

TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury Monday 20th November 2017. Those present were Cllrs C Smedley (Chairperson), M Guest (Vice Chair), T Spencer Smith, L Beighton, F Crossley, P Steadman, W Crossley, County Councillor P White. in attendance, Karen Duffill (Clerk)

Late arrival Borough Cllrs D Goodfellow and S Gaskin

Non-attendance Cllr D Morris

11/17/1.0 APOLOGIES

No Apologies received.

11/17/2.0 MINUTES OF THE MEETING HELD ON 16th October 2017.

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

11/17/3.0 DECLARATION OF INTERESTS

- 4..1 Cllr Steadman declared his involvement in the scouts. Cllr M Guest in relation to the Castle Hayes planning application.

11/17/4.0 PUBLIC PARTICIPATION

- 2.1 A member of the public outside of the parish was accompanied by residents from Monk Street raised concern regarding the parking restrictions in Monk Street. They requested that these are lifted for residents as it was not fair or practical for residents to keep moving their cars to adhere to the restrictions. Penalties should not be awarded to residents. The chair confirmed that this matter was not on the agenda, however would be addressed along with the other parking issues raised with County Highways in a previous meeting. However, Cllr W Crossley said that the residents should be supported, and this should be actioned. County Cllr P White said that he would raise this on their behalf and contact details were passed to the County Councillor to enable him to follow this up.

11/17/5.0 PLANNING MATTERS

- 5.1 Installation of decentralised gas peak power facility generating approximately 10 MW, including generator barn, housing 3 containerised generators and a customer substation/electrical cabinet, transformer, sub-station, gas kiosk, oil tanks and radiators -
ADDITIONAL INFORMATION RECEIVED**

New Farm, Rolleston Lane

COMMENT

OBJECTION Tutbury Parish Council's objections still stands, and will not consider the financial inducement offered. The council are surprised and disappointed that this type of inducement is legal in the planning process.

P/2017/01133 Proposal: Formation of 5 vehicular accesses and erection of 1.25m high fencing

Location: 19-27 Lodge Hill, Tutbury, Staffordshire, DE13 9HF

COMMENT: NO OBJECTION

P/2017/01345 Proposal: Change of use of 3 existing Free-Range Egg Production Units to Class B8 for the storage of fireworks

Location: Castle Hayes Park Farm, Castle Hayes Lane, Tutbury, DE13 9HL

COMMENT

OBJECTION Tutbury Parish Council object to the change of use application for Castle Hayes Farm due to industrialisation of the farm potential increase of traffic on a country lane entering the village and the unsuitability of farm buildings for storing explosives.

P/2017/01402

46 Park Lane, Tutbury, Staffordshire, DE13 9JH

Demolition of existing store room and conservatory and erection of a two-storey rear extension

Plan information was not available to view, However, this a similar application to others on that street so councillors had no objections but would review the documents online and confirm their comments by email.

COMMENT: NO OBJECTION

DECISIONS

Pruning of a Russian Oak tree away from garage roof (TPO 9).

The Stables, The Balk, Tutbury, Staffordshire, DE13 9NP

in accordance with the submitted documents and plans and subject to the conditions specified hereunder:

1

The works hereby granted consent

Demolition of existing dwelling and farm buildings and erection of 5 dwellings including walling, landscaping and associated parking

Mill Farm, Bridge Street, Tutbury, DE13 9LZ

in accordance with the submitted documents and plans, for the reason(s) specified hereunder:

REFUSED

Removal of one Acer/Maple tree, one Sycamore tree and crown reduction by 2 m of one Beech tree

Location:

1 Cornmill Lane
Tutbury
Staffordshire
DE13 9HA
Grid Ref:
421390 328999
NO OBJECTION

Crown reduction and thinning of two Lime trees by between 2-3 metres TPO 9
The Park Pale (Open Space), The Park Pale,ury , DE13 9LB
in accordance with the submitted documents and plans and subject to the
condition(s) specified hereunder:

1

The works hereby granted consent of protected species

Removal of one Fir tree, one Quercus Ilex tree and crown reduction to three Yew
trees TPO 5
19 Pinfold Close, Tutbury, Staffordshire, DE13 9NJ
in accordance with the submitted documents and plans and subject to the conditions
specified hereunder:

The works hereby granted consent

11/17/6.0 Co-option of three Vacancies.

David Lindop, Garry Raybould, Ken England and Mark Powell introduced themselves and told the councillors a little about themselves and their experience. The level of commitment and experience were extremely good, and councillors would like to have voted for all four candidates. Cllr Gaskin would enquire if an additional councillor could be appointed due to the increase in population of Tutbury.

Two councillors requested that a written vote should be made, and councillors completed a written vote for the vacancies.

Garry Raybould, Mark Powell and Ken England were appointed.

11/17/7.0 CLERKS REPORT

7.1 Clerks Hours and pay

A payment of extra hours for completing the Cllca is still to be calculated and an increase of one salary point on the scale is outstanding.

7.2 Church Meeting was held on Monday 6th a meeting will be arranged with the Archdeacon to discuss plans for a burial ground extension. Other options to

increase burial space will be explored. Feedback to the church contractor will be sent. See minutes for further details.

7.3 CHANGING ROOMS CORNMILL LANE PLAYING FIELDS TUTBURY TIGERS

Tutbury Tigers requested the final cut for the pitch that was agreed by the council. The drains are blocked due to the boots being cleaned in the changing rooms. Cllr Morris has agreed to help unblock them. The clerk was called out due to the fans being left on.

RESOLUTION

Cllr W Crossley agreed to speak to Cllr Morris regarding the drains and another meeting at the changing rooms was suggested.

11/17/8.0 BOROUGH AND COUNTY COUNCILLOR REPORT

- 8.1 County Councillor P White reported that an ongoing problem with drains on Duke Street and Castle Street will be addressed by Severn Trent Water. Fatty deposits were causing the problem and Severn Trent has been asked to clean out the gullies in this area due to their age.
- 8.2 County Cllr P White reported that he would be objecting to the Gas Power Station due to it being in the wrong location.
- 8.3 County Councillor confirmed he would follow the request regarding the Monk Street parking restrictions with Tim Buxton in County highways.
- 8.4 Borough Councillor D Goodfellow confirmed that the New Farm Gas Power station application has been called to committee the second week in December and he will be speaking at the committee regarding this application.
- 8.5 Borough Councillor S Gaskin invited the Parish Council to his mayor's Christmas concert at the Town Hall Dec 3rd local schools and choirs and Tutbury band will be performing.

11/17/9.0 TO REVIEW ACTION PLAN FOR 2018

- 9.1 The clerk distributed the meeting Schedule see appendix A and asked councillors to consider a parish plan of actions in which the council hoped to achieve that will include budget considerations. This will be added to the next agenda.

11/17/10.0 TO REVIEW THE PROPOSED BUDGET.

The clerk distributed a proposed budget see appendix B, with an increase in grant allocation to cater for the proposed community facility. The clerk asked the councillors to consider the grant allocation for Tutbury Twinning considering which powers this spending refers to and if it was still appropriate, a separate meeting would be held to discuss the matter further.

Consideration should also be given for church yard provision and Footpath maintenance in view of the proposed devolution of tasks from the County Council.

RESOLUTION

The budget will be set in the December meeting along with the precept.

11/17/11.0 TO CONSIDER A COMMITTEE STRUCTURE FOR TUTBURY PARISH COUNCIL

11.1 The clerk distributed a proposed council committee and advisory group structure see appendix C to address the problems of long meetings and to try and give more focus and time to explore agenda items.

Two committees were proposed to have delegated powers and should be governed by terms of reference these would be the steering committee for the community building and the planning committee due to most of planning applications having a three-week consultation period and to allow more discussion for each application.

RESOLUTION

Councillors agreed to email the clerk on areas that they were interested in for further discussion at the next meeting.

11/17/12.0 COMMUNITY BUILDING

12.1 The clerk reported on the response to questions raised by the Borough council regarding the building and what it will contain, the term "Shell" needs further clarification as to the fixtures and fittings that will be provided. The Borough Councillors suggested a further meeting with the planning department who implemented the section 106 and representatives from Peveril Homes to ascertain more details regarding the building.

RESOLUTION

A steering committee was appointed including Cllr C Smedley(Chair) Cllr F Crossley, new Councillors Cllr K England and Cllr M Powell. A meeting to ascertain a list of further questions would be arranged prior to appointing legal representatives to progress this further and to clarify when the building will be built.

11/17/13.0 TO CONFIRM GRANT FUNDING REQUEST FOR THE COUNTY COMMUNITY FUND

13.1. The clerk proposed that due to the budget allocation for a new noticeboard on Duke Street that match funding for the noticeboard could be done by the Parish council and proposed that the new noticeboard should be nominated for the community fund grant scheme to contribute the remaining costs.

RESOLUTION

All councillors were in favour of applying for a grant for a new noticeboard. The clerk will complete the application and send it to Cllr P White.

11/17/14.0 WEBSITE UPDATE

14.1 The IT committee agreed to arrange a meeting to review the options researched so far and report back at the next meeting.

11/17/15.0 CORRESPONDENCE

- 15.1 An email received from the Secretary Tutbury Practice Patient Forum Requested the Parish Council consider the installation of Floor Mounted Bicycle Storage Parking Racks in Tutbury. The request was forwarded to the Borough Council who are responsible for Duke Street Carpark.
- 15.2 An email has been received from Matthew Ellis Police & Crime Commissioner for Staffordshire. Regarding using Parish Council funding to buy interactive speed signs, some of which use the 'pester power' of youngsters to encourage slower driving in populated areas. The speed sensitive signs they have identified as suitable praise or criticise drivers passing them in an imaginative, animated way.

A scheme for encouraging a joined-up approach to buying in greater numbers so all pay less could be set up if parish councils are interested.

- 15.3, An eight-week public consultation on how best to spend Staffordshire County Council's £1.3m annual bus subsidy has resulted in the option which safeguards most journeys.

The County Council's Cabinet has agreed to work with bus operators, district and borough councils, parish councils and local community groups to explore options for supporting some of the journeys which will no longer be funded by the authority from April 2018.

While the clear majority of bus journeys in Staffordshire are currently made without any subsidy from the County Council, some journeys are still costing taxpayers more than £10 every time someone gets on board. As the County Council needs to spend a record £300m on care this year alone, we need to make sure that every penny of taxpayers' money is working its hardest. The option chosen means that most trips can still be made at the lowest average cost to taxpayers.

More than 96 per cent of all bus journeys currently made in Staffordshire will still be able to be made. In cases where journeys will no longer be subsidised, such as the Dial-A-Ride, we want to work with local bus operators, local councils and communities to see which are the most important to them and look at helping them explore other options for funding.

Further details of the approved proposal can be found at www.staffordshire.gov.uk/busreview. This details only journeys which will continue to be subsidised by the county council.

Any changes to bus timetables will be implemented by bus operators from April 2018. The County Council is not able to confirm changes to specific routes which will no longer be subsidised at this stage. Details of any changes will be finalised and published by bus operators once known.

Yours sincerely,

Mark Deaville
Cabinet Member for Commercial

Developing a community based approach – the ‘Highways and Rights of Way – Your choices’ website is now live

As you will be aware from recent communications, Staffordshire County Council, the Staffordshire Parish Council Association and representatives of local councils (parish and town) across Staffordshire have been working hard to establish a brand-new resource for all local councils.

Following a joint workshop held in March, a need was identified for a dedicated website containing information and advice to help local councils to explore their options around getting more involved in local environmental tasks.

We are delighted therefore that the ‘Highways and Rights of Way – Your Choices’ website is now live at www.highwaysyourway.info and showcases a range of information about the relatively small and aesthetic tasks that help neighbourhoods to look good and work well.

15.4 The Rights of Way consultation

As an important part of the local environment, the website also contains all the information that local councils need to consider before making an informed response to the county council’s Rights of Way consultation which runs until 25 December 2017.

Whilst the County Council will continue to meet its statutory responsibilities across the network, it is clear that more help from the community is needed to help keep the network working well. The County Council needs local councils to consider the range of options to them regarding local environmental amenity and rights of way tasks, and respond to the consultation with this in mind.

So, whilst there are many challenges ahead, and this is just the start of a new relationship of local councils delivering a wider range of services with the county council, we hope that the website is step in the right direction.

We look forward to hearing your thoughts on the website and on the rights of way proposals so that together we can maintain and improve the local environment.

Yours faithfully

Gill Heath Mark Deaville
Cabinet Member for Communities

15.5 Invitation for the Parish Council to the Local Vocals concert 2nd December, St Marys donations to the Alabaster Arch.

11/17/16.0 ACCOUNTS FOR PAYMENT

16.1 Accounts were approved for payment.

| | | SUB | VAT | TOTAL |
|-----------------------------------|--|--------|-------|--------|
| Staffordshire County Pension Fund | Clerks Employee Pension contribution | 157.37 | | 157.37 |
| Staffordshire County Pension Fund | Clerks Employer Pension contribution | 231.56 | | 231.56 |
| HMRC | National Insurance | 93.67 | | 93.67 |
| Karen Duffill | Clerks Salary | 842.13 | | 842.13 |
| Karen Duffill | Clerks Expenses | 42.44 | | 42.44 |
| Sterilizing services | Legionella control Month check inv 36388 | 36.00 | 7.20 | 43.20 |
| Aucuba Landscapes | Churchyard contract and park pale inv 3892 | 198.87 | 39.77 | 238.64 |
| Aucuba Landscapes | Churchyard contract and park pale inv 3892 | 44.88 | 8.98 | 53.86 |
| Reflex Print and design | Community Building letter inv 45343 | 88 | 17.60 | 105.60 |
| Society of Local Clerks | Annual Conference | 69 | 13.80 | 82.80 |

11/17/17.0 ITEMS FOR THE NEXT AGENDA

**Community Building
Budget
Action Plan
Parish Council Structure
Website**

**11/17/18.0 DATE OF THE NEXT MEETING
Dec 18th 7.30pm
Community Building Steering Committee TBC
Website Meeting TBC**

APPENDIX A

Tutbury Parish Council Meeting Schedule and Action Plan Jan - Dec 2018

AIM -Tutbury Parish Council aims to serve the community and adhere to its legal obligations as a public body. All minutes and agendas are available on the website www.tutbury-parish-council.tutbury.org

| Month | Date | Meeting | Venue | Objective | Actions -Key Agenda Items |
|-------|-------------------|----------------|--------------------------------|---|---|
| Jan | 15th | Parish | Village Hall Small Room | Standard Agenda | Clerks Report, Accounts for payment, Borough and County Reports, Planning, Correspondence |
| Feb | 19th | Parish | Village Hall Small Room | Contracts for 2018 | Contract renewals, Policies Review |
| Mar | 19th | Parish | Village Hall Small Room (VHSR) | Risk Assessment | Council Risk Assessment, Annual Parish, Best Kept Village, |
| Apr | 16th | Parish | Village Hall Small Room | End of Year Accounts | Distribution of Accounts, Remembrance Event planning |
| May | week com 14th TBC | Annual Parish | Village Hall Large room | community Engagement Refreshments available | Chairman's report, Accounts summary, Community Building groups event |
| May | 21st | Annual Council | VHSR | Election of Chairman | Formation of Committees, Register of Interests Review, Declaration of Office |
| Jun | 18th | Parish | VHSR | External Audit | Annual Governance Statement 2016-2017 Accounting |

| | | | | | |
|-----|------|----------|------|---|---|
| | | | | | statement 2016-17 |
| Jul | 16th | Parish | VHSR | Cornmill Lane Football Review, | Review of requirements of the playing fields for the new football season. |
| Aug | 20th | Planning | VHSR | Planning Applications | Planning Meeting |
| Sep | 17th | Parish | VHSR | Council Action Plan | Set out the plans for the following year that mat impact on budget constraints |
| Oct | 15th | Parish | VHSR | Budget Considerations for next year | Budget Considerations, Remembrance Sunday, Christmas Decorations |
| Nov | 19th | Parish | VHSR | Budget Proposal | Setting a budget in preparation of the precept requirements |
| Dec | 17th | Parish | VHSR | Setting of Precept | Finalisation of the budget to determine the precept required. |

Meeting held start at 7.30pm

Appendix B

See excel document: Budget Proposal 2018_2019 Summary.

Appendix C

Proposed Council Structure.

As a council I believe that we could work smarter not harder. Currently all committees are made up of the full council and there is an emergency committee. However, the monthly parish meeting always runs for more than two hours. After two hours the effectiveness of the decisions and action are considerable reduced. The items on the latter part of the agenda inevitably are carried over to the next meeting, thus not allowing us to complete tasks effectively.

I propose a new structure where discussion and research take place outside of the monthly meeting by a committee, this means that matters can be fully investigated, and proposals are brought to the full council meeting for the full council to vote and resolve on the proposal put forward. For this to be effective and avoid duplication of discussions in full council a proposal is made, and a vote taken. If a matter requires a discussion beyond the allocated time slot, then the matter is taken back to the relevant committee.

LO12 a CiLCA qualified officer can advise a council on the different kinds of committee and delegation to the clerk.

Definitions

A committee with delegated powers.

The Local Government Act 1972 s101 states a parish council can make

“Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

- (a) by a Committee, a sub-committee or an officer of the authority, or
- (b) by any other local authority “

The committee must comprise of enough members to form a quorum. This must be a third of the members or three whichever is the greater. The quorum for a committee can be set at a higher number. Decisions can be made in a committee of delegated powers if they fall within the terms of reference set out by the council of that committee and stay within the expenditure limits set. However, there are some areas on which a committee cannot decide such as setting the precept and taking out a loan.

Committees will be agreed at the Annual Meeting and set out in the standing orders. A chairman must be nominated at the first meeting of a committee. ⁽²⁾ Council meetings should not be held in a licensed premise. ⁽³⁾

Delegated powers committee

| Strengths | Weaknesses |
|--|--|
| Shorter full council meetings | More meetings to attend |
| Can utilise councillor strengths in one area | Specialising may limit councillors experience, and some may feel excluded. |

Advisory Committee.

This committee cannot make decisions.

| Strengths | Weaknesses |
|---|---|
| Smaller committee means more debate and depth of information reviewed | Issues would need to be discussed again at a full council |
| Could include experts outside of the parish council but will not be able to vote. | Decisions may take longer |

Working groups can work on a short-term basis for a specific purpose, for example Christmas Lights working party.

| Strengths | Weaknesses |
|-----------|------------|
|-----------|------------|

| | |
|--|--|
| Can involve more people e.g. young people and do not have to adhere to strict rules of a council meeting | Decision making is not possible, and recommendations should be made to the full council for decision making. |
| Meetings do not have to be held in public | Non-members cannot vote |

Delegation of decision making to the clerk.

As stated above in LGA 1972 s101. The clerk/ proper officer is deemed to be professional, independent and objective and the only individual who can decide on behalf of the council. The clerk can make day to day decisions in line with the standing orders and the financial regulations that are agreed and recorded in a meeting.

Legal references

- 1) Local Government Act 1972 s101
- 2) LGA1672 ss 15 (2) and 34(2)
- 3) LGA 1972 sch 12 paras 7 and 23

Sources

<http://www.legislation.gov.uk/ukpga/1972/70/section/101>

Arnold-Baker on Local Council Administration Tenth edition, 2016

A more effective way of running the council would be more proactive rather than reactive and therefore will allow us more control over time and finances, if we have a plan to work towards. I recommend having a strategic committee that can also address the development of a neighbourhood plan.

The roles of Tutbury Parish council are outlined below. Some of these will be relevant all year round some on an adhoc basis. I would suggest a lead councillor for each committee to arrange meetings and provide updates and proposals to be submitted to the clerk for inclusion of the clerk’s report before the meeting. The effectiveness of a council is the sum of a team effort with the clerk’s assistance and advice. The clerk will still support the actions of the committees but will not need to attend every meeting if updates are sent prior to the meeting. Only resolutions need to be recorded with clear justifications not all discussions and every meeting needs full minutes unless it is a meeting where a resolution needs recording.

The working groups advisory committees would not need to be quorate as decisions cannot be made unless approved at full council however, if there is an agreement at the full council that decisions can be made under a specified remit and budget the terms of reference for that committee could be written to allow actions of a that particular committee. I would suggest a lead councillor for each role who can arrange relevant meeting with two other members when appropriate. This will mean that members will not be required to attend all meetings just the ones they are interested in. All councillors will need to attend the monthly parish meeting. This model will mean that members will be on two or three committees.

Please have a think where your own strengths and experience lies and if you think that this is a representative model of the roles required for Tutbury Parish Council

| | Lead Councillor | Councillor 2 | Councillor 3 | |
|---|------------------------|---------------------|---------------------|--|
| Churchyard and burial ground | | | | |
| Cornmill Lane Playing fields | | | | |
| Planning application review Delegated powers to make decisions | | | | |
| Strategy and formulating a parish plan/ Neighbourhood plan | | | | |
| Employment committee | | | | |
| IT and website committee | | | | |
| Finance- budget setting and grants | | | | |
| Open space and contract management/ Best Kept Village | | | | |
| Community Building Delegated powers to make decisions | | | | |
| Community events/ community engagement | | | | |
| Highways fault reporting/ parking review | | | | |

Training areas

Councillor Training

Planning

Finance

Chairman