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**MINUTES OF THE HILTON PARISH COUNCIL COMMUNITY ENGAGEMENT
COMMITTEE MEETING HELD ON WEDNESDAY 5TH SEPTEMBER 2018 AT THE
HILTON PARISH COUNCIL OFFICE COMMENCING AT 7PM**

Present:

Cllr Johnson-Beale (in the chair)
Cllr Darlington, Cllr Campion and Cllr Hudson

There were 4 Members of the Public in attendance at the meeting.

AGENDA

1. Minute Number CEC/01/18 - Election of Chairperson

Resolved: Cllr Johnson Beale was elected as Chairperson to the Engagement Committee.

2. Minute Number CEC/02/18 - To receive apologies for absence

Resolved: Apologies were received and accepted as follows:

- ***Cllr Hudson was running late***

3. Minute Number CEC/03/18 - Variation of the Order of Business

There were no Variations to the Order of Business.

4. Minute Number CEC/04/18 - Declaration of Members' Interests.

There were no Declarations of Members Interests.

5. Minute Number CEC/05/18 - Public Speaking.

Minute Number CEC/05/18/A – Public Speaking

Members of the public raised the following matters:

- A resident said that he had started to ask about Community Engagement 18 months previously. He explained that the Parish Council had come a long way since then and it was good that we were at this meeting tonight.
- Hopefully we can build on this and what has been done but there is still more that can be done, we need to get to know each other better.

- The feedback sheets from the Q&A's are good, but the replies can be a bit selective when they come back. For example, having mince pies at the December Parish Council Meeting was raised and the response back was a business response of, the Parish Council Meetings are to deal with Parish Council Business.
- We need to look at what is discussed at the Forums and Village Hall Coffee Mornings that don't appear on the Q&A sheets.
- Community Engagement Plan needs to be looked at, the resident had made some comments but the plan had not changed. The Clerk replied that she had not been given a copy of the proposed changes to look at, the resident replied that he would let her have a copy. He explained that the residents should give input to the plan.
- We need to work together for the good of the community and use the expertise in other groups to move this forward. The Parish Council may not be able to do everything that is being asked but another group may be able to take something forward.
- Overall community engagement is good.
- Within the Engagement Committee there is the potential of having working groups. A lot of the work that may be identified will be outside of the scope for the Parish Council.
- Community Members could be on a Working Group, but it is the Community that should take this forward rather than the Parish Council.
- The Neighbourhood Plan Group could run a Parish Plan alongside the Neighbourhood Plan if they wish, this would then give an opportunity to develop a plan for community engagement.
- The resident was unaware of the Village Hall Coffee Mornings and Forums as he did not use Facebook, other channels of advertising need to be used.
- The Chair explained that this meeting was to discuss how the Parish Council would engage with the community.
- Conversations then took place with regards to the Neighbourhood plan and what the Group were currently working on.

Minute Number CEC/05/18/B – Police Representatives Report

There were no Police Representatives present at the meeting and there was nothing to report.

Minute Number CEC/05/18/C – District Council Representatives Report

There were no District Council Representatives present at the meeting and there was nothing to report.

Minute Number CEC/05/18/D – County Council Representatives Report

There were no County Council Representatives present at the meeting and there was nothing to report.

6. Minute Number CEC/06/18 - Approval of Committee full Terms of Reference

Cllr Cuddington tried to speak during the closed part of the meeting whilst the draft Terms of Reference were being discussed. He was informed by the Clerk that he was not on the committee and therefore could not participate any further. He stated that he was attending the meeting as a Councillor as per the Parish Council Minutes dated 25.07.2018, which at this point were not approved minutes. He thought they reflected the discussion of the July Parish Council Meeting and hence why he had not informed the Clerk that he wished to be on the Committee. He had not been provided with the information in advance.

Resolved: The Committee agreed for Cllr Cuddington to join the Engagement Committee at this point.

Cllr Cuddington stated that the draft Terms of Reference be approved at the Parish Council Meeting to be held on 26.09. 2018. The Terms of Reference had not been approved by the full Parish Council and he stated that he wanted consistency between the Parish Council Committees as per the NDPG and Standing Orders, or be told why there was no consistency.

Resolved: The draft Terms of Reference to be added to the Parish Council Meeting agenda on 26.09.2018, to be approved, before approval by the Engagement Committee.

7. Minute Number CEC/07/18 - Communication

a) Confirmation of dates and venues for the Hilton Village Hall Coffee Mornings and Parish Forums from September 2018

Resolved: The Committee agreed to the following dates for the Coffee Mornings:

- ***11.09.2018 – Hilton Village Hall Coffee Morning 9am to 11am***
- ***16.10.2018 – Hilton Village Hall Coffee Morning 9am to 11am***
- ***13.11.2018 – Hilton Village Hall Coffee Morning 9am to 11am***
- ***04.12.2018 – Hilton Village Hall Coffee Morning 9am to 11am***
- ***Resolved: Cllr Champion agreed to be the Councillor in attendance at the above coffee morning. If Cllr Champion is not available forms will be left at Coffee Morning for residents to complete if they wish.***

Resolved: The Committee agreed to bimonthly evening Forums at Hilton Village Hall commencing at 7.30pm to 9pm as follows:

- ***22.10.2018***
- ***06.12.2018 to be confirmed***
- ***Resolved: Cllr Darlington to check the availability of the Village Hall for the above 2 dates and confirm the room.***
- ***Resolved: The Committee agreed to approach and attend other local group meetings to introduce themselves and have a chat. Cllr Darlington was happy to do this with help.***
- ***Resolved: The Committee agreed to complete a vote on Facebook to ask residents where they would like to meet Councillors in the future, Cllr Johnson-Beale and Cllr Hudson were given delegated powers to take this forward.***
- ***Resolved: The Committee agreed to hold a Parish Forum on 19.12.2018 from 6.30pm to 7pm prior to the Parish Council Meeting to have mince pies and a chat. The Clerk to add this to the Parish Council agenda on***

26.09.2018 for ratification. The Clerk to book the extra time with the Village Hall.

- **Resolved: Cllr Campion was given delegated powers to advertise the above Coffee Morning and evening Forum dates.**

b) Public Meeting with DCC re Main Street issues

Cllr Cuddington reported that DCC had contacted him and reported an IT issue. Initially the report was promised for mid-August, this had now been delayed. It is on the Parish Council Agenda for 26.09.2018, so hopefully it will have been received by then.

Resolved: To defer this item to the next Engagement Committee Meeting

c) Engagement with other Groups

Resolved: It was agreed to visit other Community Groups in the village to introduce the Parish Council and to have a chat on how we can work together.

d) Cllrs to attend Coffee Morning 11.09.2018

Cllr Cuddington said that he may attend the Village Hall Coffee Morning to be held on 11.09.2018.

Resolved: It was agreed that Cllr Campion and Cllr Darlington would be at the Village Hall Coffee Mornings as representatives on 11.09.2018.

Resolved: Cllr Campion was given approval to attend the rest of the Village Hall Coffee Mornings as the Parish Council representative as agreed earlier in the meeting. If Cllr Campion is not available to attend, Q&A sheets to be made available.

e) Cllrs walkabout confirm time, date and area

The Chair and Cllr Hudson explained how this process would work.

Resolved: Cllr Johnson-Beale and Cllr Hudson were given delegated powers to arrange a walk about and take this forward.

Resolved: Cllr Johnson-Beale and Cllr Hudson to produce the leaflets and arrange for their delivery to the chosen area.

Resolved: The Approved areas would be as follows:

- **Welland Road**
- **Humber Street**
- **Widhay Brook**
- **Humber Street**
- **Clyde Street**
- **Hilton Valley**
- **Eden Close**

f) Collaboration between the Big Red Poppy Campaign and the World Food Day

Cllr Darlington explained about how the above had come about and what the plan was to date, explaining that the person that had started this off was now too busy to continue with the project. Cllr Darlington asked if the Committee wanted to take this project forward, it would involve having a large poppy filled with donations of food etc on the Village Hall site. The Groundsman had offered to film the donations with his drone, everything collected would then be dished out to the Burton Soup Kitchen and Burton Hope and the Padley Centre. The Royal British Legion are already in agreement with this as they support former soldiers

Resolved: The Committee approved to take this forward but it needed to be kept simple.

Resolved: It was agreed that the Royal British Legion had already agreed to send free t-shirts for the event and sealed collection boxes.

Resolved: The Clerk to obtain a price from the licensing department at SDDC for a license to collect donation for the Royal British Legion on the day.

Resolved: The Committee agreed that this should be community initiative not Parish Council Lead initiative.

Resolved: It was agreed to get the School and PTFA, local businesses and other local groups involved in this initiative.

Resolved: Items like tins with ring pulls, toiletries, e.g. toothpaste, toothbrush and wipes and packet items were required if people wished to donate such items, but not fresh food.

Resolved: It was agreed to ask the Chapel and Church what they would be doing with their Harvest Festival Donations as the School had already agreed to help support this project.

Resolved: It was agreed to ask people to donate red towels, blankets and throws etc, to be used to mark out the poppy, which could then also be donated to charity along with the other donations.

8. Minute Number CEC/08/18 - Full Terms of Reference for approval

Nothing further to add already completed under item 6 above.

9. Minute Number CEC/09/18 - To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public.

Resolved: In view of the confidential nature of the business to be transacted, it was advisable in the public interest, that the press and public be temporarily excluded and were instructed to withdraw from the meeting.

10. Minute Number CEC/10/18 - Website production and quotes

The quotes received were as follows:

- Webcreation Uk - £545.00 plus VAT
- Web Design Derby – £819.00 plus VAT
- Little Fox Web Design - £695.00 plus VAT
- IM Digital - £1,650.00 plus VAT for a basic website
- IM Design - £2,150.00 plus VAT for bespoke website
- 2commune - £1,375.00 plus Vat

- Weebly Pro build your own website £96.00 for the year, with domain free for the first year, with email package for roughly an extra £45.00 plus the option of adding apps starting at 4.00 per month.

The Clerk had drafted up a tester of what such a website could look like and to show what it could do.

Resolved: The Engagement Committee agreed to build a new Parish Council Website using Weebly.com. To be reviewed at the next Finance Committee in January 2019.

Resolved: It was agreed that Committee members all needed to be involved in the production of the new website and Cllr Campion would initially help the Clerk with fonts, colours etc. A date for this was to be confirmed.

Resolved: The Clerk to add this to the agenda for the next Parish Council Meeting for approval to spend the money.

11. Minute Number CEC/11/18 - Date of the next Hilton Parish Council Engagement Committee Meeting

Resolved: The date of the next Hilton Parish Council Engagement Committee Meeting was confirmed as 03.10.2018 at the Hilton Parish Council office commencing at 7pm.

Resolved: The Clerk to arrange to borrow a couple of chairs from the Village Hall

Signed.....Dated.....