

**Hilton Parish Council**  
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Date: 21.05.2018

**You are summoned to attend the Annual Parish Council Meeting to be held at 7pm on Wednesday 30<sup>th</sup> May 2018 at Hilton Village Hall.**

Yours sincerely

*CM Orme*

Mrs Clare Orme  
Clerk to Hilton Parish Council

## **AGENDA**

- 1. Election of the Chairperson for the year 2018/2019, the completion of the Declaration of Acceptance of Office and any amendments to the Register of Members Interests**
- 2. Election of the Vice Chairperson for the year 2018/2019, the completion of the Declaration of Acceptance of Office and any amendments to the Register of Members Interests**
- 3. To receive apologies for absence**
- 4. Co-Option of a Councillor**
- 5. Variation of the Order of Business**
- 6. 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.
- 7. 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.
- 8. Chairpersons Report 2017/2018**
- 9. Election of Committees and their Terms of Reference for the year 2018/2019**
  - a. **Finance Committee – All Councillors and the Clerk/RFO**

Terms of reference – The Finance Committee have delegated powers to discuss the Annual Precept and Budget Setting process and put proposals forward to a full Parish Council meeting for a final decision to be made. The Quorum for the Finance Committee Meeting is 3 Councillors.
  - b. **Planning Committee**

Terms of reference – The Planning Committee will consist of 3 Councillors. The Planning committee will have delegated executive powers to consider householder planning applications pertaining to Hilton Parish and can respond to SDDC or DCC between Parish Council Meetings if required, reporting any information back to the Council at their next available meeting . Planning applications which may affect the overall environment or atmosphere of Hilton shall be referred to the full Parish Council. The Quorum for the Planning Committee is 2 Councillors.

**c. Complaints Committee**

Terms of reference – The Complaints Committee will consist of 3 out of 9 Councillors who will be chosen as required. The Complaints Committee will have delegated executive powers to consider and make recommendations on any complaints received which falls under the approved Complaints Policy. The Complaints Committee will report its deliberations and agreements to the Full Council at their next available full Council Meeting. The quorum for the Complaints Committee will be 2 Councillors.

**d. Hilton, Marston, Hoon Neighbourhood Development Plan Steering Group – Cllr Cuddington and Cllr Brundish representing Hilton Parish Council**

Hilton Parish Council delegates executive powers of the following responsibility to the Hilton, Marston, Hoon Neighbourhood Development Plan (HMNDP) Steering Group: The Steering Group shall undertake the development of a Hilton Neighbourhood Development Plan (NDP) within the stated objective and shall involve parishioners/residents in the preparation of the NDP as fully as possible

- a. The Steering Group has full delegated authority from Hilton Parish Council to deliver its plan up to and including publication of the Consultation Draft Plan. The Group will report monthly (by no later than the 20<sup>th</sup> of each month) to Hilton Parish Council (by way of email to the Clerk of Hilton Parish Council: clerk@hiltonparishcouncil.org.uk), setting out progress on its work. Hilton Parish Council will approve the Submission Draft NDP prior to publication for consultation and independent examination.
- b. The plan-making process remains the responsibility of Hilton Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of Hilton Parish Council with appropriate recognition of Hilton Parish Council's position given in all communications associated with the project.

**10. Election of Representatives to other Bodies for the year 2018/2019**

- Etwall Area Meeting and Safer Neighbourhoods – **1 member of Hilton Parish Council to be agreed**
  - a. **The next Etwall Area Forum to be held on 06.06.2018 at Hilton Village Hall commencing at 6.30pm**
- Toyota Liaison – **Chair and Vice Chair to be confirmed**
- The Mease Management Committee – **1 member of Hilton Parish Council to be agreed**
- Marston on Dove Relief in Need Charity – **1 Member of Hilton Parish Council to be agreed**
- Flood Liaison – **1 member of Hilton Parish Council to be agreed**
  - a. **Approval for Cllr Cuddington to attend the meeting to be held at the Council Chamber at Swadlincote on 20.06.2018 commencing at 10am on behalf of Hilton Parish Council**
- DCC – Parish and Town Liaison Forum – **1 member of Hilton Parish Council to be agreed**
- SDDC – Joint Meeting with Parish Councils – **1 member of Hilton Parish Council to be agreed**

**11. To confirm the minutes of the Hilton Parish Council Meeting held on 25.04.2018.**

**12. To confirm the minutes of the Annual Parish Meeting held on 17.05.2018**

**13. To confirm the minutes of the Extraordinary Parish Council Meeting held on 25.05.2018**

**14. Completion of the Declaration of Acceptance of Office for all other Members of Hilton Parish Council and completion of any amendments to the Register of Members Interests.**

**15. Adoption of the following Hilton Parish Council Policies and Procedures.**

- a. Code of Conduct Order for the year 2018/2019 -New Version
- b. Financial Regulations for the year 2018/2019
- c. Financial Risk Assessment Policy for 2018/2019 – New
- d. General Revenue Statement for 2018/2019 - New
- e. Internal Control Policy for the year 2018/2019
- f. Standing Orders for the year 2018/2019 – New Model Version
- g. Complaints Procedure for the year 2018/2019 – New Version
- h. H&S Policy of intent for the year 2018/2019
- i. Freedom of information Policy for the year 2018/2019
- j. Freedom of Information Publication Scheme 2018/2019
- k. Eligibility of a Hilton Parish Councillor for the year 2018/2019 – New
- l. Press & Media Policy for 2018/2019 – New
- m. Protocol on filming and recording Parish Council Meetings for the year 2018/2019 – New
- n. Public Participation at Meetings Protocol for the year 2018/2019 – New
- o. Roles and Responsibilities of a Hilton Parish Councillor for the year 2018/2019 – New
- p. Social Media Policy for the year 2018/2019 – New
- q. Staff & Councillor Training Policy for the year 2018/2019 – New
- r. Transparency Policy for the year 2018/2019 – New
- s. Employee Hand Book for the year 2018/2019
- t. Employer Policies and Procedures 2018/2019
- u. CCTV Policy and Procedure 2018/2019
- v. GDPR Data Protection Policy
- w. GDPR Privacy Statement
- x. GDPR Retention and Destruction Policy

**16. Approval of the following Risk Assessments**

- a. Astro Turf
- b. Play Area – Hilton Village Hall Site
- c. Play Area – Main Street/Mill Lane
- d. Skate Park – Hilton Village Hall Site
- e. Football Pitches – Back Lane
- f. Back Lane Pavilion
- g. Parish Council Office
- h. Parish Council Garages
- i. Lone Workers
- j. Cleaning Chemicals – Office and Pavilion
- k. Slip, Trips and Falls
- l. First Aid
- m. Manual Handling
- n. Mowing and Strimming
- o. Needle Sticks
- p. Waste Handling
- q. Spraying Herbicide
- r. Planting of flower beds
- s. Hedge Cutting
- t. Working on ladders
- u. Violence

**17. Neighbourhood Development Planning – Cllr Cuddington & Cllr Brundish**

- a) Minutes of the meeting held on 14.05.2018 for information
- b) Report from Cllr Cuddington

**18. Communication Plan**

- Approval for Cllr Campion to help Cllr Brundish with posting on Facebook
- Forums & Village Hall Coffee Mornings
  - Who will be in attendance
  - Advertising the events
  - Stall at Party on the Park to advertise the Parish Council

## 19. Clerk's Reports

- a) DCC – Libraries for Derbyshire: Public Library Service Strategy Consultation
- b) Copy Letter received from Hilton Primary School and a further email after the acknowledgement of the first letter received, regarding the School Crossing Patrol & DCC letter of the same – Previously Reported under minute number 2161/18, 2178/18
- c) Derbyshire Lamp post poppies campaign, approval to purchase 18 poppies for the Parish Council and to give Cllr Darlington delegated Powers to take this forward along with the centenary celebrations – Previously reported under minute number 2178/18
- d) Update on the replacement Village Clock – Previously reported under minute number 2178/18
- e) Back Lane Pavilion – hand dryers and installation
- f) Cultivation License Application – Received from DCC 03.05.2018 with 14 days to respond - Further information requested but not received
- g) Local Green Space Plan: Sustainability Appraisal Scoping Report – Regarding the draft report
- h) SDDC undertaking a review of their Statement of Licensing Policy and Local Area Profile Plan
- i) Hilton Primary School – Permission to use the Main Street Play Area on 08.06.2018

## 20. Derbyshire Association of Local Councils

### a) DALC Circular 06/2018

- External Audit News
- Neighbourhood Planning Support Grant
- Section 137 Allowance for 2018-19
- GDPR Update
- Updated Model Standing Orders and Legal Topic Notes 1,2,5,8, and 87
- Free Webinar: 'Community Organising' Training 24<sup>th</sup> April
- Project Management Training – 23 May 2018
- Councillor Essential Training – 21 June 2018

### b) DALC Circular 07/2018

- GDPR – Local Councils will most likely not need to appoint a DPO
- GDPR – Guidance on keeping contact lists up to date
- GDPR – a bit of light relief!!!
- Update on Data Protection Fees
- Potential Issue with PWLB balances
- National Grid Gas
- Planning and Building Control – Survey
- Publication: A guide to effective partnership working between principal and local councils

## 21. Finance

### a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
003283	Hilton Village Hall	Room Hire - 12.04.2018,	216.75	

		16.04.2018, 18.04.2018, 25.04.2018		
003284	Cromwell	Replace Chq 003279 & 003280	230.11	
003286	R Massey & Son	Re Chq 003282	4.00	
003287	I Fraser	Internal Audit 2017/2018	175.00	
003288	Sterilizing Services	Water Testing Back Lane Pavilion and Parish Office	68.39	
003289	Aps Security and Fire	Annual Maintenance Contract – CCTV and Access control to the office	750.00	
003290	Cromwell	T Roll dispensers and Soap Dispensers, blue Jumbo Roll, Bulk Fill Soap, 1 pair of work boots for Lengthsman and Floor cleaner	355.12	
003292	Aucuba Landscapes	Maintenance Hilton Village Hall Contract	479.99	

**b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003291 for the Inland Revenue**

<b>Description</b>	<b>Amount</b>
Salaries, Tax NICs, Redundancy, Expenses etc	£7,748.65
NEST Staff Pension	£460.88
Parish Allowance Replace Chq 003259 with 003285	£416.00

**22. Section 1 – Annual Return - Annual Governance Statement 2017/2018 for approval**

- a. Consider the findings of the Review of the effectiveness of the systems of Internal Control by the members meeting as a whole and
- b. Consider the system of Internal Audit that has been in place between 01.04.2017 and 31.03.2018 before confirming compliance with assertion 2 and 6 of the Annual Governance Statement and
- c. Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statement

**23. Section 2 – Annual Return – Accounting Statement 2017/2018**

- d. Consider the Accounting Statement by the members meeting as a whole
- e. Approve the Accounting Statement by resolution and
- f. Ensure the Accounting statements are signed and dated by the person presiding at the meeting at which that approval is given

Current Account 16,306.16

Reserve Account	45,666.35
Less unrepresented chq's	<u>(9,897.22)</u>
<b>Total</b>	<b><u>52,075.29</u></b>

**24. Annual Internal Audit Report 2017/2018 for approval**

- g. Consider the system of Internal Audit that has been in place during 2017/2018**

**25. Items for Information**

- a) Clerks and Council Direct Magazine May 2018
- b) Get Active in the Forest – Nordic Walking at Elvaston Castle every Wednesday from 10am
- c) HAGS – Product information
- d) SDDC – Response for information re Adoption of Section 27 of Policing and Crime Act 2009 – Licensing of Sexual Entertainment Venues
- e) Cllr Patten – Update on the removal of the Den in the woodland area on The Mease
- f) SDDC – 50 Ways to make food good
- g) Derbyshire Police – Share your views The 2018 National Rural Crime Survey – [www.derbyshire-pcc.gov.uk/RuralCrimeSurvey](http://www.derbyshire-pcc.gov.uk/RuralCrimeSurvey)

**26. Planning Matters for Decision**

- a) 9/2018/0536 - 64 HUMBER STREET HILTON DERBY DERBYSHIRE DE65 5NW - PROPOSED SINGLE STOREY REAR EXTENSION, WITH EAVES OF 2.4 METRES AND MAXIMUM HEIGHT OF 3.5 METRES EXTENDING 5.0 METRES FROM THE REAR WALL
- b) 9/2018/0420 - 2 KYLE ROAD HILTON DERBY DERBYSHIRE DE65 5JY - THE ERECTION OF AN EXTENSION AND ALTERATION TO AT – **Out of Time to comment closing date 11.05.2018, No extension requested**

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

**28. Update on complaint received 18.05.2018 hand delivered to the Chair**

**29. Date of the next meeting**

The date of the next monthly Hilton Parish Council Meeting is to be confirmed as 27<sup>th</sup> June 2018 at Hilton Village Hall commencing at 7pm.