

Hilton Parish Council
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Date: 20.08.2018

You are hereby summoned to attend the next Meeting of Hilton Parish Council to be held at 7pm on Wednesday 26th September 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. 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 minutes of the Hilton Parish Council Meeting held on 25th July 2018. Prior to the Council approval of the minute's clarification/ratification is required on the following matters:

- a) **Clarification/Ratification of which Councillors sit on the Engagement Committee – minute ref 2261/18/B**
- b) **Clarification/Ratification that any Councillor wishing to join a Parish Council Committee must inform the Clerk for it to be added to the appropriate agenda – minute ref 2261/18/B**

- c) **Clarification/ratification that the mobile phone for the Councillors is a donated phone which will have a pay as you go sim card and will be shared around the Councillors on a month by month basis – minute ref 2269/18**
7. **Cllr Cuddington to make apology to the Clerk**
 8. **Planning & Highways Committee – Cllr Cooper, Cllr Smith and Cllr Johnson-Beale**
 - a) **Minutes of the meeting held on 22.08.2018 for information only**
 - b) **Statement of Community Involvement Consultation Questionnaire for information only**
 - c) **Approval of the Terms of Reference for the Planning & Highways Committee.**
 9. **Other Planning Matters for Decision**
 - a) 9/2018/0888 - LAND TO THE SOUTH OF THE MEASE HILTON DERBY - APPROVAL OF RESERVED MATTERS (APPEARANCE, LANDSCAPING, LAYOUT AND SCALE) OF OUTLINE PERMISSION REF. 9/2013/1044 FOR ERECTION OF 160 DWELLINGS AND CREATION OF ASSOCIATED ROADS AND INFRASTRUCTURE (RESIDENTIAL PHASE 3)
 10. **Engagement Committee – Cllr Hudson, Cllr Darlington, Cllr Johnson-Beale and Cllr Campion**
 - a) **Minutes of the meeting held on 05.09.2018 for information only**
 - b) **Approval of the Terms of Reference for the Engagement Committee**
 - c) **Approval by the Council to produce/build our own new Parish Council website using Weebly**
 - d) **DCC – Snow Warden Scheme 2018 to be added to the Engagement Committee agenda for 03.10.2018**
 - e) **Q&A sheet 11.09.2018**
 11. **Neighbourhood Development Planning – Cllr Cuddington**
 - a) Minutes of the meeting held on 13.08.2018 for information only
 - b) Minutes of the meeting held on 10.09.2018 for Information only
 - c) Results of the Questionnaire for Information only
 - d) Traffic Survey update – Cllr Cuddington
 - e) Approval for Cllr Cuddington to take forward any questions to DCC in relation to the Traffic Survey on behalf of the Parish Council
 12. **Reports from Councillors that have attended any other Meetings.**
 - a) **The Mease Management Committee meeting held on 11.08.2018 for Information**
 - b) **The next Area Forum to be held on 09.10.2018 at Sutton on the Hill Village Hall – Approval of who will attend on behalf of Hilton Parish Council.**
 13. **Clerk's Reports**
 - a) Update on the Village Clock – Previously reported under minute number 2161/18, 2178/18, 2216/18, 2238/18, 2262/18 – Ratification to spend £1,845.65 plus VAT to remove the old base and relay a new base as per the manufacturers specification
 - b) Update Derbyshire Lamp post poppies campaign and an agreement for the Council to support the collaboration between the Big Red Poppy Campaign and World Food Day – Previously reported under minute number 2178/18, 2216/18, 2238/18, 2262/18
 - c) Back Lane Pavilion – hand dryers and installation – Previously reported under minute number 2216/18, 2238/18, 2262/18
 - d) Hilton Youth Group – Request for storage previously reported under minute number 2238/18, 2262/18
 - e) Approval of the Tree and Hedge Management Policy
 - f) Approval of the Hilton Parish Council Data Breach Policy

- g) Approval of the Hilton Parish Council Training Log
- h) Approval of the Hilton Parish Council Data Map
- i) Approval of the Model Publication Scheme Policy to replace the version adopted May 2018
- j) Hilton Youth Group – request to fix basket ball nets on the Astro Turf
- k) DCC – School Crossing Patrol Review of Services – following feedback they have decided not to proceed with this proposal, services will continue under present arrangements.
- l) Approval to purchase a laptop or desk top computer with antivirus package and office system for the Admin Assistant
- m) Memorial Meadow approval to go forward with either transfer of land or a long-term lease agreement
- n) Approval to commission SDDC to complete a full tree report on the following sites:
 - i. • Hilton Village Hall Site
 - ii. • Back Lane Playing Field including the woodland area at the bottom
 - iii. • The Village Green (formerly known as Main Street Play Area)
 - iv. • Roma’s Garden on Egginton Road

14. Derbyshire Association of Local Councils

a) DALC Circular 10/2018

- DALC ANNUAL EXECUTIVE MEETING & AGM – 2018 - The Annual Executive Committee Meeting and AGM will be held on Tuesday 9 October 2018 from 10am – 12.30pm in The Dave Mackay Lounge, Derby County Football Club, Pride Park, Derby DE24 8XL.

b) DALC Circular 11/2018

- DALC Executive Meeting and Annual General Meeting – 9th October 2018
- DALC Executive Vacancies
- Nominations are open for places on NALC’s Larger Councils Committee
- Civil Society Strategy announced
- Local Councils in favour of single, mandatory code of conduct
- Continued precept capping deferral recommended
- The Princes Countryside Fund
- Councils are being given the power to increase taxation on homes
- New fund launched to increase community-led affordable housing
- New East Midlands Women’s Awards
- Toilet tax makes national news
- Funding and Grants bulletin
- Training:
 - Certificate in Local Council Administration
 - Budgeting and financial management for Clerks
 - Finance and budgeting for Councillors

c) DALC Circular 12/2018

- Proposed update to DALC Constitution
- Wingerworth Parish Council awarded the Local Council Award Scheme (LCAS) Foundation Certificate
- Derbyshire Police - Councils’ Evening
- Message from the Surveillance Camera Commissioner
- Parish Precepts 2018/19 feedback
- Interview Skills – Getting the right staff – 7 November 2018
- DALC Executive Meeting and Annual General Meeting – 9 October 2018 – Pride Park

- Planning/Neighbourhood Planning Training – 6 November 2018
- Community Engagement Training – Clerks
- Community Engagement Training – Councillors
- Training & Events Diary

d) DALC AGM – Proposed changes to the DALC Constitution to be agreed at their AGM

15. Finance

a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
AUGUST 2018				
003319	Hilton Village Hall	Room Hire – Forum, PC Meeting and NDPG	103.36	
003320	Starboard Systems Ltd	Scribe 2000 Subscription	584.40	
003321	Royal Mail	P O Box number	330.00	
003322	John Port Spencer Academy	Printing - NDPG	47.98	
003323	Cancelled			
003324	Gordon Brown Law Firm LLP	Legal Fees	300.00	
003325	Aucuba Landscapes	Village Hall Site Contract	479.99	
003326	Heritage Wood	Plaque & Engraving	50.00	
003327	Sterilizing Services	Water Testing Back Lane Pavilion and Office	68.39	
003328	R Massey & Son	Galvanised Plate, shackles, bolts and nuts	16.54	
003329	Handy2Know	Mease Kitchen Refurbishment	1,000.00	
003331	Aucuba Landscapes	Romas Garden, The Village Green, Spike 2 pitches, line mark 2 pitches	673.92	
SEPTEMBER 2018				
003332	Cancelled			
003333	Flint Bishop Solicitors	Legal Fees – Police Lease	1,440.00	
003334	Sterilizing Services	Water Testing Back Lane Pavilion and Office	96.59	
003335	Cromwell	Signage for the Garage and Van, sharpes	60.49	

		containers, latex gloves		
003336	Hilton Village Hall	Room Hire	123.76	
003337	Hilton Village Hall	Room Hire	23.86	
003338	PKF Littlejohn LLP	External Audit 2017/2018	720.00	
003339	Fairview Arborist	Remove broken branch from tree nature area	150.00	
003340	R Darlington	Labels, Printer ink, posters, acrylic spray,	122.82	
003341	Aucuba Landscapes	Village Hall Contract	479.99	
003342	Cromwell	Cleaning equipment	24.90	
003343	Hilton PTFA	Autumn Plants	34.00	
BACS	Handy2Know	The Mease Pavilion kitchen refurbishment	3,550.00	
BACS	Build it Solutions	Clock Base work	2,214.78	

b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003330 & 003344 for the Inland Revenue

Description	Amount
August 2018	
Salaries, Tax NICs, Redundancy, Expenses etc	£7,698.77
NEST Staff Pension	£560.62
September 2018	
Salaries, Tax NICs, Redundancy, Expenses etc	£7,847.81
NEST Staff Pension	£560.62

c) Completion of the limited assurance review for the year ending 31.03.2018
i. External Auditors Report – Agency Staff Costs to be coded to Other Payments and not Staff Costs – DALC are taking this up with PKJ Littlejohn LLP

16. Items for Information

- a) The Society of Ploughmen Limited – The British National Ploughing Championships & Country Festival Austrey 13-14 October 2018
- b) SDDC – Thinking of Starting a Business - poster
- c) SDDC – Become a Market Trader - poster
- d) SDDC – Hello Heritage - poster
- e) SDDC – How Will Universal Credit Affect You – poster
- f) DCC – Derbyshire Care Services, new directory published
- g) Willington Car Park Advisory Group – On-line petition information re the Willington Car Park proposed charges
- h) Willington Parish Council – Petition Willington Car Park
- i) DCC – Community Safety Grants
- j) Clerk & Council Direct Magazine – September 2018
- k) SDDC – Play Facilities Audit completed and returned to SDDC
- l) Flint Bishop Solicitors – Confirmation that the Police Lease has now been completed

- m) Email thanks from the Royal British Legion to the Community of Hilton and especially Cllr Darlington for the support and enthusiasm for the poppy appeal
- n) SDDC - Active South Derbyshire Awards open for nomination
- o) DCC – Free local support on offer to help you quit for good

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

18. Update on correspondence received, hand delivered to the Chair and advice taken - Previously reported under minute number 2225/18, 2244/18, 2268/18

19. Grounds Maintenance and Hedge Cutting Contract – Approval of Documents for Tender

20. Date of the next meeting

The date of the next monthly Hilton Parish Council Meeting is to be confirmed as 31st October 2018 at Hilton Village Hall commencing at 7pm.