

Hilton Parish Council

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

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Minutes of a Monthly Meeting of Hilton Parish Council

held at the Village Hall, Hilton at 7.00 pm

on Wednesday 26 June 2019

Present

Councillors S Campion, C Cuddington (Chairman), J McDonald, C Nield, R Pollard, S Stanton and J Watson.

Also Present

Mr A Sharpe (Locum Clerk), Councillors J Patten & J Whittingham and 12 members of the public.

3137/19 Apologies for absence

Apologies for absence were accepted from Councillors M Coney and S Davies.

Apologies also received from Councillor A Billings.

3138/19 Variation of the Order of Business

None.

3139/19 Declarations of Interests

Councillor Campion	Agenda item 19 – Post Box Replacement – Reimbursement by cheque – Personal Interest.
Councillor Pollard	Agenda item 19 – Reimbursement for purchase of keys. Personal Interest.
Councillor Watson	Agenda item 20 – Derby Road planning applications – Personal Interest.
Councillor Stanton	Agenda item 20 – Derby Road planning applications – Personal Interest.

3140/19 Public Speaking

(a) Public Matters

A resident asked that the Council consider action in relation to hedges obstructing the public footpath. It was noted that the Parish Council had arranged for Derbyshire County Council to undertake an inspection of all

the problem areas and report back on responsibility so that action could be taken.

Also raised were issues relating to parking on the grass verges and advice was given at the meeting.

(b) Police Matters

No report to this meeting.

(c) District Council Member Reports

South Derbyshire District Council Member, Councillor Jason Whittingham attended the meeting and outlined plans to inspect and replace damaged or out dated street scenes. These would be replaced with a newly designed layout consistent throughout South Derbyshire district. A new design was currently being commissioned.

He also informed the meeting of Member surgeries – details of which can be found on the District Council website.

RESOLVED that the report be noted.

(d) County Council Member Report

County Councillor Julie Patten attended the meeting and reported on County Council matters affecting the community and other local issues of interest including the position relating to car parking at the St Modwen development, bus shelters, hedges and footpaths and S106 monies.

RESOLVED that the report be noted.

3141/19 Minutes

RESOLVED that the Minutes of the monthly meeting of the Parish Council held on 29 May 2019 be approved as a true record and signed by the Chairman subject to a minor amendment to make it clear that the declaration of interest by Councillor Cuddington regarding the planning application on Derby Road was a personal interest.

3142/19 Review of Policies and Procedures

RESOLVED that -

(1) The following policies and procedures be approved and adopted –

Code of Conduct Order
Financial Regulations

Financial Risk Assessment Policy
General Revenue Statement
Internal Control Policy
Freedom of Information Policy
Freedom of Information Publication Scheme
Eligibility of a Hilton Parish Councillor
Roles and Responsibilities of a Hilton Parish Councillor
Press and Media policy
Protocol on filming and recording Parish Council Meetings
Public Participation at Meetings Protocol
Social Media Policy
Transparency Policy

- (2) Consideration of the following policies and procedures be deferred until the next meeting but remain in place until changed.

Community Engagement Policy
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

3143/19 **Bench near Soar Close**

Council considered a request from Councillor A Billings that a bench on Soar Close be removed due to the antisocial behaviour it was attracting -

RESOLVED that the bench on Soar Close be removed on a temporary basis so that the situation can be monitored and reviewed.

3144/19 **Post Box**

Council were informed that the new post box at the Council offices had now been installed. It had cost slightly more than previously been reported at £119.00

RESOLVED that the purchase price of £119 for the post box be approved.

3145/19 **Dog Bag Dispensers**

Members were shown the dog bag dispensers made from old coke bottles for use in areas of the village, which had been approved at the last meeting.

It had been agreed that the scheme be approved for a three month trial.

RESOLVED that the report be noted.

3146/19 **Clerk Applications**

The number of applications received for the position of Clerk were reported and it was -

RESOLVED that the Chairman and Councillors Pollard and Nield conduct the shortlisting and interview process for the appointment of a new Clerk.

3147/19 **Hanging baskets and troughs**

RESOLVED that it be noted that a proposal for hanging baskets, troughs and Christmas trees would be presented to a future meeting.

3148/19 **Memorial Meadow Lease**

The latest position in relation to the Memorial Meadow Lease was reported to Members. Final information was awaited from the Derbyshire Wildlife Trust.

RESOLVED that the report be noted.

3149/19 **Website, Facebook**

Council were updated on the work of the Communications Working Party on the proposals for a new website, Facebook arrangements and provision of notice boards.

RESOLVED

- (1) That the proposals for a website to be provided by 2Commune at a cost of £1450 (plus VAT) for year one and ongoing £800 per year (year 2 onwards) be approved.
- (2) Notice boards be provided at Peacroft Lane (£1350 plus VAT) and wall mounted at the post office (£295 plus VAT) be approved.
- (3) It be noted that the new Facebook page was up and running.

3150/19 **Parish Council Van**

Council noted the current repair and maintenance issues with the Council Van and **RESOLVED** to approve the arrangements for repair.

3151/19 **Report of representatives to other bodies.**

(a) Etwall Area Forum Tuesday 11th June 6.30pm

PCSO Kerry Wallington-Waite from the Safer Neighbourhood Team was in attendance

She reported that she didn't have much to report. They were hoping to have more PCSO's in the team.

We reported incidents of anti-social behaviour and drug incidents around the Village hall area and drug packaging being found at the cemetery at Marston Church.

She advised us that residents report all incidents to 101 – they need the reports to enable more visits to the Area.

Councillor Stanton asked if they could attend on Thursdays again on youth club nights – she made a note and hoped to attend.

They do not have the capacity to attend Parish Council meetings regularly. Their reports are available on the contact lists we were given.

The CVS spoke about the support they can offer to community groups, voluntary organisations and charities and in addition give advice on policies and funding applications.

Ian Hey reported on operation Brenco to clamp down and report motorbikes that are being ridden on cycle tracks, village parks and open spaces and land without permission.

Also safer and stronger neighbourhood has 4K of funding available for local projects to help with antisocial behaviour via Chris Smith but to date no organisation or group has applied for any amount of this funding.

Hi Vis Vests for John Port children on Bikes.

Sir Henry Every – re the crossroads safety signs at Eggington.

Flashing signs on wrong road, signs lowered.

Presentation from environment agency on Dovecliff Weir Removal.

Frank McArdle – report on Elections...proud that 98% are registered to vote despite only 31% voting.

Plastic Waste was also discussed - did the council have a policy to ensure plastic disposal was not contributing to the issues as reported on latest Panorama episode. The council wants to encourage employees and the community to be more aware of plastic disposal and waste.

Picked up latest useful contacts list.

Since the meeting, Councillor Campion contacted Dan Beadle in connection to how to publicise Neighbourhood Watch and he said he would forward info but nothing been sent despite chasing up.

RESOLVED that the report be noted.

(b) Mease Management Committee

The Chairman reported that the Mease Management Committee had met earlier in the month and informed Members on the insurance and repair position following the recent break-in.

He also reported on the progress relating to the proposal for a lease extension.

RESOLVED that the report be noted.

3152/19 Neighbourhood Development Planning

Council were updated on the work around Neighbourhood Development Planning and the funding arrangements.

RESOLVED that the report be noted.

3153/19 Clerk's Report

None to this meeting.

3154/19 Derbyshire Association of Local Councils

No report to this meeting.

3155/19 Finance

Council received a report on payments, receipts and other financial matters including a summary of the present position which was presented by the RFO.

Payments

Inv Date	Paid	Payee / Supplier	Description	TOTAL
16/04/2019		Mars Group	Mease Burglary Costs re:ins Claim	2232.00
22/05/2019	22/05/2019	Personnel Solutions	Monthly subscription	120.00
31/05/2019	31/05/2019	Toyota	Parish Council van	239.24
31/05/2019		Aucuba	Pitch / Grass maintenance	1085.86
31/05/2019		Sterilising Services	6 monthly check Legionella	107.98
31/05/2019		Village Hall	Room Hire May	105.92
31/05/2019		Rainbow Waste Management	May waste collection	155.09
02/06/2019	10/06/2019	UK Fuels	Van Fuel	20.67
03/06/2019	03/06/2019	EON	Electricity Back Lane Pavilion	112.00
03/06/2019	03/06/2019	EON	Electricity PC Office	101.00
04/06/2019	04/06/2019	BT	Phone PC Office	166.86
04/06/2019	04/06/2019	Rainbow Waste Management	March invoice - o/s. Monthly contract	171.02
05/06/2019		Payroo	Payroll app subscription	12.00
05/06/2019		S Campion	Post Box for PC Office	119.00
06/06/2019	06/06/2019	HMRC	PAYE/NI May Payroll	656.32
06/06/2019	06/06/2019	Hilton Youth Group	s137 Grant	750.00
06/06/2019	06/06/2019	Hilton Village Hall	s137 Grant	1200.00
06/06/2019	06/06/2019	HMRC	PAYE/NI June Payroll	655.92
06/06/2019		Mark Coney	Litter Pickers for 3rd Party use	21.90
07/06/2019		A Sharpe Locum Clerk	Clerk support 29 May meeting	171.60
13/06/2019		R Pollard	Additional 2 sets keys - PC Office	25.00
14/06/2019	14/06/2019	NEST	Staff monthly pension contribution	321.06
14/06/2019	14/06/2019	Hilton Dog Walkers	s137 Grant	300.00
29/06/2019		Salaries	Monthly salary	3452.98
				12303.42

Additional payment of invoice to Tree and Garden Service in the sum of £264 noted and approved.

Receipts

Date	Name	Description	TOTAL	SDDC/D	Pitch Hi	VAT	Other
10/06/2019	Pitch Hire	Pitch Hire	75.00		75		
10/06/2019	Pitch Hire	Pitch Hire	150.00		150		
13/06/2019	Pitch Hire	Pitch Hire	50.00		50		
13/06/2019	Pitch Hire	Pitch Hire	150.00		150		
13/06/2019	Pitch Hire	Pitch Hire	117.00		117		
13/06/2019	Pitch Hire	Pitch Hire	25.00		25		
13/06/2019	Western Power	Wayleaves	8.05				8.05
14/06/2019	Pitch Hire	Pitch Hire	125.00		125		
14/06/2019	Pitch Hire	Pitch Hire	308.00		308		
17/06/2019	HMRC	VAT refund Apr/May	9277.70			9277.7	
17/06/2019	Pitch Hire	Pitch Hire	225.00		225		
			10510.75	0	1225	9277.7	8.05

Statement on the cash/bank position is:

Cash in hand £ 271

Bank £11,3564

TOTAL £11,3835

This has been reconciled to the bank statement as at 19 June 2019.

An analysis of electricity usage had taken place and proposals for reductions were to be put in place including quotations to be obtained for replacement of the hot water tank with an instant water heater.

RESOLVED that the payments, receipts and proposals detailed above be approved.

3156/19

Planning

Council considered the following Planning Applications and made the following comments/ objections for submission to the Planning Authority -

9/2019/0626	1 Mill Lane, Hilton House Hotel. Crown reduction of Cedar tree.	No comments.
9/2019/0613	2 and 4 Eden Close – Rear extensions. Replace conservatory with ground floor extension.	No comments.
9/2019/0592	Turncroft, Lucas Lane – Resubmission of application to build new house in garden.	No comments.
9/2019/0299	Talbot turf – New house – already built. Proposal to convert into business units.	Council to consider objections on access/egress, traffic increase and parking grounds. Deadline is 12 July 2019.

3157/19 **Statement**

Councillor J Watson made the following statement and asked that it be recorded in the minutes.

“As I was unable to attend our last meeting I would like to personally recognise the assistance provided by the previous Chair and Clerk in completing the May 2019 payroll and payment of the Parish Council insurance”.

3158/19 **Date and Time of Next Meeting**

It was **NOTED** that the next meeting of the Parish Council would be held at Hilton Village Hall on Wednesday 31 July 2019 commencing at 7.00 pm.