

Hilton Parish Council

Hilton Village Hall, Peacroft Lane, Hilton.DE65 5GH

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Minutes of a Monthly Meeting of Hilton Parish Council

held at the Village Hall, Hilton at the conclusion of the Annual Parish Meeting

on Wednesday 29 May 2019

Present

Councillors S Champion, C Cuddington (Chairman), M Coney, S Davies, J McDonald, C Nield, R Pollard and S Stanton.

Also Present

Mr A Sharpe (Locum Clerk), Councillors A Billings & J Patten and 25 members of the public.

3116/19 Acceptance of Office

At the start of the meeting and in accordance with minute no.3103/19 Councillor C Cuddington signed his formal declaration of acceptance of the office of Chairman for the Civic Year 2019/20.

All other acceptance of office and declaration of Member Interests forms had now been completed.

3117/19 Apology for absence

An apology for absence was accepted from Councillor J Watson.

3118/19 Variation of the Order of Business

None.

3119/19 Declarations of Interest

Councillor C Cuddington	Derby Road planning application and subject of cheque payment.
Councillor J McDonald	Grant applications/Payments – Party on Park/Village Hall/Dog Walkers.
Councillor S Champion	Treasurer of PTFA
Councillor R Pollard	Subject of cheque payment.
Councillor S Davies	Chair of Village Hall
Councillor M Coney	PTFA
Councillor S Stanton	Hilton Youth Group
Councillor C Nield	Secretary of Village Hall

Public Speaking**(a) Public Matters**

A resident asked that the Council consider favourably with the grant request for the Village Hall as many of the groups that had received grants used the Hall.

(b) Police Matters

No report to this meeting.

(c) District Council Member Reports

South Derbyshire District Council Member, Councillor A Billings attended the meeting and reported on the following matters relating to the village.

Path to Nowhere

Discussions by Officers with landowners and developers are continuing but as we have already discussed, due to the complexity of the current ownership, this is going to take some time to resolve. Further to updates to follow as they become available. I have received an e-mail from a resident raising concerns about the current state of the area including the dog waste etc which I have forwarded on to the Clean Team for urgent resolution.

Bren Way/Falaise Way Open Space

A resident has raised concerns about the length of the grass in this area and the impact on residents who regularly use it. Officers at SDDC have confirmed that this space is un-adopted and unfortunately still in the ownership of Persimmon Homes. I will ask Officers to pursue them for this area to be mown as soon as possible and I will also contact them directly.

Soar Close - Anti-Social Behaviour

Councillor Billings asked for an item to be added to a future agenda regarding the benches that are currently at the end of Soar Close and their potential relocation. There has been a persistent problem with anti-social behaviour with people congregating on the benches and this is having an impact on residents in the vicinity. I have contacted the Police and they are going to monitor the situation and I have asked residents to ensure they report all issues however the Police suggested the Parish Council may wish to re-locate the benches to discourage the current behaviour.

S106 Monies

A summary of the availability of S106 monies relating to recent developments was presented.

RESOLVED that the report be noted.

(d) County Council Member Report

County Councillor Julie Patten attended the meeting and reported on County Council matters affecting the community and other local issues of interest including the position relating to the provision of a crossing for the St Modwen development, the removal of illegal house builder signs and the cleaning of road signs.

She also presented Councillor Jason Whittinghams apologies for not being able to attend the meeting on this occasion.

RESOLVED that the report be noted.

3121/19 Election of Finance Committee 2019/20

RESOLVED that a Finance Committee comprising all Members be appointed (Clerk/RFO also to attend)- Terms of reference – Delegated powers to discuss annual precept and budget setting process and put proposals to full Council. Quorum is 3 – Note RFO made a separate post filled by a Councillor (Who would attend in any case) - See min. no 3130/19.

3122/19 Other Committees Appointments

(a) Planning Committee and Complaints Committee

RESOLVED that the Planning Committee and the Complaints Committee be not reappointed.

(b) Hilton, Marston, and Hoon Neighbourhood Development Plan Steering Group

RESOLVED that Hilton, Marston and Hoon Neighbourhood Development Plan Steering Group be reclassified a “Working Group” and be no longer a Committee of the Parish Council.

3123/19 Review of Standing Orders

RESOLVED that the revised Standing Orders now presented be approved and adopted with immediate effect.

3124/19 **Review of Policies and Procedures**

RESOLVED that it be approved that individual Members or groups of Members as now agreed critically examine all policies and procedures apart from Standing Orders which have been revised (min.no. 3123/19 (above)) and report back to council with any suggested amendments.

3125/19 **Representatives to other Bodies 2019/20**

RESOLVED that the following appointments to other bodies for 2019/20 be approved –

Body	Appointed representative(s)
Etwall Area Meeting and Safer Neighbourhoods	Councillor S Stanton
Toyota Liaison	Councillors S Davies
The Mease Management Committee	Councillor C Cuddington
Marston on Dove Relief in need of charity	Councillor R Pollard
Flood Liaison	Councillor C Nield
DCC-Parish and town Council Liaison Forum	Councillor M Coney
SDDC-Joint Meeting with Parish Councils	Councillor S Campion

3126/19 **Minutes**

RESOLVED that the Minutes of the monthly meeting of the Parish Council held on 30 April 2019 and the Annual meeting held on 15 May 2019 be approved as true records and signed by the Chairman subject to a minor amendment relating to an incorrect cheque number.

3127/19 **Cancellation of PO Box, Registration of office address and purchase of letterbox**

RESOLVED that-

- (1) It be noted that the PO Box number has been cancelled and suppliers notified of the new postal address for the Parish Council.
- (2) Approval be given for the purchase of a post box for the office at a cost of approximately £99.95 inclusive of VAT.

3128/19 **Letter from Resident**

Members were informed of a letter received from a young resident proposing to produce old coke bottles as dog bag dispensers for use in areas of the village.

It was proposed that the scheme be approved for a three month trial.

RESOLVED that the scheme be approved for a three month trial.

3129/19 **Section 137 Grant applications**

Council considered the Section 137 grant applications that had been deferred at the February meeting and agreed as follows -.

Hilton Village Hall	Grant of £1200 for replacement door.
Hilton Dog walking Group	Grant of £300 for advertising/notices.
Hilton Youth Group	Grant of £750 for Air Hockey Table/Trip to indoor rock climbing and Rollerworld. Further consideration to be given to permanent Basket Ball nets/Storage at next meeting.

3130/19 **Recruitment of Clerk**

Council considered the arrangements for the recruitment of a new Clerk/RFO.

RESOLVED unanimously that –

- (1) For the time being the role of Clerk and RFO be split into two distinct roles with the role of RFO being declared unpaid and filled by Councillor R Pollard.
- (2) A job advert be drawn up and the position of Clerk be advertised widely as soon as possible (initially for 15 hours per week on a salary to be determined in-line with national pay scales) with a probationary period of 3 to 6 months.

3131/19 **Website, Facebook and Notice Boards**

RESOLVED that the Members of the Communications Working group consider arrangements for a new website, use of Facebook and notice boards and report back to Council.

3132/19 **Neighbourhood Development Planning**

Council were updated on the work around Neighbourhood Development Planning and the funding arrangements.

RESOLVED that the report be noted.

3133/19 **Report of the Clerk**

None to this meeting.

Finance

Council received a report on payments, receipts and other financial matters including a summary of the present position which was presented by the RFO.

Payments

Inv Date	Paid	Cheque No.	Payee / Supplier	Description	TOTAL
25/03/2019			R Pollard NDP costs - reimbursement	Survey Monkey - 4 months	140.00
25/03/2019			R Pollard NDP costs - reimbursement	Wordpress - website/domain name	84.00
25/03/2019			R Pollard NDP costs - reimbursement	Facebook advertising for survey	218.22
27/03/2019			C Cuddington NDP costs - reimbursement	Essential Print Services - VH display	214.85
27/03/2019			C Cuddington NDP costs - reimbursement	Blackfryers - Planning Consultant	1245.00
27/03/2019			C Cuddington NDP costs - reimbursement	Warwick Directories - 2 adverts/articles	72.00
27/03/2019			C Cuddington NDP costs - reimbursement	Warwick Directories - Leafelt Distribution	198.00
27/03/2019			C Cuddington NDP costs - reimbursement	Groundwork grant refund 2018/19	159.32
31/03/2019			Hilton Village Hall	Hire of room - March	95.42
14/04/2019			Hilton Primary school PTFA	Plant sales for village planters	100.00
26/04/2019			Massey's	2 stroke / padlocks	44.97
30/04/2019			Aucuba	Pitch / Grass maintenance	1533.46
30/04/2019			Sterilising Services	Water testing service	68.39
30/04/2019			Rainbow Waste Management	General/green waste collection	220.13
30/04/2019			Hilton Village Hall	Hire of room - April	105.92
01/05/2019			APS	Maint of PC Office CCTV /access system	802.80
01/05/2019	Paid	DD	EON	Electricity Back Lane Pavilion	112.00
01/05/2019	Paid	DD	EON	Electricity PC Office	101.00
01/05/2019	Paid	DD	Toyota	Parish Council van	239.24
03/05/2019			Cromwell	Safety boots	56.30
02/05/2019	Paid	BACS	RD Smith Carrbrook Garden Machinery	Repairs to Mower	27.00
04/05/2019	Paid	BACS	DALC	Annual subscription	905.39
09/05/2019			Streetscape	Gate for Village Green play area	1842.00
10/05/2019	Paid	DD	UK Fuels	Van Fuel	50.00
13/05/2019	Paid	BACS	Zurich Insurance	Annual PC insurance	4973.12
15/05/2019			A Sharpe Locum Clerk	Support for 15 May PC meeting	109.10
16/05/2019			Castle Water	Water supply to PC Offices 1/4/17-31/7/19	1739.49
16/05/2019	Paid	DD	NEST	Staff monthly pension contribution	321.06
29/05/2019		BACS	Staff	Monthly salary	3452.58
					19230.76

Additional payment of outstanding invoice to Locum Clerk approved at the Annual meeting (min no 3114/19) was noted and approved.

Receipts

Date	Name	Description	TOTAL
08/04/2019	Pitch Hire	Pitch Hire	103.00
08/04/2019	Pitch Hire	Pitch Hire	96.00
11/04/2019	Pitch Hire	Pitch Hire	234.00
18/04/2019	Pitch Hire		50.00
25/04/2019	EON	Refund overpayments	737.54
25/04/2019	Pitch Hire	Pitch Hire	175.00
29/04/2019	Derbyshire CC	Footpath clearance refund	316.00
30/04/2019	Pitch Hire	Pitch Hire	250.00
05/04/2019	SDDC	2019/20 Precept 50% / Grant	91934.00
18/04/2019	SDDC	Refund of expenses 2018/19	29364.00
			123259.54
07/05/2019	VAT	Refund 2018/19	11535.24
			11535.24

Statement on the cash/bank position is:

Cash in hand £ 1132
Bank £114687
TOTAL £115819

This has been reconciled to the bank statement as at 21 May 2019.

1. Ratification that £30,000 of funds is earmarked for the Scout Hut extension, as per PC minutes 25th January 2017 and signing of Veolia funding forms.

2. A permanent reserve of £20,000 to be earmarked in case of a delay in receipt of the precept. This is based on 3 months of essential/committed costs.

3. A cash flow forecast was be presented for information

4. Proposal to remove the need for staff to use time cards and clock in every day.

RESOLVED that the payments, receipts and proposals detailed above be approved.

3135/19

Planning

Council considered the following Planning Applications and made the following comments/ objections for submission to the Planning Authority -

9/2019/0379	The Mandarin Chinese Restaurant Land adjacent to Eggington Road – approval of reserved matters for 34 dwellings	Comments to be submitted in line with the Neighbourhood Plan steering Group “emerging plan”. Suggested amendments re car parking space direction and increasing security by way of a 1.8 m close boarded fence.
9/2019/0419	Land at SK2430 7995 Derby Road – approval of reserved matters for 45 dwellings.	Comments to be agreed with Councillors by deadline of 14 June 2019 using Local Plan data, Parking issues and access problems.

Councillor Cuddington, having previously declared an interest in 9/2019/0419 took no part in the decision.

3136/19

Date and Time of Next Meeting

It was **NOTED** that the next meeting of the Parish Council would be held at Hilton Village Hall on Wednesday 26 June 2019 commencing at 7.00 pm.