

Hilton Parish Council

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

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Minutes of the Virtual Meeting of Hilton Parish Council

Held over the period Wednesday 25 March 2020 to 1st April 2020

Present

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

161/20 Statement on Virtual Meeting Process

The imposition of no public meetings during the Covid 19 crisis means that the Parish Council cannot function as normal. However, there are statutory duties that have to be carried out. Therefore, the councillors will meet 'virtually' to make decisions on items on an agenda that would have been made in a public meeting. In the absence of a clerk, the process involves a councillor circulating an email containing the information necessary for a decision and a request for a vote. This enables other councillors to ask questions before a vote is agreed. The decisions are recorded on a spreadsheet and the emails serve as an audit trail as to how a decision was arrived at. The minutes record the decisions and will be published on the website and noticeboards, lockdown permitting, in the normal prescribed process. All decisions made under this process will be ratified at the first public meeting of the Parish Council.

162/20 Declaration of Members' Interests

None declared

163/20 Minutes

RESOLVED that the Minutes of the monthly meeting of the Parish Council held on 26th February 2020 be approved as a true record and signed by the Chairman with the following amendment:

150/20 Working Group Reports

B – Neighbourhood Development Planning

Cllr Pollard reported that all consultations had now been received and the next phase is to submit to SDDC, who will then consult with all the appropriate consultees.

RESOLVED Councillor Pollard to submit the Plan to SDDC for Regulation 16 consultation.

Is replaced by:

B – Neighbourhood Development Planning

Cllr Pollard reported that at the Neighbourhood Plan Steering Group meeting held on 20th February 2020, it was agreed that the Neighbourhood Plan and the Consultation Statement were now ready for submission to SDDC for Regulation 16 consultation.

RESOLVED Councillor Cuddington to submit the Neighbourhood Plan and Consultation Statement to SDDC for Regulation 16 consultation

164/20 Main Street Traffic

Cllr Coney had previously circulated the residents questions and a draft letter. A couple more points were added to the letter.

RESOLVED Cllr Coney to send the amended letter to Richard Hanbury

165/20 Working Group Reports

A - Memorial Meadow Working Group

Cllr Nield circulated a paper giving the new strategy for maintaining the Memorial Meadow as proposed by Derbyshire Wildlife Trust.

No proposal was put forward on the location of the bench.

RESOLVED The new strategy was adopted.

B – Neighbourhood Development Planning

Cllr Cuddington requested that the Basic Conditions Statement already circulated and submitted to SDDC be retrospectively approved.

RESOLVED The Basic Conditions Statement was approved

C – Adventure Playground & Astro Turf Project

Cllr Stanton circulated a summary of the inputs received on rejuvenating the Astro Turf. No more than 2 or 3 years could be expected from rejuvenation.

RESOLVED It was agreed to pursue quotes for replacing the Astro Turf.

D – HSE/Risk Management Working Group to be formed

Cllr Pollard circulated the Risk Review

RESOLVED The Risk Review was adopted

166/20 Report of Representatives to other Bodies

Mease Committee – No update given

167/20 Football pitch improvement project

Deferred to next meeting

168/20 Hanging Baskets/Village Floral Display

Cllr Watson presented 4 options some of which required an increase budget

RESOLVED Option 1 was unanimously agreed and a transfer of budget from payroll to the Hanging Basket budget was also unanimously agreed.

169/20 Employment of New Clerk

Deferred to next meeting

170/20 Finance Report

Cllr Pollard reported on the choice of Internal Auditor

RESOLVED It was agreed to appoint Brenda Kirkham

Cllr Pollard recommended salary increases for the Groundsman and Lengthsmen.

RESOLVED It was agreed to put the two Lengthsmen on the National Living Wage and to increase the Groundsman's salary by 2%.

Cllr Pollard provided the Finance Report as follows:

Summary of Expenses

02/03/2020	Eon	Back Lane Pavillion Electric	78.00
02/03/2020	Eon	HPC Office Electric	86.00
04/03/2020	BT	Quarterly phone and broadband	176.13
28/02/2020	Sterilising Services	Monthly Temperature readings	96.59
29/02/2020	Rainbow Waste Management	Rubbish collection	204.70
10/03/2020	UK Fuels	Monthly fuel card	35.40
09/03/2020	TFM	2 Mowers	2166.48
04/02/2020	Masseys	Bolt	4.49
28/02/2020	Aucuba	Contract groundswork - Feb	494.00
10/03/2020	Payroo	Jan 2020 payroll	12.00
29/02/2020	Hilton Village Hall	Room Hire	40.74
03/03/2020	David Ogilvie	Memorial Garden bench	1212.60
26/03/2020	Staff salaries	TAX/NI Mar Salaries	3452.78
13/03/2020	NEST Pension	Staff monthly pension contribution	321.06
26/03/2020	HMRC	Mar Salaries	656.12
10/03/2020	Quick Print	Raffle Tickets - VE Day	45.00
03/03/2020	Essential Print services	3500 A5 leaflets for VE Day publicity	146.00
12/03/2020	Essential Print services	50 A4 Posters - VE Day publicity	78.00
10/03/2020	Warwick Directories	Leaflet distribution - VE Day publicity	147.00
03/03/2020	Richard Smith	Locum Clerk Feb meeting	81.50
31/03/2020	Groundwork	Refund of unused NDP costs	3185.87
28/02/2020	Derwent Fencing	Mill Lane Fencing	1050.00
			13770.46

Summary of receipts

25/02/2020		Pitch Hire	50.00
28/02/2020		Pitch Hire	75.00
06/03/2020		VAT refund	1627.21
06/03/2020		Pitch Hire	200.00
07/03/2020		Pitch Hire	84.00
10/03/2020		Pitch Hire	100.00
13/03/2020		Pitch Hire	50.00
16/03/2020		Pitch Hire	202.50
16/03/2020		Pitch Hire	90.00
17/03/2020		Pitch Hire	23.00
			2501.71

Statement on the cash/bank position is:

Bank TOTAL £163971

This has been reconciled to the bank statement as at 24 March 2020.

The detailed bank reconciliation was presented and approved by all Cllrs.

171/20 Date and time of next meeting

Next meeting of the Parish Council would be held on Wednesday 29 April 2020. The decision as to whether this will be virtual or if a public meeting can be held, will be made nearer the date dependent on the Covid 19 situation.