

Hilton Parish Council
PO BOX 8094, Swadlincote, Derbyshire. DE11 1FR
Tel: Office 01283 730969
Email: clerk@hiltonparishcouncil.org.uk
Website: www.hiltonparishcouncil.org.uk

Date: 15.10.2018

You are hereby summoned to attend the next Meeting of Hilton Parish Council to be held at 7pm on Wednesday 24th October 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 4 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 26th September 2018.**
- 7. Clerk's Reports**
 - a) Update on the Village Clock – Previously reported under minute number 2161/18, 2178/18, 2216/18, 2238/18, 2262/18, 2784/18
 - b) Big Red Poppy & the Big Red Poppy Food Appeal – Previously reported under minute number 2178/18, 2216/18, 2238/18, 2262/18, 2784/18
 - c) Approval to purchase a desk top computer with antivirus package and office system for the Admin Assistant – Previously reported under minute number 2784/18
 - d) Update Memorial Meadow transfer of land or a long-term lease agreement – Previously reported under minute number 2784/18

- e) Approval SDDC Tree Report £550.00 inclusive of VAT – Previously reported under minute number 2784/18
 - f) Self-close gate advised for the Village Green Childrens Play Area on Main Street
 - g) Approval of the Dignity at Work Policy
 - h) Approval of the Member Employee Protocol
 - i) Approval of the Transportation, Storage and use of Petroleum Procedure Policy
 - j) Approval of Controlling Fire & Explosion Risk Policy
 - k) Amendment to the Standing Orders regarding Committees for approval
 - l) Approval of the amended Planning & Highway Terms of Reference previously reported under minute number 2779/18
 - m) Approval of the new forms and guidance for the Small Grant Scheme
 - n) Approval of CCTV repairs
 - o) Play Equipment Repairs Hilton Village Hall Site and The Village Green
 - p) Incident with a party at the Scout Hut on 13.10.2018
 - q) Request from Longdon Park School for attendance at assembly on 09.11.2018 to talk to the children about the everyone remembered no one forgotten campaign
- 8. Planning & Highways Committee – Cllr Cooper, Cllr Smith and Cllr Cuddington**
- a) SDDC – Consultation: draft Local Green Spaces Plan consultation from 08.10.2018 to 5pm on 19.11.2018
- 9. Other Planning Matters for Decision**
- a) 9/2018/1081 - 17 WYSTON BROOK HILTON DERBY DERBYSHIRE DE65 5JB - PROPOSED SINGLE STOREY REAR EXTENSION, WITH EAVES OF 2.5 METRES AND MAXIMUM HEIGHT OF 3.75 METRES EXTENDING 4.8 METRES FROM THE REAR WALL
 - b) 9/2018/1018 - 2 THAMES WAY HILTON DERBY DERBYSHIRE DE65 5NB - THE ERECTION OF AN EXTENSION AND ALTERATION (ADDING RENDER) – **Extension to comment request and given 25.10.2018**
 - c) 9/2018/1012 - 57 MAIN STREET HILTON DERBY DERBYSHIRE DE65 5GG - THE FORMATION OF A VEHICULAR CROSSING (DROPPED KERB) – **Extension to comment requested and given 25.10.2018**
 - d) 9/2018/0335 - PARTRAP HOUSE LAND ADJACENT TO DERBY ROAD HILTON DERBY DERBYSHIRE DE65 5FP - OUTLINE APPLICATION (ALL MATTERS EXCEPT FOR ACCESS TO BE RESERVED) FOR THE CONSTRUCTION OF A B1/B2 (INDUSTRIAL) UNIT UP TO 1,425 SQM – **Extension to comment requested and given 03.10.2018**
- 10. Engagement Committee – Cllr Hudson, Cllr Darlington, Cllr Johnson-Beale, Cllr Cuddington**
- a) Notes from the Town and Parish Council Consultation Meeting held on 17.09.2018 for the Community Involvement Scheme – **For Information Only**
 - b) DCC – Snow Warden Scheme 2018 – Closing date for applications was 12.10.2018
- 11. Neighbourhood Development Planning – Cllr Cuddington**
- a) Minutes of the meeting held on 08.10.2018 for information only – Meeting cancelled due to not being quorate
 - b) Traffic Survey update – Cllr Cuddington
- 12. Reports from Councillors that have attended any other Meetings.**
- a) **Area Forum held on 09.10.2018 at Sutton on the Hill Village Hall – Cllr Cooper**
- 13. Derbyshire Association of Local Councils**
- a) **DALC Circular 13/2018**
 - DALC – Awards for Excellence
 - Update on the audit and AGAR Forms
 - Aviva Community Fund
 - HR advice on supporting employees with mental health problems
 - Government Investment to overcome barriers to building
 - Beacon Lighting Safety Guidelines

- Dementia Friendly Communities
- Arnold-Baker on Local Council Administration 11th Edition
- Training & Events Diary

b) DALC Circular 14/2018

- DALC Excellence Awards 2018
- Government publishes updated model byelaws
- External Audit Issues update
- HS2 Consultation on 'Working Draft Environmental Statement'
- Funding and Grant Bulletin – October 2018
- Elections 2019 – date of taking office
- Data Protection Fee payments (GDPR)
- VAT advice service
- Tree Charter

14. Finance

a) Accounts for Payment.

CHEQUE NO	PAYEE	DESCRIPTION	AMOUNT	POWER
AUGUST 2018				
003348	Smiths of Derby	Village Clock	6838.80	Parish Councils Act 1957, s.2
003349	Hilton Village Hall	Room Hire	277.09	
003350	VFM Products Ltd	Line Marking paint 10 bottles plus 3 free bottles	263.40	
003351	Aucuba Landscapes Ltd	Maintenance	457.92	
003352	RSL Bristol Ltd	Shutter Service and Maintenance	840.00	

b) Payments by BACS for Salaries, Tax, NIC's, Expenses, Pension - including Chq 003353 for the Inland Revenue

Description	Amount
Salaries, Tax NICs, Redundancy, Expenses etc	£7,711.43
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

d) Approval of the unaudited accounts from 01.04.2018 to 30.09.2018

Current Account	22,584.88
Reserve Account	121,110.35
Cash in transit	571.00
Less unrepresented cheques	<u>(7,327.75)</u>
Total	<u>136,938.48</u>

I. Other Income for approval

Voucher	Date	Receipt No	Description	Customer	Total
34	03/07/2018	030	Grant - NDPG	Locality	4,205.00

35	07/07/2018	029	Astro Turf Hire	Little Stars	40.00
36	16/07/2018	031	Astro Turf Hire	Name Removed	50.00
37	19/07/2018	032	Astro Turf Hire	Name Removed	75.00
38	10/08/2018	033	Astro Turf Hire	Name Removed	50.00
39	26/07/2018	034	Astro Turf Hire	JOHN PORT OLD BOYS	75.00
40	30/08/2018	035	Astro Turf Hire	JOHN PORT OLD BOYS	125.00
41	03/09/2018	036	Astro Turf Hire	Name Removed	25.00
42	05/09/2018	037	Astro Turf Hire	Name Removed	225.00
43	07/09/2018	038	Astro Turf Hire	Name Removed	50.00
44	13/09/2018	040	Football Pitch Hire	AFC HILTON	55.00
45	21/08/2018	041	Astro Turf Hire	Name Removed	100.00
46	13/09/2018	042	Astro Turf Hire	Name Removed	75.00
47	19/09/2018	043	Astro Turf Hire	Little Stars	30.00
52	27/07/2018		Memorial meadow contribution	South Derbyshire District Council	200.00

II. Other Expenditure for approval

Voucher	Code	Date	Cheque No	Supplier	Total
91	Neighbourhood Development Plan	05/07/2018	TFR	Essential Print Services	240.00
92	Van	02/07/2018	DD	Toyota	239.24
93	Electricity	02/07/2018	DD	Eon	252.00
94	Electricity	02/07/2018	DD	Eon	114.00
153	Misc Maintenance	10/07/2018	DD	UK Fuels Ltd	25.36
154	Van	10/07/2018	DD	UK Fuels Ltd	1.20
156	HR Fees	23/07/2018	DD	Personnel Advice & Solutions Ltd	120.00
163	General Admin	31/07/2018	DD	Toyota	239.24
164	Electricity	01/08/2018	DD	Eon	252.00
165	Electricity	01/08/2018	DD	Eon	114.00
166	Van	10/08/2018	Dd	UK Fuels Ltd	46.36
168	HR Fees	22/08/2018	DD	Personnel Advice & Solutions Ltd	120.00
175	Van	30/08/2018	DD	Toyota	239.24
176	Electricity	03/09/2018	TFR	Eon	252.00
177	Electricity	03/09/2018	DD	Eon	114.00
178	Telephone	03/09/2018	DD	British Telecommunications	185.79
179	Van	10/09/2018	DD	UK Fuels Ltd	1.20
182	HR Fees	24/09/2018	DD	Personnel Advice & Solutions Ltd	120.00

III. Account Transfers for approval

Date	Desc	From	To	Amount
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20/04/2018	Bank to Bank Transfer	Reserve Account	Current Account	10,000.00
04/05/2018	Bank to Bank Transfer	Reserve Account	Current Account	10,000.00
04/05/2018	Bank to Bank Transfer	Reserve Account	Current Account	10,000.00
24/05/2018	Bank to Bank Transfer	Reserve Account	Current Account	10,000.00
09/06/2018	Bank to Bank Transfer	Reserve Account	Current Account	10,000.00
23/07/2018	Bank to Bank Transfer	Reserve Account	Current Account	10,000.00
25/07/2018	Bank to Bank Transfer	Reserve Account	Current Account	10,000.00
29/08/2018	Bank to Bank Transfer	Reserve Account	Current Account	10,000.00
21/09/2018	Bank to Bank Transfer	Reserve Account	Current Account	10,000.00
21/09/2018	Bank to Bank Transfer	Reserve Account	Current Account	10,000.00

15. Items for Information

- a) Derbyshire Police and Crime Commissioner – invitation to a Parish Council evening on 15.10.2018
- b) SDDC – War Memorial Grant Scheme (UK)
- c) Email thank you from a resident with regards to the Parish Council surgery
- d) East Midlands Community Lead Housing – Invitation to Community Lead Housing Roadshow – passed onto the NDPG
- e) Personnel Advice and Solutions Ltd – Employment update September 2018
- f) SDDC Press release – Council makes a stand to tackle domestic abuse

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

17. Update on correspondence received, hand delivered to the Chair and advice taken - Previously reported under minute number 2225/18, 2244/18, 2268/18, 2789/18

18. Grounds Maintenance and Hedge Cutting Contract, procedure of tenders – Previously reported under minute number 2790/18

19. Scout Lease Agreement and Extension

20. Date of the next meeting

The date of the next monthly Hilton Parish Council Meeting is to be confirmed as 28th November 2018 2018 at Hilton Village Hall commencing at 7pm.