

Hilton Parish Council

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

Tel Office: 01283 730969 Email: clerk@hiltonparishcouncil.org.uk

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

to be held on **Wednesday 28th August 2019** at 7.00 pm at Hilton Village Hall.

Yours sincerely

Colin Clark

Clerk of the Parish Council

23rd August 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 time 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 Hilton Parish Council Meeting held on 31st July 2019**

6. Review of Policies and Procedures

Adoption of existing policies:

Community Engagement Statement
Complaints Procedure
CCTV Policy and Procedure
H&S Policy
Staff & Councillor Training Policy
Employee Handbook
Employer Policies and Procedures
GDPR Data Protection Policy
GDPR Privacy Statement
GDPR Retention and Destruction Policy

7. Discuss Scout Hut extension plans

8. Invitation to tender to carry out works to Hot Water provision

Results of electricians' quotes

9. Communications Working Group

Website.
Noticeboards.

10. Report of Representatives to other Bodies

Marston on Dove charity – Councillor Pollard

11. Neighbourhood Development Planning

Report of the meeting held on 15th August
Approval of the amendments to the Consultation Draft Plan

12. Clerk's Report

Dog Mess Bin – Sutton Lane
Shrubbery Pruning
Romas Garden Pruning
Football Pitches
Astro turf Bookings
Clock repairs
Sundial Protection
Summer Activities
Remembrance Poppies
Fencing alongside Soar Close / School pathway
Fence repairs on Main Street / Mill Lane Park
Ordley Walk / Avon Way Playground
Sutton Lane Road Closure 9 – 13th Sept
Scout Hut Lease Update

13. **Confirmation of 2018/19 revised Accounts submission**

14. **Derbyshire Association of Local Councils**

Essential Clerks Training Booked 24th September
Essential Councillors Training Booked 5th November

15. **Derby Secret Santa Scheme**

16. **Finance Report**

Summary of Expenses

Inv Date	Paid	Payee / Supplier	Description	TOTAL
17/07/2019	01/08/2019	Toyota	Parish Council Van	239.24
01/08/2019	01/08/2019	Eon	Back Lane Pavillion Electric	101.00
01/08/2019	01/08/2019	Eon	HPC Office Electric	65.00
30/04/2019	08/08/2019	Handy to Know	Mease call out to secure after break in	75.00
30/07/2019	08/08/2019	Handy to Know	Kitchen repairs following break in	3440.00
30/07/2019	12/08/2019	UK Fuels	Toyota Van Fuel	77.83
31/07/2019		Aucuba Landscapes	Grass cutting, pitch repairs	2026.80
31/07/2019		Rainbow Waste Management	Rubbish collection	183.86
31/07/2019		Andrew Sharpe - Locum Clerk	Attendance at July PC Meeting	96.60
06/08/2019		Andrew Sharpe - Locum Clerk	Provide one years support to new clerk	150.00
31/07/2019		Sterilising Services	Monthly checks	68.39
09/08/2019		Booker Tree Care	Pruning Romas Garden	150.00
12/08/2019		C Clark	Mower blades	16.00
05/08/2019	16/08/2019	The Parish Notice Board Company	2 x Notice boards	1233.00
05/08/2019		Payroo	Mar, Apr, May invoice for pay roll usage	48.00
16/08/2019		2 Commune	Facebook News feed	180.00
11/08/2019		Antony Clive (Lengthsman)	New waterproof work boots	76.98
17/08/2019		Heritage Wood Ltd	replacement Plaque for Kerry Day	25.00
22/08/2019		Personnel Solutions	HR Support (last payment)	120.00
21/08/2019	21/08/2019	NEST Pension	Staff monthly pension contribution	321.06
23/08/2019	23/08/2019	Staff Salaries	August salary	4516.71
23/08/2019	23/08/2019	HMRC	Tax/NI August Salaries	756.99
20/08/2019		PKF Accountants	Annual review of accounts	720.00
21/08/2019		Key Door Solutions	2 new Pavilion keys	33.00
20/08/2019		Glasdon UK Ltd	New wheels and Litta Pikka	57.42
09/08/2019		Masseys	Various maitenance items	7.99
				14785.87

Summary of Receipts

Date	Name	Description	TOTAL	SDDC/D	Pitch Hi	VAT	Other
29/07/2019	Mease Break in	Insurance claim	4001.00				4001
30/07/2019	Pitch Hire	Pitch Hire	75.00		75		
01/08/2019	Pitch Hire	Pitch Hire	125.00		125		
07/08/2019	Mease Break in	Insurance claim	130.00				130
12/08/2019	Pitch Hire	Pitch Hire	38.00		38		
12/08/2019	Pitch Hire	Pitch Hire	30.00		30		
12/08/2019	Pitch Hire	Pitch Hire	75.00		75		
16/08/2019	Trusley Brook	Footpath works	226.00	226			
20/08/2019	Pitch Hire	Pitch Hire	125.00		125		
			4825.00	226.00	468.00	0.00	4131.00

Statement on the cash/bank position is:

Cash in hand £ 0

Bank £ 185276.00

TOTAL £ 185276.00

Anticipated Invoice awaited – Village Hall Hire

Anticipated Credit awaited – HMRC VAT reclaim

Anticipated Transfers required from Deposit to Current Account

This has been reconciled to the bank statement as at 23 August 2019.

17. Planning Matters for Decision.

DMOT/2019/0917	Land at SK2430 7995, Derby Road, Hilton, Derby - Application for approval of details required by conditions 10 and 21 attached to planning permission ref. 9/2017/1293 (relating to approval of outline permission ref. 9/2017/1293 for the erection of up to 45 dwellings)
DMPA/2019/0879	Land at SK2430 7995, Derby Road, Hilton, Derby - Advertisement consent for the display of 2 hoarding signs
DMOT/2019/0886	Land at SK2430 7995, Derby Road, Hilton, Derby - Application for approval of details required by conditions 8,12 and 14 attached to outline planning permission ref. 9/2017/1293 for the erection of up to 45 no. dwellings)
DMPA/2019/0910	21 Tinsell Brook, Hilton, Derby, DE65 5HY - Change of use from workshop/studio to aesthetics services

18. Date of the next meeting.

7.00pm on **25th September 2019** at the Hilton Village Hall