

**Hilton Parish Council**  
PO BOX 8094, Swadlincote, Derbyshire. DE11 1FR  
Tel: Office 01283 730969  
Email: [clerk@hiltonparishcouncil.org.uk](mailto:clerk@hiltonparishcouncil.org.uk)  
Website: [www.hiltonparishcouncil.org.uk](http://www.hiltonparishcouncil.org.uk)

**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 31<sup>ST</sup> JANUARY 2018 AT HILTON VILLAGE HALL COMMENCING AT  
7PM**

**Present:**

Cllr Cooper (in the Chair)

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

1 County Council Representative, 3 District Council Representatives and 14 Members of the Public attended the meeting.

**AGENDA**

**1. Minute Number 2116/18 - 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 2117/18 - Variation of the Order of Business**

There were no Variations to the Order of Business.

**3. Minute Number 2118/18 - Declaration of Members' Interests.**

***Resolved: Cllr Cuddington declared a personal interest in item 13 – Planning Matters for Decision, item e) 9/2017/1293 LAND AT SK2430 7995 DERBY ROAD HILTON DERBY DERBYSHIRE - OUTLINE APPLICATION (ALL MATTERS EXCEPT FOR ACCESS TO BE RESERVED) FOR THE RESIDENTIAL DEVELOPMENT OF UPTO 45 DWELLINGS TOGETHER WITH OPEN SPACE AND LANDSCAPING - Extension for the Parish Council to comment granted to 02.02.2017***

**4. Minute Number 2119/18 - Public Speaking.**

**Minute Number 2119/18/A – Public Speaking**

Members of the Public raised the following matters:

- A resident gave the Councillors a piece of paper and stated that the Parish Council were wrong in asking members of the Public to leave the Finance

Committee Meeting whilst the Budget was being discussed. The Chair replied that the Parish Council will look at the way we do this in the future.

- A resident asked if the footballers using the Junior Pitch could run around more as they were making a mud patch on the pitch, this was on a Monday evening by the Meadow Lane entrance. The resident asked if they could train at the bottom of the field where the old goal posts were. The Chair replied that we would speak to the team and ask them to run around more.
- A resident echoed the comments of the first resident on asking members of the public to leave the Finance Committee Meeting when the Budget was discussed. He asked why the precept was increasing again by 4% and why The Mease car park work had increased on the draft budget from £30k to £50K. He also asked why projects were recycled year on year. The Chair replied that the Parish Council were not planning on increasing the Precept, in fact they were looking tonight at reducing the precept down to the 2016/2017 figure. In relation to The Mease car park work this had been costed at roughly £100k including drainage, so the Parish Council need to build up the funds over a few years, this was why projects appear year on year. The Chair explained that the draft data protected budget produced for resident at the Finance Committee Meeting was for the Council to discuss the draft line by line and this was what happened at the Finance Committee Meeting, The Mease car park costs were looked at and it was agreed to increase this at that stage. The resident then said the Precept figure last year was £165K. The Clerk replied that this was incorrect the Precept for 2017/2018 was just over £200k, the resident commented that the Clerks minutes must be incorrect from the Finance Committee Meeting the previous year. The Clerk asked the resident to email her what he was looking at and she would then email him an explanation of the facts.
- A resident commented that there was an amount in the budget for elections and asked if there was going to be an election this year. The Chair replied that a token amount has to be shown in the budget every year for an election as a vacancy could trigger a by-election at any point if 10 or more people apply, however this was just a token amount and any election would cost a considerable amount more. The resident asked if the Parish Council had elections every 4 years and if so when was the next election. The Chair replied yes elections were held every 4 years and the next election would be May 2019.
- A resident asked how much for projects would be carried over to 2018/2019, the Clerk could not give this answer and said that she would get back to the resident on this.
- A resident asked the Council if they get the Precept money in one lump sum. The Clerk replied that it was received in two-parts April and July of each year.
- A resident asked what the Parish Council thought about the turn out for the NDP Launch Meeting, this is a good way to engage the public. The Chair replied that the Parish Council were looking into this in relation to the Communication Plan.
- The Parish Council were asked if they look at Spotted Hilton as this is a good free way of advertising.
- The Parish Council were asked to consider reducing the Budget.

### **Minute Number 2119/18/B – Police Representatives Report**

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

### **Minute Number 2119/18/C – District Council Representatives Report**

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

- She had received a letter from the Environment Agency in relation to Burnt Heath Farm. She said that she needs to go back to them and ask more questions. There was also one outstanding debrief with regards to this matter.

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

- There had been a reshuffle at SDDC with the committees.
- Bob Wheeler had stood down as leader.
- He would be chairing the Overview and Scrutiny meeting next Thursday, the key item on the agenda will be the Waste and Cleansing budget and sharing best practice with Warwickshire Borough Council
- He had submitted to Planning for the Derby Road application S106 as follows:
  - To enable pedestrian links to the rest of the village from this site, the opening up of the 'path to nowhere' that currently runs from Egginton Road, between the Fosse Road and Isis Way estates to the Greenway; Speed limit reduction on Derby Road along with Traffic Calming and a crossing of some sort; A full traffic management review of Hilton to assess the impact of the increased traffic this development will bring; Adequate funding from NHS England to support an increase in the number of people using the Health Centre (both GPs and Dental); Funding for the Village and Mease Pavilion to account for increased use this development will bring; Support for local clubs such as sports and youth clubs to enable them to increase in size to accommodate the additional population; As play provision does not form part of the application, support and funding for the improvement of existing sites potentially to include additional equipment.
- Cllr Plenderleith said that she had requested that all developers be made aware of the broadband provisions.

### **Minute Number 2119/18/D – County Council Representatives Report**

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

- Residents were still leaving white goods like fridges on the road side for the scrap people to collect. This is an offence and people should dispose of such items responsibly. She would add something to the Hilton Directory on this matter.
- She was aware of the massive pothole on Uttoxeter Road, she would report this to DCC.
- There is a light post out on Derby Road, she would report this to DCC

- The gullies were also blocked on Derby Road and this had been reported
- An engineer would be visiting Witham Close on 01.02.2018, in relation to the repair work required to establish who owns what.
- At the NDP Launch Meeting residents raised that a bus shelter was required on The Mease, Cllr Patten said that she might be able to match fund this.
- She had been asked if she would support the printing of some World War One leaflets from her community fund.

#### **5. Minute Number 2118/18 - Chairpersons Report**

The Chair gave his report as follows:

- The Chair apologized for not being able to attend the Neighbourhood Development Plan Launch Meeting, but he believed that it had been well supported and was looking forward to the feedback.

#### **6. Minute Number 2119/18 - To confirm the minutes of the following Meetings**

- **Monthly minutes of the Hilton Parish Council Meeting held on 20<sup>th</sup> December 2018.**

***Resolved: The Minutes of the Hilton Parish Council Meeting held on Wednesday 20<sup>th</sup> December 2017, were approved and signed as a true record.***

- **Hilton Parish Council Finance Committee Meeting held on 18<sup>th</sup> January 2018**

***Resolved: The Minutes of the Hilton Parish Council Finance Committee Meeting held on Thursday 18<sup>th</sup> January 2018, were approved and signed as a true record.***

#### **7. Minute Number 2120/18 Neighbourhood Development Planning – Cllr Cuddington & Cllr Brundish**

- a) Minutes of the meeting held on 08.01.2018

There was nothing further to report.

- b) Approval for the Parish Council to fund the group till the end of March 2018 to cover room hire, website development costs, Facebook costs and a questionnaire for the sum of £475.00

Cllr Cuddington gave a summary of the Launch Meeting and that about 60 people attended, Cllr Hudson responded that the Launch Meeting was good and informative.

Cllr Cuddington gave a summary of why the above budget was required and explained the reason for the withdrawal of the grant funding application in relation to the Traffic Survey.

***Resolved: Hilton Parish Council approved in principal the above budget.***

#### **8. Minute Number 2121/18 - Reports from Councillors that have attended any other Meetings.**

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

The Chair gave his report as follows:

- There was some information provided on the Community Bus Service.
- Dog bins not being emptied over the Christmas and New Year period was also raised. They are now looking at reviewing this and more information will be provided at a later date.

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

There was nothing to report.

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

The next meeting would be held on Saturday 03.02.2018

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

A meeting was in the process of being arranged.

- 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 on the Launch Meeting held on 24.01.2018

There was nothing further to add.

## **9. Minute Number 2122/18 - Clerk's Reports**

- a) How the Parish Council will consult to engage with the community going forward – Approval of the Communication Plan – Previously reported under minute number 2088/17

Cllr Hall said that she was working on a template for the new Parish council website and this would be available for the Councillors to view within the next few weeks.

**Resolved: Hilton Parish Council approved to attend the Coffee Mornings at Hilton Village Hall, commencing on 13.02.2018, providing permission from the organisers could be obtained.**

**Resolved: Cllr Hall and Cllr Hudson were given delegated powers to contact the organisers of the Coffee Morning at the Village Hall to set this up and obtain permission to attend.**

**Resolved: Hilton Parish Council approved to hold their first Forum Meeting on 15.02.2018 from 7pm at Hilton Village Hall if the venue was available.**

**Resolved: Cllr Hall and Cllr Hudson were given delegate powers to arrange this.**

**Resolved: Hilton Parish Council approved to have their next Forum on 13.03.2018 at Hilton Village Hall commencing at 7pm.**

**Resolved: Cllr Hall and Cllr Hudson were given delegate powers to arrange this.**

**Resolved: Hilton Parish Council approved to call them The Hilton Parish Forums.**

b) What will Hilton Parish Council do for the Centenary 2018 – Previously reported under minute number 2088/17  
There was nothing to report.

c) DCC – Local List consultation – Extension for the Council to respond by 05.02.2018

**Resolved: Hilton Parish Council had no comment to make in relation to the above consultation.**

d) Request from The Mease Management Committee for the Council to approve £140.00 to repair broken slabs on the path around the building

**Resolved: Hilton Parish Council approved the cost of the above repairs, the Clerk to inform The Mease Committee to go ahead with this.**

e) Bin Emptying over the Christmas and New Year period  
There was nothing further to report.

f) Temp Road Closure, The Mease – 19.04.2018 from 8am to 5pm  
There was nothing further to report.

#### **10. Minute Number 2123/18 - Derbyshire Association of Local Councils**

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

##### **a. DALC Circular 01/2018**

- INDEX OF MOST IMPORTANT ELEMENTS OF 2017 DALC CIRCULARS

##### **b. DALC Circular 02/2018**

- GDPR
- We're here for you
- HR & APPRAISAL TRAINING
- Annual Governance and Accountability Return

**c. DALC Circular 03/2018**

- Data Protection Bill and GDPR
- GDPR Update - Training opportunity
- Final call for Transparency Fund applications from smaller councils
- Revised Legal Topic Notes
- New Year message from Cllr Sue Baxter, NALC Chairman
- Request to complete survey regarding funding for services in areas with a high proportion of second/holiday homes
- Help to clean up the Country
- Why councils need to take employee complaints seriously (HR Issues)
- Census Survey of Parish Councillors
- Councillor Essential Training

**11. Minute Number 2124/18 - Finance**

***Resolved: Hilton Parish Council approved the following payments including the additions of cheque number 003231 to 003234 and the canceled cheques:***

**a) Accounts for Payment.**

<b>CHEQUE NO</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>POWER</b>
003213	Cancelled cheque replaced with chq003221	Original chq was for £2,515.00. VH then sent through the invoice and a new cheque was written for less		
003221	Hilton Village Hall	Boiler Repairs contribution	2,495.00	
003222	D Townsend	Locum Clerk wages, postage and travel expenses	303.70	
003223	Hilton Village Hall	Room Hire Hilton PC and HNDPG	87.46	
003224	Aucuba Landscapes Ltd	Spike 2 x football pitches	185.64	
003225	G Rice	Website	50.00	

003226	Cancelled Replaced with Chq 003233			
003227	Sterilizing Services Ltd	Water Testing – Back Lane Pavilion, office and garage	68.39	
003229	Yee Group Ltd	Fire Extinguisher and Fire Blanket service	57.60	
003230	R Massey and Son	Cutting Pliers and 2 rolls of wire netting for the guttering on the Parish Council Office	67.47	
003231	Aucuba Landscapes Ltd	Spike 2 x football pitches	185.64	
003232	Heritage Wood Ltd	New plaque	50.00	
003233	Zurich Municipal	Van Insurance	628.30	
003234	Hilton Village Hall	Room Hire NDPG	23.86	
Card	Inchcape Toyota	Van Service	185.00	

***Resolved: Hilton Parish Council approved the following salary and pension payments:***

**b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003228 for the Inland Revenue.**

<b>Description</b>	<b>Amount</b>
Salaries, Tax NICs, Expenses etc. £5,979.31	
NEST Staff Pension	£449.06

***Resolved: Hilton Parish Council approved the accounts from 01.04.2017 to 29.12.2017 as follows:***

**c) Approval of the Accounts from 01.04.2017 to 29.12.2017**

**Balance as at 31.12.2017**

Cash in hand	498.00
Current Account	467.39
Reserve Account	66,878.35
Less unrepresented Chq's	<u>(3575.15)</u>
<b>Total</b>	<b><u>64,268.59</u></b>

***Resolved: Hilton Parish Council approved the Other Expenditure as follows:***

**Other Expenditure**

Voucher	Date	Payment	Supplier	Description	Amount
143	03/07/2017	DD	Eon	Electricity - Back Lane Pavilion	190.00
144	03/07/2017	DD	Eon	Electricity - office	81.00
145	14/07/2017	DD	Brobot Petroleum Ltd	Petrol	17.41
154	27/07/2017	DD	Swinton Insurance	Van Insurance	274.77
155	26/07/2017	CARD	T W Wholesales Ltd	Various items	86.33
156	31/07/2017	DD	Toyota	Van Lease Agreement	239.24
157	01/08/2017	DD	Eon	Electricity - Back Lane Pavilion	190.00
158	01/08/2017	DD	Eon	Electricity - office	81.00
162	10/08/2017	DD	UK Fuels Ltd	Fuel for the van	57.31
166	15/08/2017	CARD	Nest	Pension contributions	617.30
167	29/08/2017	DD	Swinton Insurance	Van Insurance	274.77
173	31/08/2017	DD	Toyota	Van Lease Agreement	239.24
174	01/09/2017	DD	Eon	Electricity - Back Lane Pavilion	190.00
175	01/09/2017	DD	Eon	Electricity - office	81.00
176	04/09/2017	DD	British Telecommunications	Telephone	188.71

177	11/09/2017	DD	UK Fuels Ltd	Fuel for the van	18.58
184	27/09/2017	DD	Swinton Insurance	Van Insurance	274.77
185	19/09/2017	CARD	Garden King	Edging spade	25.00
220	02/10/2017	DD	Toyota	Van Lease Agreement	239.24
221	02/10/2017	DD	Eon	Electricity - Back Lane Pavilion	190.00
222	02/10/2017	DD	Eon	Electricity - office	81.00
223	05/10/2017	DD	Personnel Advice & Solutions Ltd	HR Support	100.00
224	10/10/2017	DD	UK Fuels Ltd	Fuel for the van	20.34
232	23/10/2017	DD	Personnel Advice & Solutions Ltd	HR Support	120.00
233	27/10/2017	DD	Swinton Insurance	Van Insurance	274.77
234	31/10/2017	DD	Toyota	Van Lease Agreement	239.24
235	01/11/2017	DD	Eon	Electricity - Back Lane Pavilion	190.00
236	01/11/2017	DD	Eon	Electricity - office	81.00
237	10/11/2017	DD	UK Fuels Ltd	Fuel for the van	58.38
238	22/11/2017	DD	Personnel Advice & Solutions Ltd	HR Support	120.00
239	27/11/2017	DD	Swinton Insurance	Van Insurance	274.77
245	14/06/2017	dd	Brobot Petroleum Ltd	Petrol	18.96
246	10/08/2017	DD	UK Fuels Ltd	Petrol	19.63
247	10/11/2017	DD	UK Fuels Ltd	Petrol	20.87
262	20/12/2017	003220	Inland Revenue	Tax and NICs	1,627.13

263	20/12/2017	003221	Hilton Village Hall	Boiler Repairs contribution	2,495.00
264	30/11/2017	DD	Toyota	Van Lease Agreement	239.24
265	01/12/2017	DD	Eon	Electricity - Back Lane Pavilion	267.00
266	01/12/2017	DD	Eon	Electricity - PC Office	92.00
267	04/12/2017	DD	British Telecommunications	Telephone	201.32
268	19/12/2017	DD	Toyota	Road fund license increase	10.00
274	22/12/2017	DD	Personnel Advice & Solutions Ltd	HR Support	120.00

**Resolved: Hilton Parish Council approved the Other Income as follows:**

**Other Income**

Voucher	Customer	Description	Date	Receipt No	Amount
26	Name Removed	Astro Turf Hire	18/07/2017	026	75.00
27	AFC HILTON	Football Pitch Hire	18/07/2017	027	79.00
28	Hilton Harriers	Football Pitch Hire	18/07/2017	028	46.00
29	Little Stars	Astro Turf Hire	18/07/2017	029	50.00
30	JOHN PORT OLD BOYS	Astro Turf Hire	18/07/2017	030	100.00
31	Name Removed	Astro Turf Hire	18/07/2017	031	50.00
32	PayPal	General Admin	03/08/2017	032	0.01
33	JOHN PORT OLD BOYS	Astro Turf Hire	07/08/2017	033	100.00
34	AFC HILTON	Football Pitch Hire	07/08/2017	034	12.00
35	Name Removed	Astro Turf Hire	15/08/2017	035	100.00

36	Little Stars	Astro Turf Hire	16/08/2017	036	40.00
37	Name Removed	Astro Turf Hire	25/08/2017	037	50.00
38	JOHN PORT OLD BOYS	Astro Turf Hire	30/08/2017	038	125.00
39	AFC HILTON	Football Pitch Hire	03/10/2017	039	55.00
40	Name Removed	Astro Turf Hire	03/10/2017	040	50.00
41	South Derbyshire District Council	Precept	07/07/2017	041	100,190.00
42	Name Removed	Football Pitch Hire	23/10/2017	042	23.00
43	KINGS HEAD FC	Football Pitch Hire	23/10/2017	043	23.00
44	JOHN PORT OLD BOYS	Astro Turf Hire	06/10/2017	044	100.00
45	Name Removed	Astro Turf Hire	09/10/2017	045	125.00
46	Little Stars	Astro Turf Hire	09/10/2017	040	40.00
47	AFC HILTON	Football Pitch Hire	02/11/2017	047	129.00
48	Santander	Bank Interest	27/10/2017	048	176.32
49	Name Removed	Astro Turf Hire	16/11/2017	049	250.00
50	Rocester FC	Astro Turf Hire	28/11/2017	050	26.00
51	Name Removed	Astro Turf Hire	28/11/2017	051	125.00
52	Eon	Electricity Refund	07/11/2017	052	156.08
53	JOHN PORT OLD BOYS	Astro Turf Hire	14/11/2017	053	78.00
54	Little Stars	Astro Turf Hire	20/11/2017	054	30.00

- d) Final approval/ratification of the Budget for 2018/2019 and the Setting of the Precept for 2018/2019
- To increase the staff salaries by 2% for all staff including the Clerk as of 01.04.2018 as per the National Joint Council Agreement.

**Resolved: Hilton Parish Council approved to increase the staff salaries by 2% as per the National Joint Council Agreement as of 01.04.2018.**

- To accept the budget allocation for the new Lengthsman/Groundsman on the same rate of pay as the current Lengthsman to be advertised shortly.

**Resolved: Hilton Parish Council approved the budget allocation for the new Lengthsman/Groundsman that would be advertised shortly.**

- To keep the postage arrangements as they currently are in relation to the P O Box number.

**Resolved: Hilton Parish Council approved to keep the postal arrangement with the P O Box number in place as it is with no changes.**

- To include £200.00 for a new website.

**Resolved: Hilton Parish Council approved £200 for the development of a new website.**

- To reduce the Chairs allowance to £150.00 from £500.00

**Resolved: Hilton Parish Council approved to reduce the Chairs allowance from £500.00 to £150.00.**

- To add £600.00 to cover room hire of the Parish Council meetings and any forums going forward

**Resolved: Hilton Parish Council approved £600.00 for Room Hire to include the extra cost of holding forums.**

- Agree to go out to tender during 2018/2019 for the following:
  - Ground Maintenance for example the Village Hall site, Roma's Garden etc., including the annual hedge cutting and football pitch maintenance, all work currently undertaken by Aucuba Landscapes Ltd

**Resolved: Hilton Parish Council approved to go out to tender during the year for the Maintenance contract as above.**

- Obtain quotes to see if money can be saved in relation to our trade waste and green waste collections

**Resolved: Hilton Parish Council approved to look at cost saving for our trade waste the Clerk to look around for quotes including green waste collection.**

- To have a commercial bin for green waste only, this will save on having a contractor removing such material, which in the long run will be more cost effective.

**Resolved: Hilton Parish Council approved a commercial bin to dispose of our green waste rather than have a contractor collect this, as it would be more cost effective.**

- To leave the Grants and Donation budget at £3,000.00 for the financial year 2018/2019 but review the criteria for the grants.

***Resolved: Hilton Parish Council approved to leave the Grants and Donations Budget at £3,000.00 for 2018/2019***

- The contingency and emergency item budget to be £38,000.00 instead of 15% of the current precept.

***Resolved: Hilton Parish Council approved to reduce this to £36,000.00.***

- Not to budget for an admin assistant to help the Clerk at this stage, an agreement was made that Councillors need to do more to help the Clerk, this can be reviewed again later in the year.

***Resolved: Hilton Parish Council approved not to budget for an admin assistant at the moment but to review this at a later date.***

- Members allowance/expenses to remain in the budget to be reviewed later in the year.

***Resolved: Hilton Parish Council approved for the above budget to remain, to be reviewed at a later date.***

- Not to lease a printer and maintenance contract including paper and ink as the costs far outweigh the current costs for 2017/2018.

***Resolved: Hilton Parish Council approved not to have a printer and maintenance contract as the cost far outweighed the current cost for 2017/2018.***

- Training costs to be increased to support Councillor training and weed spraying training for the Groundsman

***Resolved: Hilton Parish Council approved the above training budget including weed spraying for the Groundsman.***

- To increase the equipment and PPE budget to £3,000.00 to account for machine service and repairs.

***Resolved: Hilton Parish Council approved to increase the PPE and Equipment budget to £3,000.00 to include the service and repairs of equipment.***

- Not to purchase company tablets for the Councillors to use on Council Business

***Resolved: Hilton Parish Council approved not to have company tablets for Council business.***

- To continue with the contract with Personal Advice Solutions for HR Support of £100.00 ex vat per month.

***Resolved: Hilton Parish Council approved to continue with the contract with Personal Advice Solutions for valuable HR Support and updates.***

- To add a budget for the new General Data Protection Regulations coming into force in May 2018 of £1,200.00

***Resolved: Hilton Parish Council approved a budget of £1,200.00 for the new Data Protection law and legislation coming into force in May 2018.***

- To allocate £50,000.00 to the budget to save towards the refurbishment of The Mease Pavilion car park.

***Resolved: Hilton Parish Council approved to increase the budget to £50,000.00 from £30,000.00 for the refurbishment of The Mease Car Park. The rough costs of the work were estimated to be about £100k including drainage.***

- To add the difference in the budget of £6,798.00 to complete the clock project as a funder or sponsor could not be found.

***Resolved: Hilton Parish Council approved to add £6,798.00 to the budget to complete the Clock project as no funding could be found.***

- To ratify £9,000.00 for the refurbishment of the kitchen at The Mease Pavilion which has already been agreed.

***Resolved: Hilton Parish Council ratified the budget for the refurbishment of the kitchen at The Mease Pavilion.***

- To ratify £1,020.00 to the budget for the Summer Sportsmobile which has already been previously agreed.

***Resolved: Hilton Parish Council ratified the budget for the Summer Sportsmobile.***

- To purchase under misc. maintenance a grit bin for the Parish Council Car Park and 1 tone of grit in 25kg bags ready for winter 2018/2019.

***Resolved: Hilton Parish Council approved a budget and the purchase of a grit bin and salt for winter 2018/2019.***

- To add a budget of £2,500.00 for the Neighbourhood Development Plan Group.

***Resolved: Hilton Parish Council approved £2,500.00 for the Neighbourhood Development Plan Group.***

- To include the basketball net as part of the Adventure Play and Gym Equipment project, with no further budget added, the Parish Council currently has £14,978.99 already ringfenced in the 2017/2018 Accounts towards this project. Approval to obtain grant funding if possible for this project and confirmation of which Councillor will be responsible to look for funders and complete the application forms.

***Resolved: Hilton Parish Council approved to combine the basketball net with the Adventure play and gym equipment project with no further budget added.***

***Resolved: Cllr Cuddington agreed to think about looking into grant funding for this project against the £14,978.99 already ringfenced in 2017/2018.***

- To approve the rest of the budget as set by the Finance Committee at their meeting on 18.01.2018.

***Resolved: Hilton Parish Council approved as listed on the draft budget all other items as they are stated, not mentioned above.***

- To approve the Precept be set at £172,000.00 for the financial year 2018/2019.

**Resolved: Hilton Parish Council approved for the Precept to be set at £170,000.00 being the same as the precept set for 2016/2017. Hilton Parish Council did not consider the 2% increase in staff salaries and pensions or the extra 39 properties allocated for the financial year 2018/2019.**

- To ratify a change in the bank account from Santander to Unity Trust with immediate effect including internet banking and charge card provision (pre-payment card).

**Resolved: Hilton Parish Council ratified for the bank account to be switched to Unity Trust as soon as possible**

- To approve the bank charges received over the Christmas and New Year Period.

**Resolved: Hilton Parish Council approved the bank charges for bounced direct debits and cheques over the Christmas and New Year period.**

- To ratify the Clerks expenses for the purchase of 2 wall planners, cut keys, screws for the reinstallation of John and Roma Walton's bench and postage paid.

**Resolved: Hilton Parish Council ratified the Clerks expenses of £21.87 for items listed above.**

- To ratify the payments of the Insurance for the van so that the van remained road legal over the Christmas and New Year Period and the Hilton Village Hall Room Hire so the Parish Council were not charged the 20% surcharge for late payment.

**Resolved: Hilton Parish Council approved the Clerks actions in obtaining quotes to insure the van under an emergency provision, as per the terms of hire over the Christmas and New Year period and for the payment of the room hire for the Village Hall so as charges were not incurred.**

## **12. Minute Number 2125/18 - Items for Information**

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

- a) Thank you, letter, addressed to the Chair from The Hilton Village Hall Committee thanking the Parish Council for the donation to fix the boiler
- b) DCC – Mobile Library Routes until 20.4.2018
- c) Rural Action Derbyshire – National Village Halls Week 22nd-28<sup>th</sup> January 2018
- d) Clerk & Council Direct Magazine – January 2018
- e) SDDC – Orchard Windfalls Fund Grants
- f) DCC – Graffiti Removal program – sites belonging to private companies or private individuals cannot be included in this project
- g) Personal Advice & Solutions Ltd – Employment News update November 2017
- h) Email Notification of External Audit Appointment for the 2017/2018 Financial Year

- i) Eon – Smart Meter Anniversary update on what data is collected
- j) SDDC – Adoption of two supplementary Planning Documents (SPDs)
- k) Sterilizing Service's – Legionella check certificated for the Back Lane Pavilion and Parish Council Office and Garage

### **13. Minute Number 2126/18 - Planning Matters for Decision**

- a) 9/2017/1388 6 MILL LANE HILTON DERBY DERBYSHIRE DE65 5GP - THE ERECTION OF AN EXTENSION AND ALTERATION

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

- b) 9/2017/1330 25 SHADY GROVE HILTON DERBY DERBYSHIRE DE65 5FX - THE ERECTION OF EXTENSIONS AND ALTERATION TO INCLUDING A DETACHED GARAGE

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

- c) 9/2017/1315 ALDI FOOD STORE LTD HUNTSPILL ROAD HILTON DERBY DERBYSHIRE DE65 5HD - THE VARIATION OF CONDITION 11 OF PLANNING PERMISSION REF: 9/2016/0010 (RELATING TO RETROSPECTIVE APPLICATION TO VARY CONDITION 15 OF PLANNING PERMISSION REF: 9/2012/0505) TO READ: "NOTWITHSTANDING THE SUBMITTED DETAILS, FROM THE DATE OF THIS PERMISSION, THE CUSTOMER CAR PARK ACCESS SHALL BE CLOSED USING BARRIERS OUTSIDE STORE OPENING OR DELIVERY HOURS",

***Resolved: Hilton Parish Council made no comment to the above planning application.***

- d) 9/2017/1299 LAND AT SK2529 6888 EGGINTON ROAD HILTON DERBY DERBYSHIRE - APPROVAL OF RESERVED MATTERS FOR LANDSCAPING (PART) ACCESS (PART, SECONDARY), LAYOUT (PART) FOR ENABLING WORKS PURSUANT TO OUTLINE PLANNING PERMISSION REF: 9/2013/1044

***Resolved: Hilton Parish Council made no comment to the above planning application.***

- e) 9/2017/1293 LAND AT SK2430 7995 DERBY ROAD HILTON DERBY DERBYSHIRE - OUTLINE APPLICATION (ALL MATTERS EXCEPT FOR ACCESS TO BE RESERVED) FOR THE RESIDENTIAL DEVELOPMENT OF UPTO 45 DWELLINGS TOGETHER WITH OPEN SPACE AND LANDSCAPING -**Extension for the Parish Council to comment granted to 02.02.2017**

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

***We wish to object strongly to the development of these houses in this location.***

***Hilton is designated a 'Key Service Village' in the adopted South Derbyshire Local Plan Part 1 but there is little understanding what this means to the community. Further development proposals should be considered very carefully in Hilton as infilling is further ruining the character of the village while estate development has already overwhelmed it.***

***The reality is that the infrastructure of the village and surrounding area cannot cope with the existing and planned population increase without further development in green field areas. Hilton Parish Council has had concerns over the lack of infrastructure in the village for some time. Although there is a provision for a new Primary School in 2019 there is no further provision for Secondary School children as John Port School is already almost full and struggling. Further provision for medical assistance at the Wellbrook Medical Centre's is a concern as the patient list is already almost full.***

***The proposed siting of the development is particularly ill-considered as it is on a greenfield site with a nearby footpath used by many for recreation and walking dogs. The area has hedgerows and trees and is important to wildlife. It is almost an extension to the wildlife reserve, even though divided by the A50 to the north of the site. There are several species of birds with conservation importance and conservation interest that use the site as reported in the planning application documents. Again, as reported in the documents there is variable Bat activity across the site over the internal hedgerows, residential gardens to the east and car park to the west. The reality is that any development on this site will affect this delicate balance and have an impact on our native species that are already in decline.***

***SDDC should also consider that the proposed development is on land that was very close to the gravel pits and has a very high-water table which could be made worse. Residents observe regularly flooding so draining would need to be essential in the area as it is wet and boggy for most of the year.***

***The Hilton neighbourhood plan is also being developed in consultation with the community and South Derbyshire District Council. Planning Policy H23 lists the local villages and talks about possible local housing allocations of less than 100 properties. It states that they are trying to find 600 houses from this list of possible areas up to 2020. The Parish Council and the residents feel that the boundary in this area has been moved as part of that process following discussions with the developer, without open and honest discussions with the community. We would hope that this development would be paused to allow this to take place allowing the community to have an input and shape the development of the area.***

*The council is also concerned about the impact on transport. The developers have produced a highways report which we believe is not in line with your planning policy which requires a much more in-depth report. The current report references data produced back in 2013 which we believe is out of date and cites the recent successful appeal for a development at the Mandarin in its support. The council would counter that the village has had significant development since 2013 and the area of the development is one of the main routes into the village. Also, there has been the recent development of Talbot Meadows on Derby road, 9 houses not considered in the document and there are more in construction or planned on Derby Road. So that together with the recognition in the report that two-way vehicle trips will increase by 34 in peak hour case which is over the 30 thresholds for beginning to be consider whether a development will have an adverse effect. The is still the real problem of goods vehicles using Derby Road to access the Sutton Lane industrial units which also has not been considered in the report yet is a regular occurrence.*

*Also, on transport we would like to raise the speed on Derby road which we believe at 40 MPH is too high and will be looked at as part of this development and reduced to 30MPH which we support, is also supported by our County Council Ward Member Cllr Julie Patten. The second is the proposed pedestrian crossing and its position which will need to be re-visited as it does not take into account the revised position of the bus stop due to the Talbot Meadows development. The public bus service provided by Trent Barton changed in June 2017 yet the report is dated 25/10/2017.*

*If this application is to be decided by Councillors, please take this as notice that a representative from Hilton Parish Council would like to speak at the meeting of the committee at which this application is expected to be decided.*

- f) 9/2018/0033 15 ELM DRIVE HILTON DERBY DE65 5GS THE DEMOLITION OF EXISITING GARAGE AND THE ERECTION OF AN EXTENSION

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

**14. Minute Number 2127/18 - 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.***

**15. Minute Number 2128/18 - Email Correspondence/complaints update**

- 1) Formal Complaint Meeting.

The Clerk reported that a meeting had been set up with the complainant prior to the Parish Council Meeting, this meeting had not gone ahead as the complainant had cancelled the meeting. They would now arrange another date and time after the Parish Council Meeting.

**2) Subject Access request and Data Protection Potential Breach outcome from the ICO**

The Clerk reported that a potential breach had been reported to the ICO and the outcome, in their opinion, was that no breach had occurred due to custom and practice of the Parish Council. However, the Parish Council was required to look at their policies and procedures and produce a Privacy Notice that should be made public on how the Council will deal with information received from residents going forward.

***Resolved: The Parish Council were in the process of looking at their Policies and Procedures and were in the process of producing a Privacy Notice.***

**3) 2 x emails received regarding Direct Debits in relation to the company van expenditure not being listed in the November agenda and minutes for example: a list of other income and expenditure.**

The Clerk reported that she had responded to both complainants and explained that they were missed in error and would be picked up on the agenda and minutes of tonight's meeting, however this did not change the fact that the Councillors had received all the relevant information at the correct time of approval. The Clerk explained that as a Parish Council we were actually going a lot further than most Parish Councils by listing the information as we do within the minutes. We are also going well over and above the Transparency Code by adding to our website a complete list of all the income and expenditure not just items over £100.00 or £500.00 for Local Authorities with income and expenditure over £200k. The Clerk said that apart from scanning in all documents, which was not a requirement and would be far too expensive, there was little more the Parish Council could do. The Parish Council was being as open and transparent as they possibly could be.

***Resolved: There was no further action to take in this matter.***

**4) 2 x emails in relation to printing costs**

The Clerk reported that she had responded to both complainants explaining that the ink purchased in December 2017 was the first for some 9 months since March 2017 and the first lot of paper in 21 months, this was not an excessive amount.

***Resolved: There was no further action to take in this matter.***

**5) 1 x email in relation to the Councillors Register of Members Interests**

The Clerk reported that she had responded to the complainant to inform her that the responsibility was that of the Councillors and not her as the Clerk. The Clerk asked all Councillors to review their register of Members Interest Forms if they had not already done so and add their home address to item 4 – Land. The only exclusion to this would be to obtain a dispensation from the Monitoring Officer at SDDC. The Clerk reported that she had been informed that the complainant had made a complaint in relation to this to the Monitoring Officer at SDDC.

***Resolved: The Clerk to check the Register of Members Interest form for Cllr Brundish and let him know what is required if anything.***

6) Email letter from a resident in relation to accounts information. The Clerk reported that this had been dealt with as part of the Finance Committee Meeting.

***Resolved: There was no further action to take in this matter.***

7) Email regarding the Finance Meeting and the exemptions as per the Local Government Act 1972.

The Clerk reported that the complainant was a former Parish Councillor and the system of the Finance Committee Meeting had not changed since the complainant was indeed a Councillor. The Clerk read out the email to the Councillors and her reply to the complainant.

The Clerk reminded the Councillors of the Councillor Meeting with DALC prior to the November Parish Council Meeting, in relation to this and it being perfectly acceptable. The Clerk also reminded the Parish Council that the complainant had received correspondence from the Council in the past with regards to how her complaints would be dealt with in the future, if they were asking the same or similar questions to past complaints.

***Resolved: The Clerk agreed to check the rules again around the Finance Committee Meetings.***

***Resolved: Hilton Parish Council agreed to set up a Complaints Panel on the advice of the Clerk for matters that she could not deal with directly. The Terms of reference would be that any official complaints would be dealt with Private and Confidentially by 3 named Councillors and the Clerk. Each complaint would be judged and dealt with separately and on its own merit, the panel's decision on outcomes would be final.***

The Clerk reported for the Councillors information that she had participated in the webinar conference/training on 23.01.2018 at 11am in the Parish Council Office, this was in relation to the new Audit Regulation and the new appointed External Auditor for 2018/2019. She explained that nothing much had really changed; the biggest change would be the majority of the information provided would be obtained on line. However, there would be a new External Auditor appointed for the next 5 years from 2018/2019.

The Clerk explained that one of the participants in the session asked a question in relation to previous account complaints received by the current External Auditor and by Parish Councils that had provided information to the current External Auditor over the past 5 years, this was in relation to any resident's accounts questions, queries, complaints and investigations completed or submitted previously.

The Clerk reported that her understanding of the answer to this question, was that the current External Auditor would pass over the complaint files in its entirety for each Parish Council to their newly appointed External Auditor. This was so Parish Councils

were not required to go back over old ground and history of items previously raised by residents as the new External Auditor would have the information to hand on what had been raised/ask/investigated previously and who by. This was to hopefully cut down on investigation costs for Parish Councils and the need to duplicate work by going back revisiting complaints. The Clerk said that she was very happy with this, in the past 5 years Hilton Parish Council had received extra charges of roughly £350.00 per investigation, that were unfounded, untrue or not necessarily something that the External Auditor would deal with.

**16. Minute Number 2129/18 - J H Powell & Co letter and response**

***Resolved: The Clerk to write to DCC in relation to the letter received under Section 130 of the Highways Act.***

**17. Minute Number 2130/18 - Date of the next meeting**

***Resolved: The date of the next monthly Hilton Parish Council Meeting was confirmed as 28<sup>th</sup> February 2018 at Hilton Village Hall commencing at 7pm.***

**Signed.....Date.....**