

Hilton Parish Council

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

Tel Office: 01283 730969

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You are summoned to attend the **Meeting of Hilton Parish Council**

to be held on **Wednesday 26th June 2019** at 7.00 pm at Hilton Village Hall.

Yours sincerely

Charles Cuddington

Chairman of the Parish Council

20 June 2019

AGENDA

1. To receive apologies for absence
2. Variation of the Order of Business
3. Declaration of Members' Interests

To declare any Personal and Disclosable Pecuniary Interests in items on the agenda and their nature.

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. To confirm the minutes of the Hilton Parish Council Meeting held on 29 May 2019

6. **Review of Policies and Procedures**

a) Policies for review and adoption:

Code of Conduct Order
Financial Regulations
Financial Risk Assessment Policy
General Revenue Statement
Internal Control Policy
Freedom of Information Policy
Freedom of Information Publication Scheme
Eligibility of a Hilton Parish Councillor
Roles and Responsibilities of a Hilton Parish Councillor
Press and Media policy
Protocol on filming and recording Parish Council Meetings
Public Participation at Meetings Protocol
Social Media Policy
Transparency Policy
Community Engagement Policy
Complaints Procedure
CCTV Policy and Procedure
H&S Policy

b) Policies deferred for review; adoption of existing policies

Staff & Councillor Training Policy
Employee Handbook
Employer Policies and Procedures
GDPR Data Protection Policy
GDPR Privacy Statement
GDPR Retention and Destruction Policy

7. **Bench near Soar Close**

Request from Police to remove.

8. **Post Box status and further ratification**

9. **Dog Poo Bag Dispensers status**

10. **Clerk Applications**

Number received, shortlisting and interview timing.

11. **Hanging baskets, troughs etc.**

Adoption of Councillor Coney's paper.

12. **Memorial Meadow Lease status**

13. **Website**

Proposal and costings.

14. **Parish Council Van**

15. **Report of Representatives to other Bodies**

- Etwall Area Meeting and Safer Neighbourhoods – Councillors Campion and Stanton
- The Mease Management Committee – Councillor Cuddington

16. **Neighbourhood Development Planning**

Report on meeting on 13 June 2019.

17. **Clerk's Report** – None to this meeting.

18. **Derbyshire Association of Local Councils**

19. **Finance Report**

Summary of Expenses

| Inv Date | Paid | Payee / Supplier | Description | TOTAL |
|------------|------------|--------------------------|---------------------------------------|----------|
| 16/04/2019 | | Mars Group | Mease Burglary Costs re:ins Claim | 2232.00 |
| 22/05/2019 | 22/05/2019 | Personnel Solutions | Monthly subscription | 120.00 |
| 31/05/2019 | 31/05/2019 | Toyota | Parish Council van | 239.24 |
| 31/05/2019 | | Aucuba | Pitch / Grass maintenance | 1085.86 |
| 31/05/2019 | | Sterilising Services | 6 monthly check Legionella | 107.98 |
| 31/05/2019 | | Village Hall | Room Hire May | 105.92 |
| 31/05/2019 | | Rainbow Waste Management | May waste collection | 155.09 |
| 02/06/2019 | 10/06/2019 | UK Fuels | Van Fuel | 20.67 |
| 03/06/2019 | 03/06/2019 | EON | Electricity Back Lane Pavilion | 112.00 |
| 03/06/2019 | 03/06/2019 | EON | Electricity PC Office | 101.00 |
| 04/06/2019 | 04/06/2019 | BT | Phone PC Office | 166.86 |
| 04/06/2019 | 04/06/2019 | Rainbow Waste Management | March invoice - o/s. Monthly contract | 171.02 |
| 05/06/2019 | | Payroo | Payroll app subscription | 12.00 |
| 05/06/2019 | | S Campion | Post Box for PC Office | 119.00 |
| 06/06/2019 | 06/06/2019 | HMRC | PAYE/NI May Payroll | 656.32 |
| 06/06/2019 | 06/06/2019 | Hilton Youth Group | s137 Grant | 750.00 |
| 06/06/2019 | 06/06/2019 | Hilton Village Hall | s137 Grant | 1200.00 |
| 06/06/2019 | 06/06/2019 | HMRC | PAYE/NI June Payroll | 655.92 |
| 06/06/2019 | | Mark Coney | Litter Pickers for 3rd Party use | 21.90 |
| 07/06/2019 | | A Sharpe Locum Clerk | Clerk support 29 May meeting | 171.60 |
| 13/06/2019 | | R Pollard | Additional 2 sets keys - PC Office | 25.00 |
| 14/06/2019 | 14/06/2019 | NEST | Staff monthly pension contribution | 321.06 |
| 14/06/2019 | 14/06/2019 | Hilton Dog Walkers | s137 Grant | 300.00 |
| 29/06/2019 | | Salaries | Monthly salary | 3452.98 |
| | | | | 12303.42 |

Summary of Receipts

| Date | Name | Description | TOTAL | SDDC/D | Pitch Hi | VAT | Other |
|------------|---------------|--------------------|----------|--------|----------|--------|-------|
| 10/06/2019 | Pitch Hire | Pitch Hire | 75.00 | | 75 | | |
| 10/06/2019 | Pitch Hire | Pitch Hire | 150.00 | | 150 | | |
| 13/06/2019 | Pitch Hire | Pitch Hire | 50.00 | | 50 | | |
| 13/06/2019 | Pitch Hire | Pitch Hire | 150.00 | | 150 | | |
| 13/06/2019 | Pitch Hire | Pitch Hire | 117.00 | | 117 | | |
| 13/06/2019 | Pitch Hire | Pitch Hire | 25.00 | | 25 | | |
| 13/06/2019 | Western Power | Wayleaves | 8.05 | | | | 8.05 |
| 14/06/2019 | Pitch Hire | Pitch Hire | 125.00 | | 125 | | |
| 14/06/2019 | Pitch Hire | Pitch Hire | 308.00 | | 308 | | |
| 17/06/2019 | HMRC | VAT refund Apr/May | 9277.70 | | | 9277.7 | |
| 17/06/2019 | Pitch Hire | Pitch Hire | 225.00 | | 225 | | |
| | | | 10510.75 | 0 | 1225 | 9277.7 | 8.05 |

Statement on the cash/bank position is:

Cash in hand £ 271

Bank £113564

TOTAL £113835

This has been reconciled to the bank statement as at 19 June 2019.

Analysis of Electricity Usage and Proposal for looking at reductions.

20. Planning Matters for Decision.

- a) 9/2019/0626 1, Mill Lane The crown reduction of a Cedar tree covered by South Derbyshire District Council Tree Preservation Order No. 161AT

21. Statement from Councillor Watson

22. Date of the next meeting.

7.00pm on **31st July 2019** at the Hilton Village Hall