

Hilton Parish Council

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

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Minutes of the Meeting of Hilton Parish Council **held at Hilton Village Hall at 7:00pm,** **Wednesday 27 March 2024**

Present

Councillors M Coney, C Cuddington, R Gaskin, G Andrew, J McCreddie

Also Present

District Councillor S Meghani, 3 members of the public

206/24 Apologies for absence

Cllrs J Davies, S Stanton, C Nield and J Patten

207/24 Variation of the Order of Business

Cllr Andrew requested that the following additional items be added to the agenda:

- Appointment of Auditors
- Pre-payment of bills without goods

These items to be discussed as part of the Finance Report.

208/24 Declarations of Members' Interest

Cllr Gaskin – Planning applications by Aldi and Trenport, directly opposite her home and also member of the Village Hall Committee

Cllrs Cuddington and Andrew – non-voting member of the Hilton Harriers Football Club Committee

209/24 Public Speaking

a) Members of the Public

Three members of the public attended. The refurbishment of empty properties on Egginton Road was welcomed. A member of the public expressed concerns about access to appointments at the Welbrook Medical Centre and the excessive time waiting for telephone calls to be answered. At the same time, when the patients were seen by clinical staff, their care was considered to be excellent. The member of public also commended the excellent care provided by Hilton Pharmacy.

Action: Cllr Andrew to request that Cllr Davies raise this issue at the Patient Liaison Group

A member of the public queried the status of land at the end of Lowman Way for which planning permission had previously been granted for commercial properties to be built but there had been no further developments.

Action: Cllr Cuddington to discuss with St Modwen and the Planning Committee the lack of progress on the planning permission. Cllr Cuddington to also write to District Councillors

Concerns were again expressed about the safety of the new zebra crossing on Egginton Road and the requirement for a 30 mph speed limit to be enforced. It was noted that Cllrs Coney and Cuddington had reviewed the safety of the crossing, taken measurements and checked the location of signposting. The hedge which was restricting visibility had been reported to Derbyshire County Council.

Action: Cllr Coney to follow up the need for a red warning signpost to be displayed with Derbyshire County Council Highways Department

b) Police Matters

No report

c) District / County Council Member Reports

District Councillor S Meghani

Cllr Meghani thanked District and County Councillors for their support during his paternity leave and the birth of his son.

Cllr Meghani had written to the Managing Director of the Trent Barton bus company to express concerns about the bus service. He would be meeting with Trent Barton

Action: Cllr Meghani to feedback the outcome of the meeting with Trent Barton to a future meeting of the Parish Council

Cllr Meghani had also spoken to Network Rail who had confirmed that the railway crossing would reopen on 7 April 2024

Cllr Meghani reported that he had voted against increases in SDDC Council Tax and expressed concerns about the management of budgets. Cllr Meghani also reiterated concerns about access to appointments at Wellbrook Medical Centre and asked that further actions be considered.

Action: Cllr Coney to look at ways to work with Cllr Davies and Welbrook Medical Centre to consider ways to improve systems and accessibility

District Councillors J Davies and G Andrew

Cllr Andrew reported as follows:

- Egginton Road Roundabout flooding – DCC have inspected and jetted the gullies. SDDC have also ordered a contractor to clear the outflow.
- 97 Egginton Rd – SDDC Housing have contacted St. Modwen's to request maintenance of the hedge above the culvert inlet in order to alleviate flooding problems.
- Environment Agency – Cllr Andrew was in on-going discussions with them about Sutton Brook flooding. The Environment Agency had responded that they record properties in this area as flood risk zone 2

- Flooding - bottom of Mill Lane – Cllr Andrew was attempting to communicate with Severn Trent and expressed concern that the pumping station is not able to cope with flood events now. Gullies on Mill Lane need to be cleared.
Action: Cllr Coney to request clearing of the gullies and Cllr Andrew to pass this issue to Cllr Patten for follow-up
- Memorial Meadow Gate – new gate fitted – SDDC have confirmed they will re-align the path at the same time as looking at the drainage issues on the other paths.
- Woodland Walk – St. Modwen’s management company will “re-bark” the paths with several tons of bark, but only when conditions improve.
- Astley Gardens – Cllr Andrew had chased Owl Homes management company who have now completed the planting scheme with many new trees now present.
- Egginton Rd – opposite Isis Way – following residents’ comments, additional grass cutting had been arranged.
- Hilton Harriers – Cllr Andrew had had discussions with SDDC Chief Executive, who is willing to support the initiative.
- Empty Properties on Egginton Rd – following the recent report of the dangerous chimney to SDDC the owners have commenced works to clear out and refurbish the properties.
- Cllr Andrew had queried the Environmental Impact Assessment opinion on the Trenport application with the Head of Planning, SDDC.
- Assisted with investigation into possible badger setts on Trenport and adjoining land
- Cllr Andrew had chased up the installation of Real time bus information boards with DCC but had received no response to date
- Cllr Davies had reported on staffing issues at the Wellbrook Medical Centre including vacancies, recruitment and long-term sickness. It was noted that appointments are released at 1.30 pm on Fridays but there are often appointments available on Mondays and Tuesdays. Covid booster jabs are to be offered to over 75 year olds and those who are immune-suppressed. Shingles vaccines will be offered to those in the same criteria.
- Cllr Davies had also reported that the Pharmacy First Scheme had been introduced whereby the Pharmacist can be consulted for the following ailments: Impetigo, Ear infections/earache, eye infections, tonsillitis or sore throat, sinusitis, shingles or insect bites, UTIs
- Cllr Davies highlighted that Wellbrook Medical Centre receives ‘weighted’ funding. As it is not in an area of social deprivation, it is assumed by the Government that we will not be as ‘sick’ as other areas. The surgery therefore only receives 85% funding for the number of patients.
- The practice is a research surgery and patients of the surgery are asked to consider taking part in research studies

County Councillor J Patten

Cllr Meghani reported on behalf of Cllr Patten as follows:

- Elections will be held on 2 May 2024 for the new East Midlands Mayoral Combined Authority
- Cllr Patten highlighted a scam whereby calls were received to promote the sale of bogus alarms – please report any such calls to the Police

- DCC Highways are filling 2,000 potholes per week. All potholes must be reported
- The damaged beige surface on the Mease has now been escalated to Cabinet level
- If vehicles or bikes are damaged due to potholes, claims must be submitted online. These are being dealt with in date order
- Cars going the wrong way up the A50 slip road – both DCC and National Highways consider that road layouts are correct. It was noted that Cllr Coney had reviewed this problem in the light of several vehicles going the wrong way. Cllr Coney had produced a paper to highlight problems and possible solutions
- Concerns had been expressed about road safety for children and parents travelling to the Mease Academy. Cllr Patten reported that consideration was being given to the installation of flashing school signs during this financial year.

210/24 To confirm the minutes of Hilton Parish Council Meeting held on 28 February 2024

The minutes of the meeting held on 28 February 2024 were RESOLVED to be a true and accurate record of the meeting having previously been circulated to all Cllrs.

Proposed by Cllr Cuddington

Seconded by Cllr Gaskin

211/24 Planning Matters

Reference	Location	Postcode	Proposal	Valid
DMPA/2023/1615	Land to side of 20a - 22a, , Hilton Business Park, , Derby , DE65 5LS		Provision of access to island from site and new office unit within the site with associated parking, electrical vehicle charging points at	31-Jan-24
DMPN /2024 /0394	Land At Sk2330 9135, The Mease, Hilton, Derby, DE65 5JW		Prior notification for an agricultural track at	14-Mar-24
DMPA /2024 /0397	82 Dale End Road, Hilton, Derby, DE65 5FW		The erection of extensions and alterations to rear at	15-Mar-24
DMPA /2024 /0270	22 Welland Road, Hilton, Derby, DE65 5GZ		Conversion of existing garage and erection of single storey rear extension at	28-Feb-24
DMPA /2024 /0263	Ivy House Farm, Willowpit Lane, Hilton, Derby, DE65 5FN		The variation of condition 2 to amend the proposed layout relating to the proposed planning permission ref. DMPA/2022/1612	19-Feb-24

DMPA/2023/1615 - Cllr Cuddington highlighted that this application is not complete and does not include a sequential test or biodiversity, flood or drainage information. This application will be objected to.

Action: Cllr Cuddington to confirm to SDDC the Parish Council objections to this application

Cllr Andrew to report concerns about the lack of information in this application to the Planning Committee

DMPN/2024/0394 – this track runs alongside the Mease and would improve access for agricultural vehicles. There are no objections.

Action: Cllr Cuddington to confirm to SDDC

DMPA/2024/0397 – it was considered that the elevation plans for this extension were not complete to enable an informed decision to be made

Action: Cllr Cuddington to request further information on elevations

DMPA/2024/0270 – no objections were raised

Action: Cllr Cuddington to confirm to SDDC Planning Committee

DMPA/2024/0263 – this application had previously been submitted but a change of Condition 2 had now been made. No objections were raised

Action: Cllr Cuddington to confirm to SDDC Planning Committee

a) Lucas Lane Update

Snowdrop bulbs had been planted and daffodil bulbs had been ordered for planting in autumn. Thanks extended to Cllr Nield and residents of Lucas Lane. It was noted that discussions on the biodiversity offset land had still not taken place.

Action: Cllr Cuddington to chase St Modwen re actions to be taken in respect of the biodiversity off-set land

b) St Modwen/Lowman Way development

This application had not yet been discussed at Planning Committee.

c) Aldi Planning Application

Representatives of the Parish Council had met with Aldi. It was noted that Aldi and Trenport were not willing to consider the two applications jointly and the applications would be discussed separately by the SDDC Planning Committee.

d) Trenport Derby Road Development – update

It was noted that following investigation, a badger sett had been identified on land adjacent to the Trenport development. During investigations, it had been highlighted that wetland areas (as proposed in the Trenport planning application) were not suitable for badgers and the farmer had suggested that this land should continue to be used for farming. It was also noted that the Trenport application had stated that an Environmental Impact Assessment was not required.

Action: Cllr Cuddington to challenge Trenport about the badger setts and ask that the proposed wetland area be used as farmed land. Cllr Cuddington to also challenge that the EIA was not required and submitted late

e) Mandarin development

No update had been received.

212/24 Finance

RESOLVED the following items authorised for payment

Proposed Cllr Andrew Seconded Cllr Cuddington

Expenditure			
Inv Date	Payee / Supplier	Description	TOTAL
MAR			
01/03/2024	Eon	Back Lane Pavilion Electric	£ 184.33
01/03/2024	Eon	HPC Office Electric	£ 176.18
26/03/2024	Salaries	March salaries	£ 4,802.17
28/03/2024	HMRC	Tax/NI - salaries	£ 1,173.99
14/03/2024	NEST	Pension- salaries	£ 429.72
11/03/2024	UK Fuels	Monthly Fuel costs	£ 1.80
04/03/2024	BT	Quarterly Bill	£ 228.84
29/02/2024	Viking Office UK Ltd	Office supplies (Waste Bins)	£ 68.24
29/02/2024	Sterilising Services	3 Monthly Legionella Testing	£ 96.59
29/02/2024	Hilton Village Hall	Feb PC Meetings Room Hire	£ 47.75
29/02/2024	Hilton Village Hall	s137 Grant HATS (Panto)	£ 1,548.76
29/02/2024	Hilton Village Hall	s137 Grant (Mums & Tots)	£ 84.84
08/03/2024	Viking Office UK Ltd	Refuse Sacks	£ 95.89
26/03/2024	Information Commissioners Office	Data Protection Annual Fee	£ 35.00
08/03/2024	12 Cloud Payroll (netpaydue.com)	Monthly Payroll service charge	£ 12.00
20/03/2024	Derwent Fencing	Concrete Post Replacement Memorial Meadow	£ 690.00
21/03/2024	Cubit Ultrasonic	Ultrasound testing on lighting columns	£ 810.00
27/03/2024	Hilton Village Hall	s137 Grant (Mums & Tots) - Historic invoices	£ 226.24
27/03/2024	Hilton Village Hall	s137 Grant Umbrella - Historic invoices	£ 405.30
27/03/2024	Proforma Invoice	Baby Changer	£ 158.64
			£ 11,276.28

Thanks were expressed to the resident who had purchased the Friendship Bench now situated adjacent to Memorial Meadow

Along with confirming the receipt of the following income.

Income							
Date	Description	TOTAL	SDDC/DCC	Pitch Hire	VAT	s106	Other
MAR							
25/03/2024	Pitch Hire	£108.00		£108.00			
21/03/2024	Pitch Hire	£192.00		£192.00			
21/03/2024	DCC Paths and Pavements Maintenance	£315.00	£ 315.00				
19/03/2024	Donation for Friendship Bench	£429.31					£ 429.31
11/03/2024	Pitch Hire	£54.00		£54.00			
11/03/2024	Pitch Hire	£54.00		£54.00			
11/03/2024	Pitch Hire	£20.00		£20.00			
08/03/2024	Pitch Hire	£27.00		£27.00			
08/03/2024	HMRC VAT Refund	£1,041.47			£1,041.47		
07/03/2024	Pitch Hire	£10.00		£10.00			
07/03/2024	Pitch Hire	£135.00		£135.00			
06/03/2024	Pitch Hire	£108.00		£108.00			
05/03/2024	Pitch Hire	£10.00		£10.00			
05/03/2024	Pitch Hire	£135.00		£135.00			
04/03/2024	Pitch Hire	£108.00		£108.00			
04/03/2024	Pitch Hire	£81.00		£81.00			
04/03/2024	Insurance Claim payout (Mease Pavilion)	£14,504.00					£14,504.00
03/03/2024	Pitch Hire	£27.00		£27.00			
01/03/2024	Pitch Hire	£108.00		£108.00			
29/02/2024	Pitch Hire	£52.00		£52.00			
		£17,518.78	£315.00	£1,229.00	£1,041.47	£0.00	£14,933.31

It was noted that some invoices for the repairs to the Mease Pavilion had not yet been received and consequently did not appear in this month's expenditure

Reconciliation of Bank Accounts

The RFO confirmed that the bank accounts reconcile and these are now saved to the Parish Council website

Bank Balance Summary

The following funds are held by the council as at 19/03/2024:

Bank Balance current account:	£42177.61
Bank Balance savings account:	£284770.76
Total Bank Balance:	£326948.37

The RFO had provided proofs to the Chair that the previous months accounts reconciled.

Section 137 Application

RESOLVED the following item for expenditure:

Proposed: Cllr Cuddington Seconded: Cllr Andrew

Allotment Group (Jayne Davis) – replacement of equipment - £299

Authorisation of Spend

RESOLVED the following items for expenditure:

Fence post replacement at a cost of £190 + VAT

Proposed: Councillor Cuddington Seconded: Councillor Andrew

Action: Cllr Cuddington to inform resident of this decision

Appointment of Internal Auditors. It was agreed to appoint Gill Turner who had undertaken internal audits previously. It was noted that the audit should be undertaken before 1 July 2024 prior to submission to the External Auditors. The audited accounts to be published by mid July.

Proposed: Cllr Andrew Seconded: Cllr Cuddington

Baby changing table for Back Lane Pavilion at a cost of £158.64

Proposed: Cllr Gaskin Seconded: Cllr McCreadie

213/24 Councillor Reports

- Playground equipment – progress report – Cllr Coney was continuing to process required improvements in conjunction with Grounds staff
Action: Cllr Coney to continue to ensure improvements are made and to discuss the playground risk assessment at the next meeting.
- Mease Pavilion Lease Changes
Action: Cllr Cuddington to continue to chase Solicitors
- Derby Road Bus Shelter (north of Derby Road) – the plan for the replacement of the bus shelter had been agreed at the last meeting, at a total capital cost of £11,500 with an on-going maintenance cost of £400 per annum. It was likely that DCC would provide a financial contribution of 50%.
- **Actions: Cllr Andrew** to liaise with SDDC and DCC to arrange for the supply of the bus shelter and clarification of funding requirements
- Party on the Park – plans are being discussed to site a fairground ride on the Parish Council car park. It was also noted that plans are on-going to hold a Christmas market on Saturday 30 November 2024, to be held in the Village Hall, car parks and Scout Hut.
Action: Cllr Coney to write formally to the Parish Council, on behalf of the Party on the Park Committee, to request use of the PC car park for Party on the Park fairground rides. Cllr Coney to also provide further updates on the Christmas Market

214/24 Reports from external bodies

- Flood Liaison Committee – no further report.
- East Midland Intermodal Portal – no report
- Parish and Town Council Meeting (DCC) – no meeting.
- Hilton Harriers Football Club Committee – the Club had purchased new kit and was now seeking sponsorship.
Action: Cllr Cuddington to provide details of local businesses who may be able to provide sponsorship to HHFC
- Toyota liaison – no report
- SDDC Joint Meeting with Parish Councils – no report
- Parish and Town Councils Liaison Forum (DCC) – the next meeting will be held on 16 April 2024
- Etwall Area Safer Neighbourhoods meeting – no further report

215/24 Parish Council next 4 years Strategy Plan

- Traffic Survey – Cllr Cuddington reported that the traffic survey would be conducted during week commencing 22 April 2024
Action: Cllr Cuddington to report results to a future meeting when these become available
- Neighbourhood plan – Cllr Cuddington reported that the review of the Neighbourhood Plan is on-going
- Football pitch improvements – Cllrs Cuddington and McCreadie had met with Mike Aplin of Larch Groundwork Ltd to review both Back Lane football pitches to identify improvement and maintenance requirements and advice had also been sought on flooding problems along the bottom of the main football pitch
Action: Cllr McCreadie to request that Mike Alpin undertake a PitchPower assessment of both pitches to identify improvements required. Cllr McCreadie to also liaise with Cllr Nield to investigate further the installation of a French drain and obtain costs for appropriate drainage of the bottom end of the pitch

216/24 Record of Incidents

The following two incidents were reported:

- A member of the Youth Group had fallen and broken his wrist on the astroturf pitch on 14 March 2024
- The Parish Council post box was damaged on 17 March 2024. The RFO had authorised purchase of a new box
Action: Cllr Andrew to ask Wendy, Admin Officer, to order a new post box

217/24 HHFC – Sports Facility Development

Cllr Cuddington had briefed the HHFC Committee that Marston Estates had declined the offer made by the Parish Council to purchase additional land in order to provide additional sports facilities.

218/24 Website

Cuttlefish, Website provider, had offered a free redesign for the PC website to bring it in line with the upcoming accessibility guidelines due in October 2024. The website functionality will remain the same, but the styling will be updated, and new 'quick links' will be available on the homepage.

RESOLVED that this redesign be accepted to ensure that the Council is compliant with accessibility guidelines

Proposed: Cllr Coney Seconded: Cllr Cuddington

Actions: Cllr Cuddington to request that Cuttlefish proceed with the redesign
Cllr McCreadie to request that Cuttlefish ensure the provision of the e-mail search function for all Councillors

219/24 Jitty between Sutton Lane and Shady Grove

It was noted that Cllr Nield was investigating the planting of trees and shrubs along this grass verge

220/24 Annual Budget for Horticultural Improvements

RESOLVED that a budget of £400 to cover horticultural improvements be approved, to be managed by Cllr Nield

Proposed: Cllr Andrew Seconded Cllr Cuddington

Action: Cllr Andrew to allocate funding

221/24 Parish Councillor Vacancies

Two vacancies remained for co-opted members of the Parish Council.

Actions: Cllr Gaskin to advertise the vacancies on the Facebook page.

Cllr Cuddington to contact those who had previously expressed an interest to ascertain their reasons for not applying to join the Parish Council

222/24 Grounds Maintenance Contract

Cllr Cuddington reported that he had discussed with Aucuba that extension of the grounds maintenance contract.

RESOLVED that the contract with Aucuba be extended by a further year, with effect from 1 April 2024, with a 4.2% uplift on costs.

Proposed: Cllr Cuddington Seconded: Cllr McCreddie

ACTION: Cllrs Coney and Gaskin to submit a draft revised tender for review and agreement at the October meeting, for implementation of a new 3-year contract in April 2025.

223/24 Provision of Parish Council Credit Card

RESOLVED that a Parish Council credit card be obtained for the purchase of small items, to enable more efficient purchasing. This would also ensure credit card protection of purchases. Purchases could be made up to a maximum of £500, in accordance with the Council's financial regulations. This could be for one single purchase, or for smaller items up to a maximum of £500 per month. It was also RESOLVED that the Admin Officer and Cllr Andrew (as RFO) should be card holders.

Proposed: Cllr Coney Seconded: Cllr Cuddington

Action: Cllr Andrew to apply to the bank for the credit card and set up a monthly direct debit for payment at the end of each month.

224/24 Office Manager Job Description and next steps

RESOLVED that the revised job description and job advertisement be approved, subject to the inclusion of sickness absence monitoring requirements. The advertisement for the post to be placed on Facebook, Website and notice boards.

The closing date will be 4 weeks from the placement of the advertisement.

Candidates will be asked to submit their CV and a covering letter to demonstrate why they feel they are suitable for the role. The interview panel to comprise 3 Councillors

Proposed: Cllr Cuddington Seconded: Cllr Coney

Actions: Cllr Andrew to provide the old shortlisting and interview packs

Cllr Gaskin to place the advertisement on Facebook

Cllr McCreddie to place the advertisement on the website

225/Back Lane Pavilion Improvements

Quotations had been received from two companies for electrical work to be undertaken at the Pavilion, including LED, emergency and flood lighting and also to provide a switch outside the boiler room.

RESOLVED that the quotation received from Chris Hector at a cost of £1870.20 be accepted.

Proposed: Cllr Gaskin

Seconded: Cllr Andrew

Two quotations had also been received for the provision of paving outside the pavilion and the securing of two benches.

RESOLVED that the quotation received from Daniel Kerry, Tree and Garden Services at a cost of £2350.00 be accepted

Proposed Cllr Andrew

Seconded: Cllr Gaskin

Action: Cllr Coney to arrange for these works to be completed. **Cllr Cuddington** to inform Chris Hector and Daniel Kerry that their quotations had been accepted. Cllr Cuddington to also notify the companies who had been unsuccessful in their quotations.

226/24 Local Plan Consultation

Communication had been received from SDDC about consultation on the Statement of Community Interest. A response was required by 13 May 2024.

Action: Cllr Cuddington to review the information and bring back comments to the next meeting.

227/24 The Mease School Traffic Safety Issues

Cllr Coney had drafted a comprehensive report on traffic safety issues. It was noted that DCC would consider installing flashing school signs during this financial year. The installation of SiDS speed signs was also important to road safety in this area.

Action: Cllr Coney to pursue the installation of speed signs in key areas, including the Mease. **Cllr Coney** to also circulate the Traffic Safety report to all Parish Councillors to consider how to pursue recommendations further

228/24 Memorial Meadow Flagpole

Cllr Nield had investigated suitable flags and flagpoles to commemorate the 80th anniversary of the D Day Landings on 6 June 2024.

RESOLVED that a flag and garden flagpole be purchased for this occasion only

Proposed: Cllr Coney

Seconded: Cllr Gaskin

Action: Cllr Nield to arrange purchase of flag and flagpole

229/24 Annual Parish Meeting

RESOLVED that the Annual Parish Meeting be held at 7.00 pm on Wednesday 29 May 2024, prior to the Parish Council meeting which would be held at 7.30 pm

230/2024 Agenda Items for next meeting

The following items would be discussed at the next meeting:

- Statement of community interest
- Further meeting with Chair of Hilton Village Hall
- Risk Assessment – playground equipment

205/24 Date of the next meeting.

Parish Council Meeting to be held at 7.00pm on **Wednesday 24 April 2024** at Hilton Village Hall.

The meeting was closed @ 10.15 pm

Signed _____ Chairman / Vice Chairman

Notes taken by Cllr J McCreadie