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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 25<sup>TH</sup> APRIL 2018 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

**Present:**

Cllr Cooper (in the Chair)  
Cllr Darlington, Cllr Hudson, Cllr Cuddington and Cllr Brundish

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

**AGENDA**

**1. Minute Number 2168/18 - To receive apologies for absence**

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

- *Cllr Hall due to other commitments*
- *Cllr M Smith due to illness*

**2. Minute Number 2169/18 - Co-Option of a Councillor**

***Resolved: Hilton Parish Council agreed to co-opt Suzanne Champion onto Hilton Parish Council with immediate effect.***

***Resolved: In accordance with the Local Government Act 1972 Suzanne Champion read and signed the Declaration of Acceptance of Office before the Clerk.***

***Resolved: Cllr Champion to complete the Register of Members Interest Form and return this to the Clerk as soon as possible.***

**3. Minute Number 2170/18 - Variation of the Order of Business**

There were no Variations to the Order of Business.

**4. Minute Number 2171/18 - Declaration of Members' Interests.**

There were no Declarations of Members Interests.

**5. Minute numbers 2172/18 - Public Speaking.**

**Minute Number 2172/18/A – Public Speaking**

Members of the Public raised the following issues:

- A representative of the School Governor's explained that they had held a meeting and asked the Parish Council to agree in principal to fund the School Crossing Patrol even though this is being taken back to DCC. The Head Teacher had written a letter but the process takes a long time.
- A resident spoke about the Forums being informal but the responses being formal and political. For example, about the P O Box the answer is refer to the minutes with the minute number. We expected the Council to research and investigate the P O Box Number but this did not happen, so we have investigated it ourselves. The postman does deliver to the Parish Council Office most days except for Saturday. There are 7 questions handed over to Cllr Patten the DCC Ward Member does the Parish Council chase Cllr Patten for the answers? The Chair replied that the Parish Council have made their decision on the P O Box Number. The postman only delivers unsolicited post to the office and if the Clerk is not in this goes to the Village Hall. With regards to the answers to the Forum questions they are required to be answered officially. With regards to questions for the District and County Ward Members, they have made it clear in meetings that they want to be contacted directly by residents and not through the Parish Council. Cllr Patten replied that it was impossible to attend the Forums and Village Hall Coffee Mornings but they were more than happy to answer resident's questions. Cllr Patten asked if the Forums could be varied to include Saturday mornings as this would be easier for the Ward Members to attend. Cllr Hudson said that they would consider this.
- A resident spoke about the Engagement Policy for approval on the agenda. The resident asked how the Council had engaged with the community to put the policy together and asked who the Council had spoken too. Engagement has to be a two-way thing and the Council should be sharing guidance with the community to say issues for example have been passed over to the District Councillor so that people know the remit of the Parish Council and the Ward members etc. to cut down on the frustration of residents. The Chair replied that the Council have in the past put in the Dove Valley Life and on the Parish Council website the roles and responsibilities of the Parish Council. The Chair explained that to produce the Community Engagement Policy we look at best practice, take advice and look at other Parish Councils Policy. The Policy the Parish Council agrees will be a work in progress and will be ongoing for some time yet. It will be revised and updated as required. He explained that it is for the Council to set Council Policy not residents.

### **Minute Number 2172/18/B – Police Representatives Report**

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

### **Minute Number 2172/18/C – County Council Representatives Report**

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

- The Derby Road Planning Application would be discussed by the SDDC Planning Committee next week and she and Cllr Billings would be in attendance. Cllr Cuddington replied that he would be attending as a resident and had asked to speak. Cllr Hudson asked if there was any chance of putting a side some money from the 106 of the Development for allotments in the village. Cllr Patten said that she would take this forward and ask the question.
- A substantial den had been built in the Woodland Area on The Mease. This has been reported to Dennis Bateman at SDDC, who is the Neighbourhood Warden dealing with this matter.
- A resident had raised the matter of the School Crossing Patrol issue, this will go to public consultation shortly but no decision had yet been made.
- One of the Issues raised at the last Hilton Village Hall Coffee Morning was the closed footpath on the Greenway. Cllr Patten said that she was chasing this issue up and would let the Parish Council know as she finds anything out.

### **Minute Number 2172/18/D – District Council Representatives Report**

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

- **Humber Street Brook Pathway** - I have received an email from a resident who is concerned about the path from the end of Humber Street to the brook as it is very overgrown. I reported this accordingly and I have been told there is some uncertainty as to whether or not the stretch of pathway has been adopted. I am awaiting confirmation following a site visit and will report back to the resident and PC;
- **Planning - Derby Road Housing Application** - Due to go to committee on Tuesday 1st May. I will be attending committee to speak to the application based on the concerns already raised by residents following the submission of the application and during the initial consultation;
- **Planning - Application 9/2018/0256 Reserved Matters for Commercial Application** - I have received concerns from a resident about the above application and the proximity of Unit 1 to a residential boundary along with concerns on the size and scale. I have referred these to the Planning Officer who is in discussion with the applicant regards potential changes. I will update the resident and PC when I receive an update from the Officer.

Cllr Plenderleith gave her apologies, the Clerk read out her report as follows:

- I am waiting for Planning to investigate further the maintenance of the Park on Avon Way/Welland Road and I'll let you know when I know more.
- The Greenway damage between Washford Road and Welland Road is still under investigation.
- Next Etwall Area forum (which is now Safer Neighbourhoods and Etwall Area combined) is 6:30pm on 6th June at Hilton Village Hall.

### **6. Minute Number 2173/18 - Chairpersons Report**

The Chair gave his report as follows:

- He believed that the roads were closed for the Hilton Fun Run on 20.05.2018. He hoped that the weather would be great and everyone has a good day.

**7. Minute Number 2174/18 - To confirm the minutes of the Hilton Parish Council Meeting held on 28.03.2018.**

***Resolved: The Minutes of the Hilton Parish Council Meeting held on Wednesday 28<sup>th</sup> February 2018, were approved and signed as a true record.***

**8. Minute Number 2175/18 - Neighbourhood Development Planning – Cllr Cuddington & Cllr Brundish**

- a) Minutes of the meeting held on 16.04.2018

The above minutes were circulated by the Clerk to all Councillors for information.

- b) Approval from the Parish Council to support extra housing in the period 2028-2035 and approval to seek to assess or allocate sites.

The Clerk reported that the Group had delegated powers to continue with the Neighbourhood Plan and did not require a decision on the above matter.

Cllr Cuddington gave his report as follows:

- He hoped all the Councillors had seen the minutes of the meeting held on 16.04.2018.
- They were firming up dates with the Head Teacher on visiting the school and a meeting with the Head of year six was due to take place next Tuesday to sort the structure for the day.
- He had spoken to Rural Action Derbyshire who will help with Community Engagement and Planning Design who could help with getting the Policy right.
- They had started to complete the Grant Funding application form with Locality which became available at the start of April. They had included the quotes from both Rural Action Derbyshire and Planning Design, however this does not mean that both companies will be used during the process. Ian Hey from SDDC is helping to complete the funding application form.
- Its not been agreed yet but as part of the grant the group can tick a box to include extra Technical Support, this is an expertise package not money. We qualify as there are over 500 houses up to 2028. We can also apply for a Housing Needs Assessment, however, adding this to the application means that the application will come back to the qualifying body to screen the application first.
- The Working Groups were continuing to work on their topics and the Questionnaire Group were collating the information received.
- The plan going forward is to issue the questionnaire to the community in June 2018, with a 4-week period to return the responses. The questionnaires will be due back prior to the summer holidays so that a draft of the thoughts can be produced.

- The advice that the group had been given by mainly Ian Hey from SDDC, is to extend the time scale of the plan from 2028 to 2035 as the Local Plan will need to be reviewed in 2028. SDDC think that this will be a late review and without a Local Plan in place the Neighbourhood Plan would at least give some say in the gap.

#### **9. Minute Number 2176/18 - Communication Plan**

- Approval of the Community Engagement Policy and Plan

There were 2 draft policies put before the Council as follows:

- Clerks Version
- Cllr Cuddington's amended version

***Resolved: Hilton Parish Council approved to accept the Clerk's version of the Community Engagement Policy. The vote was split 3 against 3 with the Chair having the casting vote.***

***Resolved: Hilton Parish Council agreed that the Community Engagement Policy would be a work in progress and would be reviewed regularly.***

***Resolved: Hilton Parish Council approved that the next Parish Forum to be held on the 17.05.2018 at Hilton Village Hall commencing at 7.30pm to 9pm would be the Annual Parish Meeting instead.***

#### **10. Minute Number 2177/18 - Reports from Councillors that have attended any other Meetings.**

- a) SDDC – Flood Liaison Meeting to be held on 20.06.2018 commencing at 10am at the Council Chambers, Civic Offices, Swadlincote

***Resolved: Hilton Parish Council deferred a decision on which Councillor would attend the above meeting until the May 2018 Parish Council meeting.***

- b) Etwall Area Forum to be held at Hilton Village Hall on 06.06.2018 from 6.30pm

***Resolved: The Clerk to email all councillors to see who can attend the above meeting on behalf of the Parish Council.***

- c) Etwall Parish Council are holding a public meeting on 11.06.2018 at 7pm at the Frank Wickham Hall in relation to the potential loss of their Library Service.

There was nothing further to report.

#### **11. Minute Number 2178/18 - Clerk's Reports**

- a) Request from Rev Murphie for the Parish Council to help the church pay towards the purchase and installation of a defibrillator - Previously reported under minute number 2140/18, 2159/18

There was nothing further to report

- b) Approval of the Public Participation at Parish Council Meetings Procedure

***Resolved: Hilton Parish Council approved the Public Participation at Parish Council Meetings Policy.***

- c) Letter from Hilton Primary School regarding the School Crossing Patrol – Previously Reported under minute number 2161/18

**Resolved: The Clerk to draft a letter to DCC, Cllr Patten, and Heather Wheeler MP against the proposals.**

**Resolved: The Clerk to acknowledge receipt of the letter from the Head Teacher at the School and ask for more information on what he thinks Partnership Funding means and how this would work. Suggest that they include local businesses to help support this.**

- d) Ratification for the Youth Group to book the Sportsmobile on 23.08.2018 from 6pm to 8pm on Back Lane Playing Field

**Resolved: Hilton Parish Council approved the Youth Group booking of the Sportsmobile as per the above.**

- e) Update on the Village Clock – Previously reported under minute number 2161/18

The Clerk reported that the order for the replacement clock had now been placed. She had not yet had the time to contact St Modwen's but she would get onto this as soon as she could. The priority at present was the year end accounts.

- f) Derbyshire Lamp post poppies campaign

**Resolved: The Clerk to chase DCC for permission to install poppies on selected lampposts to be agreed at a later date.**

**Resolved: Hilton Parish Council if approved would like to install 18 poppies on lamp posts at £3.00 each from the Royal British Legion to commemorate the fallen soldiers as per the Memorial Meadow.**

**Resolved: Hilton Parish Council agreed that the locations could be where or near to where the soldiers lived in the village.**

**Resolved: The Clerk to leave this item on the agenda for further discussion at a later date.**

- g) Temporary Road Closure for the Hilton Fun Run on 20.05.2018 - Derby Road, Hilton with the junction with Uttoxeter Road to the traffic island adjoining The Mease and The Mease to the traffic island at the Hilton Business Park shall be closed to all vehicular traffic including motor and pedal cycles during 20.05.2018

There was nothing further to report.

- h) Parish Council Van – booked in the garage from 01.05.2018 regarding a steering rack fluid problem under warranty. A hire van will be supplied to the Parish Council whilst this situation is resolved.

There was nothing further to report.

- i) Back Lane Pavilion – Purchase of lockable toilet roll holders and soap dispensers

**Resolved: Hilton Parish Council approved the purchase of 5 lockable toilet roll holders and 5 soap dispensers for the Back-Lane Pavilion to be purchased from Cromwell at a cost of £235.50 ex VAT.**

**Resolved: The Clerk to obtain prices for the purchase and installation of 5 electric hand dryers for the Back-Lane Pavilion from our electrical contractor.**

- j) End of year pitch maintenance
  - i. Main Pitch – Reseed centre circle £98.53
  - ii. Selective weed kill 2 x pitches £345.00
  - iii. Fertilizer 2 x pitches £450.85
  - iv. Re-turf goal mouth Main Pitch Only £250.00, small pitch does not require re turfing
  - v. Roll pitches x 2 £160.00
  - vi. Total pitch maintenance £1,304.38
  - vii. Selective weed kill triangle by table tennis tables £98.60

**Resolved: Hilton Parish Council approved the above pitch maintenance. The Clerk to arrange for the goal posts to be removed and the work to be completed once the Football season finishes.**

- k) GDPR information for approval
  - i. Data Protection Policy
  - ii. Privacy Notice
  - iii. Retention of Documents Policy
  - iv. Consent Form
    - 1. Councillors
    - 2. Staff
    - 3. Hirers
    - 4. Residents
  - v. Destroyed Records Audit Form
  - vi. Kept Records Audit Form

**Resolved: Hilton Parish Council approved the above documentation**

## **12. Minute Number 2179/18 - Derbyshire Association of Local Councils**

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

- a) DALC Circular 05/2018**
- General Data Protection Regulations
- DALC Spring Seminar – 17 April 2018
- Review of Local Government Ethical Standards
- Internal and External Audit 2017/18
- DALC Survey
- MP's Lobby

## **13. Minute Number 2180/18 - Finance**

**Resolved: Hilton Parish Council approved the following Payments including the addition of cheque number 003282 as follows:**

**a) Accounts for Payment.**

<b>CHEQUE NO</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>POWER</b>
003265	Hilton Dog Walking Group	Parish Grant	300.00	Section 137
003266	Hilton Gardening Club	Parish Grant	350.00	Section 137
003267	Writers Block	Parish Grant	500.00	Section 137
003268	Hilton Party on the Park	Parish Grant	244.98	Section 137
003269	Hilton Village Hall	Parish Grant	441.37	Section 137
003270	DALC	Subscription	1,068.15	
003271	HPTFA	Plants	104.00	
003272	Smith of Derby	Village Clock 50% deposit	6838.80	
003273	DART Ltd	PA1 & PA6A weed spraying training	355.50	
003274	Hilton Village Hall	Room Hire Parish Council, Room Hire NDPG	143.12	
003275	Zurich Municipal	Building, contend, public liability, employee liability etc.	4,915.30	
003276	Payroo Ltd	Payroll Fees end of year filing 2017/2018	55.20	
003277	Aucuba Landscapes Ltd	Village Hall Contract, spiking of 2 x pitches, Hedge Cutting, Mill Lane, Meadow Lane, Back Lane Playing Fields. Inc free work	953.68	



003278	Sterilizing Services	Water Testing Back Lane Pavilion and PC Office	68.39	
003279	Cromwell	Cleaning items for the Back-Lane Pavilion	34.40	
003280	Cromwell	PPE and Equipment	195.71	
003282	R Massey & Son Woodville Ltd	Bow Handle, Coach Bolts and Wall Plugs	4.67	
Card	Able Group	Blocked sewer drains on site	198.00	
Card	Curry's	Keyboard and Extension lead	26.98	
Card	Wickes	Paint and Brushes for the Back-Lane Pavilion maintenance	38.59	
Card	Rural Action Derbyshire	Play Inspection Training for the Groundsman	102.00	

***Resolved: Hilton Parish Council approved the following Salaries, Tax, NIC's, Expenses and Pension payments:***

**b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003281 for the Inland Revenue**

<b>Description</b>	<b>Amount</b>
Salaries, Tax NICs, Redundancy, Expenses etc.	£7,470.16
NEST Staff Pension	£460.88

c) Unaudited Accounts for approval from 01.04.2017 to 31.03.2018

Current Account	16,306.16
Reserve Account	45,666.35
Less Unpresented Cheques	<u>-10,247.22</u>
<b>TOTAL</b>	<b><u>51,725.29</u></b>

The Clerk reported that the accounts may change once the Internal Audit had been completed but any changes would be reported at the next meeting.

***Resolved: Hilton Parish Council approved the Unaudited Accounts and supporting documentation from 01.04.2017 to 31.03.2018.***

**Other income for approval**

***Resolved: Hilton Parish Council approved other income as follows:***

55	Football Pitch Hire	055	Football Pitch Hire	Hilton Athletic	138.00
56	Memorial Meadow	056	Plaque, engraved & fitting	Name Removed	75.00
57	Astro Turf Hire	057	Astro Turf Hire	LEISURE LEAGUES	150.00
58	Astro Turf Hire	058	Astro Turf Hire	JOHN PORT OLD BOYS	156.00
59	Football Pitch Hire	059	Football Pitch Hire	Hilton Harriers	72.00
60	Astro Turf Hire	060	Astro Turf Hire	Little Stars	70.00
61	Astro Turf Hire	061	Astro Turf Hire	Name Removed	52.00
62	Astro Turf Hire	062	Astro Turf Hire	JOHN PORT OLD BOYS	130.00
63	Astro Turf Hire	063	Astro Turf Hire	Name Removed	25.00
64	Astro Turf Hire	064	Astro Turf Hire	Hilton Harriers	48.00
65	Astro Turf Hire	065	Astro Turf Hire	Hilton Harriers	12.00
66	Astro Turf Hire	066	Astro Turf Hire	Little Stars	40.00
67	Astro Turf Hire	067	Astro Turf Hire	Name Removed	130.00
68	Astro Turf Hire	068	Astro Turf Hire	Rocester FC	78.00
69	Football Pitch Hire	069	Football Pitch Hire	KINGS HEAD FC	92.00
70	Astro Turf Hire	070	Astro Turf Hire	Name Removed	125.00
71	Astro Turf Hire	071	Astro Turf Hire	Name Removed	104.00
72	Astro Turf Hire	072	Astro Turf Hire	Name Removed	130.00
73	Football Pitch Hire	073	Football Pitch Hire	AFC HILTON	74.00
74	Football Pitch Hire	074	Football Pitch Hire	AFC HILTON	43.00

75	Concurrent Functions	075	Minor Maint SCHEME 2017/2018	Derbyshire County Council	315.00
76	Astro Turf Hire	076	Astro Turf Hire	JOHN PORT OLD BOYS	52.00
77	Van	077	Refund INSURANCE	Swinton Insurance	104.23
78	Concurrent Functions	078	Concurrent Exp 2017/2018	South Derbyshire District Council	28,788.00

**Other Expenditure for approval – Direct Debits**

***Resolved: Hilton Parish Council approved other expenditure as follows:***

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	NET	VAT	Total
333	Van	02/01/2018	Current Account	DD	Van Insurance	Swinton Insurance	245.61	0.00	245.61
334	Electricity	02/01/2018	Current Account	DD	Electricity	Eon	87.62	4.38	92.00
336	Electricity	09/01/2018	Current Account	DD	Electricity	Eon	254.29	12.71	267.00
337	Van	18/01/2018	Current Account	DD	Van Service	Toyota	154.17	30.83	185.00
338	General Admin	22/01/2018	Current Account	DD	HR Support	Personnel Advice & Solutions Ltd	100.00	20.00	120.00
340	Van	29/01/2018	Current Account	DD	Van Lease Agreement	Toyota	199.37	39.87	239.24
346	Van	31/01/2018	Current Account	DD	Van Lease Agreement	Toyota	199.37	39.87	239.24
347	Electricity	01/02/2018	Current Account	DD	Electricity	Eon	254.29	12.71	267.00
348	Electricity	01/02/2018	Current Account	DD	Electricity	Eon	87.62	4.38	92.00
349	General Admin	16/02/2018	Current Account	Charges	Bank Charges	Santander	64.00	0.00	64.00
350	HR Fees	22/02/2018	Current Account	DD	HR Support	Personnel Advice & Solutions Ltd	100.00	20.00	120.00
352	Van	28/02/2018	Current Account	DD	Van Lease Agreement	Toyota	199.37	39.87	239.24
357	Electricity	01/03/2018	Current Account	DD	Electricity	Eon	254.29	12.71	267.00
358	Electricity	01/03/2018	Current Account	DD	Electricity	Eon	87.62	4.38	92.00
359	Telephone	05/03/2018	Current Account	DD	Telephone	British Telecommunications	172.02	34.40	206.42
360	Equipment and PPE	06/03/2018	Current Account	CARD	Mower and strimmer service and repairs	Carr Brook Garden Machinery	495.15	0.00	495.15

361	General Admin	09/03/2018	Current Account	DD	Facebook fee Poll	Code Rubik Inc.	86.10	0.00	86.10
362	Van	12/03/2018	Current Account	DD	Fuel	UK Fuels Ltd	33.34	6.67	40.01
363	Misc. Maintenance	12/03/2018	Current Account	DD	Petrol	UK Fuels Ltd	18.98	3.80	22.78
364	HR Fees	22/03/2018	Current Account	DD	HR Support	Personnel Advice & Solutions Ltd	100.00	20.00	120.00
371	General Admin	05/01/2018	Current Account	DD	Bank Charges	Santander	32.00	0.00	32.00

- d) Review of the charges for the use of Parish Council facilities – Astro Turf, Astro Turf Lighting, Football Pitches, Back Lane Pavilion – Previously Reported under minute number 2142/18, 2161/18

**Resolved: Hilton Parish Council agreed to review the charges for use of Parish Council Facilities at the Finance Committee Meeting at the end of the year.**

#### **14. Minute Number 2181/18 - Items for Information**

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

- a) SDDC Saturday Morning Refuse Collection Service dates - Main Street Car Park from 7.30am to 9.30am and The Mease 9.30am to 11am on:
  - i. 09.06.2018
  - ii. 28.07.2018
  - iii. 15.12.2018
- b) South Derbyshire Business Advice Service – Thinking of starting a business? – To be held at The Old Post Centre, High Street, Newhall, DE11 0HX on 12.06.2018 5.30pm to 8pm
- c) Swadlincote Wedding Fair to be held on 29.04.2018 11am to 3.30pm at Swadlincote Town Centre
- d) Swadlincote Jobs and Skills Fair to be held on 26.04.2018 at the Green Bank Leisure Centre, Swadlincote from 9am to 11am
- e) DCC – Proposed consultation on the future of the Mobile Library Service Public Consultation to commence on 07.05.2018
- f) DCC News – Council pulling out all the stops to fix county potholes
- g) Email from Hilton Village Hall thanking the Parish Council for the small Grant under Section 137
- h) Digital Derbyshire – Information regarding discount tickets to enjoy the vintage bike ride and associated festival
- i) Cllr Michael Stanton The Chair of SDDC will be hosting a concert on 21.04.2018 to raise funds for the DLR Air Ambulance. Tickets are £9.00 contact 01283 222848

**15. Minute Number 2182/18 - Planning Matters for Decision**

- a) 9/2018/0381 - 1 LANCASTER DRIVE HILTON DERBY DERBYSHIRE DE65 5JQ - THE ERECTION OF AN EXTENSION

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

- b) 9/2018/0372 - 6 ALDERS BROOK HILTON DERBY DERBYSHIRE DE65 5HF - THE CONVERSION OF THE INTEGRAL GARAGE INTO LIVING ACCOMMODATION

***Resolved: Hilton Parish council had no objections but to commented on the application that there is provision allowed for parking 2 cars on the driveway.***

- c) 9/2018/0322 - PART OF HILTON DEPOT SITE LAND SOUTH OF THE MEASE THE MEASE HILTON DERBY DE65 5FJ - APPROVAL OF RESERVED MATTERS (APPEARANCE, LANDSCAPING, LAYOUT AND SCALE) OF OUTLINE PERMISSION REF. 9/2013/1044 FOR ERECTION OF 177 DWELLINGS AND CREATION OF ASSOCIATED ROADS AND INFRASTRUCTURE (RESIDENTIAL PHASE 2)

***Resolved: Hilton Parish Council agreed that they would like to make the comment to ensure that consideration is given to car parking, wider road etc. as parking on the road is having a detrimental effect on the village.***

- d) 9/2018/0256 - HILTON BUSINESS PARK LAND SOUTH OF THE MEASE HILTON DERBY DERBYSHIRE - APPROVAL OF RESERVED MATTERS FOR ACCESS, LAYOUT, SCALE, APPEARANCE & LANDSCAPING OF OUTLINE PERMISSION REF. 9/2013/1044 (FOR THE COMMERCIAL DEVELOPMENT PHASE COMPRISING SIX EMPLOYMENT UNITS FOR USE AS OFFICES (USE CLASS B1(a)), LIGHT INDUSTRY (USE CLASS B1(c)), GENERAL INDUSTRY (USE CLASS B2) AND/OR STORAGE AND DISTRIBUTION (USE CLASS B8))  
– No Extension requested out of time as of 25.04.2018

***Resolved: Hilton Parish Council agreed that they would like to make the comment to ensure that consideration is given to car parking, wider road etc. as parking on the road is having a detrimental effect on the village. It will increase the traffic around a new Primary School and there is no crossing.***

- e) 9/2018/0420 - 2 KYLE ROAD HILTON DERBY DERBYSHIRE DE65 5JY - THE ERECTION OF AN EXTENSION AND ALTERATION

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

**16. Minute Number 2183/18 - 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.***

**17. Minute Number 2184/18 - Correspondence received, questions/complaints and replies sent**

**Statement received at Coffee Morning held on 12.04.2018 on a question and answer sheet:** Forums need to be promoted by the Parish Council, a welcoming invite to the parishioners to attend forums by the Council more positive. Spotted Hilton needs utilizing and Dove Valley Magazine. You can't say if Forums are a success if not advertising effectively

**Statement received Week Commencing 23.04.2018 on a question and answer sheet:** I understand the Council is developing an Engagement Policy which is good. Engagement is a two-way process and I would like to understand how the Council intends to engage with the Community regarding the content of the engagement policy. The policy has to work for both the Council and the community and input from both will make it a strong policy, which will be key in bringing the Council and community closer together. This is another issue that if handled correctly gives the right impression that the Council is willing to engage. Likewise, if the community are excluded from the process under the guise of "Council rules" this will send a strong indication that the Council is paying lip service to engagement.

**Answer:** The Council have taken on board everything that a handful of residents have said or brought to the Parish Council and were in the process of implementing this by attending Coffee Mornings, holding Parish Forums and upgrading the website. The Council have taken advice on if residents should/can be involved in setting policies and procedures and some Councillors have attended Councillor Training. The Parish Council have been informed that it is for the Council as the Corporate body to set Council Policy and not residents. However, the Parish Council does appreciate the comments and feedback.

**18. Minute Number 2185/18 - Staff Matters**

- a) Booked Staff Training – play inspections and weed spraying

The Clerk reported that the Groundsman had been booked onto the following training courses as previously agreed:

- Play Inspection Training on 26.04.2018 as previously agreed being held by Rural Derbyshire.
- PA1 & PA6A weed spraying Training on 24.05.2018, 25.05.2018 and 30.05.2018 being held by DART Training.

b) Other Staff matters

The Clerk reported that there was a staff member currently off sick, the Clerk had already informed the Chair.

The Clerk read out a statement in relation to bullying in the workplace that was not only now affecting her but also other members of staff. The Clerk then read out the advice given to the Council from Personal Advice and Solutions in relation to this matter. The Clerk urged the Parish Council to take the advice from Personal Advice and Solutions on board and deal with the situation once and for all as the situation was unfair and unwarranted, the Clerk reminded the Council again that they had a duty of care to all staff.

***Resolved: The Chair and Clerk to take advice on this matter to send a letter to the resident involved in this situation in the first instance.***

**19. Minute Number 2186/18 - Date of the next meeting**

***Resolved: The date of the next monthly Hilton Parish Council Meeting was confirmed as 30<sup>th</sup> May 2018 at Hilton Village Hall commencing at 7pm.***

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