

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 28 August 2024**

Present

Councillors M Coney (Chair), C Cuddington, G Andrew, S Stanton, C Nield, J McCreadie, R Gaskin

Also Present

3 members of the public

340/24 Apologies for absence

Apologies for absence were received from Cllrs H Marchis and A Lovett, District Cllrs J Davies and Meghani and County Cllr J Patten

341/24 Declarations of Members' Interest

Cllr Cuddington – Accident on Astroturf 14/08/24

342/24 Public Speaking

a) Members of the Public

Three members of the public were present. Two residents expressed concern about the retrospective planning application made for the retention of a change of use of part of an integral domestic garage being used as a dog grooming business.

Concerns were expressed about the additional traffic flow which caused further parking congestion and consequent hazards to pedestrians and children. There were also concerns about inconvenience and disturbance caused to neighbours. This item was to be discussed under Planning Matters.

A resident asked for an update on the possibility of reintroducing a bus service along Main Street. Cllr Coney reported this issue had been discussed with two SDDC Directors when they visited recently. It was also noted that statistics were being collated by himself and Cllr Davies on delays and cancellations of the bus service. The Parish Council had also responded to a survey by DCC to request the installation of 6 new bus shelters and improvements to kerbside access to buses. A resident highlighted that it would be 80 years since the end of World War 2 on 8 May 2025. The Hilton and Marston History Group were hoping to organise a celebration of this event and a letter was submitted to the Parish Council to request support in organising this event.

A resident also highlighted issues of rights of way relating to a planning application made in respect of land on Egginton Road which was to be discussed under Planning Matters.

b) District/County Council Members Reports

District Councillors G Andrew and J Davies

Cllr Andrew reported as follows:

- A new Executive Director for Place and Prosperity had been appointed by SDDC
- LCP Properties had agreed to install larger litter bins at the shops on Witham Close to alleviate litter problems.
- Cllrs Andrew, Cuddington and Coney had taken two SDDC Executive Directors on a tour of the village. This had been a very positive visit and a range of issues were raised, including improvements to the bus service, the removal of scaffolding on properties on Percy Wood Close and improvements to the allotments on Sutton Lane.
- Cllr Andrew had highlighted the loss of play areas which had been caused by the lack of mowing by SDDC. These areas had now been mowed
- As highlighted previously, Cllr Davies was collating information about bus delays and cancellations in preparation for the meeting with Trent Barton

County Councillor J Patten

Cllr Patten had submitted a report as follows:

- Cllr Patten was following up the clearance of weeds at the corner of Lucas Lane and Egginton Road
- Grass had now been cleared under the A50 bridge
- A new way of filling pot holes with recycled rubber was being trialled
- Cllr Patten highlighted the Gold Card companion scheme which allows a card holder to travel for free with an eligible disabled person

Action: Cllr Gaskin to publicise this scheme on Facebook

Concerns were expressed during discussions that the overgrowth of weeds on the footpath leading to John Port School had not been cleared

Action: Cllr Cuddington to ask Cllr Patten to ensure this is undertaken before children return to school.

Cllr Coney to add this requirement to the Highways Hub

c) Police Matters

No report

343/24 To confirm the minutes of Hilton Parish Council Meeting held on 31 July 2024

The minutes of the meeting held on 31 July 2024 had been circulated to all Councillors and were RESOLVED to be a true and accurate record of the meeting, subject to the caveat that recognised that the meeting held on 26 June 2024 was an informal meeting, due to the fact that the agenda for the meeting had not been issued within correct timescales. The minutes of the informal meeting held on 26 June 2024 would be held on the Parish Council website.

344/24 To confirm the minutes of the Extraordinary Parish Council Meeting held on 14 August 2024

The minutes of the Extraordinary Parish Council Meeting held on 14 August 2024 were RESOLVED to be a true and accurate record of the meeting.

Proposed by Cllr Gaskin Seconded by Cllr Cuddington

345/24 Planning Matters

Reference	Location	Postcode	Proposal	Valid
DMPA/2023/0283	Land adjacent to 53a Rose Cottage, Egginton Road, Hilton, Derby, DE65 5FG		Outline application (matters of access, layout and scale reserved for later consideration) for the erection of a detached dwelling at	03-Jul-23
DMPA/2024/1027	Ivy House Farm, Willowpit Lane, Hilton, Derby, DE65 5FN		Demolition of existing Dutch barn, and erection of new triple garage with workshop and accommodation over at	01-Aug-24
DMPA/2024/0941	55 Washford Road, Hilton, Derby, DE65 5HN		The erection of a single storey rear extension at	31-Jul-24
DMPA/2024/0983	22 Alders Brook, Hilton, Derby, DE65 5HF		The retention of a change of use from part of an integral domestic garage to use for dog grooming at	23-Jul-24
DMPA/2024/0999	16 Severn Drive, Hilton, Derby, DE65 5LE		The installation of an air source heat pump at	26-Jul-24

- **Land adjacent to 53A Rose Cottage** – this application does not comply with the Neighbourhood Plan in respect of parking spaces available and the garden policy.
Actions: Cllr Cuddington to write to SDDC to object to this planning application in the light of the above.
 Cllr Andrew to make a ‘called-in’ application to SDDC
- **Ivy House Farm, Willowpit Lane** – clarity was required on the proposed use of this building
Action: Cllr Cuddington to request details about the proposed use of the accommodation and facilities required for this
- **55 Washford Road** – no objections
- **22 Alders Brook** – this application does not comply with the Neighbourhood Plan in respect of parking, which is already a problem in this area, and has a detrimental impact on the area due to the business times.
Actions: Cllr Cuddington to write to the Planning Committee to object to this application. Cllr Cuddington to also suggest that the business is given 6 months to find alternative premises.
 Cllr Andrew agreed to speak to the Planning Department and arrange for it go before the Planning Committee if Planners were seeking to approve the application without a time limit.
- **16 Severn Drive** – installation of air source heat pump. It was noted that noise levels generated by a heat pump may reach over 40 decibels. Discussion took place on implications for neighbours.
 RESOLVED that no objections should be raised
 Proposed: Cllr Andrew Seconded: Cllr Stanton
- **23 Windermere Drive** – a request had been made to fell a tree covered by a Tree Preservation Order. On inspection, it was noted that this tree is a healthy Alder.

Action: Cllr Cuddington to write to object to the felling of the tree in line with the Parish Council Tree Policy. It would be appropriate to trim back on the fence line.

As part of discussions on planning applications, it was noted that the SDDC Planning Committee had made changes to timescales allowed for comment to be received which would possibly prevent the Parish Council from making timely comments.

Action: Cllr Coney to add this issue to the agenda for the meeting on 25 September 2024, with a view to possibly forming a Planning Sub-Committee. Cllr Cuddington to clarify with the Planning Department the implications of changes.

346/24 Finance

RESOLVED the following items be authorised for payment

Proposed by: Cllr Andrew Seconded by: Cllr Nield

Expenditure			
Inv Date	Payee / Supplier	Description	TOTAL
AUG			
01/08/2024	Eon	Back Lane Pavilion Electric	£ 184.33
01/08/2024	Eon	HPC Office Electric	£ 195.65
26/08/2024	Salaries	July salaries	£ 4,846.93
26/08/2024	HMRC	Tax/NI - salaries	£ 1,129.23
15/08/2024	NEST	Pension- salaries	£ 429.72
12/08/2024	NetPayDue.com Ltd	Monthly Payroll Fee	£ 12.00
12/08/2024	UK Fuels	Monthly Fuel costs	£ 50.02
31/08/2024	Hilton Village Hall	Mums and Tots Room Hire	£ 124.32
31/08/2024	Sterilizing Services Ltd	Monthly Water testing	£ 68.39
31/07/2024	Aucuba Landscapes Ltd	Grass Mowing and Pitch Spiking	£ 1,897.01
08/08/2024	Booker Tree Care	10 Orchard Close Tree work	£ 216.00
12/08/2024	JRB Enterprise Ltd	Dog Waste Bags	£ 137.94
14/08/2024	Cromwell Tools Derby	Coat Hooks and Bleach	£ 38.62
21/08/2024	Fleet (line markers) Limited	New line marking machine Ki-2	£ 356.40
13/08/2024	R Massey & Son (Woodville) Ltd	Line Marking Paint and Stihl Oil	£ 23.99
26/08/2024	PKF Littlejohn LLP	External Audit Services	£ 756.00
19/08/2024	Abbey & Burton Glass	Pavilion Replacement Windows	£ 8,651.00
			£ 19,117.55

Along with confirming the receipt of the following income.

Income		
Date	Description	TOTAL
AUG		
09/08/2024	Pitch Hire	£30.00
07/08/2024	HMRC VAT Refund	£794.29
28/08/2024	Pitch Hire	£81.00
		£905.29

Reconciliation of Bank Accounts

The RFO confirmed that the bank accounts reconcile and these are now saved to the Parish Council website. It was also noted that the External Auditor had raised some issues with the Annual Internal Audit Report 2023/24 which was available on the website.

Bank Balance Summary

The following funds are held by the council as at 20/08/2024:

Bank Balance current account:	£56721.53
Bank Balance savings account:	£363154.75
Total Bank Balance:	£419876.28

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

Section 137 Applications to consider

No applications had been received

Authorisation of spend

No further requests for expenditure had been received.

347/24 Councillor Reports

The Mease Roundabout flooding – Cllr Andrew reported that SDDC had not yet completed the clearance of the ditch alongside Egginton Road, to a level to alleviate flooding at the Mease roundabout. DCC are to be notified when this work is completed in order that the second stage of this work can be undertaken.

Action: Cllr Andrew to chase SDDC for urgent action

348/24 Reports from external bodies

- Flood Liaison Committee – no meeting.
- East Midland Intermodal Portal – no meeting.
- Hilton Harriers Football Club – the planning application for signage at the Mease Pavilion had been drafted but following discussion it was felt that the application should be made by the Parish Council.

Action: Cllr Cuddington to redraft the application and notify Hilton Harriers of this decision.

- Toyota liaison – no meeting.
- SDDC Joint Meeting with Parish Councils – no meeting.
- Parish and Town Councils Liaison Forum (DCC) – the next meeting would be held on 15 October, to be attended by Cllrs Coney and Gaskin.
- Etwall Area Safer Neighbourhoods meeting – no meeting.

349/24 Parish Council next 4 years Strategy Plan

- Traffic Survey – the invoice for this survey was still awaited.
- Playground signs – Cllr McCreadie had revised the Recreation Ground signage based on comments received. However, in the light of the proposed change of the

Parish Council web domain to a gov.uk domain, it was agreed that quotations should be deferred pending this change

- Football pitch improvements – Cllrs Cuddington and McCreddie would be meeting with Hilton Harriers on 29 August 2024 in order to agree a Service Level Agreement for the use of pitches which would support the application to the Football Foundation for a grant for improvements to pitches.
- SIDS – Cllr Coney was obtaining quotations for this work to be undertaken.
- Bus shelters – Cllr Andrew had chased SDDC to progress work on the Derby Road bus shelter. Cllr Coney had submitted a request for 6 new bus shelters and improvements to pavement access to DCC, as part of the Bus Stop Improvement Plan, based on the top 6 most used bus stops in Hilton
- Back Lane Pavilion improvements – Cllr Coney reported that the pavilion had been painted and new windows fitted. Bench seating had been installed outside and further internal improvements had been completed.
- Playground improvements – Cllr Stanton had arranged a meeting with the Contracts Manager of Proludic in order to progress the installation of basketball hoops on the Village Hall Recreation Ground.
- Footpaths and footpath mapping – Cllr Nield had investigated ways to present information to promote the use of local footpaths and cycle tracks, to be publicised on-line and in paper format.

Action: Cllr Nield to liaise with a local graphic designer who would be able to illustrate a local map

Cllrs Nield and Gaskin to meet in order to progress this initiative further

350/24 HHFC Lease Changes

Following approval of changes to the HHFC Lease at the last meeting, it was noted that work to progress this was ongoing.

As part of discussions on lease arrangements, it was noted that the Scout Hut lease had not been registered.

Action: Cllr Cuddington to chase up the registration of the lease

351/24 CCTV in Taxi Cabs - Consultation

SDDC had circulated a consultation document on the issue of CCTV in private hire vehicles following the Department for Transport's (DfT) 'Statutory Taxi & Private Hire Vehicle Licensing Standards' published on 21 July 2020. They had requested views on whether it should be mandatory for private hire vehicles to have CCTV installed to ensure the safety of all users. It was also felt that this would support the safety of drivers.

Following discussion, it was RESOLVED that the Parish Council should support the mandatory use of CCTV in all private hire vehicles.

Proposed by: Cllr Nield Seconded by: Cllr Gaskin

Action: Cllr Cuddington to complete the questionnaire on behalf of the Parish Council

Cllr McCreddie to publicise the consultation on the website

352/24 Playground Equipment Assessment

Cllr Coney had had communications with Wicksteed, provider of some of the playground equipment and improvements were on-going. It was noted that some damage to the play surface in the Village Hall Recreation Ground had been identified

ACTION: Cllr Coney to continue to progress actions identified in the report
Cllr Coney to also investigate damage to the play surface for further action

353/24 Memorial Meadow Wall

Cllrs Nield and Cuddington had redrafted the revised terms and conditions for obtaining memorial plaques to be placed on the proposed Memorial Meadow Wall. AGREED that Cllr Nield should obtain permission from SDDC for the wall to be built on their land.

354/2024 Accident on Astro turf – 14 August 2024

Cllr Coney reported that a player had been injured whilst playing on the Astro turf pitch on Wednesday 14 August, when he fell against one of the goal posts.

355/24 Resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the public

RESOLVED that at this stage, members of the public should be excluded from the meeting in order that discussion could take place on the temporary recruitment of an agency Lengthsperson to cover the resignation of the current postholder and also to discuss the organisation next steps.

Proposed by: Cllr Cuddington Seconded by: Cllr Andrew

356/24 Recruitment of temporary Lengthsperson

Cllr Andrew had investigated the availability of an agency Lengthsperson to undertake a temporary contract, allowing time for a permanent Lengthsperson to be recruited. It was noted that regular appraisals would be required.

Following discussion, it was RESOLVED that a budget of £2,500 be allocated to cover the cost of an agency Lengthsperson for a period of up to 3 months, during which time agreement would be reached on the appointment of a permanent post.

Proposed by: Cllr Coney Seconded by: Cllr Andrew

Actions: Cllrs Andrew and Gaskin to interview candidates for the temporary post on Friday 30 August 2024 and also to provide a list of tasks and routes to be followed and ensure regular appraisal.

Cllr Andrew to make arrangements for the weekly signing of timesheets.

Cllrs Andrew and Gaskin to finalise the advert for the recruitment of the permanent Grounds Team Leader post, as discussed at the Extraordinary Parish Council Meeting held on 14 August 2024.

357/24 Organisational Next Steps

Recruitment to the post of Office Manager had been deferred pending the review of the structure and job descriptions for the Grounds Team Leader, Groundsperson

and Lengthsperson, which had now been completed. Discussions took place on the effective role of Office Manager to support the Parish Council in its day-to-day operations.

Action: Cllrs Andrew and Gaskin to place an advertisement for the post of Office Manager by 2 September 2024, with a closing date of 13 September 2024. Interviews to take place during week commencing 23 September 2024

358/2024 Agenda Items for next meeting

The following items would be discussed at the next meeting:

- Biodiversity off-set land – Lucas Lane
- Planning Committee changes to timescales for comment
- Purchase of measuring wheel
- Goal posts on AstroTurf pitch
- Annual review of policies
- Christmas Tree lights
- Rubicon
- VE Day 80 year celebrations

359/2024 Date of next meetings

Parish Council Meeting to be held at **7.00pm** on **Wednesday 25 September 2024** at Hilton Village Hall.

The meeting was closed @ 10.30 pm

Signed _____ Chairman / Vice Chairman

Notes taken by Cllr J McCreadie