

Hilton Parish Council
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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON
WEDNESDAY 28TH FEBRUARY 2018 AT HILTON VILLAGE HALL COMMENCING
AT 7PM**

Present:

Cllr Cooper (in the Chair)
Cllr C Smith, Cllr M Smith, Cllr Darlington, Cllr Hudson, Cllr Cuddington, Cllr Hall and Cllr Brundish.

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

AGENDA

1. Minute Number 2131/18 - To receive apologies for absence

There were no Apologies for Absence.

2. Minute Number 2132/18 - Variation of the Order of Business

There were no Variations to the Order of Business.

3. Minute Number 2133/18 - Declaration of Members' Interests.

There were no Declarations of Members Interests.

4. Minute Number 2134/18 - Public Speaking.

Minute Number 2134/18/A – Public Speaking

Members of the Public raised the following matters:

- Has anything been done about the answers received at the Coffee Morning. Cllr Hall replied that some of the queries/questions were not items that the Parish Council could deal with, these had been forwarded to the relevant people. At present we are working through all the questions and formulating a plan on how we feed the information back to residents. The Chair explained that the Parish Council did not want to rush this. It was thought that after the first evening Forum

the information would be fed back on the website, the March Parish Council Meeting etc. Cllr Hudson explained that we are formulating a you said we did form. We need to have a conversation with our District and County Ward Members to see how their questions will be answered or fed back and to ask if they would like to attend the Forums and Coffee Mornings. Cllr Plenderleith replied that they can not attend Coffee Mornings on a Tuesday morning or the Forums on a Thursday evening due to meetings at SDDC or DCC, another meeting would be tricky for them to attend, they can either feed back through the Parish Council or people can contact them directly. Cllr Plenderleith said that if the Parish Council let them know where and when the Forums and Coffee Mornings are, they will try to attend but it might be difficult, can the Parish Council let members of the public know why they cannot attend. It's the Parish Council that residents want rather than District or County, residents come to us directly. Cllr Hudson replied that we need to work together on this.

- How can I find out where and when the Forums and Coffee Mornings will take place? It was reported that the next Coffee Morning where the Parish Council will be in attendance will be on 13.03.2018, at Hilton Village Hall between 9am and 11am. The first evening Forum will be held on 15.03.2018, at Hilton Village Hall commencing at 7pm. We decided on the Village Hall to start with as this was a central place but we would look at other venues once we have spoken to members of the public. We will advertise the dates, times and venues for the forums and Coffee Mornings where we will be in attendance on the Parish Council website, notice board, Facebook page, Spotted Hilton, The Hilton and Dove Valley Life. A resident replied that she could add the dates to the PTFA Website.

Minute Number 2134/18/B – Police Representatives Report

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

Minute Number 2134/18/C – District Council Representatives Report

Cllr Plenderleith gave apologies for Cllr Billings.

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

- Cllr Billings had requested that the Derby Road Planning Application be discussed at full Committee. The next meeting will be on 20.03.2018 but they were not sure if it would be discussed at that meeting. Cllr Plenderleith agreed to keep the Parish Council updated on this.
- It had been agreed at full Council at SDDC to revisit the Community Partnership Scheme. There will be a pot of money available to Community Groups to bid in to but they will require 50% match funding.
- Cllr Plenderleith will hopefully be meeting with St Modwen's on 14.03.2018. The previous two meetings had been cancelled

Minute Number 2134/18/D – County Council Representatives Report

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

- The entrance to Witham Close had been temporarily repaired, resurfacing of this area will take place before April 2018. DCC are responsible for the bits that are being done at present, but the owner of Witham Close is responsible for the maintenance of the rest of the area. Once the work by DCC has been completed the lines will be repainted.
- The numbers for Children in care have recently increased, we have a shortage of Foster Cares and Adopters. We are also looking at recruiting more Social Workers.
- Hilton Primary School has received a good Ofstead Report but there are a couple of tweaks required which have been mentioned in the report.
- Going forward the Safer Neighbourhood and Area Forum Meetings may be combined, this is going out for consultation shortly. Each area may be able to agree their own start and finish times.
- There has been an increase of litter around the 516. Some new reflective signs have been installed on the 516.
- I have emailed the Clerk details of funding streams available to local Groups.
- Street lighting is currently in the process of being upgraded, Hilton will be looked at in Phase 3 around December 2018, with a start date of spring 2019 for completion in Summer 2019.

5. Minute Number 2135/18 - Chairpersons Report

The Chair gave his report as follows:

- We already touched on the first Coffee Morning in Public Speaking and how well this went. The Parish Council are moving forward on community engagement and it's encouraging that this is starting to take shape. I look forward to the Forums going forward.

6. Minute Number 2136/18 - To confirm the minutes of the Hilton Parish Council Meeting held on 31.01.2018.

Resolved: The Minutes of the Hilton Parish Council Meeting held on Wednesday 31st January 2018, were approved and signed as a true record.

7. Minute Number 2137/18 - Neighbourhood Development Planning – Cllr Cuddington & Cllr Brundish

a) Minutes of the meeting held on 12.02.2018 for information

Cllr Cuddington gave his report as follows:

- He had reported on the Launch Meeting at the previous Parish Council Meeting held on 31.01.2018.
- Since the Groups last meeting on 09.02.2018 the area of the village had now been designated subject to the SDDC Environment Committee Meeting to be

held on 01.03.2018. Once this has been approved, the Group will be eligible for SDDC support for the project.

- Ian Hey a representative from SDDC had told Cllr Cuddington that SDDC would provide Financial Support to the Group and officer time, they will absorb the cost for any physical time they give the group for example planning advice etc.
- In the last minutes of the Group they had reported on where they were with the Traffic Survey. Thanks, were given to the Parish Council for the financial support towards this. The Group will be having a meeting on 18.04.2018 to start talking about what exactly they require from the bespoke Traffic Survey.
- The Working Groups had now been set up with the volunteers that came forward at the Launch Meeting. All groups will be meeting between now and 12.03.2018
- There are still now forms available yet for grant funding from Locality
- He was speaking with Joe Dugdale at Rural Action Derbyshire and would be meeting with him next month.

8. Minute Number 2138/18 - Communication Plan engagement with the community – Previously reported under minute number 2088/17, 2122/18

- **Update Coffee Morning held on 13.02.2018**

This had already been discussed under Public Speaking.

Cllr Cuddington thanked members of the public who had attended the Village Hall Coffee morning. It was very good and there was a lot of positive engagement. Cllr Cooper replied that he was looking forward to the Forums going forward.

- **Confirmation and advertising of the next Coffee Morning and Hilton Parish Forum Date for the next 5 months**

Resolved: The next Coffee Morning to be held on 13.03.2018, at Hilton Village Hall from 9am to 11am.

Resolved: The first Forum to be held on 15.03.2018, at Hilton Village Hall at 7pm. This will take the same format as the Coffee Mornings.

Resolved: Hilton Parish Council agreed to book the evening Forum dates and Coffee Morning dates to be held at Hilton Village Hall up to July 2018. Other venues can then be arranged around the village for the evening Forums once public opinion has been sought. Cllr Hall was given delegated powers to get the dates booked as soon as possible.

Resolved: Once the dates have been agreed, the Clerk to email the dates to the Councillors and establish which Councillors will be in attendance at each Forum or Coffee Morning.

9. Minute Number 2139/18 - Reports from Councillors that have attended any other Meetings.

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

Cllr Brundish gave his report as follows:

- The Mease Management Committee were grateful for the financial support in the budget regarding the car park refurbishment, they were currently looking at obtain quotes for the work.

- They wanted to say thank you for the financial contribution towards the repairs to the slabs.
- They were currently looking at contractors to complete the kitchen refurbishment.

10. Minute Number 2140/18 - Clerk's Reports

- a) Request from a resident to install a litter bin at the layby near the Memorial Meadow and the installation of No dog fouling signs around the site

Resolved: The Clerk to speak with the Lengthsman and Groundsman and ask them to monitor the amount of litter in the layby over the next few weeks.

Resolved: The Clerk to ask the Groundsman to spray the dog mess on the Memorial Meadow to highlight the problem

- b) Request from Rev Murphie for the Parish Council to help the church pay towards the purchase and installation of a defibrillator.

Resolved: The Clerk to contact Rev Murphie and obtain the total cost for the project and detail on how much the Church would be putting towards the defibrillator and installation.

The Clerk explained that they already had permission from the Church to install a defibrillator, they could also look for other external funding towards this project.

- c) Email request from a resident with regards to the Keep Britain Tidy Campaign - A request for the Parish Council to pay for a skip at the Village Hall site for the rubbish

Resolved: Hilton Parish Council did not agree to pay the cost of a skip at the Village Hall Site.

Resolved: Hilton Village Hall agreed for the Clerk to arrange with the organiser to either have 2 or 3 collection points around the village for collection of bagged rubbish by the Groundsman in the van on the Monday morning, or for the bagged rubbish to be put by the side of the compound by the Parish Council Office for the Lengthsman to deal with on Monday Morning.

It was reported that the Saturday waste Freight lorry would be in Hilton on 24.03.2018. They would be at the Main Street car park from 7.30am to 9.30am and then on The Mease from 9.30am to 11am. Please look on the SDDC website as there are some items which they won't take.

Resolved: Hilton Parish Council agreed to add this and a list of items they won't take to the Hilton Parish Council Facebook Page and Spotted Hilton.

11. Minute Number 2141/18 - Derbyshire Association of Local Councils

Resolved: Hilton Parish Council noted the following information:

- a) **DALC Circular 04/2018**

- DALC Spring Seminar

- New Training offering planned
- GDPR
- NALC Lobby
- Keep Britain Tidy campaign
- Census Survey of Parish and Town Councillors
- National Agreement (Clerk Model Contract)
- Collaborative Working with a Principal Council
- Consultation on Waste Crime
- Consultation on implementing Geological Disposal
- New Legal Briefings
- Training in Leicestershire – Grants and Grant Funding

12. Minute Number 2142/18 - Finance

Resolved: Hilton Parish Council approved the following payments including the additions of cheque numbers 003248 to 003251 inclusive:

a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
003235	Hilton Village Hall	Room Hire 4 x meetings	135.65	
003236	Mrs S Campion	Milk, Biscuits, Tea, Coffee, Sugar etc. – Village Plan Launch	13.66	
003237	Mr R Pollard	NDPG – Domain Name, subscription, promotions etc.	171.98	
003238	Sterilizing Services Ltd	Water Testing Back Lane Pavilion and PC Office	68.39	
003239	Blair Gratton Architects	Services rendered up to completion of contract	790.28	
003240	Cancelled			

003241	Innovative Build Solutions Ltd	Retention Garage and Office Work	910.73	
003242	South Derbyshire District Council	50% cost of the repairs to the Wet Pour at the Children's Play Area Hilton Village Hall	2,334.00	
003243	South Derbyshire District Council	Emptying of Dog Bins and Litter Bins 2017/2018	3,059.47	
003244	Information Commissioner	Data Protection Registration	35.00	
003245	Aucuba Landscapes Ltd	Maintenance of the Hilton Village Hall Contract	467.38	
003246	Cromwell	Dustbin Bags for the Lengthsman x 3 boxes	91.40	
003248	Aucuba Landscapes	Spike 2 x pitches	185.64	
003249	Atlow Contracting Ltd	Retention on the car park work	1,944.10	
003250	Blair Gratton Architects Ltd	Services rendered up to completion of contract	192.00	
003251	DALC	Training	123.40	

Resolved: Hilton Parish Council approved the following salary and Pension payments as follows:

b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003247 for the Inland Revenue.

Description	Amount
Salaries, Tax NICs, Expenses etc.	£5,899.29
NEST Staff Pension	£454.64

c) Concurrent Expenses Claim Form to be signed by the Chair and the Clerk

Resolved: Hilton Parish Council approved the Concurrent Expenses Claim Form completed by the Clerk. The Chair and Clerk to sign the form and the Clerk to send this off to SDDC for payment.

- d) Review of the charges for the use of Parish Council facilities – Astro Turf, Astro Turf Lighting, Football Pitches, Back Lane Pavilion

Resolved: The Chair was given delegated powers to look into the rate of other venues around the area to see what they were charging in the first instance.

Resolved: Hilton Parish Council agreed to defer this matter until costings could be established.

13. Minute Number 2143/18 - Items for Information

Resolved: Hilton Parish Council noted the following information:

- a) Personal Advice & Solutions – Employment News Update Jan 2018 Inc. GDPR Regulations HR Element for the regulations
- b) SDDC – Draft Sex Establishment Policy – Adoption of Section 27 of Policing and Crime Act 2009 – Licensing of Sexual Entertainment Venues

Resolved: Cllr Cuddington was given delegated powers to draft the response, once completed he would email this to the Clerk to circulate to the Councillors, once the Councillors are in agreement, the Clerk to submit the information to SDDC.

- c) DCC – County Council Budget Plans Agreed for the Year Ahead
- d) Cllr Patten – Information regarding Active Derbyshire Funding Update with a focus on Capital Grants

14. Minute Number 2144/18 - Planning Matters for Decision

- a) 9/2018/0081 2 LANCASTER DRIVE HILTON DERBY DE65 5JQ - THE ERECTION OF AN EXTENSION

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

- b) 9/2018/0077 THE ARMOURY SUTTON LANE HILTON DERBY DERBYSHIRE DE65 5FE - THE ERECTION OF A 2.4m HIGH FENCE ON LAND ADJACENT

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

- c) 9/2018/0033 15 ELM DRIVE HILTON DERBY DE65 5GS - THE DEMOLITION OF EXISTING GARAGE AND THE ERECTION OF AN EXTENSION – **consultation end date 19.02.2018 no extension requested**

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

- d) 9/2017/1389 11A LAND ADJACENT TO EGGINTON ROAD HILTON DERBY DERBYSHIRE DE65 5FG - THE ERECTION OF TWO DETACHED DWELLINGS – **consultation end date 26.02.2018 no extension requested**

Resolved: Hilton Parish Council had no objection to the above planning application other than the access, however this had been highlighted in the actual planning application documents.

- e) Appeal Start Date 19.02.2018 – Prior notification for change of use from Agricultural building to dwelling at Follyfoot Farm, Burntheath Lane, Hilton

Resolved: The Clerk to reiterate the original objection of the Parish Council to the above appeal.

15. Minute Number 2145/18 - 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.

16. Minute Number 2146/18 - Correspondence received, questions/complaints and replies sent

- 1) Email received from a resident with regards to the budget in relation to the following
- a. PC to consider opening up the Finance Meeting
 - b. The Parish Council seemingly recycling projects year on year
 - c. Precept being £170k for the financial year 2017/2018 in the Finance Minutes
 - d. The money of £30k for the Scout Hut extension, can this be re-evaluated
 - e. The increase from £30k to £50k for the Mease Car Park project
 - f. Maintenance costs for the Parish Council office against the Maintenance costs for The Mease Pavilion
 - g. What HR Support is being provided by Personnel Advice and Solutions Ltd, is there a need to continue with this and why does SDDC not provide support
 - h. Why has the contingency and emergency budget raised from 15% to 23%?
 - i. Van insurance
 - j. Who the Auditor is for 2017/2018
 - k. Confirmation that all Councillors live within 3 miles of the village and that the Register of Members Interests are up to date
 - l. The Chair to remind the Councillors who wish to challenge budgets for example the NDPG, they should attend all Finance Committee Meetings
 - m. Are there any vacancies on the Parish Council at present?

The Clerk explained that she had responded to the above email questions and answers had been given, a further email had now been received asking further questions as follows:

- a) The Parish Council to reconsider their position on excluding members of the public from the finance meeting
- b) The Parish Council follow the rule book by choice so are not doing anything wrong, they are using the rule book as an excuse to tow the party line whenever questioned
- c) Parish Council to explain why by excluding members of the public they are trying to be open and transparent, and how this is going over and above the Transparency Code
- d) What are the Parish Council worried about if they feel the need to exclude the public, why the secrecy when the Parish Council provides the information on the website retrospectively?
- e) The draft budget was not on the website prior to the meeting, it was only available at the meeting, not giving the public enough time to comment.

Resolved: All Councillors to email the Clerk their thoughts/answers on the content of the email, for a response to be put together as soon as possible for the Clerk to respond to the complainant.

- 2) Email from a former Councillor in relation to the following:
 - a. The Parish Council to advise as to why the Register of Members Interests have been updated and why this has happened now and not when it was originally highlighted by the complainant on 27.11.2017. Could it be that the declarations did not meet the criteria and if not, please could you advise why not?
 - b. This would surely be seen as non-compliance with statutory guidelines as set down in the Good Councillor guide. Councillors not keeping their declarations up to date can be banned from being councillor's for up to five years. Surely this is seen as gross misconduct.
 - c. Why has Cllr Brundish had his information removed from his declaration yet the date of completion remains the same
 - d. There are two declarations in the same hand writing, not signed and dated, are they still perceived to be "correct and meeting the criteria"? The good Councillor guide clearly states as follows: - **You cannot act as a councillor until you have signed a formal declaration of acceptance of your office. You must sign it at or before the first council meeting following your election in the presence of another councillor or the clerk. Failure to sign means you cannot continue as a councillor, unless you were given permission to sign later.**

The Clerk reported that she had already responded to the above questions, offering the complainant an informal meeting as this had been ongoing for some time. The Clerk had not yet received a reply.

Resolved: Hilton Parish Council agreed that it would be a good idea to have a frequently asked questions page on the new website. As questions were received

these could be uploaded to the website with the answers. If the question was asked again the complainant could be pointed directly to the FAQ page of the website.

17. Minute Number 2147/18 - Formal Complaint Meeting held on 21.02.2018

The Chair reported on the Formal Complaint Meeting, The Clerk explained that she was in the process of typing up the notes from the meeting. The notes would then be agreed with the Complainant and the Council would be required to agree on how this is moved forward at a later date.

The Chair explained that the Complainant had already sent through their summary but some items had not been discussed.

18. Minute Number 2148/18 - Clerks Working Arrangements & Parish Council Working Arrangements

The Clerk reported on her workload, issues with Councillors and her current health and well-being.

Resolved: Hilton Parish Council agreed that the Chair or Vice Chair should agree and sign the expense claim forms for the Clerk, any Clerks expenses are to be paid along with the salaries going forward.

Resolved: After a lengthy discussion it was agreed to employ an administrative assistant for 10 hours per week on a 6-month contract with a possibility of a permanent contract after 6 months if deemed necessary

Cllr C Smith updated the PC on the recruitment of a Lengthsman/Groundsman, an appointment had been made and the new person was due to start on 19 March 2018

19. Minute Number 2149/18 - Date of the next meeting

Resolved: The date of the next monthly Hilton Parish Council Meeting is to be confirmed as 28th March 2018 at Hilton Village Hall commencing at 7pm.

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