

Hilton Parish Council

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

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Minutes of the monthly meeting of Hilton Parish Council held at the Village Hall, Hilton at 7 pm on Wednesday 18th December 2019

Present

Councillors C Cuddington (chair), M Coney, R Pollard, C Nield, S Stanton, S Campion, J Watson and J McDonald

Also present

Councillor J Patten and two members of the public.

88/19 To receive apologies for absence

Apologies were received and noted from Councillor S Davies and District Councillors A Billings and J Whittenham.

89/19 Variation of the order of business

There was no variation to the order of business.

90/19 Declaration of members' interests

Councillor C Nield – financial expenses.

91/19 Public speaking

Councillor Patten informed the meeting that the Talbot Turf planning application had been rejected. She also reported that Councillor A Billings had raised the planning application relating to Lucas Lane because of the level of public interest in this application and that it had been called in by South Derbyshire District Council which means it will be determined at a full planning committee and not just by the planning officers. Everyone will have an opportunity to discuss it, raise queries with the final decision being made cross party.

Councillor Patten also outlined that a resident had raised an issue about footpath 10 on Derby Road to Egginton Road and wanted bollards at both ends because of children running through. She explained that the same resident had raised the same issue about two years ago but the proposal was not feasible at that time. Council officers will be going out to assess the situation and Councillor Patten will report back on the outcome in due course.

Councillor Patten also commented that the Christmas tree lights look fabulous on Main Street.

Councillor R Pollard asked Councillor Patten about a pedestrian crossing where the lolly pop lady use to be on Egginton Road. He stated that a resident wanted a pedestrian crossing and there was a need for a wider discussion on this matter.

Councillor Patten also explained that she had confirmed the position of the new bus shelter to Alan Gris from South Derbyshire District Council and that the space would now have to be measured up by Derbyshire County Council to determine if it is sufficient. Councillor Patten highlighted that she could use some of her community funding if a different bus shelter was required.

92/19 To confirm the minutes of Hilton Parish Council meeting held on 27th November 2019

The minutes were accepted as a true and correct record. Proposed by Councillor R Pollard seconded by Councillor M Coney.

93/19 Report of representatives to other bodies (Marston on Dove and District Relief in Need Charity, Toyota, Mease committee)

Councillor C Cuddington reported that the Mease committee should have had a meeting but that it had been cancelled. He also highlighted that the lease extension had been completed by the solicitor and the invoice for the legal costs had been raised. The parish council will pay the invoice to recover the VAT.

94/19 Neighbourhood development planning update

Councillor R Pollard reported that the six-week public consultation had ended on the 9th December 2019. He outlined that 1249 people had downloaded the report from the website and that there had been 223 responses made. Approximately 92% of the responses received were in favour of the proposals made in the plan. It had also been submitted to South Derbyshire District Council and Derbyshire County Council who made their own comments on the plan. The plan will be reviewed before initiating regulation 16 which consists of SDDC putting out the plan for a further six-week consultation period.

95/19 Communications relating to pitch bookings and notice given

The clerk informed the meeting that she had received a telephoned message on Monday morning which had been left by a local resident on Saturday asking to use the astro the next day on Sunday. The clerk proposed that there needed to be some further information listed on the website about a notice period given to book pitches and the astro to ensure that messages were picked up in time. **It was resolved to include a notice period statement on the website and on all notice boards.**

Councillor M Coney also suggested that there needed to be an improved advertising board displayed next to the astro with times when it is available. The clerk will make some enquiries with local companies on the cost of a sign which should be weather resistant and approximately A2 size. Councillor S Champion also suggested that there needed to be a message on the parish council answerphone stating that bookings are taken Monday – Friday.

96/19 Clerks report

The clerk informed the meeting that she had started in post on the 2nd December and was in the course of her induction. Councillor R Pollard had requested that the clerk set up

induction meetings with the village hall, school, scouts, Mease pavilion and youth group. A meeting has already been held with the school and the remaining meetings have either been scheduled or in the process of being scheduled.

The clerk had attended the Essential Clerks training course run by Derbyshire Association of Local Councils on Tuesday 8th December and the clerk had found it very useful. The tutor had recommended that parish councils set up a HR committee to deal with clerk HR issues, with a minimum of three councillors on the group to be the clerk's line managers to deal with day to day issues and appraisals. Councillor C Cuddington was not in favour of a committee but would prefer a working group. Councillor C Cuddington proposed to set up a working group for this purpose. **It was resolved that Councillor C Cuddington, Councillor S Champion and Councillor R Pollard be on the working group and that the clerk should make contact in that priority.**

The clerk informed the meeting that the dog waste and bin collection service over the Christmas holiday period is unchanged. All bins will be emptied on Tuesdays as usual and some other bins will be emptied again on Fridays as detailed in the agenda.

The clerk informed the meeting that the fence down on the A5132 roundabout as you enter the village has been removed. This had been agreed with South Derbyshire District Council.

97/19 Community grants

Councillor S Champion informed the meeting that an application had been received from an organisation called HATS requesting £306. Councillor C Nield proposed that the council should support the application. **All councillors were in favour of awarding the sum of £306 to the group.** Councillor R Pollard will send them a form to obtain their bank details for payment of the grant. The clerk will inform the group that the meeting agreed to support their request and to provide them with details on reconciliation.

Councillor S Champion feels that the grant procedure and forms need to be made much simpler to encourage more applications and for this to be displayed on the website. Councillor C Cuddington felt that the council should remove the need for local groups to have to submit copies of their constitution and accounts. Councillor S Champion also noted that the deadline for applications used to be end of January but now groups can apply throughout the year. **It was resolved that Councillor S Champion and Councillor R Pollard will produce a simpler form and that groups do not need to submit accounts and constitutions but the Council reserves the right to seek more information.**

98/19 VE Day Working Group

Councillor R Pollard requested that a working group be set up by the parish council for the VE event to become a parish council event to allow the financing of the event to work much more efficiently relating to insurance and VAT. It would have its own bank account and raise its own funds by way of collection buckets and business donations and would only use council funds if they were required to support the running of the event. Councillor R Pollard stated that he hoped the event would become self-financing and the date for the event is the 8th May 2020. Councillor C Cuddington proposed that a working group be set up and this was seconded by Councillor C Nield which was agreed by all.

99/19 Update on the van replacement

Councillor M Coney reported that he had gone away from the last parish council meeting to look at costs relating to a second hand vehicle and electric vehicle. He had circulated a paper with regards to the van replacement which contained different options and costs relating to retaining the current van, buying another second had van or leasing an electric van (Nissan E-NV200 or Renault Kangoo ZE). A lengthy discussion ensued for about 20 minutes on the pros and cons relating to each option. As below.

The purchase price for the second hand option is approximately £6,000 and the current three-year lease for the existing van is £9,091. The costs to lease the electric vans ranged from £8,709 to £13,925. Councillor J Watson asked about road tax and Councillor M Coney explained that he had based the costings on a worst-case scenario of £260 per year for road tax but the electric vehicles did not have to pay road tax. It was also discussed that there would be maintenance costs, MOT, plus a tow bar, trailer and Hilton Parish Council branding. Councillor M Coney explained that the second hand vehicle market changes and the vehicles and prices recently obtained would change and not be available for long. It is expected that the total mileage per month would be approximately 100 miles. Councillor C Nield felt that the final decision should reflect the council's neighbourhood plan and environmental policy towards green issues and Councillor C Cuddington agreed with this view point. Councillor Cuddington was not in favour of a second hand diesel option and if a second hand vehicle was agreed it should be a petrol engine. Councillor M Coney explained that petrol vans are rare. Councillor C Cuddington felt that Derby City Council or South Derbyshire District Council could be at some point in the future buying a fleet of electric vehicles and that Hilton Parish Council could potentially obtain an electric van and better deal by way of partnering with either Derby City Council or South Derbyshire District Council when this happens.

The discussion then turned to whether the parish council keeps the existing van on lease for either three months or 12 months with the current agreement running out in mid-January with a 24,000 mileage limit annually under the lease agreement. Councillor R Pollard informed the meeting that the council needs to inform the lease company early in the New Year about the lease and that also the insurance runs out at the end of this month.

Councillor C Cuddington proposed that the council extend the current van lease and insurance for three months and look to purchase a second hand petrol van for an interim period only, whilst the council explores further options relating to the purchase of an electric van with either Derby City Council or South Derbyshire District Council. It was also suggested that the council speaks to Hilton Garage in regards to this matter. Councillor C Cuddington will speak to South Derbyshire District Council and Councillor R Pollard will speak to Derby City Council. **Councillor C Cuddington called a vote on this proposal and it was unanimously agreed.**

The next issue related to a buying a trailer which would cost approximately £1,200. Storage of the trailer was also a consideration and whether it would fit into the garage. Councillor R Pollard proposed that a trailer be purchased subject to being satisfied that it can be stored in the garage and this proposal was seconded by Councillor J Watson. **Councillor C Cuddington called a vote and it was unanimously agreed.**

100/19 Memorial Meadow Working group report

a) Terms and conditions and development policy

Councillor C Nield informed the meeting that herself and Councillor S Stanton had met with an Arborist from Taylor Day Tree Services at the Memorial Meadow. They had a useful meeting and looked at ways of taking it forward including being able to move some of the overcrowded trees. The representative suggested that the council get the community involved in moving the trees and could advise on the best way forward free of charge. He will come back next Spring and look at the trees and supervise a community project. Councillor C Nield explained that he had recommended that there should not be grass right up to the tree and that a clear area be around each tree for mulch and that he can provide free mulch. Councillor R Pollard stated that the trees are overcrowded as it is and asked Councillor C Nield to update the website on the current position relating to the development policy. He also suggested that the council should do the thinning and mulching in the Spring. Councillor S Stanton will clarify if the representative from Taylor Day Tree Services will be the council's advisor for the memorial meadow. Councillor S Stanton proposed that the development policy be displayed on the website and was seconded by Councillor Nield. **It was unanimously agreed by all councillor's present.**

Councillor S Campion had been looking at the terms and conditions relating to scattering of ashes. Councillor C Cuddington had enquired with South Derbyshire District Council on whether ashes could be scattered on the memorial meadow. He reported that the Cemeteries and Services Officer for South Derbyshire District Council had confirmed that they do not permit the scattering of ashes on any of their land that is not a recognised cemetery. Even then their preference is for remains to be buried within a cemetery. Any last resting place of human remains has to be recorded and any potential future disturbance of remains has to be taken into consideration as there is legislation around this, therefore they do not permit the scattering of remains on open spaces and recreation grounds. Councillor C Cuddington asked that Councillor S Campion amend the terms and conditions to reflect this and also for this statement to be included on the website.

Several councillors had noted that artificial items had been hung on some of the trees by plaque owners. Councillor C Nield felt that as it was a wildlife area that artificial items should not be allowed on the trees and that they should be removed. It was proposed by Councillor C Nield and seconded by Councillor J Watson not to allow any artificial items on the trees and that all those currently on the trees should be removed with all plaque owners being notified. **Councillor C Cuddington called a vote with five votes received for this proposal and therefore it was carried.**

101/19 Roller shutter maintenance

Councillor R Pollard had circulated a report to all councillors prior to the meeting. There is currently a three-year contract which costs £800 per year for all servicing and maintenance. Councillor R Pollard has obtained a further quote which includes servicing for £250 annually which does not include maintenance (parts and labour). He had also obtained a third quote for £414 per year. Councillor R Pollard proposed and seconded by Councillor C Cuddington that the council appoints Attenborough Windows and pay £250 per year for servicing only. **A vote was called and this proposal was unanimously carried.**

102/19 Bus shelter update

Councillor M Coney had surveyed all the bus stops and a working group had been set up to look at priorities. The next working group meeting will be held on the 9th January and would report back to the council at the January meeting.

103/19 Summer Play Activities

Councillor S Campion stated that South Derbyshire District Council need to be informed by the 7th January on the parish council's requirements relating to summer play activities in terms of number of days and format. She explained that last year there had been a big fun Friday which consisted of three different activities being run at the same time to suit different ages. There was also a choice on whether the council ran two weeks of multi activities or more spread out as it has been delivered before. Councillor S Campion will circulate a proposal to all councillors with a decision being made by email, prior to the 7th January. Councillor S Stanton wanted to know about the numbers attending.

104/19 Removal of bench at Soar Close and six-month period given to assess anti-social behaviour which concludes in December

Councillor C Cuddington explained that this would be reviewed and decided after six months which concludes at the end of December. He had also asked Councillor A Billings for his input tonight and whether he had any reports of anti-social behaviour at the same site or whether anti-social behaviour had moved somewhere else in the village, but as Councillor A Billings was not present at the meeting, this information had not been obtained. Councillor C Cuddington proposed to leave it removed and to review it again in the future and this was seconded by Councillor C Nield and all agreed.

105/19 Finance report

Councillor R Pollard had provided a financial summary in the agenda but highlighted that it did not include salaries, pensions and HMRC commitments which will be sent to the clerk separately (*salaries £4,260.19, HMRC £955.94, NEST £321.06*). He also highlighted that a grant received from South Derbyshire District Council in the sum of £29,970 was based on population and he had queried it with South Derbyshire District Council and they will be awarding Hilton Parish Council a further £7,000, which is to be spent on improving the environment.

Summary of expenses

02/12/2019	Toyota	Parish Council Van	239.24
02/12/2019	Eon	Back Lane Pavillion Electric	78.00
02/12/2019	Eon	HPC Office Electric	86.00
28/11/2019	Aucuba	Monthly Groundsworks	639.60
30/11/2019	Hilton Village Hall	Room Hire	131.17
30/11/2019	Sterilising Services	Monthly Temperature readings	294.59
30/11/2019	Rainbow Waste Management	Rubbish collection	223.99
	UK Fuels	Unleaded Petrol	72.40
28/11/2019	Plantscape	Xmas Tree - street lights	4704.00
18/11/2019	A E Morris	Maintenance play area lights / clock supply	583.49
20/11/2019	Heritage Wood	2 off plaques	100.00
23/11/2019	C Nield	Firs Farm Nursery - Xmas tree VH	55.00
03/12/2019	BT	Quarterly telephone bill	176.72
05/12/2019	DALC	Clerk training	50.00
			£ 7,434.20

Summary of receipts

20/11/2019	Pitch Hire	25.00
27/11/2019	Pitch Hire	125.00
28/11/2019	Pitch Hire	25.00
28/11/2019	Pitch Hire	75.00
05/12/2019	Pitch Hire	100.00
11/12/2019	VAT refund	832.03
		1182.03

Statement on the cash book bank balance TOTAL £187,869.36

This has been reconciled to the bank statement as at 11th December 2019.

Planning matters for decision

Councillor C Cuddington informed the meeting that the council had received details by email about a planning application relating to the pruning of common alder trees (covered by TPO Order No 394) at 5 Talbot Meadows, Hilton, Derby, DE65 5JS. No comments were received from the meeting on the application.

Date of next meeting

Councillor C Cuddington informed the meeting that the next meeting of Hilton Parish Council will be held at Hilton Village Hall, Peacroft Lane, Hilton, DG65 5GH on Wednesday 29th January 2020 at 7.00 pm.

He also informed the meeting that a separate finance meeting will be held on Monday 13th January 2020 at 7 pm at Hilton Village Hall as an open public session to discuss and agree the council's budget and precept request. Councillor R Pollard will prepare a paper for this meeting with an agenda to be distributed three working days prior to the meeting.

Signed:

Dated: