

**Hilton Parish Council**  
PO BOX 8094, Swadlincote, Derbyshire. DE11 1FR  
Tel: Office 01283 730969  
Email: [clerk@hiltonparishcouncil.org.uk](mailto:clerk@hiltonparishcouncil.org.uk)  
Website: [www.hiltonparishcouncil.org.uk](http://www.hiltonparishcouncil.org.uk)

Date: 19.04.2018

**You are hereby summoned to attend the next Meeting of Hilton Parish Council to be held at 7pm on Wednesday 25.04.2018 at Hilton Village Hall.**

**Members of the Public and Press are welcome to attend. Members of the Public may make representation to the Council under item 5 Public Speaking according to the Council's Standing Orders**

Yours sincerely

*CM Orme*

Mrs Clare Orme  
Clerk to Hilton Parish Council

#### **AGENDA**

- 1. To receive apologies for absence**
- 2. Co-Option of a Councillor**
- 3. Variation of the Order of Business**
- 4. 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.
- 5. 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.
- 6. Chairpersons Report**
- 7. To confirm the minutes of the Hilton Parish Council Meeting held on 28.03.2018.**
- 8. Neighbourhood Development Planning – Cllr Cuddington & Cllr Brundish**
  - a) Minutes of the meeting held on 16.04.2018
  - b) Approval from the Parish Council to support extra housing in the period 2028-2035 and approval to seek to assess or allocate sites.

## 9. Communication Plan

- Approval of the Community Engagement Policy and Plan

## 10. Reports from Councillors that have attended any other Meetings.

- a) SDDC – Flood Liaison Meeting to be held on 20.06.2018 commencing at 10am at the Council Chambers, Civic Offices, Swadlincote

## 11. Clerk's Reports

- a) Request from Rev Murphie for the Parish Council to help the church pay towards the purchase and installation of a defibrillator - Previously reported under minute number 2140/18, 2159/18
- b) Approval of the Public Participation at Parish Council Meetings Procedure
- c) Letter from Hilton Primary School regarding the School Crossing Patrol – Previously Reported under minute number 2161/18
- d) Ratification for the Youth Group to book the Sportsmobile on 23.08.2018 from 6pm to 8pm on Back Lane Playing Field
- e) Update on the Village Clock – Previously reported under minute number 2161/18
- f) Derbyshire Lamp post poppies campaign
- g) Temporary Road Closure for the Hilton Fun Run on 20.05.2018 - Derby Road, Hilton with the junction with Uttoxeter Road to the traffic island adjoining The Mease and The Mease to the traffic island at the Hilton Business Park shall be closed to all vehicular traffic including motor and pedal cycles during 20.05.2018
- h) Parish Council Van – booked in the garage from 01.05.2018 regarding a steering rack fluid problem under warranty. A hire van will be supplied to the Parish Council whilst this situation is resolved.
- i) Back Lane Pavilion – Purchase of lockable toilet roll holders and soap dispensers
- j) End of year pitch maintenance
  - i. Main Pitch – Reseed centre circle £98.53
  - ii. Selective weed kill 2 x pitches £345.00
  - iii. Fertilise 2 x pitches £450.85
  - iv. Re-turf goal mouth Main Pitch Only £250.00, small pitch does not require re turfing
  - v. Roll pitches x 2 £160.00
  - vi. Total pitch maintenance £1,304.38
  - vii. Selective weed kill triangle by table tennis tables £98.60
- k) GDPR information for approval
  - i. Data Protection Policy
  - ii. Privacy Notice
  - iii. Retention of Documents Policy
  - iv. Consent Form
    1. Councillors
    2. Staff
    3. Hirers
    4. Residents
  - v. Destroyed Records Audit Form
  - vi. Kept Records Audit Form

## 12. Derbyshire Association of Local Councils

### a) DALC Circular 05/2018

- General Data Protection Regulations
- DALC Spring Seminar – 17 April 2018
- Review of Local Government Ethical Standards

- Internal and External Audit 2017/18
- DALC Survey
- MP's Lobby

### 13. Finance

#### a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
003265	Hilton Dog Walking Group	Parish Grant	300.00	Section 137
003266	Hilton Gardening Club	Parish Grant	350.00	Section 137
003267	Writers Block	Parish Grant	500.00	Section 137
003268	Hilton Party on the Park	Parish Grant	244.98	Section 137
003269	Hilton Village Hall	Parish Grant	441.37	Section 137
003270	DALC	Subscription	1,068.15	
003271	HPTFA	Plants	104.00	
003272	Smith of Derby	Village Clock 50% deposit	6838.80	
003273	DART Ltd	PA1 & PA6A weed spraying training	355.50	
003274	Hilton Village Hall	Room Hire Parish Council, Room Hire NDPG	143.12	
003275	Zurich Municipal	Building, contend, public liability, employee liability etc	4,915.30	
003276	Payroo Ltd	Payroll Fees end of year filing 2017/2018	55.20	
003277	Aucuba Landscapes Ltd	Village Hall Contract, spiking of 2 x pitches, Hedge Cutting, Mill Lane, Meadow Lane, Back Lane Playing Fields. Inc free work	953.68	
003278	Sterilizing Services	Water Testing Back Lane Pavilion and PC Office	68.39	
003279	Cromwell	Cleaning items for the Back lane Pavilion	34.40	
003280	Cromwell	PPE and Equipment	195.71	
Card	Able Group	Blocked sewer drain on site	198.00	
Card	Currys	Keyboard and Extension lead	26.98	

Card	Wickes	Paint and Brushes for the Back Lane Pavilion maintenance	38.59	
Card	Rural Action Derbyshire	Play Inspection Training for the Groundsman	102.00	

**b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003281 for the Inland Revenue**

<b>Description</b>	<b>Amount</b>
Salaries, Tax NICs, Redundancy, Expenses etc	£7,470.16
NEST Staff Pension	£460.88

**c) Unaudited Accounts for approval from 01.04.2017 to 31.03.2018**

Current Account	16,306.16
Reserve Account	45,666.35
Less Unpresented Cheques	<u>-10,247.22</u>
<b>TOTAL</b>	<b><u>51,725.29</u></b>

**Other income for approval**

55	Football Pitch Hire	055	Football Pitch Hire	Hilton Athletic	138.00
56	Memorial Meadow	056	Plaque, engraved & fitting	Name Removed	75.00
57	Astro Turf Hire	057	Astro Turf Hire	LEISURE LEAGUES	150.00
58	Astro Turf Hire	058	Astro Turf Hire	JOHN PORT OLD BOYS	156.00
59	Football Pitch Hire	059	Football Pitch Hire	Hilton Harriers	72.00
60	Astro Turf Hire	060	Astro Turf Hire	Little Stars	70.00
61	Astro Turf Hire	061	Astro Turf Hire	Name Removed	52.00
62	Astro Turf Hire	062	Astro Turf Hire	JOHN PORT OLD BOYS	130.00
63	Astro Turf Hire	063	Astro Turf Hire	Name Removed	25.00
64	Astro Turf Hire	064	Astro Turf Hire	Hilton Harriers	48.00
65	Astro Turf Hire	065	Astro Turf Hire	Hilton Harriers	12.00
66	Astro Turf Hire	066	Astro Turf Hire	Little Stars	40.00
67	Astro Turf Hire	067	Astro Turf Hire	Name Removed	130.00
68	Astro Turf Hire	068	Astro Turf Hire	Rocester FC	78.00
69	Football Pitch Hire	069	Football Pitch Hire	KINGS HEAD FC	92.00
70	Astro Turf Hire	070	Astro Turf Hire	Name Removed	125.00
71	Astro Turf Hire	071	Astro Turf Hire	Name Removed	104.00
72	Astro Turf Hire	072	Astro Turf Hire	Name Removed	130.00
73	Football Pitch Hire	073	Football Pitch Hire	AFC HILTON	74.00
74	Football Pitch Hire	074	Football Pitch Hire	AFC HILTON	43.00
75	Concurrent Functions	075	Minor Maint SCHEME 2017/2018	Derbyshire County Council	315.00
76	Astro Turf Hire	076	Astro Turf Hire	JOHN PORT OLD BOYS	52.00
77	Van	077	Refund INSURANCE	Swinton Insurance	104.23
78	Concurrent Functions	078	Concurrent Exp 2017/2018	South Derbyshire District Council	28,788.00

**Other Expenditure for approval – Direct Debits**

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	NET	VAT	Total
333	Van	02/01/2018	Current Account	DD	Van Insurance	Swinton Insurance	245.61	0.00	245.61
334	Electricity	02/01/2018	Current Account	DD	Electricity	Eon	87.62	4.38	92.00
336	Electricity	09/01/2018	Current Account	DD	Electricity	Eon	254.29	12.71	267.00
337	Van	18/01/2018	Current Account	DD	Van Service	Toyota	154.17	30.83	185.00
338	General Admin	22/01/2018	Current Account	DD	HR Support	Personnel Advice & Solutions Ltd	100.00	20.00	120.00
340	Van	29/01/2018	Current Account	DD	Van Lease Agreement	Toyota	199.37	39.87	239.24
346	Van	31/01/2018	Current Account	DD	Van Lease Agreement	Toyota	199.37	39.87	239.24
347	Electricity	01/02/2018	Current Account	DD	Electricity	Eon	254.29	12.71	267.00
348	Electricity	01/02/2018	Current Account	DD	Electricity	Eon	87.62	4.38	92.00
349	General Admin	16/02/2018	Current Account	Charges	Bank Charges	Santander	64.00	0.00	64.00
350	HR Fees	22/02/2018	Current Account	DD	HR Support	Personnel Advice & Solutions Ltd	100.00	20.00	120.00
352	Van	28/02/2018	Current Account	DD	Van Lease Agreement	Toyota	199.37	39.87	239.24
357	Electricity	01/03/2018	Current Account	DD	Electricity	Eon	254.29	12.71	267.00
358	Electricity	01/03/2018	Current Account	DD	Electricity	Eon	87.62	4.38	92.00
359	Telephone	05/03/2018	Current Account	DD	Telephone	British Telecommunications	172.02	34.40	206.42
360	Equipment and PPE	06/03/2018	Current Account	CARD	Mower and strimmer service and repairs	Carr Brook Garden Machinery	495.15	0.00	495.15
361	General Admin	09/03/2018	Current Account	DD	Facebbok fee Poll	Code rubik inc.	86.10	0.00	86.10
362	Van	12/03/2018	Current Account	DD	Fuel	UK Fuels Ltd	33.34	6.67	40.01
363	Misc Maintenance	12/03/2018	Current Account	DD	Petrol	UK Fuels Ltd	18.98	3.80	22.78
364	HR Fees	22/03/2018	Current Account	DD	HR Support	Personnel Advice & Solutions Ltd	100.00	20.00	120.00
371	General Admin	05/01/2018	Current Account	DD	Bank Charges	Santander	32.00	0.00	32.00

- d) Review of the charges for the use of Parish Council facilities – Astro Turf, Astro Turf Lighting, Football Pitches, Back Lane Pavilion – Previously Reported under minute number 2142/18, 2161/18

#### 14. Items for Information

- a) SDDC Saturday Morning Refuse Collection Service dates - Main Street Car Park from 7.30am to 9.30am and The Mease 9.30am to 11am on:
  - i. 09.06.2018
  - ii. 28.07.2018
  - iii. 15.12.2018
- b) South Derbyshire Business Advice Service – Thinking of starting a business? – To be held at The Old Post Centre, High Street, Newhall, DE11 0HX on 12.06.2018 5.30pm to 8pm
- c) Swadlincote Wedding Fair to be held on 29.04.2018 11am to 3.30pm at Swadlincote Town Centre
- d) Swadlincote Jobs and Skills Fair to be held on 26.04.2018 at the Green Bank Leisure Centre, Swadlincote from 9am to 11am
- e) DCC – Proposed consultation on the future of the Mobile Library Service Public Consultation to commence on 07.05.2018
- f) DCC News – Council pulling out all the stops to fix county potholes
- g) Email from Hilton Village Hall thanking the Parish Council for the small Grant under Section 137
- h) Digital Derbyshire – Information regarding discount tickets to enjoy the vintage bike ride and associated festival
- i) Cllr Michael Stanton The Chair of SDDC will be hosting a concert on 21.04.2018 to raise funds for the DLR Air Ambulance. Tickets are £9.00 contact 01283 222848

#### **15. Planning Matters for Decision**

- a) 9/2018/0381 - 1 LANCASTER DRIVE HILTON DERBY DERBYSHIRE DE65 5JQ - THE ERECTION OF AN EXTENSION
- b) 9/2018/0372 - 6 ALDERS BROOK HILTON DERBY DERBYSHIRE DE65 5HF - THE CONVERSION OF THE INTEGRAL GARAGE INTO LIVING ACCOMMODATION
- c) 9/2018/0322 - PART OF HILTON DEPOT SITE LAND SOUTH OF THE MEASE THE MEASE HILTON DERBY DE65 5FJ - APPROVAL OF RESERVED MATTERS (APPEARANCE, LANDSCAPING, LAYOUT AND SCALE) OF OUTLINE PERMISSION REF. 9/2013/1044 FOR ERECTION OF 177 DWELLINGS AND CREATION OF ASSOCIATED ROADS AND INFRASTRUCTURE (RESIDENTIAL PHASE 2)
- d) 9/2018/0256 - HILTON BUSINESS PARK LAND SOUTH OF THE MEASE HILTON DERBY DERBYSHIRE - APPROVAL OF RESERVED MATTERS FOR ACCESS, LAYOUT, SCALE, APPEARANCE & LANDSCAPING OF OUTLINE PERMISSION REF. 9/2013/1044 (FOR THE COMMERCIAL DEVELOPMENT PHASE COMPRISING SIX EMPLOYMENT UNITS FOR USE AS OFFICES (USE CLASS B1(a)), LIGHT INDUSTRY (USE CLASS B1(c)), GENERAL INDUSTRY (USE CLASS B2) AND/OR STORAGE AND DISTRIBUTION (USE CLASS B8)) – **No Extension requested out of time as of 25.04.2018**

#### **16. To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public.**

#### **17. Correspondence received, questions/complaints and replies sent**

#### **18. Staff Matters**

- a) Booked Staff Training – play inspections and weed spraying
- b) Other Staff matters

#### **19. Date of the next meeting**

The date of the next monthly Hilton Parish Council Meeting is to be confirmed as 30<sup>th</sup> May 2018 at Hilton Village Hall commencing at 7pm.