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

**Present:**

Cllr Cooper (in the Chair)  
Cllr Smith, Cllr Darlington, Cllr Cuddington and Cllr Johnson Beale

2 District Council Representatives, 1 County Council Representative and 6 Members of the Public attended the meeting.

**AGENDA**

**1. Minutes Number 2250/18 - To receive apologies for absence**

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

- ***Cllr Campion due to illness***
- ***Cllr Hudson due to childcare issues***
- ***Cllr Smith reported that he would be late but would be in attendance at the meeting around 7.30pm.***

**2. Minute Number 2251/18 - Co-option of a Councillor**

The Clerk reported that there were no Co-option of Councillors at this time.

**3. Minute Number 2252/18 - Variation of the Order of Business**

There were no Variations to the Order of Business.

**4. Minute Number 2253/18 - Declaration of Members' Interests.**

There were no Declarations of Member's Interests.

**5. Minute Number 2254/18 - Public Speaking.**  
**Minute Number 2254/18/A – Public Speaking**

Members of the Public raised the following matters:

- Parking on Peacroft Lane, with people parking inappropriately on the white lines and too close to the junctions. Cllr Patten replied that this matter should be taken

to the next Safer Neighbourhoods Meeting to be held in October, checks can then be completed.

### **Minute Number 2254/18/B – Police Representatives Report**

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

### **Minute Number 2254/18/C – District Council Representatives Report**

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

- They were sorry to hear that Tally the Village Hall cat had passed away.
- Cllr Billings and Cllr Patten had completed a blitz on the Fly Posting around the village after the last Parish Council Meeting, a lot of signage was removed especially around the A50 junction. Thanks, were given to the Parish Council for allowing the rubbish to be put in the Parish Council bins. A lot of signs were removed and the village was now looking a lot tidier.
- Cllr Billings had taken the St Modwen's commercial planning application back to the Planning Committee Meeting as promised, after comments already received. The Committee Members chose to turn this planning application down after the second time it was presented at the Planning Committee.
- Information from the Q&A - He had arranged a site meeting with representatives from Persimmon along with the resident who has concerns about the maintenance etc. of the unadopted planted areas on Egginton Road.
- He had been contacted by the Clerk in relation to the unadopted part of the Greenway at the Egginton Road end, which was overgrown. He had emailed Steve Sheppard at SDDC to ask why this part of the Greenway had not been adopted by the Council and therefore ask who was responsible for the current maintenance. Cllr Billings will chase this matter up with Steve Sheppard to obtain an answer.
- Cllr Billings and Cllr Patten had attended a site meeting at The Mease Meadow with Kevin Exley from SDDC, to discuss some of the items raised by members of the public on Spotted Hilton, on how they would like to see the area looking in the future for example set with wildflowers etc. The Derbyshire Wildlife Trust had already looked at the site and would shortly be putting together a report for Kevin Exley, which would be shared with the Parish Council at a later date. Derbyshire Wildlife Trust have said that The Mease Meadow is alright as it is, the area is not suitable for wildflower planting, but potentially there are other sites around the village that could be suitable for wildflower planting. Kevin Exley is going to come back with a list of sites where wildflowers could be planted.
- Cllr Billings and Cllr Patten had visited Croft Farm to discuss the cultivation license for the grass verge. It was reported that before wildflowers could be set the area would need to be ploughed again as the soil was compacted. Once this has been completed the wildflower seeds will be set. Cllr Patten will contact Party on the Park who have kindly offered to put some money towards this project to

see what assistance they can offer. It had also been discussed to have a couple of benches at a spot by the Brook for people to use, including wildflower planting.

### **Minute Number 2254/18/D – County Council Representatives Report**

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

- She was really sorry to hear about Tally the Village Hall cat passing away.
- She had made contact regarding coaches going from Hatton with East Mid Trains through Main Street. She had contacted Highways asking that all coaches use The Mease and not Main Street. Highways would also contact John Port School to ask them to do the same as East Mid Trains.
- It had been on Spotted Hilton that Asbestos sheets were in the Brook. The Clean Team had been to site but they could not locate them. If anyone could pin point the exact location of the asbestos sheets, could they please contact Cllr Patten directly, so that they can be removed. Cllr Patten and Cllr Billings had also been to site to try and locate them but couldn't.
- Information from the Q&A - The new cushion on Main Street would be installed soon, there had been one objection regarding vibrations which had delayed the process for a little bit.
- Information from the Q&A - Crossing by the Talbot Public House, there will be a crossing being installed further up on Derby Road when the new development goes ahead, County will not install 2 crossings in the same area. Cllr Patten said that she would ask the Planning Department for a time scale on this.
- Information from the Q&A – Pollution levels, this can be looked at, at a later date after the Traffic Survey.
- Information from the Q&A – The County Council's Policy is not to move bus shelters even when they are not in use. The reason for this is because of the cost of removing the electricity etc. and the costs involved in moving bus shelters. Also, the service may change again in the future. If additional bus shelters are required please contact Cllr Patten directly with any requests. Cllr Patten had been asked for seating at some of the existing bus stops and this had already been requested through the County Council from requests already received.

### **6. Minute Number 2255/18 - Chairpersons Report**

The Chair gave his report as follows:

- It was very sad news about the passing of Tally the Village Hall cat. He had been part of the furniture for many years.
- Party on the Park was a fantastic event and the weather was good. Thanks to the Party on the Park Committee for involving the Parish Council.
- I could not attend the Duck Race but he had heard that this too was a really good event.
- It was great to see the poppies popping up all over the village, this had even made the news. This was in part thanks to Cllr Darlington for all her hard work and effort in getting this all going.

**7. Minute Number 2256/18 - Cllr Cuddington – Signing of the Acceptance of Office Form and review of the Declaration of Members Interest form**

***Resolved: In accordance with the Local Government Act 1972 Cllr Cuddington read and signed the Declaration of Acceptance of Office before the Clerk, he had no amendments to make to his Register of Members Interests.***

**8. Minute Number 2257/18 - To confirm the minutes of the Hilton Parish Council Meeting held on 27<sup>th</sup> June 2018.**

***Resolved: The Minutes of the Hilton Parish Council Meeting held on Wednesday 27<sup>th</sup> June 2018, were approved and signed as a true record.***

**9. Minute Number 2258/18 - Neighbourhood Development Planning – Cllr Cuddington**

a) Minutes of the meeting held on 09.07.2018

***Resolved: The Clerk to remove Cllr Brundish from the listings due to his resignation.***

Cllr Cuddington Thanked the Party on the Park Committee for including them in the event.

It had been agreed by the Neighbourhood Planning Group to close the survey at the end of July 2018. If people had not yet completed a survey they were asked to please complete one as soon as possible asking neighbours and friends to do the same. At present roughly 830 people had completed the survey. This was not a very good percentage of the village but it should show some good information/results. Once the survey has closed it should not take long to produce the results. Within the survey there were plenty of areas for people to give their views on items like traffic issues and plenty of people already had.

b) Traffic Survey update – Cllr Cuddington

Cllr Cuddington updated the Council on the Traffic Survey to date. The traffic Survey was completed week commencing 25.06.2018.

c) Approval of the system for income and expenditure for the NDPG against the Grant Monies received

***Resolved the Clerk was given delegated powers to pay invoices either by bacs or cheque as and when required by the Neighbourhood Planning Group against the Grant Money received. Any payments made by the Clerk would be ratified at the next available Parish Council Meeting.***

**10. Minute Number 2259/18 - Communication**

a) Confirmation of dates and venues for the Hilton Village Hall Coffee Mornings and Parish Forums

***Resolved: Hilton Parish Council deferred the above item.***

**Resolved: Hilton Parish Council Members agreed that Councillors should attend the Hilton Village Hall Coffee Morning to be held on 11.09.2018 from 9am to 11am.**  
**Resolved: Hilton Parish Council agreed that the Council should have a Councillor Walk About. time, date and area to be agreed.**

**b) Public Meeting with DCC re Main Street issues**

**Resolved: This item is on hold until the Traffic Survey information is received.**  
**The Clerk to leave this item on the agenda.**

**c) Engagement with other Groups**

**Resolved: To be deferred till item 12.**

**11. Minute Number 2260/18 - Reports from Councillors that have attended any other Meetings.**

Flood Liaison Meeting 20.06.2018 at SDDC Office commencing at 10 am – Cllr Cuddington attended on behalf of Hilton Parish Council.

**Resolved: Hilton Parish Council agreed for Cllr Cuddington's Report to be added to the minutes as follows:**

**SDDC Report**

They reported on various issues around South Derbyshire but nothing of direct relevance to Hilton.

They said that there are issues with Health and Safety with SUDS (Drainage scheme involving retention ponds). They are suggesting an amendment to the Planning Process whereby the part of SDDC involved in flooding is involved before the planning design stage. The treatment of surface water flooding through SUDS in the recent Derby Road planning application was not as robust as one would like to see, so this proposal would be welcome for future applications.

I asked when we could expect to see something, but there is no timescale!

DCC said they would want to see something consistent across the county.

**Environmental Agency**

They reported that in the East Midlands there had been no serious flooding in the last 12 months.

They are working on a new model of the Trent. This caused Barrow on Trent representative to voice her criticism as they believe they were promised this new model for last March/April. The EA then dug a bigger hole for themselves by saying that they were undertaking detailed modelling of Trent tributaries and that work would not be finished until 2021.

This includes Hilton Brook which is scheduled to be modelled by 2020/21.

Willington PC joined Barrow in voicing concerns about the accuracy of EA data, which affects whether a property can be insured or not.

DCC report

They have been understaffed so there has been little progress on their issues, however, they are now fully resourced.

On Emergency Planning, they undertook a 3-day exercise of a full flood with the 9 counties that border the Trent.

They are holding annual flood warning workshops. There is a Michael Gove inspired review on the DEFRA website – 'Multi Agency Flood Plan'.

There is funding available for areas at risk for sandbags etc.

Etwall asked for the flooding under the railway bridge on Heage Lane to be revisited, which was accepted.

Barrow made a plea for a joined-up plan since the PC plan was stymied by Fire Engines blocking routes in Barrow and Police directing traffic into the flood!

Severn Trent Report

They reported on various repairs and maintenance around the region – nothing in Hilton.

AOB

SDDC said they still have available some door barriers for flood protection.

I wondered if the residents down by Hilton Brook have any? Do we know?

Cllr Cuddington reported that the Clerk had already circulated his notes from the meeting attended. He reported that one item quoted may be incorrect and once this was established he would inform the Council of the correct information. This was in relation to the Environment Agency report above and Hilton Brook. It was not clear if this would be included.

## **12. Minute Number 2261/18 - Parish Council Committees**

### **a) Approval of 3 Councillors to sit on the Planning/Highways Committee**

***Resolved: Cllr Cooper, Cllr Smith and Cllr Johnson-Beale to sit on the Planning & Highways Committee but other Councillors can join at any time if they wish.***

### **b) Approval to have an Engagement Committee and approval of which Councillors will sit on this committee.**

***Resolved: Hilton Parish Council agreed to set up an Engagement Committee, the Terms of Reference to be agreed at the September 2018 Parish Council Meeting.***

***Resolved: Cllr Johnson-Beale, Cllr Hudson and Cllr Darlington to sit on the Engagement Committee but other Councillors can join at any time if they wish.***

***Resolved: The Clerk to amend the Standing Orders to include the Engagement Committee, the addition of the Highways to the Planning Committee and to take Cllr Brundish off the Neighbourhood Development Planning Committee and The Mease Committee.***

### **13. Minute Number 2262/18 - Clerk's Reports**

- a) Update regarding the School Crossing Patrol – Previously Reported under minute number 2161/18, 2216/18, 2238/18

The Clerk read out a copy of a letter sent to Heather Wheeler MP by DCC.

- b) Update on the Village Clock – Previously reported under minute number 2161/18, 2178/18, 2216/18, 2238/18

The Clerk reported that the Clock was ready to be installed, the base that the clock will sit on just needs to be sorted out and advice is being taken on this with the clock manufacturer.

The Chair reported that the clock was raised at the last Parish Forum and also at Party on the Park. It had also been suggested that the Parish Council holds an unveiling ceremony. He explained that it would be good to get this project completed.

***Resolved: Hilton Parish Council agreed to look at an unveiling ceremony once the clock had been installed. This could include Toyota for their kind donation towards the clock and possibly the Talbot Public House.***

- c) Update Derbyshire Lamp post poppies campaign and the approval of which Councillors will meet representatives of the Royal British Legion with Cllr Darlington at 10am on 30.07.2018 – Previously reported under minute number 2178/18, 2216/18, 2238/18

Cllr Darlington reported that she, a representative from the Village Hall and a representative from the School would be meeting representatives from the Royal British Legion at the Village Hall next Tuesday. Cllr Darlington asked if any other Councillors wished to be in attendance.

***Resolved: Cllr Johnson-Beale agreed to attend with Cllr Darlington on behalf of Hilton Parish Council.***

Cllr Darlington reported that not all the money had been counted yet but so far the Village Hall had raised about £943.00, the Parish Council £54.00 and the School £3,000.00. The poppies sold out within 6 weeks and now other Villages are contacting us to be involved.

Cllr Darlington was thanked for all her hard work.

- d) Back Lane Pavilion – hand dryers and installation – Previously reported under minute number 2216/18, 2238/18

There was nothing to report.

- e) Hilton Youth Group – Request for storage previously reported under minute number 2238/18

***Resolved: Hilton Parish Council asked the Clerk to look at options of where a container could be situated on the site possibly by the Astro Turf for storage for the Youth Group.***

- f) DDC – Community Involvement Scheme – Previously reported under minute number 2238/18  
**Resolved: Hilton Parish Council agreed for this item to be passed, discussed and agreed by the Planning/Highways Committee.**
- g) Approval of the Tree and Hedge Management Policy  
**Resolved: Hilton Parish Council deferred this item to the September 2018 Parish Council Meeting.**
- h) Approval of the Hilton Parish Council Data Breach Policy  
**Resolved: Hilton Parish Council deferred this item to the September 2018 Parish Council Meeting.**
- i) Approval of the Hilton Parish Council Training Log  
**Resolved: Hilton Parish Council deferred this item to the September 2018 Parish Council Meeting.**
- j) Approval of the Hilton Parish Council Data Log  
**Resolved: Hilton Parish Council deferred this item to the September 2018 Parish Council Meeting.**
- k) Approval of the Model Publication Scheme Policy to replace the version adopted May 2018  
**Resolved: Hilton Parish Council deferred this item to the September 2018 Parish Council Meeting.**
- l) DCC – Bus Strategy  
**Resolved: Hilton Parish Council agreed for this item to be passed, discussed and agreed by the Planning/Highways Committee.**
- m) SDDC – Draft Statement of Community Involvement  
**Resolved: Hilton Parish Council agreed for this item to be passed, discussed and agreed by the Planning/Highways Committee.**
- n) DCC – Consultation on the third cushion on Main Street  
**Resolved: Hilton Parish Council fully supported the installation of the third cushion on Main Street, Hilton.**
- o) Parish Council Website  
**Resolved: Hilton Parish Council agreed for this item to be passed over and discussed and agreed by the Engagement Committee.**  
**Resolved: The Clerk to obtain quotes for a new website.**
- p) Update - Cllr Darlington and Groundsman meeting with the Derbyshire Wildlife Trust



Cllr Darlington reported that Representatives from Derbyshire Wildlife Trust had visited both the Memorial Meadow and The Mease Meadow. Derbyshire Wildlife Trust were positive about the biodiversity that was on both sites. They suggested cutting a third of the area on the Memorial Meadow each year. They are now going to write up a management plan which will be sent to both SDDC and the Parish Council.

- q) Grounds Maintenance and Hedge Cutting Contract – Tender documents being drawn up

The Clerk reported that she was hopeful that the Tender Documents should be ready for the September Parish Council Meeting.

- r) Tennis Nets Damaged but they are the original tennis nets – Could be replace for between £150.00 and £300.00

**Resolved: Hilton Parish Council asked the Clerk to look at funding for new nets or to contact other Parish Councils to see if anyone has any to give away.**

**Resolved: Hilton Parish Council gave the Clerk delegated powers to purchase new nets if they become irreparable.**

- s) SDDC – Invitation to Civic Service 02.09.2018 at 3pm St Michael's with St Mary's Church Melbourne

There were no Councillors available to attend the above Civic Service.

- t) The Mease Spencer Academy is due to open by September 2019 and the new website can be found at [www.themeaseacademy.co.uk](http://www.themeaseacademy.co.uk). There is also a consultation at <http://www.themeaseacademy.co.uk/consultation/>

There was nothing further to report.

- u) Rainbow Waste have delivered the Green Waste Bin. The General Waste bins will not be delivered till October due to having to give 3 months' notice to SDDC. These will follow at a later date

There was nothing further to report.

- v) New Toilet Seat required for the Back Lane Pavilion – approval for the Clerk to purchase this and claim back on expenses

**Resolved: Hilton Parish Council approved for the Clerk to purchase a new toilet seat and claim this back on her expenses.**

- w) NALC Star Council Award – Nominated by the Clerk for the Poppies Campaign

The Clerk reported that she had taken the opportunity to entered the Council in the NALC Council of the Year Award for all their great community work with the poppy appeal.

She explained that the judges would be looking for:

- Contribution to the community and local life
- Engagement with the community

- Partnership working with local bodies
- Innovation and creativity

The Clerk explained that the award that she had put the Council forward for would be completed by public vote.

The closing date for applications was 17 August 2018

12 September: The judging panel will meet to decide the winners. On the same day, the shortlist will be announced and all shortlisted entrants will be invited to the awards dinner at the **Annual Conference**, taking place on 30 October 2018 at DoubleTree by Hilton in Milton Keynes.

12 September: The Council of the Year award will be decided by a public vote. Voting will open on 12 September, giving the public three choices to vote from.

12 October: Public voting closes for the Council of the Year award.

30 October: The winners will be announced at the awards dinner at the **Annual Conference**, taking place on 30 October 2018 at DoubleTree by Hilton in Milton Keynes.

The Clerk explained that she also wanted to put Cllr Darlington forward for Councillor of the Year for all her hard work and effort in pulling this all together on behalf of the Parish Council. However, the Clerk did not realise that only one application could be completed per Council or she would have completed a nomination from Cllr Darlington first over the Council.

The Clerk felt that the Parish Council should formally thank Cllr Darlington for all her hard work and efforts in bringing everyone together on this, without Cllr Darlington the Clerk was sure that this project would not have been the success that it is.

***Resolved: Hilton Parish Council formally thanked Cllr Darlington for all her hard work and effort.***

The Clerk also felt that the Council should also give formal thanks to everyone else that helped in the success of this project, like the School, Hilton Village Hall. Other Councillors and residents that were also selling the poppies.

***Resolved: Hilton Parish Council gave formal thanks to all who helped with the Poppy project.***

#### **14. Minute Number 2263/18 - Derbyshire Association of Local Councils**

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

##### **a) DALC Circular 09/2018**

- Launch of the Derbyshire Excellence Awards for DALC Member Local Councils: Call for Entries
- Derbyshire Dales District Council Consultations
- Launch of the Great British High Street Award

- Government announces new powers for councils to deliver homes for local families
- Local Government Association (LGA) Councillor workbooks
- Updated Legal Topic Note – Procurement
- Legal Briefing L08-18 – Data Protection Fee
- Community Infrastructure Levy (CIL) Survey

***Resolved: The Clerk to resend the above circular to all Councillors.***

**15. Minute Number 2264/18 - Finance**

***Resolved: Hilton Parish Council approved the following payments including the addition of cheque number 003318.***

**a) Accounts for Payment.**

<b>CHEQUE NO</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>POWER</b>
003307	Hilton Village Hall	Room Hire and Electricity for Street Lighting HVH Site	179.25	
003308	Kitchen and Bedroom Warehouse	Balance for the Refurbishment of the Kitchen equipment	2,641.00	
003309	Aucuba Landscapes	Monthly Maintenance and Football Pitch Maintenance	2,109.18	
003310	Sterilizing Services Ltd	Water Testing PC Office and Back Lane Pavilion	68.39	
003311	Hilton Youth Group	Parish Council small grant – Transport costs	318.00	Section 137
003312	R Massey and Son Ltd	Grass Seed, paint and Brushes	44.45	
003314	SDDC	Trade Waste Collection x 2 bins	830.19	
003315	Cancelled			
003316	Cromwell	Cleaning Supplies	32.28	

003317	Aucuba Landscapes Ltd	Maintenance VH Site	479.99	
003318	Greener Security Shredding	Confidential Shredding of documents	58.50	
BACS	Cherry Tree Picture Frames	Banner for Party on the Park	15.00	

**Resolved: Hilton Parish Council approved the following salary and pension payments. However, the Clerk was asked to check that the salary payments quoted on the agenda were correct as they were higher than normally quoted. Resolved: The Clerk to correct the figure in the minutes if necessary if a mistake was established. The Clerk to email any explanation to the Councillors if the figure on the agenda is established to be incorrect.**

**Note:** After rechecking the calculations, the Salary, Tax, NICs and expenses figure should be £7,643.93 not £9,417.32 as quoted on the agenda. The mistake was due to the Inland Revenue payment being added twice in the original figure quoted on the agenda.

**b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003313 for the Inland Revenue**

<b>Description</b>	<b>Amount</b>
Salaries, Tax NICs, Expenses etc.	£7,643.93
NEST Staff Pension	£660.36

**c) Approval of the accounts from 01.04.2018 to 29.06.2018**

**Resolved: Hilton Parish Council approved the 1<sup>st</sup> quarter accounts from 01.04.2018 to 29.06.2018 including all supporting information provided.**

Cash	571.00
Current Account	16,990.36
Reserve Account	171,150.35
Less unrepresented Cheques	<u>7,397.22</u>
<b>TOTAL</b>	<b><u>181,314.49</u></b>

Cllr Cuddington explained to the Clerk how he wished for there to be different cost codes for the different grants received for the Neighbourhood Planning Group, as the grants had different conditions attached. The Clerk replied that for the purpose of scribe there would only be one cost centre for monies in and out, the group would be responsible for making sure that the money was spent in accordance with their grant conditions.

**Resolved: Cllr Cuddington agreed to email the Clerk the hire schedule for Hilton Village Hall room hire for the Neighbourhood Development Plan Group.**

**Other Expenditure**

**Resolved: Hilton Parish Council approved Other Expenditure from 01.04.2018 to 29.06.2018 as follows:**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Supplier</b>	<b>Total</b>
53	HR Fees	23/04/2018	DD	Personnel Advice & Solutions Ltd	120.00
61	Van	30/04/2018	DD	Toyota	239.24
62	Electricity	01/05/2018	DD	Eon	92.00
63	Electricity	01/05/2018	DD	Eon	267.00
64	General Admin	02/05/2018	DD	Santander	64.00
65	Van	10/05/2018	DD	UK Fuels Ltd	25.01
66	Misc. Maintenance	10/05/2018	DD	UK Fuels Ltd	12.14
67	Van	15/05/2018	CARD	HKS Retail Ltd	26.69
68	HR Fees	22/05/2018	DD	Personnel Advice & Solutions Ltd	120.00
75	Van	31/05/2018	DD	Toyota	239.24
76	Electricity	01/06/2018	DD	Eon	252.00
77	Electricity	01/06/2018	DD	Eon	114.00
78	Telephone	04/06/2018	DD	British Telecommunications	203.94
79	Van	11/06/2018	DD	UK Fuels Ltd	1.20
81	HR Fees	22/06/2018	DD	Personnel Advice & Solutions Ltd	120.00
88	Back Lane Pavilion Maint	03/04/2018	DD	Eon	267.00
89	Van	03/04/2018	DD	Toyota	239.24
90	Electricity	03/04/2018	DD	Eon	92.00

**Other Income**

**Resolved: Hilton Parish Council approved Other Income from 01.04.2018 to 29.06.2018 as follows:**

<b>Voucher</b>	<b>Date</b>	<b>Receipt No</b>	<b>Description</b>	<b>Customer</b>	<b>Total</b>
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1	06/04/2018	001	Astro Turf Hire	Name Removed	30.00
2	06/04/2018	001	Astro Turf Hire	Name Removed	70.00
3	09/04/2018	002	Football Pitch Hire	Hilton Athletic	23.00
4	13/04/2018	003	Astro turf Hire	Name Removed	100.00
5	13/04/2018	004	Wayleave	Western Power Distribution	8.05
6	13/04/2018	005	Contribution towards the Clock	Toyota Manufacturing	500.00
7	20/04/2018	006	Football Pitch Hire	KINGS HEAD FC	46.00
8	20/04/2018	009	Astro Turf Hire	Name Removed	156.00
9	20/04/2018	008	Football Pitch Hire	Hilton Harriers	12.00
10	20/04/2018	007	Astro Turf Hire	Little Stars	60.00
11	11/05/2018	010	Astro Turf Hire	JOHN PORT OLD BOYS	182.00
12	11/05/2018	011	Astro Turf Hire	Name Removed	76.00
13	18/05/2018	012	Football Pitch Hire	Hilton Athletic	92.00
14	01/06/2018	013	Astro Turf Hire	Name Removed	130.00
15	01/06/2018	014	Football Pitch Hire	AFC HILTON	19.00
16	04/06/2018	018	Astro Turf Hire	JOHN PORT OLD BOYS	100.00
17	01/06/2018	017	Football Pitch Hire	Hilton Harriers	12.00
18	04/06/2018	016	Astro Turf Hire	Little Stars	68.00
19	04/06/2018	019	Astro Turf Hire	Name Removed	24.00
20	04/06/2018	015	Football Pitch Hire	KINGS HEAD FC	154.00

21	05/06/2018	020	Plaque, engraved & fitting	Name Removed	75.00
22	22/06/2018	021	Astro Turf Hire	Name Removed	286.00
23	18/06/2018	023	Astro Turf Hire	Name Removed	100.00
24	19/06/2018	022	Football Pitch Hire	AFC HILTON	12.00
27	29/06/2018	025	Astro Turf Hire	JOHN PORT OLD BOYS	100.00
29	13/04/2018	027	Precept and Support Grant	South Derbyshire District Council	85,000.00
30	13/04/2018	027	Support Grant	South Derbyshire District Council	5,484.00
31	29/06/2018	028	Precept Second Payment	South Derbyshire District Council	85,000.00
32	02/05/2018	003259	Parish Allowance	Cllr S Cooper	416.00
33	29/06/2018	Chq not cashed out of date	Cancel chq 003184	Personnel Advice & Solutions Ltd	120.00

#### **16. Minute Number 2265/18 - Items for Information**

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

- a) Hilton Youth Group – Thank you letter for agreeing to fund the transport for a trip from Section 137.
- b) Heather Wheeler MP – Pledge of support to NFU’s Rural Crime Reporting Line
- c) Clerk & Council Direct Magazine July 20187
- d) SDDC – War Memorial Grant Scheme UK
- e) Personal Advice and Solutions – Employment Law Update June 2015
- f) Active South Derbyshire – Summer Activities 2018
- g) SDDC – Adult Activities Brochure 2018
- h) DCC – Action Grants cash for community activities

- i) SDDC – What's on in South Derbyshire and the National Forest Summer 2018 brochure
- j) SDDC – Prom in the Park 19.08.2018 from 3pm Maurice Lea Park

**17. Minute Number 2266/18 - Planning Matters for Decision**

- a) 9/2018/0641 - FOLLYFOOT FARM BURNTHEATH LANE HILTON DERBY DERBYSHIRE DE65 5FE - CHANGE OF USE OF A FORMER AGRICULTURAL BUILDING TO DWELLINGHOUSE (USE CLASS C3) ALONG WITH CHANGE OF USE OF LAND TO PROVIDE AS DOMESTIC GARDEN

***Resolved: Hilton Parish Council had no further comment to make as this was discussed at the June Parish Council Meeting.***

- b) Third Revolution Project – Proposed New Development – Hoon Hey Far – Small-scale part-time gas-powered electricity facility – **THERE IS CURRENTLY NO LIVE PLANNING APPLICATION AT PRESENT**

It was reported that the Neighbourhood Development Plan Group were happy to meet with the Developers to find out more.

***Resolve: Hilton Parish Council will not comment until there is a live planning application.***

**18. Minute Number 2267/18 - 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.***

**19. Minute Number 2268/18 - Update on correspondence received, hand delivered to the Chair and advice taken - Previously reported under minute number 2225/18, 2244/18**

The Chair read out the advice received from the Solicitor with regards to having a meeting with the resident and the agenda that the Solicitor had drawn up for the meeting.

***Resolved: Hilton Parish Council agreed to continue with the formal meeting with the resident following the advice from the Solicitor.***

***Resolved: Hilton Parish Council agreed that as this would be a formal meeting, dates and times would be provided to the resident for the meeting to be arranged.***

***Resolved: Hilton Parish Council agreed that the Chair and Cllr Hudson would attend the meeting on behalf of the Parish Council. In the absence of the Clerk the meeting would be recorded as per advice taken for the purpose of the notes.***

***Resolved: Hilton Parish Council agreed for the Chair and Cllr Hudson to meet to prepare for the meeting in advance.***

**20. Minute Number 2269/18 - Staff Matters – Assistant Clerk**



**Resolved: Hilton Parish Council approved the permanent position of the Clerk Assistant for 10 Hours a week going forward, as it was agreed that an assistant was needed for the amount of work being completed from the office, this also included approved overtime as and when necessary to be approved by their line manager and the Chair.**

**Resolved: Hilton Parish Council agreed that both the Clerk and the Assistant Clerk should stop completing work books of what work was being completed on a daily basis with immediate effect as this was not warranted or necessary as both members of staff complete time sheets.**

**21. Minute Number 2269/18 - Communication between Councillors and Staff**

The Clerk reported that as residents were asking, Councillors needed to set up the Parish Council email addresses as soon as possible. Councillors also needed to decide what contact details they wanted on the website with regards to personal telephone numbers so that residents could contact Councillors directly, as a few did not wish to correspond through the Clerk in the proper manner. It was also part of the Transparency Code and Foundation Level for the accreditation. Councillors needed to agree how they wanted to be contacted by residents.

**Resolved: Hilton Parish Council agreed to have a Parish Council mobile phone which would be used on a rota basis by the Councillors, details of how this will work to be confirmed at a later date.**

**22. Minute Number 2270/18 - Internal Audit/Auditor**

**Resolved: Hilton Parish Council ratified the appointment of Brian Wood as the Internal Auditor for 2018/2019 due to unforeseen circumstances.**

**Resolved: Hilton Parish Council agreed to an interim Internal Audit during September/October 2018.**

**23. Minute Number 2271/18 - Date of the next meeting**

**Resolved: The date of the next monthly Hilton Parish Council Meeting is to be confirmed as 26<sup>th</sup> September 2018 at Hilton Village Hall commencing at 7pm.**

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