

## **TUTBURY PARISH COUNCIL (TPC)**

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury Monday 17<sup>th</sup> July 2017.

Those present were Cllrs C Smedley (Chairperson), M Guest (Vice Chair), W Crossley, F Crossley, T Spencer Smith, Borough Councillor S Gaskin in attendance, Karen Duffill (Clerk)  
Late Arrival Cllr D Morris.

### **07/17/1.0 APOLOGIES**

Apologies received from, Parish Councillors, L Beighton, P Steadman, A. Allen  
Borough Cllr D Goodfellow, County Councillor P White

Non-attendance J Hale, S Adams

### **07/17/2.0 PUBLIC PARTICIPATION**

2.1 No public attendance.

### **07/17/3.0 MINUTES OF THE MEETING HELD ON 19<sup>th</sup> June 2017**

3.1 The minutes were approved and seconded as being a correct record, and signed by the chairman.

### **07/17/4.0 DECLARATION OF INTERESTS**

4..1 None declared.

### **07/17/5.0 TRAINING REPORT**

5.1 Cllr M Guest reported on the Chairman's training course that she and the clerk attended. The following points were noted and should be adopted by Tutbury.

- Apologies should be verified by the council as acceptable reasons, Cllrs are mandated to attend.
- Agenda items should be timed to fit into a 2-hour meeting, Meeting should not exceed 2 hours.
- If councillors do not attend meeting it is up to the individual to catch up on matters, as time cannot be spent in meetings updating the councillors.

5.2 Cllr Smedley and Cllr M Guest attended Abbots Bromley's Parish Meeting to gain a further insight and following points were noted. The council has nine Cllrs.

- Abbots Bromley Parish Council produces a quarterly Colour Newsletter
- Each councillor has their own tasks that they were responsible for like planning, parks and open spaces and report back on their areas each meeting.

- Planning was dealt with by connecting directly to the ESBC portal and councillors' comments collated on each application. All the applications had been viewed in advance of the meetings. No applications were reviewed at the meetings.
- The parish council held surgeries once a month for parishioners to raise issues.
- The venue had parish council signs directing the people to the meeting. The meeting started at 7pm.
- Each area of council business was colour coded with different paper, one area discussed was the neighbourhood plan, this was printed on coloured paper.

## **RESOLUTION**

Cllr Gaskin suggested that Tutbury Parish Council investigated if WIFI could be used at the Village Hall for meetings. The clerk will enquire.

## **07/17/6.0 CLERKS REPORT**

### **6.1 HIGHWAYS UPDATE**

Work continues to the drain on Belmot Road. Residents have raised concern that this is slow progress and the JCB digger is stationery for long periods. Concern has been passed to Cllr White.

6.2 Belmot Road, no more progress has been made with the clearance of overgrown vegetation the half meter strip previously cleared has now regrown.

6.3 The bypass has been partially cut back but the crew ran out of this is still outstanding despite the verge at the top of Ironwalls has been cut.

6.4 Closed bank footpath has been cut by a contractor designated by the clerk.

### **Flags**

6.4 Merchant Navy Day registration complete to fly the red Ensign Flag for September 3<sup>rd</sup> The Flag needs ordering. Flags can be flown from Friday 1<sup>st</sup> to Monday the 4<sup>th</sup>.

### **6.5 CHANGING ROOMS CORNMILL LANE PLAYING FIELDS TUTBURY TIGERS**

Meeting arranged for 20<sup>th</sup> July 18.15 attending MG, FC, LB, CS

### **6.6 Clerks Hours RESOLUTION**

A report of the clerk's hours has been written and distributed for review by chairman and vice chair. Hours in lieu will be taken during August.

## 07/17/7.0 BOROUGH AND COUNTY COUNCILLOR REPORT

- 7.1 County Cllr P White sent an update on Belmont Road, following extensive discussions, Severn Trent have acknowledged their responsibility for the defective drain and have committed to paying for all works.
- 7.2 The Highways team can attend a future meeting of Tutbury Parish Council to discuss the divisional highways programme and any other ongoing issues the Parish Council would like to raise with them directly, Cllr White can arrange this for the September meeting.

### **RESOLUTION**

Cllrs agreed that a Thursday mid-morning meeting prior to the Parish meeting in September would be a good time to walk around the village and discuss the problem areas such as parking and speeding.

- 7.3 A multi-agency working group has been set up to address the parking and road safety issues outside De Ferrers Academy and Outwoods Primary on Harehedge Lane. This working group includes the County and Borough Councils together with the Police and Road Safety Partnership. The group will also consider the effect of St Modwen's Primary School on local traffic. The first meeting will be 21st July and Cllr White will report back on progress at the September meeting of the Parish Council.
- 7.4 Borough Councillor S Gaskin stated that the Borough Council will be adding extra lorries to the bin collection team to cater for the extra housing on the Burton Road Estate and reduce stress on the existing crew.
- 7.5 Cllr Gaskin updated that the residents on Ludgate Street have been given log sheets to record incidents of anti-social behaviour from the New Inn dates and times will be logged for the licensing department and a representative will be visiting the New Inn to raise the concerns on the residents'

## 0717/8.0 ACCOUNTS PAYABLE

- 7.1 The accounts were proposed for payment by Cllr F Crossley and seconded by Cllr M Guest.

Staffordshire County Pension Fund	Clerks Employee Pension contribution	157.37
Staffordshire County Pension Fund	Clerks Employer Pension contribution	231.56
Karen Duffill	Clerks Salary July	842.13
Karen Duffill	Clerks Expenses July	115.82
Aucuba Landscapes	Churchyard contract inv 3845	
Aucuba Landscapes	Park Pale 3845	346.36
Sterilizing services	Legionella control Monthly check inv 35805	43.20
Staffordshire Parish Council	Chairman's training course	35

Staffordshire Parish Council Association	Guides to finance and transparency	49.75
Tutbury Civic Society	Village News	30.00
Firs Farm Nursery	Planters planting for summer/ Autumn	684.38
RB Landscaping	Footpath Strim	75.00

Staffordshire County Pension Fund	Clerks Employee Pension contribution	157.37
Staffordshire County Pension Fund	Clerks Employer Pension contribution	231.56
Karen Duffill	Clerks Salary	842.13
Karen Duffill	Clerks Expenses	25.92

**A Budget update was circulated to the councillors see APPENDIX A**

## **07/17/9.0 PLANING APPLICATIONS**

### **9.1**

#### **P/2017/00748**

Proposal: Erection of five dwellings with associated garaging

Location: Land off Burton Road, Tutbury, Staffordshire, DE13 9NF

#### **Comments No Objection**

#### **P/2017/00685**

Proposal: Demolition of part of front elevation, erection of part first floor part two storey rear and side extension to facilitate the provision of a three-bed dwelling, one self-contained flat and extended retail shop and store with associated parking

Location: 53 Ferrers Avenue, Tutbury, Staffordshire, DE13 9JP

**Comments; Objection** TPC would like to object to this application. The proposed plans are too large for the site. There would be insufficient parking for two dwellings and a shop. Tutbury Parish Council believes that this would lead to an overdeveloped property.

#### **P/2017/00822**

Proposal: Removal of one Acer tree one Ash tree one Yew tree and two Pine trees TPO 5

Location: 29 Pinfold Close, Tutbury, Staffordshire, DE13 9NJ

Comments No comment

Tutbury Parish Council do not feel able to comment on this application. It is not clear from the plans how the trees are impacting on the property of 25 Belmont Road and

why there is a need to remove so many. More clearer information about the impact of the trees on the neighbouring property and a clearer site map are required.

## **9.2 DECISION**

Proposal: Erection of a detached garage and formation of access.

Location: 22 Bridge Street, Tutbury, Staffordshire, DE13 9LZ

### **NOT PERMITTED**

Due to the impact on the highway.

9.3 Tutbury parish Council's response has been sent regarding the Consultation on Parking Supplementary Planning Document.

## **07/17/10.0 BUNDARY FENCE CHATSWORTH DRIVE.**

10.1 Three quotes have been received for the proposed work, £730, £820 and a verbal quote of approx. £ 575.

### **RESOLUTION**

**A site visit to be arranged with the lowest contractor quoted and if this was still the lowest then works should be authorised in consultation with the residents of 38 Ironwalls Lane.**

10.2 The solicitor requested confirmation that the Parish Council were happy with the boundary line of the land to be transferred see appendix A and that no structures will be built on the land to be transferred.

### **RESOLUTION**

**Cllrs agreed that the land should be transferred to the council and no further structures will be built on the strip of land to be transferred, the clerk will respond to the solicitor.**

## **07/17/11.0 STREET CLEANING**

11.1 The clerk distributed a report see appendix B for the councillors to review in proposals regarding the implications of employing a street cleaner directly or via a contractor. Proposals were made based on the forthcoming changes in the devolution of the work the highways team carry out.

### **RESOLUTION**

**A meeting will be held to discuss the options and to review the existing contractors before the September meeting.**

## **07/17/12.0 CHURCH MATTERS**

12.1 A meeting with was required with the Parochial Church Council and suggested agenda items included  
Burial Ground

Church maintenance  
Church relations going forward.

### **RESOLUTION**

Cllr D Morris proposed, seconded by Cllr T Spencer Smith that the Clerk should contact the clerk of the Parochial Church Council Mrs Staples to arrange a meeting in September.

Cllr W Crossley left the meeting.

### **07/17/13.0 COMMUNITY BUILDING.**

13.1 The clerk reported on behalf of Cllr Steadman that Tutbury Pre-School would be interested in holding their special needs meetings in the new community building.

13.2 Cllrs discussed how the progress of the community building could be moved forward now it was established that there was sufficient interest in using the building from the scouts and other groups. The clerk suggested that further agenda items should discuss the formation of a management committee and a formulation of a business plan, rather than to receive a report from the working group as time was running out before the proposal should be submitted to Peveril Homes. Cllr F Crossley proposed that a public meeting should be held. Cllrs felt that the public had been consulted and that there was no further requirement to invite the public to comment any further on the proposed use of the community building.

### **RESOLUTION**

Formation of a business plan and management committee for the proposed community building should be added to the next agenda.

### **07/17/14.0 CORRESPONDENCE**

- Resident email regarding graffiti on Portway drive and youths hanging around playing ball games dropping litter and playing loud music at the end of Elm Lane. Both matters referred to Julia Wells. In addition, ball games are being played on the grassy area adjacent to our property this I appreciate is a Parish Council matter which hopefully they can put a reminder to residents in the area that ball games are not permitted in this park.

### **RESOLUTION**

Cllr S Gaskin will investigate as the park is ran by the Borough Council.

- Email enquiry regarding the flying of the tri -colour flag in the High Street and when they would be flown again? In the hope that the disappearance was not related to political association with the European Union.

## **RESOLUTION**

Flags will be purchased and flown again for the next Tutbury Twinning visit 2018

- Best Kept Village Results invitation Monday 7<sup>th</sup> August 7.30pm
- 
- **Consultation on the Future of Joint Governance of the Police and the Fire and Rescue Services in Staffordshire**

About the consultation

This consultation invites everybody in Staffordshire and Stoke-on-Trent, including members of the public, staff and other stakeholders to consider the options and provide feedback. It will run for eight weeks from the 10 July 2017 to 4 September 2017. The PCC will consider the responses of the consultation and plan whether to proceed to submit the full business case to the Home Office. Following a review process the Home Secretary will make the final decision. A consultation report will also be available on the Police and Crime Commissioner's website. The survey should take around 10 minutes to complete.

- Email from Parish Charities requesting a trustee member A new nominative Trustees can be, but need not be, a member of the Parish Council, but should be a 'person who through residence, occupation or employment or otherwise, has a special knowledge of the area of the Parish of Tutbury'.

## **RESOLUTION**

To be added to the next agenda meeting when more members are present.

- Staffordshire County Council will launch a public consultation on 24 July on four potential options to provide subsidised bus travel in the county in 2018/19.

Four options on how the smaller £1.3m bus subsidy budget could be best spent next year have now been developed. These consider a range of factors including; the amount of subsidy, number of passengers, education, employment and health travel and access to other public transport.

## **RESOLUTION**

Cllrs will look at the consultation when the questionnaire is available online from 25<sup>th</sup> July.

- Following recent and ongoing building works around the perimeter of Tutbury, the 30 MPH Zone is now failing in its purpose to protect the citizens of Tutbury, on Belmont Rd between Pinfold Close and Green Lane, and on Green Lane itself. Several people walk dogs on the top of Green Lane which has become very dangerous, due to 60MPH limit and overgrown hedges. The village 30MPH signs need to include the area between Pinfold Close and Green Lane and the Whole of Green Lane.

## **RESOLUTION**

This matter will be discussed with the Highways Team in September.

## **07/17/ 15.0 TUTBURY TWINNING**

15.1 The trip to Ollainville this year was a success and the French will be visiting Tutbury in 2018.

## **0717/ 16.0 FOOTPATHS**

15.1 Cllr C Smedley suggested that walking the footpaths was a parish duty that could be an opportunity for a community day to invite the parish to do a walk with the councillors in the Autumn. Cllr Smedley had a walk planned. Cllrs agreed this was a good idea.

### **RESOLUTION**

To organise a footpath committee to arrange a community day to walk the footpaths in the Autumn set a date at the next meeting.

## **07/17/17.0 ITEMS FOR THE NEXT AGENDA**

- Tutbury Parish Charities  
Trustee nomination
- Footpaths
- Church Meeting
- Best Kept Cillage result
  
- Community Building Business  
plan an next steps

Cornmill Lane Changing Rooms

Street Cleaning

Budget planning and update

Highways meeting report

## **07/17/18.0 DATE OF THE NEXT MEETING**

18.1 September 18<sup>th</sup>, 2017



## APPENDIA A

### Budget monitoring summary

		Admin	Parks etc	Highways	Sec 137 etc	Misc	Capital	Reserves	Total
01.04.17	Budget 2017-2018	30,835.00	16,100.00	7,550.00	5,115.00	4,000.00	1,500.00	9000	74,100.00

		Admin	Parks etc	Highways	Sec 137	Misc	Capital exp	Net Total	Vat	Total + Vat
April and May reconciliation	Apr and May expenditure	3654.37	574.18	0	500	0	0	4727.48	207.424	4934.904
<b>June reconciliation</b>		<b>5185.07</b>	<b>1037.66</b>	<b>677.54</b>	<b>1675.53</b>	<b>0.00</b>	<b>0.00</b>	<b>7897.19</b>	<b>320.90</b>	<b>8218.09</b>

### Bank Reconciliation

June 28th

				Undrawn cheques	N.O	amount
Brought Forward	33124.12	Current account	25801.75			
Receipts	20385.74	IA account	19043.66		2784	842.13
		BA account	2622.99		2786	38.97
	53509.86		47468.4		2789	1000
					2790	120
Less Payments	8218.094	Less undrawn cheques	2176.63		2792	175.53
<b>Balance</b>	<b>45291.766</b>		45291.77			2176.63

## **STREET CLEANER RESEARCH AND PROPOSALS JULY 2017**

Tutbury Parish Council would like to review the street cleaning provision in the village. Previously this role has been carried out by a contractor at a cost of £ 3880 per year

### **AIMS AND OBJECTIVES**

The TP Council seek confirmation that money was being spent appropriately they wanted; to have more control over what hours and what work was being carried out.

Be sure that the contract was value for money

Be sure that there was not too much cross over of responsibilities between the Parish Council and the Borough Council in cleaning the streets.

To satisfy that Tourist Tutbury area of the village was clean and fit for the Best Kept Village competition and visitors to the village.

To improve communications with the appointed person.

To be able to request additional work of strimming the closed bank footpath and cleaning of other areas outside of the designated areas. To request the removal of weeds and keeping the telephone box and bus shelters weed free. To request tidying, weeding, cleaning and strimming of other areas where required.

### **EXISTING PROVISION BY THE PARISH**

The previous contract was a 12-month contract at a cost of £3880.

#### **Existing Street cleaning requirements as stated in the contract**

**RESPONSIBILITIES:** To keep the designated areas in Tutbury reasonably free from litter and to disinfect bus shelters as and when it is necessary to do so.

**DESIGNATED AREAS:** Bus shelters in Holts Lane, Burton Street, High Street, Park lane and Duke Street. The highways known as Duke Street, Lower High Street, High Street, Monk Street together with the Duke Street car park., , Other limited areas that may be requested by the parish council from time to time.

**CONTRACT DURATION:** 12 months commencing 1 April 2016

**PAYMENT:** The contract value will be £3880-00, payable calendar monthly in arrears i.e. £323-33 per month.

**HEALTH AND SAFETY:** **High visibility jacket must be worn for highway operations, work must be carried out in a manner avoiding risks set out in the risk assessment.**

**DISPOSAL OF RUBBISH:** The collected and bagged rubbish is to be stored for later collection by E.S.B.C. refuse collectors.

### **EXISTING PROVISION BY THE BOROUGH COUNCIL**

Collated from East Staffs Borough Council website.

Type of Cleaning	Frequency	Day
litter Picking	Every Week	Wednesday
Mechanical Footsweep	Every Three Months	Monday or Tuesday
Carriage Sweeping	Every Six Weeks	Tuesday or Wednesday

### **CONSIDERATIONS**

The previous contract did not include weed control or the number of hours required per week. The contractor carried out duties on any chosen day and time, regardless of whether the borough Council were cleaning the streets on those days.

The ideal days for Cleaning the streets are Mondays and Fridays as the Borough clean on a Wednesday.

Best Kept village feedback stipulates on a regular basis that bus shelters and the phone box are not well kept and tidy and requires weed removal.

The removal of the neighbourhood Highway team will mean that areas that are overgrown and need cutting back will not be done such as Belmont Road, Street signs will not be cleaned, drains will not be kept clear of weeds or debris. Mowing of verges such as Ironwall Lane verges, Belmont Road verge will not be cut. Hedges will not be cut.

**Research shows that other roles vary from £8 to £13 an hour dependent on duties and location.**

Several job descriptions and adverts have been researched from other Parish councils on the internet and local parishes including Hatton, Etwall, Hilton and Barton.

Employing an additional member of the staff requires the following list of responsibilities.

**CONSIDERATION FOR EMPLOYING A STREET CLEANER (ESBC ADVICE)**

- Provide toe protective boots
- Bin bags
- Gloves
- Safety goggles
- Litter picker
  
- Hepatitis A and B injections
  
- If needles or hazardous waste are found these should be reported to ESBC to dispose.

**Clerks suggested Consideration if a village orderly was employed would include;**

**VILLAGE ORDERLY EQUIPMENT**

- Tools
- Strimmer
- Mileage expenses if vehicle required

**EMPLOYMENT CONSIDERATIONS**

- Fixed term or continuous contract? Clerk recommends a 6 Month initial contract.
- Holiday pay
- The document should contain sufficient detail to enable the employee's entitlement to be precisely calculated, including any entitlement to accrued holiday pay on the termination of employment. The document should contain sufficient detail to enable the employee's entitlement to be precisely calculated, including any entitlement to accrued holiday pay on the termination of employment.



The legal minimum for 7 hours a week would be a total of 22.5 hours

- Under the Working Time Regulations 1998 (as amended), workers (including part-timers and most agency and freelance workers) have the right to:
- 5.6 weeks' paid leave each year (from 1 April 2009)

- payment for untaken statutory leave entitlement on termination of employment.
- Sick pay
- Training
- Pension the salary is under the limit but must advise that they can have their own pension if not eligible.
- Advertisement
- Contract
- Application form
- Job description
- Appraisal/ review
- Induction

### **PROPOSED OPTIONS**

- 1) To advertise for a street cleaner employed by the parish council at £8/£9.00 hour
- 2) To decide on and advertise for a wider role e.g. a lengthsman/ cleaner/ Village orderly employed by the council who also picks up litter and cleans the bus shelters, cleans road signs, removes weeds and debris from drains and pavements. £9/£10 hour
 

*Other tasks could be included such as*  
*Light maintenance work, e.g. painting benches erecting noticeboards signs, repairs and maintenance to the changing rooms as requested by the parish council*  
*Delivery of flyers newsletters as required*  
*Remove graffiti, posters and advertisements from street furniture*  
*Report faults on highways and around the parish.*  
*To undertake gardening duties as requested by the parish council including weeding, hedge trimming, edging and planting.*
- 3) Re-advertise a revised Tender Invitation stating hours and days of the week the role requires and extra responsibilities. Separate Public Liability insurance would not be required.
- 4) To withdraw a parish funded street cleaner and rely on the Borough Council street cleaning, if necessary organise volunteers to clean the remaining areas.
- 5) Withdraw a parish funded street cleaner and request additional duties such as weed removal, bus shelter clean, strimming, maintenance from new or existing contractors. (typical contractor rates £20 hour)

### **Resources used for research**

Clerks Networking and Branch meetings (copies of contracts and job descriptions obtained of similar roles and rates of pay.

Internet research of other Parish Councils

Evidence from East Staffordshire Borough Council website and personnel.

SLCC guidelines on model contract

BEING A GOOD EMPLOYER Guide for Parish Councils

ACAS website <http://www.acas.org.uk/index.aspx?articleid=1461>

Insurance agent contacted for confirmation that any work on behalf of the parish council is covered by the council's public liability and employment liability.