



Minutes

Minutes for the virtual full council meeting held on Thursday 25th June at 7pm.

The Chair welcomed all to the virtual meeting of Creswell Parish Council.

1. Attendees

Chairman Cllr Mr Ray Sutherland
Cllr Jonathan Price
Cllr Jack Kemp
Clerk Mrs Jodie Guy

Also in attendance were,
Borough Cllr Mark Winnington

Apologies

County Cllr Jeremy Pert

Public open forum questions

The meeting was remotely attended by 8 members of the public representing Creswell Parish area and the questions below were brought to the meeting.

1. Communication Strategy question from a Creswell Resident.

My feelings about previous failings in communication are well documented and now isn't the time to go over them. I believe we need to look to the future.

The role of the Parish Council is noted on the website as to "Represent the Residents of Creswell Parish to the best of our ability".

It is their role to engage effectively with its residents, parishioners, and stakeholders.

We know good communication leads to better recognition and respect.

The Good Councillors Guide noted in 2018 the nationwide many councils fail to effectively communicate who they are and what they do. The less people who know about an organisation, the less likely they are to rate it highly.

It is my belief that a communication strategy is the single most important and powerful document that a parish has, or in this case, does not have (YET).

It is my belief that without a clear communication strategy representing the residents of Creswell is unachievable.

Good communication should be built on 5 principles

1. Accessible for all, and I welcome the forthcoming newsletter, Marston Granges noticeboard, the face book page, and the new website - which increases access for all.
2. Convenient to access,
3. It should be relevant, clear, and factual
4. Manage expectations and finally
5. Encourage 2-way engagement

What I would like is for the Parish Council to consider developing a communication strategy and action plan that is based on these five principles.

Whilst on the subject - I would like to consider the mission statement which is not current.

The Chairman thanked and accepted the residents offer of help in producing a Communications Strategy.

6. Mustang Drive proposal for no parking (any progress since last meeting)

The Clerk gave an updated - that communication with Culina had been made and the clerk will arrange a meeting date with managers and councillors regarding double yellows lines. This was agreed.

7. Creswell Grove Development plans state 3 lanes of traffic from no.10 to site entrance roundabout but concerns raised that there appears to be no provision in place to make this possible.

The Chairman responded by pointing out that this is a Planning and Highways matter and will be passed over to them.

8. Community A.E.D. Defib – resident MC volunteered and offered to have this installed at his address.

The Chairman responded and thank MC for the offer, and confirmed that the Parish Council are already in talks regarding possibly two AEDs including grant funding (one for Creswell Grove and the other on the Marston Grange estate), and these will be positioned in a suitable community location and not on private property.

9. Community Camera - update

The Clerk confirmed that the equipment had been delivered and information had been posted on the Parish Council Facebook site. We are awaiting confirmation that the two sets of poles have been installed by Amey / SCC.

10. Drains outside 31 & 94 blocked solid for over 12 months, I have reported every month, but highways keep deleting saying they have been done. Obviously, this is not the case as this is contributing to the flooding in the dip of Creswell Grove.

The Clerk thanked the resident for reporting the issue and we shall raise this with SCC Highways and Cllr Jeremy Pert.

Throughout the meeting various other questions were raised and these were answered as the meeting progressed.

Public session closed and full council meeting commenced.

Members of the public are reminded that they are not permitted by law to participate once the Council meeting has commenced – if they have any questions they must raise their hand so that the Chairman can suspend the meeting to allow them to speak (if appropriate).

2. Declarations of Disclosable Pecuniary Interests relating to items on the agenda
none were recorded.

3. Signing and approving the minutes of the last Parish Council meeting held on 15th May 2020.

The minutes were proposed, seconded, and accepted as a true record of the meeting.

4. To receive a report from the Clerk outlining actions taken following the last meeting.

4.1 Confirmed the Speed radar has been delivered.

4.2 Kerb at the bottom of Mustang Drive had been completed and the kerbs have been raised higher.

4.3 An email had been sent to Taylor Wimpey with a quote for the 1st Parish Board.

4.4 Quotes have been received for the design and printing for the summer newsletter.

4.5 Co-op Bank signatories are taking an exceptionally long time due to the corona pandemic.

4.6 confirmation from M6 Smart Motorways that they will mow and tidy up J14 island on Friday 26th June 2020.

4.7 The clerk confirmed that it had been seen on face book that the residents were requesting the grass to be cut by the post box, the Clerk asked the chairman if the parish could approve the expenditure and works for the grass verges and hedge cutting to be carried out by the parish this year due to residents not being able to maintain themselves due to self isolating. No objection was received by the residents present and the Chairman agreed.

5. To receive Clerk's Report and Financial Statement.

5.1 To approve the financial payments, receipts and transfers.
This was approved by councillors.

5.2 To approve financial statement and bank reconciliation up to 25th June 2020.
Due to change over of Councillors and the Clerk this is the first time this financial year that they have been signed. The Chairman confirmed that the Bank Statements currently are checked by himself against any expenditure reported by the Clerk.

5.3 To receive the annual internal audit report.
This was accepted and approved by councillors.

5.4 To approve 2019/20 Annual Governance Statement.
This was approved by councillors.

5.5 To approve the 2019/20 Annual Accounting Statement
This was approved by councillors.

5.6 To confirm exemption from Limited Assurance Review and authorise completion of paperwork. It was agreed to confirm the Council as exempt and authorise the paperwork, this requires a wet signature before they are published.

5.7 To agree Insurance for the year
Due to the Corona virus this was confirmed at the May's meeting that we shall renew the insurance offered by Came and Company, insurance policies shall be published on the PC website.

5.8 To confirm updates required to policies and procedures – Standing Orders, Financial Regulations, Risk Assessment.
This will be deferred until the July meeting for documents to be circulated to members. The offer of support for writing a communications strategy policy was accepted by the Councillors.

6. To consider matters of finance for approval.

Internal Auditor invoice	£50.00
Office expenses – 14.05 to 28.06.2020	£53.99
Salary for June for Clerk	£295.36
PAYE for June	£74.00
Training – SPCA Clerks Training	£50.00

SLCC 'Introduction to Local Council Administration Level 2	£99.00 plus VAT
SLCC 'New Clerks Webinar x 2 sessions	£10.00 plus VAT
Microsoft 365 ICT Laptop software update	£55.99

This was approved by councillors

7. To discuss Planning matters in the Parish.

7.1 None received

8. To consider any highways matters that need action and to review any previously reported.

8.1 Unfortunately Cllr Jeremy Pert isn't in attendance, the only matters that require action are the highway drains in the bottom of the dip on Creswell Grove which have been reported previously as full of silt. The Clerk confirmed that these shall be reported to highways and Cllr Pert.

9. Items for consideration by the Councillors

9.1 Urban Tree Challenge Fund (UTCF) – Urban tree planting, Councillors asked for an application to be submitted.

9.2 Perrin Memorial for this year.

The Chairman confirmed that due to the Coronavirus Pandemic and the government guidelines on avoiding public gatherings, that it will be a short ceremony with social distancing being observed. Residents attending are reminded that they are required to wear face masks. The chairman asked for anybody wishing to attend if they can email the clerk so that we can monitor attendance.

10. To receive any reports from Borough, County Councillors and Local parish PCSO.

10.1 Police Incidents reported in the parish. Our Local PCSO confirmed that we have no concerning spikes in the parish. High level of ASB on Marston Grange is due to COVID breaches.

Creswell Grove – 1 x ASB, 2 x suspicious incidents.

Prime Point 14 – 1 x other

Marston Grange – 9 x ASB, 1 x suspicious incidents, 1 x other.

The residents asked if the parish can collate and provide some data, this was agreed that the Clerk can collate this data and possibly report on location.

10. To consider items for the next agenda.

To be forwarded to the Clerk 10 days before the meeting.

11. Communications Strategy

11.1 Newsletter – quotes have been received and the Chairman agreed for the Clerk to pick a supplier to design and print 500 copies, Draft to be signed off before print.

11.2 Marston Grange notice board and Spitfire memorial refurbishment – The Clerk confirm that a quote and example of a notice board had been emailed to Taylor Wimpey for approval. The Spitfire memorial board just needs sanding down and re-painting, but the dates on the information board was recorded as being incorrect. It was agreed that the Clerk shall organised for refurbishment of the lectern and that the dates to be checked and the board replaced if necessary.

11.3 The new website is nearly ready for launch, the Clerk asked if a resident who specialises in DDA, Vision impairment can check the new site over before it is launch. This was agreed by those present.

12. To consider items for the next agenda

12.1 The residents were reminded to email the clerk at least 10 days before the next scheduled meeting.

13. Dates of future meetings

After a discussion it was agreed that the next public open meeting the 30th July 2020. The agenda will be published via the notice board, face book and our website with the link to the Teams meeting at least 1 week before the 30th July 2020.

14. There being no further matters, the Chairman closed the meeting at 21:00 and thanked everyone for their important contributions to a successful meeting.

Signed Date

These minutes remain a draft (E & O A) until confirmed at the next Full Council meeting of the Parish Council.

DRAFT