

**Hilton Parish Council**  
**PO BOX 8094, Swadlincote, Derbyshire. DE11 1FR**  
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Date: 23.04.2019

**You are summoned to attend the monthly Hilton Parish Council Meeting to be held at 7pm on Tuesday 30<sup>th</sup> April 2019 at Hilton Village Hall.**

Yours sincerely

*S Cooper*

Chairperson of Hilton Parish Council

#### **AGENDA**

- 1. To receive apologies for absence**
- 2. Variation of the Order of Business**
- 3. Declaration of Members' Interests.**
  - a) Register of Interests: Councillors are reminded of the need to update their Register of Members Interests Forms
  - b) To declare any Personal and Prejudicial Interest in items on the agenda and their nature. (Councillors with a Prejudicial Interest must leave the room at the relevant items). Where a member indicates they have a prejudicial interest but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) Public Speaking below.
- 4. Public Speaking.**
  - a) At the start of the meeting a period of not more than fifteen minutes will be made available for members of the public and members of the Council to comment on **any matter already on the agenda.**
  - b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward.
  - c) Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.
- 5. Chairpersons Report**
- 6. To confirm the following minutes**
  - **Minutes of the monthly Hilton Parish Council Meeting held on 30.01.2019**
  - **Minutes of an Extra-Ordinary Meeting of Hilton Parish Council held on 18.03.2019**
- 7. Approval of payment of £30 .00 from Chairpersons Allowance.**

**8. Finance**

**a) Accounts for Payment.**

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
003408	R Massey & Son	Goods	4.67	
003409	Cancelled			
003410	Hilton Village Hall	Room Hire	63.62	
003411	Rainbow Waste	Waste Collection	168.34	
003412	Cromwell	Goods	39.95	
003413	Aucuba Landscapes	Maintenance	959.98	
003414	A Sharpe	Locum Clerk	390.95	
003416 to 003420	Cllr Cooper, Cllr Hudson, Cllr Smith, Cllr Darlington	Parish Allowances	1,162.60	
003421	Cancelled			
003422	Sterilizing Services	Water Testing	96.59	
003423	Information Commissioner	Subscription	40.00	
003424	South Derbyshire District Council	Tree Report	550.00	
003426	E Johnson Beale	Parish Allowance	208.00	
003428	Cromwell	Black Sacks and Blue Roll	122.08	
003429	Sterilizing Services	Water Testing	68.39	
003430	Cancelled			
003431	Hilton Party on the Park	Small PC Grant	244.98	Section 137
003432	Hilton Scouts & Guides	Small PC Grant	500.00	Section 137
003433	1 <sup>st</sup> Hilton Guides	Small PC Grant	302.40	Section 137
003434	Hatton United FC	Small PC Grant	45.00	Section 137
003435	The Writers Block	Small PC Grant	321.00	Section 137
003436	Hilton Lego Group	Small PC Grant	200.00	Section 137
003437	A Sharpe	Locum Clerk	115.35	

**b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq's 003415 & 003427 for the Inland Revenue**

**March 2019**

Salaries, Tax, NIC's, expenses Etc  
Nest Staff Pension

**Amount**

£7,444.67  
£560.62

**April 2019**

**Description**

Salaries, Tax NICs, Expenses Inc Misc HR Payment Chq003425 etc  
NEST Staff Pension

**Amount**

£18,540.07  
£321.06

9. Section 1 – Annual Return - Annual Governance Statement 2018/2019 for approval
- Consider the findings of the Review of the effectiveness of the systems of Internal Control by the members meeting as a whole and
  - Consider the system of Internal Audit that has been in place between 01.04.2018 and 31.03.2019 before confirming compliance with assertion 2 and 6 of the Annual Governance Statement and
  - Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statement
10. Section 2 – Annual Return – Accounting Statement 2018/2019
- Consider the Accounting Statement by the members meeting as a whole
  - Approve the Accounting Statement by resolution and
  - Ensure the Accounting statements are signed and dated by the person presiding at the meeting at which that approval is given

11. Approval of the final unaudited accounts 01.04.2018 to 31.03.2019

Current Account	17,845.94
Reserve Account	66,583.37
Cash in transit	1,132.00
Less unrepresented chq's	<u>17,611.18</u>
<b>Total</b>	<b><u>67,950.13</u></b>

**Other Income**

Voucher	Date	Receipt No	Description	Supplier	Total
75	02/01/2019	070	Asto turf Hire	JOHN PORT OLD BOYS	50.00
76	03/01/2019	071	Asto turf Hire	Name Removed	125.00
72	16/01/2019	067	Football Pitch Hire	KINGS HEAD FC	92.00
73	16/01/2019	068	Asto turf Hire	Name Removed	125.00
71	16/01/2019	066	Asto turf Hire	Name Removed	250.00
74	16/01/2019	069	Football Pitch Maintenance Back Lane	Hilton Athletic	46.00
77	26/01/2019	072	Asto turf Hire	Name Removed	150.00
78	12/02/2019	073	Asto turf Hire	JOHN PORT OLD BOYS	100.00
79	06/03/2019	074	Asto turf Hire	JOHN PORT OLD BOYS	75.00
80	28/03/2019	075	Asto turf Hire	HATTON UNITED FC	312.00

**Other Expenditure**

Voucher	Date	Cheque No	Supplier	NET	VAT	Total
278	02/01/2019	DD	Eon	93.33	18.67	112.00
279	02/01/2019	DD	Eon	96.19	4.81	101.00
280	10/01/2019	DD	HKS Retail Ltd	1.00	0.20	1.20
283	22/01/2019	DD	Personnel Advice & Solutions Ltd	100.00	20.00	120.00
291	31/01/2019	DD	Toyota	199.37	39.87	239.24
292	01/02/2019	DD	Eon	93.33	18.67	112.00
293	01/02/2019	DD	Eon	96.19	4.81	101.00
294	11/02/2019	DD	HKS Retail Ltd	42.67	8.54	51.21
295	13/02/2019	DD	Nest	560.62	0.00	560.62

296	22/02/2019	DD	Personnel Advice & Solutions Ltd	100.00	20.00	120.00
297,298,299,300,301	27/02/2019	TFR	Month 11	5,572.57	0.00	5,572.57
332	27/02/2019	003398	HM Revenue and Customs	1,772.99	0.00	1,772.99
333	27/02/2019	003399	G Rice	23.98	0.00	23.98
334	27/02/2019	003400	Sterilizing Services	44.00	8.80	52.80
335	27/02/2019	003400	Sterilizing Services	12.99	2.60	15.59
336	27/02/2019	003401	Rainbow Waste Management co Ltd	151.64	30.33	181.97
337	27/02/2019	003402	Hilton Village Hall	86.13	17.24	103.37
338	27/02/2019	003402	Hilton Village Hall	19.88	3.98	23.86
339	27/02/2019	003402	Hilton Village Hall	205.39	41.07	246.46
340	27/02/2019	003403	R Massey and Son Woodville Ltd	9.98	2.00	11.98
341	27/02/2019	003404	Aucuba Landscapes	158.88	31.78	190.66
342	27/02/2019	003404	Aucuba Landscapes	240.00	48.00	288.00
343	27/02/2019	003405	Gordon Brown Law Firm LLP	598.00	119.60	717.60
344	27/02/2019	003406	Cromwell	33.29	6.66	39.95
345	27/02/2019	003407	Essential Print Services	1,894.00	378.80	2,272.80
302	28/02/2019	DD	Toyota	199.37	39.87	239.24
303	01/03/2019	DD	Eon	93.33	18.67	112.00
304	01/03/2019	DD	Eon	96.19	4.81	101.00
305	05/03/2019	DD	British Telecommunications	162.58	32.51	195.09
306	12/03/2019	DD	HKS Retail Ltd	1.00	0.20	1.20
307	17/03/2019	DD	Nest	560.62	0.00	560.62
308	22/03/2019	DD	Personnel Advice & Solutions Ltd	100.00	20.00	120.00
346	24/03/2019	003408	R Massey and Son Woodville Ltd	4.67	0.00	4.67
347	24/03/2019	003409	Cancel chq	0.00	0.00	0.00
348	24/03/2019	003410	Hilton Village Hall	33.13	6.63	39.76
349	24/03/2019	003410	Hilton Village Hall	19.88	3.98	23.86
350	24/03/2019	003411	Rainbow Waste Management co Ltd	121.68	24.34	146.02
351	24/03/2019	003411	Rainbow Waste Management co Ltd	18.60	3.72	22.32
357	24/03/2019	003417	Cancel chq	0.00	0.00	0.00
358	24/03/2019	003418	Cllr Darlington	278.60	0.00	278.60
359	24/03/2019	003419	Cllr Hudson	208.00	0.00	208.00
360	24/03/2019	003420	Cllr M Smith	260.00	0.00	260.00
361	24/03/2019	003421	Cancel chq	0.00	0.00	0.00
362	24/03/2019	003422	Sterilizing Services	12.99	2.60	15.59
363	24/03/2019	003422	Sterilizing Services	67.50	13.50	81.00
364	24/03/2019	003423	Information Commissioner	40.00	0.00	40.00
365	24/03/2019	003424	South Derbyshire District Council	550.00	0.00	550.00
353	24/03/2019	003413	Aucuba Landscapes	799.98	160.00	959.98
354	24/03/2019	003414	Locum Clerk	390.95	0.00	390.95
355	24/03/2019	003415	HM Revenue and Customs	1,910.79	0.00	1,910.79
356	26/03/2019	003416	Cllr Cooper	416.00	0.00	416.00
366	26/03/2019	003425	HR MISC PAYMENT	11,500.00	0.00	11,500.00
367	26/03/2019	003425	HR MISC PAYMENT	300.00	0.00	300.00
308,309,310,311,312	26/03/2019	003412	Month 12	5,573.83	0.00	5,573.83

**Approval of the Final Reallocation of the Reserve/Contingency Budget**

B/F 01.04.2018	36,000.00
Less Clerk Assistant	(4,071.60)
Less Village Clock	(2,269.30)
Less Legal Advice	<u>(2,150.00)</u>
<b>Total</b>	<b><u>27,509.10</u></b>

**Approval of Bank Transfers from the Reserve Account to the Current Account**

30.10.2018	10,000.00
21.12.2018	10,000.00
11.01.2019	10,000.00
13.02.2019	10,000.00
13.02.2019	10,000.00
18.03.2019	10,000.00

**12. Annual Internal Audit Report 2018/2019 for approval**

**13. Planning Matters for Decision**

- a) 9/2019/0378 - 34 SUTTON LANE HILTON DERBY DERBYSHIRE DE65 5FB - THE ERECTION OF AN GROUND FLOOR REAR EXTENSION
- b) 9/2019/0339 - 31 WEST AVENUE HILTON DERBY DERBYSHIRE DE65 5FY - THE ERECTION OF AN SINGLE STOREY REAR EXTENSION
- c) 9/2019/0332 - 12 WYSTON BROOK HILTON DERBY DERBYSHIRE DE65 5JB - THE ERECTION OF AN EXTENSION
- d) 9/2019/0215 - 16 MAIN STREET HILTON DERBY DERBYSHIRE DE65 5FF - THE ERECTION OF AN EXTENSION
- e) Management of Sustainable Urban Drainage System at Derby Road, Hilton

**14. The Parish Council Facebook account is connected to the former Clerks personal account. It will need to be cancelled/deleted as of 30.04.2019.**

**15. The date of the Annual Hilton Parish Council Meeting to be confirmed as 15<sup>th</sup> May 2019 at Hilton Village Hall commencing at 7pm.**