lucas, Interim Strategic Director and Adrian Lowery Direct Services Manager at a number of locations throughout our ward including some in Hilton regarding weed control and verge encroachment onto pavements. Adrian assured us that the area was due to be swept soon to remove the debris left by the recent weed spraying. Ged has also asked for a list of priority areas to enable him to contact the County Council with regards a resolution to the verge encroachment. Please can you ask your Council to provide any specific areas within your Parish that I can add to the list.

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

- The situation at Willowpit Lane and the banger racing was ongoing and still in the hands of the Legal Department. Anyone wishing to make a complaint should contact Frank McArdle directly at SDDC.
- Her and Cllr Patten were still trying to resolve the issues with the entrance to Witham Close, this was now with the Highways Dept. at DCC.

- SDDC were looking at going into partnership with another Council to improve services like grass cutting of the verges etc.
- She had attended the celebrations at Marston on Dove Church in relation to the renovation work. She said Mr Walton Knight had done a fantastic job.
- She had attended training on Emergency Planning.
- The memorial bench for Mr Arkesden was still ongoing.

### **Minute Number 2064/17/D – County Council Representatives Report**

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

- As reported at the September Meeting DCC had given the go ahead to install the third cushion on Main Street, this was all they were doing at the moment.
- Speed Cameras on Main Street have never been raised with her in the past, but proof that they were needed would be required in the first instance.
- Speed checks had been completed a few months ago on The Mease and speeding was deemed not an issue.
- Speeding bikes on The Mease need to be reported to the Police as it is happening so that the Police can build up a log. Items such as this should not be reported on Facebook.
- Travellers on Uttoxeter/Derby Road had lit a bonfire prior to the meeting, Cllr Patten would be dealing with this after the meeting. She explained that the Court Bailiffs would be on site at 4pm on Thursday 26.10.2017 to remove the Travellers from the site. She also explained that Croft Farm would be taking over the land shortly through a Cultivation License with DCC. The aim would be to bund the area and then plant it out to stop the Travellers gaining access to the land in the future.
- The retrospective application for Aldi was passed at SDDC Planning Committee, however there were quite a few measures and conditions put in place that both Cllr Patten and Cllr Plenderleith would be making sure were in place and would keep an eye on this going forward.
- At the Safer Neighbourhood Meeting she had asked for a copy of the report in relation to the fatal accident on Main Street. She had been told that they would ensure that she received the information but still this had not been received. However, it had been reported that the Police were not at fault.
- She reported that she had been working hard to remove all the signs around the village from the street furniture etc. She asked about the Weight Watchers Sign on the fencing of The Mease Pavilion. The Clerk replied that The Mease Management Committee had permission to advertise on the Fencing from the Parish Council as it was our property. Cllr Patten said that she would contact The Mease Management Committee on this.

### **5. Minute Number 2065/17 - Chairpersons Report**

The Chair gave his report as follows:

- There were Travellers again on Uttoxeter/Derby Road. DCC and Cllr Patten were dealing with this and hopefully they would be moved on very soon. Hopefully longer-term measures being put into place would stop this in the future.
6. **Minute Number 2066/17 - To confirm the minutes of the Monthly minutes of the Hilton Parish Council Meeting held on 27<sup>th</sup> September 2017.**

***Resolved: Hilton Parish Council approved that the Minutes of the Hilton Parish Council Meeting held on Wednesday 27<sup>th</sup> September 2017, having been circulated were approved and signed as a true record.***

7. **Minute Number 2067/17 - Neighbourhood Development Planning – Cllr Cuddington & Cllr Brundish**  
 a) **Minutes of the meeting held on 09.10.2017 for information.**

Cllr Cuddington gave his report as follows:

- The HNDP had set up some Working Groups that would be reporting back to the main group at their next meeting to be held on 13.11.2017.

The Chair thanked Cllr Cuddington and said that it sounded like the group were getting on well.

8. **Minute Number 2068/17 - Reports from Councillors that have attended any other Meetings.**
- **Etwall Area Meeting & Safer Neighbourhoods – The Chair and Vice Chair**

Cllr C Smith had already sent her report to the Clerk who had emailed this to the rest of the Councillors for information. The Clerk agreed to add the report to the minutes for information as follows:

Safer Neighbourhood Meeting Tuesday 3 October 2017

Councillors C Smith & M Smith attended the meeting on behalf of Hilton Parish Council

Derbyshire Police and Crime Commissioner Hardyal Dhindsa was at the meeting, he introduced himself and explained his roles and responsibilities (full details of which can be found at [www.derbyshire-pcc.gov.uk](http://www.derbyshire-pcc.gov.uk))

He has pledged to visit every town and village in Derbyshire during his 4-year term in office. There are 383

He explained that most focus is on areas where crime is at its highest leaving rural communities feeling neglected so even though crime although crime is low in Derbyshire rural crime teams were being established

He stated he was working with the Chief Constable to keep all 11 Derbyshire MP's advised and to ensure they 'shouted up' for Derbyshire so the correct funding can be obtained

## Q&A's

Q - how is terrorism and cyber-crime monitored and how up to speed are Derbyshire police?

A - cyber-crime is a real big threat and is taken very seriously by the National Crime agency (NCA) East Midlands NCA is very up to date and it's a growing team but there's more to be done and staff with highly specialised computer skills need to be recruited which is a difficult task as they can obtain much larger salaries in the private sector.

Q - 18 months ago it took over 20 minutes for the 101 number to be answered has there been any improvement?

A - yes but there's still more work to do, in an emergency people should call 999

Commissioner Dhindsa announced:

- the Community Action Grant where grants of up to £25000 can be applied for, for projects to reduce crime and for community safety, applications must be made by 30/11/17 and the money will be available from 01/04/17. Smaller grants of up to £25000 were also available. Contact the Grants Office for details
- Derbyshire Alert is being re-activated

PCSO Jamie Gutberlet gave a beat update (which, to avoid duplication, have not been included in this report as they will be detailed in the police report)

Q&A's (answered by PS Summers and PCSO Gutberlet)

Q - What is the outcome of the investigation into the serious incident in Hilton where there was a fatality?

A - the investigation will be being dealt with by Professional Standards or the Independent Police Complaints Commission and is probably still in progress

Q - what is the timescale and how will the information be put in the public domain?

A - the information will come out at the inquest, no timescale can be given

Q - There are speeding issue on the road that joins Scropton to Hatton where the speed limit is 40mph can this be checked for speeding?

A - conducting speed checks is very dangerous and there often isn't a safe place to stop speeding motorists but a note will be sent to the Crest Team who sit with a camera in a safe location but don't stop motorists at the time. Areas of concern can be reported directly to the Crest Team online by anyone

Q - How is the investigation into the knife attack in Etwall going?

A - it's still ongoing and the victim is being regularly updated. When the investigation is concluded the public will be informed via Twitter

Q - the crossroads from Etwall to Egginton are very dangerous can something be done about it?

A - that's a Highways matter

The priorities remain tackling anti-social behaviour

Area Forum Tuesday 3 October 2017

Councillors C Smith & M Smith attended the meeting on behalf of Hilton Parish Council

Chair announcements:

- 288 houses are being built West of Mickleover that is phase 1, phase 2 which consists of 250 has been approved and an application for a further 1100 houses at New House Farm is under consideration. (**NB** these numbers quoted differ slightly from what was published in the Derby Telegraph thus accuracy cannot be guaranteed)
- Sutton on the Hill an application for a licensed wedding venue is outstanding
- an application from Taylor Wimpey for 120 houses in Etwall is under consideration
- the railhead is unlikely to come forward any time soon

Q&A's

Q - What DCC says can be recycled is at odds with what SDDC says can be recycled - why?

A - Different contractors are used through the county by different District Councils

Q - There is no pavement on Burnaston Lane, can the purchase of lane to create a pavement be pursued?

A - bring it up with your Country Councillor

Q - Can the issue of the car going through the shop window at Chestnut Gave be left on the agenda?

A - yes

Q - At the new roundabout at Mickleover the posts are too high and as you come back into Etwall off the dual carriageway there is no 60-mph sign

A - this will be raised with the builder

County Council Issues

- the County Council is being re-organised and new appointments have been made
- LED street light scheme is coming back in which will get rid of part time night lighting

Recycling

figures released in June 2018 show that only 1.8% of bins were rejected in the previous 4-year period but that figure went up to 6% in May and June 2017 due to the egg boxes issue. Egg boxes cannot be recycled because, as well as cardboard, they contain fibre and glue, black food boxes cannot be recycled because they contain dye, sweet tubs are unsuitable for recycling as are take away pizza boxes.

The public were urged to check the SDDC website to refresh their memory as to what goes where

#### Grass Cutting

this was working progress, a joint test partnership with Rushcliffe who use Streetwise Environmental Ltd which is part funded by the council was being proposed

The meeting closed at 8:15

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

There was nothing to report.

- The Mease Management Committee – **Cllr Brundish**
  - a. **Email regarding the refurbishment of the Kitchen**

***Resolved: Hilton Parish Council agreed for the refurbishment to start immediately with the replacement of the 2 double cookers, the invoice to be sent to Hilton Parish Council for payment. The main refurbishment would take place in February/March 2018.***

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

There was nothing to report.

- Hilton Dog Walking Group - **To nominate a representative as required**

There was nothing to report.

- Flood Liaison - **To nominate a representative as required**

There was nothing to report.

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

There was nothing to report.

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

There was nothing to report.

- EMIP updates

There was nothing to report.

- Party on the Park

There was nothing to report.

- Report from Cllr Cuddington – Department of Communities and Local Government – Planning for the Right Home in the Right Places Consultation

***Resolved: Hilton Parish Council agreed that the Parish Council should file comments to the above consultation.***

***Resolved: Cllr Cuddington to put the views of the Parish Council together on behalf of the Parish Council and email them to the Clerk. The Clerk to then email the information to the Chair for the Chair to file the information on Survey Monkey.***

- Report from Cllr Cuddington on a potential Traffic Survey

Cllr Cuddington reported that he had been given the name of Geoff Pickford at the September 2017 Parish Council Meeting. He had tried phoning him and emailing him but had received no response.

## **9. Minute Number 2069/17 - Clerk's Reports**

### a) Clerk Report – P O Box Number

The Clerk had already emailed a copy of her report to the Councillors prior to the meeting and agreed to add the report to the minutes for information.

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

It was raised by a member of the Public at the Parish Council Meeting held on 27.09.2017, that the Parish Council should consider saving £318.00 per year by not having a P O Box number now there is a Parish Council Office.

### **Background:**

The main reason that Hilton Parish Council has a P O Box number is because Hilton Parish Council's Registered Office is the Clerk's personal home address. As Clerk I do not wish for my personal address to be a public record due to past safety issues/concerns, therefore the Parish Councils that I work for registered at my home address have their own P O Box number.

Parish Councils having a P O Box number is not unusual as most Parish Councils are registered at the Clerks personal address, it is the Clerks preference as to if they wish for their home address to be public for the purpose of work. Parish Councils that actually have an office are in the minority.

### **Why Hilton Parish Council Office cannot have a Postal Address:**



I have again spoken to both SDDC and Royal Mail on 11.10.2017 to ask if the Parish Council Office can have its own postal address, The Local Authority are the ones responsible for give out the numbers and street names, Royal Mail give out the post codes.

The first problem that we have is because the Hilton Parish Council Office sits on land that is already officially registered to Hilton Village Hall, it would be impossible to give the Hilton Parish Council Office an official address:

The only option available would be to have post marked, Hilton Parish Council care of Hilton Village Hall. This would mean that all post would automatically go to Hilton Village Hall and as we receive quite a lot of post this may not go down very well with the Village Hall staff and Committee, it is also not their responsibility to deal with our incoming post as they are nothing to do with Hilton Parish Council. This could also run the very high risk of post going missing or getting lost.

The second problem that we have is Royal Mail will not deliver post to a property with no post box. Just so that you are aware in making these enquiries this time, this may have inadvertently opened up a can of worms for the Village Hall as they don't have a post box, SDDC and possibly Royal Mail will take this matter up with them separately.

The reason that the Parish Council agreed not to have a post box in the new build was due to the following:

- The Registered Office for the Parish Council is the Clerks home address, it was not felt at that time there was a need to change this as my contracted hours in the office are actually only Monday, Wednesday and Friday 9am to 2.30pm. The rest of the hours I am able to complete from home. However, I do choose most weeks to do the majority of my hours from the office.
- We did investigate the new office having its own postal address prior to the build and were told the same/similar to what is in my report now.
- For security and safety of the building it was agreed not to have a post box with the office being situated in public open space.

The following questions were asked by Councillors after receiving the above report prior to the Parish Council Meeting, the Clerk read out the answers and questions at the meeting for information:

- 1) Is there not a case for approaching the Village Hall to help them with their 'can of worms' by suggesting that there is a letterbox for them at the gate to the site – this could be 'fire bomb' proof? Would it then be beyond the wit of man to have the letterbox divided into mail for Village Hall and mail for PC?

Clerks Answer: The Clerk explained that the Registered Office for Hilton Parish Council was her own personal home address, hence the P O Box number as the Clerk did not wish for her address to be a Public record. For items that will not go through my letterbox for example parcels, I have a secure locked Parcel Box on the wall of my house next to my front door covered by my own CCTV, the postman is able to access the box, pop any parcels that I receive personally or for my Parish Councils into the box,

and then lock it back up again keeping the contents safe and secure, this is at my personal cost not the Parish Councils. This also works for items that needs to be signed for. I am not required to be at home to sign for post as the postman takes the passcode and password contained within the lockable post box as the signature. It is a very good secure system and I have been using this system since I was required to have P O Box numbers for the Parish Councils that I deal with.

With regards to the Village Hall having a post box at the gate (This is not a Parish Council matter and would be for the Village Hall Committee to decide dependent on any outcomes with SDDC and/or Royal Mail), As your Clerk I am not convinced that this would be as secure as what we have in place now bearing in mind that some of the post that the Parish Council received can be private and confidential and/or Data Protected. This system would certainly not work for parcels that the Parish Council receive from time to time or recorded deliveries, especially when I may not always in the office when post may be delivered.

- 2) As the Parish Council doesn't have an actual address for the offices, do we pay council tax? How do we pay for utilities, what do we insure, and how is there a phone line?

Clerk Answer: The invoice from Royal Mail re the P O Box Number is registered at my home address as the Hilton Parish Council Registered Office. For utilities for the office, the site address is the Village Hall Site, the invoice address is the registered office address for the Parish Council. For Council Tax purposes, again the site address is Peacroft Lane and the invoice is to the P O Box number at the Registered Office, the reason that we have a phone line is because we already had a phone line just for the Parish Council when the office was situated within the Hilton Village Hall prior to the new office being built. As this was an established line and account BT transferred the line over to the new building as it was on the same site, the site address still being the Hilton Village Hall site, there were difficulties in doing this at the time and we were without a phone line or internet for a few months whilst this was being sorted out. BT at that time had all incoming calls to the telephone number of 01283 730969 transferred to my personal mobile number so that we could continue business as usual, I could only use the internet during that time at the Registered Office of my home address in the evenings or if really desperate I nipped over the Village Hall and jumped on their WIFI. With regards to the insurance, the new building is insured at the Hilton Village Hall site but is registered at the P O Box address.

### **Clerk Recommendation:**

As Clerk to Hilton Parish Council I would recommend the following:  
Hilton Parish Council's Registered Office to remain as it is with a P O Box number for the reasons stated above as it is very unlikely for the Parish Council Office to be officially registered with its own postal address at present.

***Resolved: Hilton Parish Council agreed that this was a matter to be discussed as part of the Finance Meeting to be held in January 2018, when setting the Budget and Precept for 2018/2019.***

b) Clerk Report – Quotes and Tenders

The Clerk had already emailed a copy of her report to the Councillors prior to the meeting and agreed to add the report to the minutes for information.

**The reason for my Report:**

A member of the Public at the Parish Council Meeting held on 27.09.2017 under Public Speaking, asked what the criteria was for the Parish Council to obtain Quotes and Tenders.

As the Clerk to Hilton Parish Council I think it appropriate to answer this question and have it minuted in the minutes for transparency.

**Extract of the Hilton Parish Council Standing Orders Section 18 Financial and Procurement:**

- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000.00 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated

responsibility for considering tenders, is bound to accept the lowest value tender.

- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contract Regulation 2015 and the Utilities Contract Regulation 2006 apply to the contract, the council must comply with EU procurement rules.**

Note: Hilton Parish Council as a rule would normally chose to use the services of an Architect to draw up plans and run any Tender Process from start to Finish where necessary, this is in the interest of fairness and to ensure that the process is handled and dealt with correctly and transparently.

#### **Extract of the Hilton Parish Council Financial Regulations Section 4:**

#### **4 BUDGETARY CONTROL AND AUTHORITY TO SPEND**

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over [£5,000];
- a duly delegated committee or the council for items over [£500]; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Note: Hilton Parish Council has a preferred supplier list of trusted contractors and suppliers that are used on a regular basis as their services have been used in the past and they have offered best value.

Where new items arise, the Clerk will always obtain quotes where required if the value is over a certain amount as above for approval at the meetings by the full Council.

Where the items or work required at a cost less than £500.00 excluding the VAT the Clerk has delegated power to obtain best value.

The Clerk where appropriate will set up supplier credit accounts for items for example like stationery, equipment, PPE, plants and bulbs, this list is not exhaustive.

#### c) Clerk Report – Closure of the Hilton Village Hall Play Area

The Clerk had already emailed a copy of her report to the Councillors prior to the meeting and agreed to add the report to the minutes for information.

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

The reason for my report is to inform the Parish Council about the closure of the Hilton Village Hall Children's Play Area, as of Thursday 06.10.2017.

To cut a long story short, there was a problem with the memorial roundabout, whereby it was reported to me, that the roundabout was coming off its fixings whilst in use and tipping up. The other rope roundabout was sticking and stopping whilst in mid flow.

I contacted SDDC and arranged for their operatives to come to site and look at both pieces of equipment, in the meantime I was asked by SDDC to close the area off to members of the public for their own safety, which I did. However, this did not stop some children climbing over the locked gates to gain access to the play equipment or stop parents from popping their children over the fencing.

SDDC eventually arrived on site and checked both pieces of equipment, initially they said they could not see any problems with either piece of equipment. I was not happy with this after the reports received and decided to keep the area closed and called out the manufacturer to check that, especially the memorial roundabout was safe for children to use. As it turned out the memorial roundabout had indeed broken away from the shaft as the bolts had completely sheared off, this allowed the roundabout to work its way up the shaft whilst in use until it tipped up. Had I have taken SDDC's advice on this and re-opened the Play Area, a child could have been seriously hurt or injured.

The manufacturer being Streetscape decided on Friday 13.10.2017, to take the memorial roundabout away to re-drill the fixing plate, so that this could be refitted on Tuesday 17.10.2017, the area remained closed even though the piece of equipment had been taken away, as the shaft was left behind sticking up out of the ground and could have caused a trip hazard. Streetscape also checked the rope roundabout on 17.10.2017 and re-greased it as this was all that was required to that roundabout.

The cost for Streetscape coming out to investigate and repair the equipment will be at a cost of £180.00 plus VAT.

***Resolved: Hilton Parish Council ratify the actions taken by the Clerk***

**Clerks Recommendation:**

As Clerk to Hilton Parish Council, I would recommend that we try to claim the cost of the repairs back from SDDC, with a letter of complaint for the service received once the invoice is received.

***Resolved: The Clerk to try and claim back the cost of the call out and repairs at £180.00 plus VAT from SDDC.***

- d) Quotes from SDDC for the repairs/replacement of the Hilton Village Hall Play Area wet pour

The Clerk had received 2 x quotes obtained by SDDC as follows:

1) Street Scape £4,250.00 plus VAT

2) Novasport £3,890 plus VAT

SDDC would be prepared to pay half of the cost if Hilton Parish Council agree to pay the other half to get the work carried out. The Clerk explained that if not the work would not be carried out at all. If the Parish Council agreed to go 50/50 then the money would need to come from the contingency budget. It was explained that the quotes were not comparable and SDDC should choose the contractor then justify their actions and reasons why to the Parish Council.

**Resolved: Hilton Parish Council agreed for SDDC to choose the contractor but would like justification from SDDC as to which company they choose and why.**

**Resolved: Hilton Parish Council agreed to pay half of the cost for the work to be carried out with SDDC paying the other half.**

**Resolved: Hilton Parish Council agreed for the cost to be paid from the Contingency budget.**

e) Basket Ball Ring/MUGA – preparation for the finance meeting

**Resolved: Hilton Parish Council agreed that the Clerk would look into the cost of a hoop and base for the Finance Meeting to be held in January 2018.**

f) South Derbyshire Partnership Refresh Launch – to be held on 15.11.2017 from 9.30am to noon at Toyota Burnaston

**Resolved: Cllr Cuddington agreed to attend the above meeting on behalf of Hilton Parish Council.**

#### **10. Minute Number 2070/17 - Groundman/Lengthsman Report**

The Clerk had already emailed a copy of the Groundsman/Lengthsman Report to the Councillors prior to the meeting and agreed to add the report to the minutes for information as follows:

October has again kept us extremely busy, with lots of different work being undertaken, including the normal on-going repairs and maintenance to things like the Astro Turf, keeping the guttering clear on the Parish Council Office and Back Lane Pavilion etc.

We are still progressing well with the mowing and strimming duties on Parish Council managed land, although this will soon be coming to an end, as the grass growth is starting to slow down now.

We are now starting with our Autumn/Winter Maintenance duties of leaf collecting, especially on the Village Hall Site to keep it looking clean and tidy. We are also starting to complete the yearly hedge cutting duties and bulb planting etc. This kind of work will see us working well into the cold winter months. We have the rock salt on hand for the cold weather to keep the paths around the Village Hall Site clear of ice and frost as required.

We have also cleared the ditch at the side of the Back Lane Playing Field with the help of Aucuba Landscapes who cut the hedge back, removed all the dead trees and took all the spoil away for us, the ditch will now be maintained and kept clear on a month by month basis to make sure that any surface water can run away freely from both the playing field and from Back Lane.

Before



After



That's all for now.  
 Thank you for your time  
 Simon – Groundsman to Hilton Parish Council

**11. Minute Number 2071/17 - Derbyshire Association of Local Councils**

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

a. DALC Circular 12/2017

- **Our Day**
- **NALC Response to Local Government Finance Plans**
- **Updated Legal Topic Note**
- **NALC Larger Councils Conference – London**
- **How to Discuss Retirement Options with Staff**
- **NFP Workshops – bid writing**
- **Clerk Essential Training**
- **Freedom of Information Training**

**12. Minute Number 2072/17 - Finance**

***Resolved: Hilton Parish Council approved the following payments including the additions of cheque numbers 003195 to 003199 inclusive:***

***All Cheques and invoices were available at the meeting for Councillors to view if they wished.***

a) **Accounts for Payment.**

<b>CHEQUE NO</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>POWER</b>
003183	Hilton Village	Room Hire	39.76	

	Hall			
003184	Personnel Advice & Solutions Ltd	HR Support	120.00	
003185	Aucuba Landscapes	Maintenance	769.87	
003186	Sterilizing Services	Water Testing	68.39	
003187	APS Fire & Security	CCTV Repairs	174.00	
003188	SDDC	Trade Waste Collection 2 x 1100ltr bins	1,509.66	
003189	QS Recruitment	Agency Staff	743.90	
003190	J Parker Dutch Bulbs Ltd	Daffodil & Tulip bulbs, Snowdrops and Bluebell bulbs	79.14	
003192	Aucuba Landscapes Ltd	Maintenance	467.38	
003193	Aucuba Landscapes Ltd	Cut down small fallen tree and remove spoil from site	102.00	
003194	QS Recruitment	Agency Staff	371.95	
003195	Fairview Arborists	Cut back overhanging tree	150.00	
003196	QS Recruitment	Agency Staff	371.95	
003197	QS Recruitment	Agency Staff	371.95	
003198	Streetscape Ltd	Repairs Children's play area HVH	216.00	
003199	RSL Bristol Ltd	Shutter Maintenance and Service Agreement	792.00	

***Resolved: Hilton Parish Council approved the following salary payments etc.:***



**b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003191 for the Inland Revenue.**

<b>Description</b>	<b>Amount</b>
Salaries, Tax NICs, Expenses etc.	£6,147.84
NEST Staff Pension	£457.44

**c) Approval of the unaudited Accounts from 01.04.2017 to 27.09.2017**

Current Account	39,587.46
Reserve Account	66,702.03
Cash in transit	100.00
Less unrepresented Chq's	<u>6,509.59</u>
<b>Total</b>	<b><u>99,879.90</u></b>

***Resolved: Hilton Parish Council approved the unaudited accounts from 01.04.2017 to 27.09.2017.***

**13. Minute Number 2073/17 - Items for Information**

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

- a) New Derbyshire Connect Dial-A-Bus Shopping Service
- b) The Pension Regulator – By law minimum pension contributions will soon be increasing
- c) Transforming the Trent Valley – Get talking about the future of your Valley
- d) SDDC – Playing Pitch Strategy

**14. Minute Number 2074/17 - Planning Matters for Decision**

- a) 9/2017/1084 CLEMATIS COTTAGE WILLOWPIT LANE HILTON DERBY DE65 5FN THE ERECTION OF AN EXTENSION

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

- b) 9/2017/1028 APPLETREE COTTAGE SUTTON LANE HILTON DERBY DE65 5FE REPLACEMENT OF EXISTING DWELLING WITH TWO-STOREY DWELLING AND GARAGE

***Resolved: Hilton Parish Council had concerns about the access and parking for the property.***

- c) 9/2017/1018 WILLOW PIT WILLOWPIT LANE HILTON DERBY DE65 5FN THE DEMOLITION OF THE EXISTING DWELLING WITH THE CONSTRUCTION OF A NEW DWELLING

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

- d) 9/2017/1037 HEATH COTTAGE SUTTON LANE HILTON DERBY DERBYSHIRE DE65 5FE THE REMOVAL OF CONDITION 3 OF PLANNING PERMISSION REF: 9/2013/0147 (RELATING TO CHANGE OF USE FROM GARAGE TO DWELLING INCLUDING ERECTION OF REAR EXTENSION) WITH MINOR INTERNAL AND EXTERNAL WORKS TO THE BUILDING

***Resolved: Hilton Parish Council objected to the above planning application on the grounds that they did not feel that the restrictions currently in place should be removed, as the settlement was outside of the boundary. If SDDC agree to remove the restrictions, then they need to make sure that this does not set a precedence for any future planning applications out in the countryside rather than in a village settlement.***

Extract of email from Sarah Glennon at SDDC

We are currently undertaking a review of our Planning Services. The review is being Sponsored by Tony Sylvester (Head of Planning Services), and project managed by two external consultants: Mike Gates and Tony Wordsall.

As a valuable customer and stakeholder, Tony Sylvester has asked me to contact you, and seek your permission for one of our consultants to contact you and arrange a short telephone conversation. The telephone call will take no longer than 20 minutes.

The aim of the conversation would be to gather your feedback from the perspective of a parish council. This information can then be used to help shape improvements to our service.

Please could you let me know if you are able to take part?

The Clerk confirmed that she had already agreed to take part and asked all the Councillors to send her through any comments or items that they wished for her to include in the conversation. She asked that this be done over the next few days.

***Resolved: The Councillors agreed to email the Clerk anything that they wished for her to take forward.***

**15. Minute Number 2075/17 - 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 2076/17 - Replacement of the Village Clock and Sponsorship – Previously reported under minute number 2014/17, 2058/17**

The Clerk reported that she had completed the funding application for Toyota and had sent this off, as of yet there had been no reply.

## **17. Minute Number 2077/17 - Staff matters**

- a) Update on the consultation on the new Contracts of Employment and Hand Books

The Clerk reported that the consultation on the new Contracts of Employment and Staff Hand Books was underway. She would report further on this at the next Parish Council Meeting.

- b) Staff Appraisals including Staff training – Previously reported under minute number 2059/17

The Clerk reported that all staff appraisals had now been completed. The Clerk had hard copies available at the meeting for Councillors to view if they wished.

The Clerk reported that with regards to the Groundsman training approved at the previous meeting for Spraying and Chainsaw Training. She had spoken to the Groundsman and it had been agreed to complete the training in the new year.

***Resolved: Hilton Parish Council agreed with the above, the Clerk to continue with this when required.***

- c) Staff Vacancy – Previously reported under minute number 2059/17

The Clerk explained that due to the staff consultation on the new Contracts of Employment, staff handbooks and re-organisation of current staff, it had been agreed to pull the advert for the Lengthsman/Groundsman vacancy until this had been completed.

The vacancy could then be advertised at a later date.

The Clerk explained that the agency member of staff would be finishing as of 30.11.2017 and we would go back down to 2 staff over the winter months in the interim.

***Resolved: Hilton Parish Council agreed for the vacancy to be advertised again once the above had been completed. Cllr C Smith, the Clerk and the Groundsman to continue to deal with this as required.***

- d) Clerks Report – Roles and Responsibilities

The Clerk read out a statement to the Council in relation to serious problems that had been happening over the past month and her thoughts and feelings on this.

The Clerk had also given the Councillors a brief Clerks Report on the Roles and Responsibilities of the Chair, the Clerk/Proper Officer and the Councillors.

A discussion of the problems then took place.

***Resolved: The Clerk to email again to all Councillors a copy of the current Standing Orders and a copy of the 2017 new Good Councillor Guide.***

The Clerk explained that under the Clerks Report, minute number 2031/17/H, to look at the Policy on reply all to emails from the minutes dated 26.07.2017, the Parish Council agreed the following:

***Resolved: Hilton Parish Council agreed to trial a new procedure on emails, allowing all Councillors to reply to all where necessary, to allow other Councillors comments to be considered.***

The Clerk explained that as a rule, resolutions passed by the Parish Council as per their Standing Orders, should not be revisited for 6 months, unless there is a special motion or items that had come to light which would have altered or changed the decision made. The Clerk explained that the above resolution was passed against her original advice as the Proper Officer. She explained that due to the Parish Council not accepting her advice serious problems had arisen. She explained that if the above resolution was allowed to stand, people could challenge the Parish Council on decisions made as this could be seen as predetermining decisions in the future. After taking advice, the Clerk recommended that the above resolution should be revoked with immediate effect and the original system should be reinstated with all correspondence going through the Clerk and Proper Officer with no reply all, which is how it should actually be.

***Resolved: Hilton Parish Council agreed to revoke the above resolution and to reinstate the original procedure that everything must go through the Clerk and Proper Officer. Councillors should not reply to all under any circumstance.***

**18. Minute Number 2078/17 - Date of the next meeting**

***Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 29<sup>th</sup> November 2017 at Hilton Village Hall commencing at 7pm for the monthly meeting of Hilton Parish Council.***

Signed.....Date.....