

**Hilton Parish Council**  
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**MINUTES OF THE MONTHLY HILTON PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 30<sup>TH</sup> MAY 2018 AT HILTON VILLAGE HALL COMMENCING AT 7PM**

**Present:**

Cllr Cooper (in the Chair)  
Cllr Darlington, Cllr Hudson, Cllr Smith, Cllr Hall, Cllr Brundish and Cllr Campion

1 District Council Representatives and 11 Members of the Public attended the meeting.

**AGENDA**

1. **Minute Number 2198/18 - Election of the Chairperson for the year 2018/2019, the completion of the Declaration of Acceptance of Office and any amendments to the Register of Members Interests**

*Resolved: That Cllr Steve Cooper was elected as Chairperson to Hilton Parish Council for the ensuing year. (Cllr Cooper thereupon occupied the Chair)*  
*Resolved: In accordance with the Local Government Act 1972 Cllr Cooper read and signed the Declaration of Acceptance of Office before the Clerk, he had no amendments to make to his Register of Members Interests.*

2. **Minute Number 2199/18 - Election of the Vice Chairperson for the year 2018/2019, the completion of the Declaration of Acceptance of Office and any amendments to the Register of Members Interests**

*Resolved: That Cllr Rebecca Hudson was elected as Vice Chairperson to Hilton Parish Council for the ensuing year.*  
*Resolved: In accordance with the Local Government Act 1972 Cllr R Hudson signed the Declaration of Acceptance of Office before the Clerk, she had no amendments to make to her Register of Members Interests.*

3. **Minute Number 2200/18 - To receive apologies for absence**

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

- *Cllr Cuddington due to annual leave*

4. **Minute Number 2201/18 - Co-Option of a Councillor**

***Resolved: Emma Johnson-Beale was Co-opted onto Hilton Parish Council with immediate effect.***

***Resolved: In accordance with the Local Government Act 1972 Cllr E Johnson-Beale signed the Declaration of Acceptance of Office before the Clerk.***

***Resolved: Cllr Johnson-Beale to complete her Register of Members Interest form as soon as possible and return this to the Clerk to forward to SDDC. The Clerk to also forward to the Webmaster to add to the website.***

#### **5. Minute Number 2202/18 - Variation of the Order of Business**

There were no Variations to the Order of Business.

#### **6. Minute Number 2203/18 - Declaration of Members' Interests.**

***Resolved: Cllr Hudson and Cllr Campion declared a personal interest in item 4. Co-option of a Councillor on the agenda.***

#### **7. Minute Number 2204/18 - Public Speaking.**

##### **Minute Number 2204/18/A – Public Speaking**

Members of the public raised the following matters:

- The Parish Council have on the agenda a Parish Council Committee for Planning, can the Parish Council look at also having a committee for Highways. The Chair replied that this could be added to the next agenda for discussion.
- Signage had been installed to a new development at Hatton directing traffic through Main Street.
- Thanks, were given to the Parish Council for purchasing plants from the PTFA Plant Sale. The PTFA made £1,528.00 profit which will go to the School.
- Hilton Parish Council were informed that they could have a free of charge stall at Party on the Park.
- Item 28 it is not a complaint it was a response to a letter received from the Chair

##### **Minute Number 2204/18/B – Police Representatives Report**

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

##### **Minute Number 2204/18/C – District Council Representatives Report**

Cllr Plenderleith and Cllr Billings were in attendance at the meeting.

Cllr Billings gave his report as follows:

- There had been a spate of fly tipping at the Main Street Recycling Centre, all of which has been reported. He had received confirmation that a £400.00 fine had been issued to one offender and three £75.00 fixed penalty notices to others. He

has now asked Environmental Health at SDDC if they can consider advertising fly tipping and the fines etc.

- There have been concerns raised over the unadopted part of Humber Street path and the fact that this is overgrown, this matter has been reported.
- He had a conversation with Persimmon Homes in relation to the adoption of a meter-long strip of green space by Bren Road, however they are not interested in adopting it, Chris Nash at SDDC will now speak to them in relation to this matter.
- There had been a spate of Estate Agent for sale boards being fixed to street furniture. These have been reported to the Enforcement Officer.
- He had received some concerns from residents with regards to the Planning Application for the commercial units at the Hilton Depot off The Mease. The concerns were in relation to the development running very close to residential properties. This Planning Application will go to the SDDC Planning Committee on Tuesday 05.06.2018.

The Chair Thanked Cllr Billings and Cllr Patten for their comments made at the last SDDC Planning Committee Meeting in relation to the Derby Road Planning Application

Cllr Plenderleith gave her report as follows:

- She had sent through the pictures of the land off Avon Way, this land had been cut today the day of the Parish Council Meeting.
- The Greenway Damage was still being investigated.
- She had received complaints with regards to the mowing at Percywood Close and around that area. This is normally completed by Housing Maintenance at SDDC and has been reported to them. She had asked that the Estate Walks be resurrected for the future.
- She had received complaint about parking on Welland Road and Sherborne Drive, she will be taking this matter to the next Safer Neighbourhoods Meeting.
- There are problems with the bus stop on The Mease, this was with regards to people walking through private land to get to it, again she will take this to the next Safer Neighbourhoods Meeting.
- There had been a prosecution in relation to the Willowpit Lane Banger Racing etc.
- The play park on Avon Way was still in the ownership of the developer. This area was for the Developer to maintain. She had passed this matter over to the Enforcement Officer to speak with the developer.
- The Road Traffic Survey quote had come back to the Neighbourhood Development Plan Group however, it was a little expensive, the group will now look at how costs can be cut back before taking this forward.

### **Minute Number 2204/18/D – County Council Representatives Report**

Cllr Patten sent her apologies, the Clerk read out her report as follows:

- I have received details of cracks in Main Street Bridge. I have passed the information to highways and asked for urgent inspection and report.

- New directional signage to direct lorries around the Mease have been ordered and will be sited at the corner of Derby Road before the turn on to Uttoxeter Road and before the Island at Talbot Turf.
- Humps at Main St – notice will be put in DET for 21 days and also public notice on Main Street. Pending any objections, the order for the work can then be placed.
- We are having a clean-up morning to remove the ever-increasing illegal signs around the village. I am just awaiting confirmation from County on the legalities of removal before we begin. If anyone would like to join us we would be very grateful. I will let you know the date as soon as I can. I'll buy a cuppa for anyone willing to lend a hand!

#### **8. Minute Number 2205/18 - Chairpersons Report 2017/2018**

The Chair read out his report as follows:

It has been a very busy and interesting year as the chair of Hilton Parish Council again. It has again been great to work with a group of people that are committed to looking after and trying to improve the community of Hilton.

The Parish Forums and Coffee Mornings have provided a link with the community that may have been missing in recent years and so I would like to thank the members of the public that have attended and participated with their valued comments.

The Council has had some changes to its make up over the year so I would like to again welcome the new Councillors and also note a thank you to those that have left for their service to both the Council and Hilton.

I would also like to make a special thank you to Carol Smith who was the Vice Chair until recently. She has stepped down from the Council to pursue other things but over many years has not only provided support to the Clerk and myself but has also done a tremendous amount of work, helping with the running of the Parish alongside providing many ideas and suggestions for improvements. She will be really missed.

I would also like to thank our members of staff. Parish Clerk, Clare Orme, Clare works exceptionally hard with the day to day running of the Parish and makes sure all the Cllr's follow the rules laid down for them. Liz Chambers our new Assistant Clerk who is helping with the many administration tasks of the Council. I would also like to thank our Grounds man and Lengths men for their hard work keeping the village looking tidy, Simon, Tony and Jim.

This year has been exceptionally busy with the day to day running of the Council so for the first time in a long while we have not done any major projects but we are hoping to put that right this year and into the future.

Finance is key to the working of the Parish and all Councillors with the Clerk are on the finance committee and review the Parish budget annually. We continue to work hard to keep this as low as possible for the residents but maintaining the services provided around the village. This year the precept has gone down to £170,000.00 as the money raised for the Scout Hut extension has been ring fenced until it is required.

We are also putting money aside for long term projects such as tarmacking The Mease Pavilion Carpark.

Within the budget we have a small amount of money to help and support our local organisations and groups with grants and I am happy to say we have again supported:

Hilton Dog Walkers Group  
Hilton Gardening Club  
The Writers Block  
Hilton Village Hall  
Hilton Party on the Park

The Council also funded the Sportsmobile Summer Holiday sessions again, run at the Village Hall and were well attended and will be run again this summer.

We also supported Party in the Park again with the use of Parish Council land and was again another great success.

Finally, I would like to thank all the Cllr's for their help, support and input these last 12 months and hope it will continue.

I would also like to thank our County and District representatives' Cllr Patten, Cllr Plenderleith and Cllr Billings for their help and assistance in the last 12 months.

## **9. Minute Number 2206/18 - Election of Committees and their Terms of Reference for the year 2018/2019**

### **a. Finance Committee – All Councillors and the Clerk/RFO**

Terms of reference – The Finance Committee have delegated powers to discuss the Annual Precept and Budget Setting process and put proposals forward to a full Parish Council meeting for a final decision to be made. The Quorum for the Finance Committee Meeting is 3 Councillors.

***Resolved: Hilton Parish Council approved the Terms of Reference as above.***

### **b. Planning Committee**

Terms of reference – The Planning Committee will consist of 3 Councillors. The Planning committee will have delegated executive powers to consider householder planning applications pertaining to Hilton Parish and can respond to SDDC or DCC between Parish Council Meetings if required, reporting any information back to the Council at their next available meeting. Planning applications which may affect the overall environment or atmosphere of Hilton shall be referred to the full Parish Council. The Quorum for the Planning Committee is 2 Councillors.

***Resolved: Hilton Parish Council approved the Terms of Reference as above.***

**c. Complaints Committee**

Terms of reference – The Complaints Committee will consist of 3 out of 9 Councillors who will be chosen as required. The Complaints Committee will have delegated executive powers to consider and make recommendations on any complaints received which falls under the approved Complaints Policy. The Complaints Committee will report its deliberations and agreements to the Full Council at their next available full Council Meeting. The quorum for the Complaints Committee will be 2 Councillors.

***Resolved: Hilton Parish Council approved the Terms of Reference as above.***

***Resolved: Hilton Parish Council agreed to nominate 3 Councillors to deal with any complaints received on an as and when required basis.***

**d. Hilton, Marston, Hoon Neighbourhood Development Plan Steering Group – Cllr Cuddington and Cllr Brundish representing Hilton Parish Council**

Hilton Parish Council delegates executive powers of the following responsibility to the Hilton, Marston, Hoon Neighbourhood Development Plan (HMHNDP) Steering Group: The Steering Group shall undertake the development of a Hilton Neighbourhood Development Plan (NDP) within the stated objective and shall involve parishioners/residents in the preparation of the NDP as fully as possible

- a. The Steering Group has full delegated authority from Hilton Parish Council to deliver its plan up to and including publication of the Consultation Draft Plan. The Group will report monthly (by no later than the 20<sup>th</sup> of each month) to Hilton Parish Council (by way of email to the Clerk of Hilton Parish Council: clerk@hiltonparishcouncil.org.uk), setting out progress on its work. Hilton Parish Council will approve the Submission Draft NDP prior to publication for consultation and independent examination.
- b. The plan-making process remains the responsibility of Hilton Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of Hilton Parish Council with appropriate recognition of Hilton Parish Council's position given in all communications associated with the project.

***Resolved: Hilton Parish Council approved the Terms of Reference as above.***

***Resolved: Cllr Cuddington and Cllr Brundish to remain as the Council's representatives on this committee.***

**10. Minute Number 2207/18 - Election of Representatives to other Bodies for the year 2018/2019**

- Etwall Area Meeting and Safer Neighbourhoods – **1 member of Hilton Parish Council to be agreed**

***Resolved: Hilton Parish Council agreed to nominate a member to attend the above meeting as and when required.***

- a. **The next Etwall Area Forum to be held on 06.06.2018 at Hilton Village Hall commencing at 6.30pm**

***Resolved: Cllr Campion agreed to attend the above meeting on behalf of Hilton***

***Parish Council as the Council's representative.***

- Toyota Liaison – Chair and Vice Chair to be confirmed

***Resolved: The Chair and Vice Chair to attend the above meetings on behalf of Hilton Parish Council.***

- The Mease Management Committee – 1 member of Hilton Parish Council to be agreed

***Resolved: Cllr Brundish agreed to continue attending the above meetings on behalf of Hilton Parish Council as the Council's representative.***

- Marston on Dove Relief in Need Charity – 1 Member of Hilton Parish Council to be agreed

***Resolved: Hilton Parish Council agreed to nominate a member to attend the above meeting as and when required.***

- Flood Liaison – 1 member of Hilton Parish Council to be agreed

***Resolved: Hilton Parish Council agreed to nominate a member to attend the above meeting as and when required.***

- a. Approval for Cllr Cuddington to attend the meeting to be held at the Council Chamber at Swadlincote on 20.06.2018 commencing at 10am on behalf of Hilton Parish Council

***Resolved: Cllr Cuddington had already agreed via email to the Clerk to attend the above meeting on behalf of Hilton Parish Council as the Council's representative.***

- DCC – Parish and Town Liaison Forum – 1 member of Hilton Parish Council to be agreed

***Resolved: Hilton Parish Council agreed to nominate a member to attend the above meeting as and when required.***

- SDDC – Joint Meeting with Parish Councils – 1 member of Hilton Parish Council to be agreed

***Resolved: Hilton Parish Council agreed to nominate a member to attend the above meeting as and when required.***

**11. Minute Number 2208/18 - To confirm the minutes of the Hilton Parish Council Meeting held on 25.04.2018.**

***Resolved: The Minutes of the Hilton Parish Council Meeting held on Wednesday 25<sup>th</sup> April 2018, were approved and signed as a true record.***

**12. Minute Number 2209/18 - To confirm the minutes of the Annual Parish Meeting held on 17.05.2018**

***Resolved: The Minutes of the Annual Parish Meeting held on 17.05.2018, were approved and signed as a true record.***

**13. Minute Number 2210/18 - To confirm the minutes of the Extraordinary Parish Council Meeting held on 25.05.2018**

***Resolved: The Minutes of the Extraordinary Hilton Parish Council Meeting held on 25.05 2018, were approved and signed as a true record.***

**14. Minute Number 2211/18 - Completion of the Declaration of Acceptance of Office for all other Members of Hilton Parish Council and completion of any amendments to the Register of Members Interests.**

***Resolved: In accordance with the Local Government Act 1972, all other Councillors in attendance Cllr Darlington, Cllr Smith, Cllr Hall, Cllr Brundish and Cllr Campion signed the Declaration of Acceptance of Office before the Clerk.***

***Resolved: The Clerk to arrange for Cllr Cuddington to complete his Register of Members Interest form at the June 2018 Parish Council Meeting.***

**15. Minute Number 2212/18 - Adoption of the following Hilton Parish Council Policies and Procedures.**

- a. Code of Conduct Order for the year 2018/2019 -New Version
- b. Financial Regulations for the year 2018/2019
- c. Financial Risk Assessment Policy for 2018/2019 – New
- d. General Revenue Statement for 2018/2019 - New
- e. Internal Control Policy for the year 2018/2019
- f. Standing Orders for the year 2018/2019 – New Model Version
- g. Complaints Procedure for the year 2018/2019 – New Version
- h. H&S Policy of intent for the year 2018/2019
- i. Freedom of information Policy for the year 2018/2019
- j. Freedom of Information Publication Scheme 2018/2019
- k. Eligibility of a Hilton Parish Councillor for the year 2018/2019 – New
- l. Press & Media Policy for 2018/2019 – New
- m. Protocol on filming and recording Parish Council Meetings for the year 2018/2019 – New
- n. Public Participation at Meetings Protocol for the year 2018/2019 – New
- o. Roles and Responsibilities of a Hilton Parish Councillor for the year 2018/2019 – New
- p. Social Media Policy for the year 2018/2019 – New
- q. Staff & Councillor Training Policy for the year 2018/2019 – New
- r. Transparency Policy for the year 2018/2019 – New
- s. Employee Hand Book for the year 2018/2019
- t. Employer Policies and Procedures 2018/2019
- u. CCTV Policy and Procedure 2018/2019

- v. GDPR Data Protection Policy
- w. GDPR Privacy Statement
- x. GDPR Retention and Destruction Policy

***Resolved: Hilton Parish Council approved the above Policies and Procedures from A to x.***

**16. Minute Number 2213/18 - Approval of the following Risk Assessments**

- a. Astro Turf
- b. Play Area – Hilton Village Hall Site
- c. Play Area – Main Street/Mill Lane
- d. Skate Park – Hilton Village Hall Site
- e. Football Pitches – Back Lane
- f. Back Lane Pavilion
- g. Parish Council Office
- h. Parish Council Garages
- i. Lone Workers
- j. Cleaning Chemicals – Office and Pavilion
- k. Slip, Trips and Falls
- l. First Aid
- m. Manual Handling
- n. Mowing and Strimming
- o. Needle Sticks
- p. Waste Handling
- q. Spraying Herbicide
- r. Planting of flower beds
- s. Hedge Cutting
- t. Working on ladders
- u. Violence

***Resolved: Hilton Parish Council approved the above Risk Assessments from A to U.***

**17. Minute Number 2214/18 - Neighbourhood Development Planning – Cllr Cuddington & Cllr Brundish**

- a) Minutes of the meeting held on 14.05.2018 for information

***Resolved: Hilton Parish Council noted the above minutes for information.***

- b) Report from Cllr Cuddington

On 23<sup>rd</sup> May, the school went through a mini version of the NP process. The Year 6 children split into 4 groups and each group was asked to think of questions on a particular topic for a survey. All the children then complete the survey. The results were analysed and some crude policies developed for the children to vote on in a referendum.

The participation of the children was excellent with good questions and perhaps surprising results in some areas.

The plan was agreed by a 95% yes vote at the referendum.

Issues the PC and other Councillors may wish to note are:

Speeding traffic was a big concern and was the biggest reason children felt unsafe in the village.

Parking was also seen as a big issue and not just around the school.

They think there are not enough litter bins.

On shops for the future the top choices were a clothes shop and a bakery.

On leisure, the top choices for the future were for a cinema and a multi-sports centre

They want more green spaces and they want the businesses to be environmentally friendly.

80% thought there should be a care home!

Some felt unsafe from unlit areas.

We will include the results as an appendix to the main plan.

#### **18. Minute Number 2215/18 - Communication Plan**

- Approval for Cllr Campion to help Cllr Brundish with posting on Facebook

***Resolved: Hilton Parish Council gave Cllr Campion delegated powers to add information to the Hilton Parish Council and Spotted Hilton Facebook Pages as required following the Parish Council Policy.***

***Resolved: The Clerk as the administrator of the Hilton Parish Council Facebook Page to add Cllr Campion as soon as possible.***

- Forums & Village Hall Coffee Mornings
  - Who will be in attendance

***Resolved: Cllr Hall and Cllr Campion to attend the Hilton Village Hall Coffee Morning to be held on 12.06.2018 on behalf of Hilton Parish Council.***

***Resolved: Cllr Cooper, Cllr Hudson, Cllr Campion and Cllr Johnson-Beale to attend the next Parish Forum on 14.06.2018 on behalf of Hilton Parish Council.***

- Advertising the events

***Resolved: Cllr Hall to add the July Forum dates to the Hilton and Dove Life Directory, what's on section as soon as possible.***

***Resolved: Hilton Parish Council to look at different venues, dates and times for the Parish Forums from September 2018, including how often to hold them going forward.***

***Resolved: There will be no Forums held in August 2018.***

***Resolved: To leave this item on the agenda for June 2018.***

- Stall at Party on the Park to advertise the Parish Council

***Resolved: Hilton Parish Council agreed to have a free stall at Party on the Park.***

***Resolved: The Chair, Cllr Hudson, Cllr Darlington and Cllr Johnson-Beale to be in attendance at the stall on 07.07.2018.***

***Resolved: Hilton Parish Council agreed to have community safety as a topic on***

*the day.*

***Resolved: Hilton Parish Council agreed to discuss and approve a budget to purchase community safety equipment, for example purple bells, no cold calling signs etc. at the June 2018 Parish Council Meeting.***

***Resolved: The rest of the Councillors to have a think about what else the Parish Council could do on the day of Party on the park.***

#### **19. Minute Number 2216/18 - Clerk's Reports**

- a) DCC – Libraries for Derbyshire: Public Library Service Strategy Consultation

***Resolved: The Chair was given delegated powers to put a response together to be emailed to the rest of the Council for approval via email.***

- b) Copy Letter received from Hilton Primary School and a further email after the acknowledgement of the first letter received, regarding the School Crossing Patrol & DCC letter of the same – Previously Reported under minute number 2161/18, 2178/18

It was reported that Hilton Parish Council had commented on the Crossing Patrol Information received from DCC. We had also contacted Heather Wheeler MP and Cllr Patten, we were now awaiting responses back.

- c) Derbyshire Lamp post poppies campaign, approval to purchase 18 poppies for the Parish Council and to give Cllr Darlington delegated Powers to take this forward along with the centenary celebrations – Previously reported under minute number 2178/18

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

- d) Update on the replacement Village Clock – Previously reported under minute number 2178/18

The Clerk reported that the Clock was being manufactured at present.

- e) Back Lane Pavilion – hand dryers and installation

***Resolved: Hilton Parish Council deferred this item to the June 2018 Parish Council meeting.***

- f) Cultivation License Application – Received from DCC 03.05.2018 with 14 days to respond - Further information requested but not received

The Clerk reported that she had requested further information but this had not been forthcoming from DCC. The time to comment had now expired.

- g) Local Green Space Plan: Sustainability Appraisal Scoping Report – Regarding the draft report

Cllr Darlington reported on the information received from Kevin Exley at SDDC with regards to the Memorial Meadow and read out the email received.

***Resolved: Hilton Parish Council gave Cllr Darlington delegated powers to continue to take this matter forward with SDDC, this was with a view to the Parish Council obtaining the Memorial Meadow to add to our portfolio in the future.***

- h) SDDC undertaking a review of their Statement of Licensing Policy and Local Area Profile Plan

***Resolved: Hilton Parish Council deferred making a decision till the next Parish Council Meeting to be held in June 2018.***

- i) Hilton Primary School – Permission to use the Main Street Play Area on 08.06.2018. The Green

***Resolved: Hilton Parish Council gave permission for Hilton Primary School to use the Main Street Play Area on 08.06.2018.***

- j) Harry Jones Fitness – Back Lane Pitches for Circuit classes £25.00 per hour

***Resolved: Hilton Parish Council agreed that this could go ahead at £25.00 per hour the same as the Astro Turf.***

## **20. Minute Number 2217/18 - Derbyshire Association of Local Councils**

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

### **a) DALC Circular 06/2018**

- External Audit News
- Neighbourhood Planning Support Grant
- Section 137 Allowance for 2018-19
- GDPR Update
- Updated Model Standing Orders and Legal Topic Notes 1,2,5,8, and 87
- Free Webinar: 'Community Organising' Training 24<sup>th</sup> April
- Project Management Training – 23 May 2018
- Councillor Essential Training – 21 June 2018

### **b) DALC Circular 07/2018**

- GDPR – Local Councils will most likely not need to appoint a DPO
- GDPR – Guidance on keeping contact lists up to date
- GDPR – a bit of light relief!!!
- Update on Data Protection Fees
- Potential Issue with PWLB balances
- National Grid Gas

- Planning and Building Control – Survey
- Publication: A guide to effective partnership working between principal and local councils

**21. Minute Number 2218/18 - Finance**

***Resolved: Hilton Parish Council approved the following payments:***

**a) Accounts for Payment.**

<b>CHEQUE NO</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>POWER</b>
003283	Hilton Village Hall	Room Hire - 12.04.2018, 16.04.2018, 18.04.2018, 25.04.2018	216.75	
003284	Cromwell	Replace Chq 003279 & 003280	230.11	
003286	R Massey & Son	Re Chq 003282	4.00	
003287	I Fraser	Internal Audit 2017/2018	175.00	
003288	Sterilizing Services	Water Testing Back Lane Pavilion and Parish Office	68.39	
003289	Aps Security and Fire	Annual Maintenance Contract – CCTV and Access control to the office	750.00	
003290	Cromwell	T Roll dispensers and Soap Dispensers, blue Jumbo Roll, Bulk Fill Soap, 1 pair of work boots for Lengthsman and Floor cleaner	355.12	
003292	Aucuba Landscapes	Maintenance Hilton Village Hall Contract	479.99	

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

**b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003291 for the Inland Revenue**

<b>Description</b>	<b>Amount</b>
Salaries, Tax NICs, Redundancy, Expenses etc.	£7,748.65
NEST Staff Pension	460.88
Parish Allowance Replace Chq 003259 with 003285	£416.00

**22. Minute Number 2219/18 - Section 1 – Annual Return - Annual Governance Statement 2017/2018 for approval**

- a. **Consider the findings of the Review of the effectiveness of the systems of Internal Control by the members meeting as a whole and**
- b. **Consider the system of Internal Audit that has been in place between 01.04.2017 and 31.03.2018 before confirming compliance with assertion 2 and 6 of the Annual Governance Statement and**
- c. **Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statement**

The Clerk gave her report as follows:

Section 1 - The Annual Governance Statement sets out Hilton Parish Councils responsibility for ensuring that there is a sound system of Internal Control, including the preparation of the accounting statement. Therefore, Hilton Parish Council Members are asked to confirm that the Annual Governance Statement for 2017/2018 fairly reflects the corporate governance arrangements in place for Hilton Parish Council in relation to this matter.

Hilton Parish Council Members are asked to confirm that, to the best of their knowledge, the Council's Corporate Governance arrangements as set out in Section 1 of the Annual Governance Statement for 2017/2018 are correct as follows:

The Clerk asked Hilton Parish Council to either agree yes or no with regards to the following statements:

- **Box 1 – Has Hilton Parish Council put in place by way of approved Financial Regulations and an Internal Control Policy, arrangements for effective financial management during the year and have they prepared their accounting statement in accordance with the Accounts and Audit Regulations.**

**Resolved: Hilton Parish Council agreed yes that they had put in place arrangements for effective financial management during the year and had**

***prepared their Accounting Statement in accordance with the Accounts and Audit Regulations.***

- Box 2 – Has Hilton Parish Council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Has Hilton Parish Council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

***Resolved: Hilton Parish Council agreed yes that they had maintained an adequate system of Internal Control, including measures to prevent and detect fraud and corruption. They also agreed that they had proper arrangements in place and accepted responsibility for safeguarding public money and resources in their charge.***

- Box 3 – Has Hilton Parish Council taken all reasonable steps to assure themselves that there are no matters of actual or potential non-compliance with laws, regulations or proper practices that could have a significant financial effect on the ability of Hilton Parish Council to conduct its business, or on its finances. Has Hilton Parish Council only done what it has the legal power to do and has Hilton Parish Council complied with proper practices in doing so.

***Resolved: Hilton Parish Council agreed yes that they had taken all reasonable steps to assure themselves that there were no matters of actual or potential non-compliance with laws, regulations or proper practices that could have had a significant financial effect on the ability of Hilton Parish Council to conduct its business, or on its finances. Hilton Parish Council agreed that they had only done what they had the legal power to do and had complied with proper practices.***

- Box 4 – Has Hilton Parish Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Did Hilton Parish Council give all persons interested, the opportunity to inspect and ask questions about Hilton Parish Council's accounts.

***Resolved: Hilton Parish Council agreed yes that they had provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations and they had given everyone the opportunity to inspect and ask questions about the Hilton Parish Council Accounts.***

- Box 5 – Has Hilton Parish Council carried out an assessment of the risks facing them and took appropriate steps to manage those risks, including the introduction of internal controls and external insurance cover where required. Has Hilton Parish Council considered the financial and other risks it faces and have they dealt with them properly.

***Resolved: Hilton Parish Council agreed yes that they had carried out an assessment of the risks facing them and had taken appropriate steps to***

***manage those risks, this included including internal controls and external insurance cover where appropriate. Hilton Parish Council agreed that they had considered the financial and other risks it may have faced and have dealt with them properly where required to do so.***

- Box 6 – Has Hilton Parish Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Has Hilton Parish Council arranged for an internal competent auditor, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of Hilton Parish Council.

***Resolved: Hilton Parish Council agreed yes that they had in place throughout the year, an adequate and effective system of internal audit of the accounting records and control systems. Hilton Parish Council agreed that they had arranged for an internal competent auditor, independent of its financial controls and procedures, to give an objective view on whether Hilton Parish Council's internal controls met the needs of the Council.***

- Box 7 – Has Hilton Parish Council took appropriate actions where required on all matters raised in reports from the internal and external audit and responded to any matters brought to its attention by the internal and external audit where applicable.

***Resolved: Hilton Parish Council agreed yes that they had taken appropriate actions where required on all matters in reports from the Internal and External Auditors and had responded to any matters brought to their attention.***

- Box 8 – Has Hilton Parish Council considered any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, which may have had a financial impact on Hilton Parish Council, and, where appropriate have included them in the accounting statement. Has Hilton Parish Council disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

***Resolved: Hilton Parish Council agreed yes that they had considered where relevant any litigation, liabilities or commitments, events or transactions occurring either during or after year end, which may have had a financial impact and where appropriate have included them in the accounting statement. Hilton Parish Council agreed that they had disclosed everything that they should have in relation to their business activity during the year and anything taking place after the year end where relevant.***

- Box 9 – Has Hilton Parish Council discharged their accountability responsibilities for the funds or assets including financial reporting and if required, independent examination or audit for any trust funds including charitable.

***Resolved: Hilton Parish Council agreed yes that this section was not applicable as they were not Sole Managing Trustees of any Trust Funds or Registered Charities.***

**23. Minute Number 2220/18 - Section 2 – Annual Return – Accounting Statement 2017/2018**

- a. Consider the Accounting Statement by the members meeting as a whole
- b. Approve the Accounting Statement by resolution and
- c. Ensure the Accounting statements are signed and dated by the person presiding at the meeting at which that approval is given

***Resolved: Hilton Parish Council approved that the year ended 31.03.2018, Accounting Statement in the Annual Return Section 2, presented fairly the financial position of the authority and its income and expenditure.***

***Resolved: Hilton Parish Council agreed for the Accounting Statement ending 31.03.2018 was signed and dated by the Chair and RFO.***

Current Account	16,306.16
Reserve Account	45,666.35
Less unrepresented chq's	<u>(9,897.22)</u>
<b>Total</b>	<b><u>52,075.29</u></b>

***Resolved: Hilton Parish Council approved all other accounting information provided via email by the Clerk.***

**24. Minute Number 2221/18 - Annual Internal Audit Report 2017/2018 for approval**

- d. Consider the system of Internal Audit that has been in place during 2017/2018

The Clerk gave her next report as follows and asked the Parish Council to agree or disagree with the statements or suggest any changes that they require:

Under the Accounts and Audit Regulations, Hilton Parish Council are obliged to carry out a review of the effectiveness of its internal controls and Financial Regulations.

There is also a requirement to conduct a review of the effectiveness of Hilton Parish Council's system of Internal Audit.

The Financial Regulations under which Hilton Parish Council's internal controls operate, which were approved and adopted at the Hilton Parish Council Meeting held on 31.05.2017 minute number 1192/17, are required to be reviewed at least annually. As the Clerk/RFO/Proper Officer and advisor to Hilton Parish Council on its financial issues, I recommend that no changes are required at this time unless Hilton Parish Council require different controls.

***Resolved: Hilton Parish Council agreed with the Clerks that no changes were required at this time to the Hilton Parish Council's Financial Regulations under which Hilton Parish Council's internal controls operate.***

In relation to the effectiveness of the system of internal audit. Hilton Parish Council has appointed a qualified Auditor being Ian Fraser CPFA to act as its independent internal auditor. The role of the internal auditor is to assist Hilton Parish Council in fulfilling its responsibility for the prevention and detection of fraud, corruption, errors and mistakes. It is for Hilton Parish Council to determine the level of internal audit required based on the internal controls in place which were approved and adopted at the Hilton Parish Council Meeting held on 31.05.2017 minute number 1192/17. Currently the internal auditor undertakes an internal audit after the end of the financial year. Amongst other things he reviews the internal controls and ensures that Hilton Parish Council has complied with its own Financial Regulations. As Clerk/ RFO and Proper Officer I provide quarterly bank reconciliation to the Internal Auditor together with copies of bank statements. All payments are approved by Hilton Parish Council and all invoices are available for inspection by the Council at their meetings. Cheques are signed by 2 members of the Parish Council and the Clerk/RFO. The internal auditor produces a written report for the Council after the internal audit and highlights any deficiencies in the internal controls or provides a clean bill of health.

As your Clerk/RFO and Proper Officer I am happy with these arrangements and would not wish to change them unless Hilton Parish Council requires something different, as it provides both Hilton Parish Council and myself with an element of security. As Clerk/RFO I am therefore satisfied with the effectiveness of Hilton Parish Council's system of Internal Audit.

The Council considered the report by the Clerk/RFO and Proper Officer regarding the obligations of the Council relating to the Financial Regulations, Internal Control Policy and the effectiveness of the Internal Audit.

***Resolved: Hilton Parish Council agreed the recommendations of the Clerk/RFO and Proper Officer. Hilton Parish Council having reviewed the effectiveness of the system of Internal Audit, approved the current arrangements in place.***

***Resolved: The Clerk to arrange the letter of appointment for 2018/2019 to be sent to Mr I Fraser the Internal Auditor for the next Financial Year.***

#### **25. Minute Number 2222/18 - Items for Information**

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

- a) Clerks and Council Direct Magazine May 2018
- b) Get Active in the Forest – Nordic Walking at Elvaston Castle every Wednesday from 10am
- c) HAGS – Product information
- d) SDDC – Response for information re Adoption of Section 27 of Policing and Crime Act 2009 – Licensing of Sexual Entertainment Venues
- e) Cllr Patten – Update on the removal of the Den in the woodland area on The Mease
- f) SDDC – 50 Ways to make food good

- g) Derbyshire Police – Share your views The 2018 National Rural Crime Survey – [www.derbyshire-pcc.gov.uk/RuralCrimeSurvey](http://www.derbyshire-pcc.gov.uk/RuralCrimeSurvey)

**26. Minute Number 2223/18 - Planning Matters for Decision**

- a) 9/2018/0536 - 64 HUMBER STREET HILTON DERBY DERBYSHIRE DE65 5NW - PROPOSED SINGLE STOREY REAR EXTENSION, WITH EAVES OF 2.4 METRES AND MAXIMUM HEIGHT OF 3.5 METRES EXTENDING 5.0 METRES FROM THE REAR WALL

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

- b) 9/2018/0420 - 2 KYLE ROAD HILTON DERBY DERBYSHIRE DE65 5JY - THE ERECTION OF AN EXTENSION AND ALTERATION TO AT – **Out of Time to comment closing date 11.05.2018, No extension requested**

***Resolved: Hilton Parish Council made no comment as this had already been discussed at a previous meeting.***

- c) 9/2018/0537 - 57 EGGINTON ROAD HILTON DERBY DERBYSHIRE DE65 5FG - THE ERECTION OF A REPLACEMENT SUN LOUNGE EXTENSION

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

- d) 9/2018/0541 - 11 CALDER CLOSE HILTON DERBY DERBYSHIRE DE65 5HR - EXTENSIONS AND ALTERATION

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

**27. Minute Number 2224/18 - 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.***

**28. Minute Number 2225/18 - Update on correspondence received 18.05.2018 hand delivered to the Chair**

***Resolved: Hilton Parish Council agreed to change the wording of the above item from Complaint to Correspondence.***

It was reported that the Extraordinary Meeting scheduled for 25.05.2018 went ahead as advertised at the Parish Council Office and resolutions were made as per the minutes.

The correspondent involved had informed a Councillor that they had applied to the Returning Officer at SDDC to become a Hilton Parish Councillor for the current vacancy, however the email received from SDDC confirmed that this had not been the case.

**29. Minute Number 2226/18 - Date of the next meeting**

***Resolved: The date of the next monthly Hilton Parish Council Meeting was confirmed as 27<sup>th</sup> June 2018 at Hilton Village Hall commencing at 7pm.***

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