

Hilton Parish Council
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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 29TH NOVEMBER 2017 AT HILTON VILLAGE HALL COMMENCING
AT 7PM**

Present:

Cllr Cooper (in the Chair)

Cllr Brundish, Cllr Cuddington, Cllr Darlington, Cllr Hall and Cllr Hudson.

2 District Council Representatives and 13 Members of the Public attended the meeting.

1. Minute Number 2079/17 - To receive apologies for absence

Resolved: Apologies were received and accepted as follows:

- *Cllr C Smith due to annual leave*
- *Cllr M Smith due to annual leave*

2. Minute Number 2080/17 - Co-Option of a Councillor

Resolved: Mr John Cater was co-opted onto Hilton Parish Council with immediate effect. In accordance with the Local Government Act 1972 Cllr Cater read and signed the Declaration of Acceptance of Office before the Clerk.

3. Minute Number 2081/17 - Variation of the Order of Business

There were no Variations to the Order of Business.

4. Minute Number 2082/17 - Declaration of Members' Interests.

There were no Declarations of Members Interests.

5. Minute Number 2083/17 - Public Speaking.

Minute Number 2083/17/A – Public Speaking

Before Public Speaking was opened up to members of the public the Chair gave information on how the Parish Council Meetings would be conducted as per the Standing Orders.

Members of the Public raised the following matters:

- Representative of the Hilton Village Hall Committee gave a report on their request for funding from the Parish Council for Hilton Village Hall of £2,515.00 for the replacement boiler under the Clerks Report
- A member of the public asked what agency fees were under finance on the agenda
- A few members of the public asked the Parish Council to call an informal meeting without Standing Orders.
- A member of the public stated that they had sent a few emails addressed to the Chair, they had received a response from the Clerk but asked for a reply from the Chair.
- A member of the public welcomed everyone to attend the Christmas Tree light switch on, to be held on Saturday 02.12.2017
- A few members of the public raised letters and emails that they had sent to the Parish Council.
- A few members of the public raised the Parish Council and their engagement with the community.
- A member of the public raised the work going on in the village being completed by Virgin.

Minute Number 2083/17/B – Police Representatives Report

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

Minute Number 2083/17/C – District Council Representatives Report

Cllr Plenderleith gave her report as follows:

- She had not been informed about Virgin working in the village but would look into it and try and obtain a map. She would pass any information received onto the Clerk. The Clerk agreed to do the same.
- Banger racing at Willow Pit Lane, SDDC took the resident to the High Court and an injunction is now in place. This matter is still in the hands of the Legal Department at SDDC.

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

- He reported last month on a site visit regarding the verges, remedial action is being put in place to sort some of them out.
- The Scrutiny Committee are looking at street scenes. They will be looking to make sure the streets are as tidy and respectable as they should be.

Minute Number 2083/17/D – County Council Representatives Report

Cllr Billings gave apologies for Cllr Patten, he gave Cllr Patten's report as follows:

- She had taken up the matter of the entrance to Witham Close with the Highways Officer at DCC and was awaiting an update.

6. Minute Number 2084/17 - Chairpersons Report

The Chair gave his report as follows:

- He understood and took on board comments made in Public Speaking in relation to the Parish Council engaging better with the community. The Parish Council recognize that we can do more and will do more in the future.
- He hoped the Christmas Tree light switch on would be a good successful event with a good turn out from the village.

7. Minute Number 2085/17 - To confirm the minutes of the monthly minutes of the Hilton Parish Council Meeting held on 25th October 2017.

Cllr Cuddington raised an item in the previous minutes for clarity page 1212, minute reference 2077/17, item d) Clerks Report – Roles and Responsibilities, regarding the serious problems. For the record Cllr Cuddington wanted it minuted that no Parish Council decision was unsound because of those problems.

Resolved: Hilton Parish Council accepted the above statement.

Resolved: Hilton Parish Council approved that the Minutes of the Hilton Parish Council Meeting held on Wednesday 25th October 2017 with the above clarification, having been circulated were approved and signed as a true record.

8. Minute Number 2086/17 - Neighbourhood Development Planning – Cllr Cuddington & Cllr Brundish

a) Minutes of the meeting held on 13.11.2017

There was nothing further to report.

b) Approval to print flyers

Resolved: Hilton Parish Council approved to pay £80.00 plus VAT for the printing of the flyers and £122.50 plus VAT for the delivery of the flyers through the Hilton and Dove Life Magazine, which would be delivered to every household. This would be allocated against the Parish Council's contingency budget.

c) HNDP – Launch Date, venue and costing

The Launch Meeting was proposed to be held on 24.01.2018 commencing at 7pm in the school hall at a cost of £45.00.

Resolved: Hilton Parish Council approved the Launch Meeting date and the cost of the room hire at £45.00 to be allocated against the Parish Councils contingency budget.

d) Approval for the designation of the area

Egginton Parish Council would not be joining the Hilton NDP Group to complete a joint plan, although they may still be working together on some items.

They had chosen the area to be designated as Hilton, Marston and Hoon and this had been agreed with SDDC, the application would now go through a 6-week formal process and would appear on the SDDC website shortly.

Resolved: The Clerk to email a copy of the map showing the designated area to all the Councillors for information.

Cllr Cuddington as Treasurer to the NDP Group had now been able to register the group and had received forms to complete, with the help of Ian Hey at SDDC to apply for grant funding.

9. Minute Number 2087/17 - Reports from Councillors that have attended any other Meetings.

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

There was nothing to report.

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

The next meeting will be held in February 2018.

- The Mease Management Committee – **Cllr Brundish**

There was nothing to report

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

There was nothing to report

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

There was nothing to report

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

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

a. Approval to hold Party on the Park on 07.07.2018

Resolved: Hilton Parish Council approved for Party on the Park to use the same

facilities as the previous year on the above date.

Resolved: Party on the Park to provide the Parish Council Clerk with a plan of where items will go on the day.

- Report from Cllr Cuddington on a potential Traffic Survey – Previously Reported under minute number 2068/17

Cllr Cuddington gave his report as follows:

I have had a very useful exchange with Neill Bennett of Derbyshire County Council, who has given me some guidance on a future traffic survey for Hilton.

There is one count point on the exit from Hilton on Derby Road West at the roundabout with the A5132.

The last actual traffic count at this location was in 2008 and that was different from the previous location actual count point in 2000 making meaningful comparisons difficult.

Every year there is a method of estimating the traffic flow and this has resulted in the estimate for 2016 being little different from 2008.

To understand what is really happening to traffic flows in and around Hilton, DCC are happy to provide a bespoke traffic survey for a fee.

The Neighbourhood Plan Steering Group are in favour of such a survey. The cost would be covered by the NP funding grant so as not to add to the Parish Council costs.

- Report from Cllr Cuddington SDDC Refresher Launch

Cllr Cuddington gave his report as follows:

Under the planning presentation given by Tony Sylvester, Director of Planning, he said that much more follow up would be undertaken to see how a particular planning application had panned out, including for the new residents. This project is aimed at 'new communities' of which I noted Hilton was top of the list. I also noted that he singled out Hilton for having an active Facebook page through which to engage new residents.

There were no examples of involvement by Hilton in any of the Impact Reports covering Healthier Communities, Safer and Stronger Communities or Children and Young People. This was also true of the new projects, Skills and Employment and Compassionate Communities.

I noted that at the end of the session there were very few 'pledge cards' filled in. I submitted one saying we would look to see what we could do through the Neighbourhood Plan.

10. Minute Number 2088/17 - Clerk's Reports

- a) Ratification for Cllr Darlington contacting the Youth Group to paint poppy rocks for the Memorial Meadow for Armistice Day

Resolved: Hilton Parish Council ratified the above.

- b) How the Parish Council will consult to engage with the community going forward

Resolved: Hilton Parish Council agreed to set up a Forum.

Resolved: Hilton Parish Council agreed for all Councillors to attend the forums where possible.

Resolved: Cllr Hall to look at putting a communications plan including dates, times and venues for the forums within the next few weeks.

c) What will Hilton Parish Council do for the Centenary 2018 – Cllr Darlington
Cllr Darlington reported that she suggested there be a community event.

Resolved: Hilton Parish Council gave Cllr Darlington delegated powers to take this forward.

d) Request for funding from Hilton Village Hall £2,515.00 for a replacement boiler

Resolved: Hilton Parish Council agreed to give the Village Hall £2,515.00, to cover the cost of the boiler replacement.

11. Minute Number 2089/17 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information:

- a. DALC Circular 13/2017
- DALC Annual Executive Meeting and DALC AGM
 - CiLCA Qualifications
 - Feedback from the National Association of Local Councils (NALC) Conference and Award
 - East Midlands Councils Policy Update
 - Councillor Essential Training – January 2018

12. Minute Number 2090/17 - Finance

Resolved: Hilton Parish Council approved the following payments including the additions of cheque numbers 003210 to 003214 inclusive:

a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
003200	The Helping Hand Company	Ranger Recycle Kit for the litter pickers x 3	30.00	
003201	Hilton Village Hall	Room Hire – Parish Council and NDP Group	79.50	
003202	R Massey &	leaf collector	289.00	

	Son Ltd	and grass blower		
003203	QS Recruitment	Agency Staff	1,279.15	
003204	Royal British Legion	Poppy Wreaths and crosses	200.00	
003205	Aucuba Landscapes Ltd	Maintenance	913.25	
003206	Sterilizing Services Ltd	Water Testing	68.39	
003207	Grass Mark Uk	Line Marking Paint 10 x 10ltrs plus 3 free	263.40	
003208	Cancelled			
003210	South Staffs Water	Water Charge	95.52	
003211	Aucuba Landscapes	Ground Maintenance	445.87	
003212	Atlas Janitorial	Jumbo T Roll – Back Lane Pavilion	18.86	
003213	Hilton Village Hall	Boiler Repairs	2,515.00	
003214	The Tutbury Practice	Member of Staff Medical Report	30.00	

Resolved: Hilton Parish Council approved the following payments:

b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003209 for the Inland Revenue.

Description	Amount
Salaries, Tax NICs, Expenses etc	£6,094.36
NEST Staff Pension	£457.44

c) Summer Holiday Provision – Sportsmobile 23.07.2018 to 24.08.2018

Resolved: Hilton Parish Council agreed to have a weekly session on a Wednesday for the duration of the summer holidays from 10am to 12 noon.

Resolved: Hilton Parish Council agreed to add the cost to the budget for 2018/2019.

d) SDDC – Parish Precept 2018-2019 – to be filed by 02.02.2018

There was nothing further to report.

13. Minute Number 2091/17 - Items for Information

Resolved: Hilton Parish Council noted the following information including the additional information from item f to j:

- a) Thank you card from a resident
- b) DCC – Parish & Town Liaison forum link
- c) SDDC – Survey on broad band and mobile phone coverage closing date 19.11.2017 www.south-derbys.gov.uk
- d) DCC – Confirmation that the Cultivation License for the land on the corner of Uttoxeter/derby Road has been granted
- e) Planning Design – Assist with your Neighbourhood Plan information
- f) DCC – Adult Activity Brochure 2017
- g) The National Forest – Bikeability learn to ride Saturday 13th January and 20th February 2018 10am to 2pm at Rosliston Forestry Centre
- h) The National Forest Twixmas Walk at Calk Abbey Thursday 28th December 2017 11am
- i) Atlas Janitorial – Price increase letter for all products
- j) SDDC – Adoption of the South Derbyshire Local Plan Part 2

14. Minute Number 2092/17 - Planning Matters for Decision

- a) 9/2017/1176 20 PEGASUS WAY HILTON DERBY DE65 5HW THE ERECTION OF AN EXTENSION

Resolved: Hilton Parish Council had no objections to the above planning application other than to ask SDDC if the design was within keeping of the area.

- b) 9/2017/1167 HOON HOUSE FARM HOON LANE HILTON DERBY DERBYSHIRE DE65 5GA THE ERECTION OF AN EXTENSION AND ALTERATION

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

- c) 9/2017/1155 9 MERSEY WAY HILTON DERBY DE65 5LT THE ERECTION OF A REAR EXTENSION

Resolved: Hilton Parish Council had no objections to the above planning application other than to ask SDDC if it meets with SDDC Planning Policy.

- d) 9/2017/1143 GRANGE COTTAGE DALE END ROAD HILTON DERBY DE65 5FW CERTIFICATE OF LAWFULNESS FOR EXISTING USE

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

- e) 9/2017/1059 FOLLYFOOT FARM BURNTHEATH LANE HILTON DERBY DERBYSHIRE DE65 5FE PRIOR NOTIFICATION FOR CHANGE OF USE FROM AGRICULTURAL BUILDING TO DWELLING HOUSE

Resolved: Hilton Parish Council were concerned that this application may set a precedent.

- f) 9/2017/0557 1 BACK LANE, HILTON, DERBY THE ERECTION OF AN EXTENSION – APPEAL UNDER S78 AGAINST REFUSAL OF A HOUSEHOLDER PLANNING APPLICATION – PLANNING INSPECTORATE REFERENCE APP/F1040/D/17/3183448

Resolved: this was for information and no comments were made.

15. Minute Number 2093/17 - 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 2094/17 - Replacement of the Village Clock and Sponsorship – Previously reported under minute number 2014/17, 2058/17, 2076/17

There was nothing to report.

17. Minute Number 2095/17 - Complaints received after the Parish Council Meeting held on 25.10.2017

Resolved: Complaint 1 – The Chair, Cllr Hall and the Clerk to arrange a meeting with the complainant

Resolved: Complaint 2 – to offer the complainant a meeting as above.

Resolved: Freedom of Information/Subject Access request. The Clerk to draft a covering letter to the subject for approval by the Councillors via email. The Clerk to then send the covering letter and information as requested.

Resolved: Email received regarding the whistleblowing policy – The Clerk to send a copy of the policy explaining that the Council does have a policy and they are fully aware of the policy.

Resolved: email received in relation to the accounts and Register of Members Interests. The Clerk to reply that the information is now on the website for the accounts information and one former Councillors information has been removed from the Register of Members Interests.

18. Minute Number 2096/17 - Staff Matter – Medical Report

Resolved: Hilton Parish Council agreed to pay £30.00 for a medical report for a former member of staff.

19. Minute Number 2097/17 - Date of the next meeting

Resolved: The date of the next Hilton Parish Council Meeting was confirmed as 20th December 2017 at Hilton Village Hall commencing at 7pm for the monthly meeting of Hilton Parish Council.

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