

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

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury Monday 18<sup>th</sup> December 2017. Those present were Cllrs C Smedley (Chairperson), T Spence, L Beighton, F Crossley, P Steadman, W Crossley, G Raybould, K England, M Powell. County Councillor P White, Borough Cllr D Goodfellow, in attendance, Karen Duffill (Clerk)

### **12/17/1.0 APOLOGIES**

M Guest (Vice Chair). Cllr D Morris, Borough Cllr S Gaskin

### **12/17/2.0 MINUTES OF THE MEETING HELD ON 20<sup>th</sup> November 2017.**

2.1 The minutes were approved by Cllr L Beighton and seconded by Cllr F Crossley as being a correct record, and signed by the chairperson.

### **12/17/3.0 3. SIGNING OF THE DECLARATION OF OFFICE FOR CO-OPTED COUNCILLORS.**

3.1 Cllrs K England, G Raybould and M Powell signed the Declaration of interest and the clerk validated these.

### **4.0 DECLARATION OF INTERESTS**

4..1 Cllr Steadman declared his involvement in the scouts and his association with the residents in Wakefield Avenue in respect of the proposed planning permission.

### **12/17/5.0 PUBLIC PARTICIPATION**

2.1 Residents 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. Residents could see no benefit or reason for the restrictions apart from revenue from parking tickets. Restrictions should keep the traffic moving but when there are no restrictions in other areas of the village then cars will park there all day. Residents want to ensure that Cllrs don't run out of time and want action. See agenda items 7.0

### **12/17 6.0 PLANNING MATTERS -TO REVIEW RECENT APPLICATIONS**

#### **P/2017/01418**

Application under Section 73 of the Town & Country Planning Act 1990 for a Minor Material Amendment for the erection of 212 dwellings and associated garages, erection of 14 commercial units and a community building and the provision of public open space, allotments and a sports pitch, including the formation of two vehicular access without complying with Condition 2 of planning permission P/2013/00424 dated 06/03/2014 relating to amendments to approved plans by way of relocation of LEAP play area from north of the south access road to south of that road

Land off Burton Road, Staffordshire, Tutbury, DE13 9PR

**The relocation of the leap play area. P/2017/01418**

The council would like to object because there is no clear justification for the relocation.

The children would have to cross an additional road to access it. By relocating the playground to the edge of the sports pitch this would impinge on the use of the pitch thus compromising the usability of the green space.

**P/2017/01058**

Erection of 21 dwellings with associated garages Burton Road

The council objects because this is over development of the site. The original planning was for 12 houses and request that only 12 houses are built in that area.

Extra houses would further exacerbate the current problems with the design of the roads and pavements in that area not being wide enough and having no turning circles. By adding extra houses, this will decrease the current parking in that area even further.

There are no affordable houses included in the plans only 2, 2-bedroom houses. There is no justification of need for the extra houses they are contrary to policies SP8 SP16 and SP17 of the local plan. Tutbury already has met the number of houses requirements for the local plan and would like to see evidence of justification why these houses are required.

**P/2017/01437**

Removal of two existing chimneys and single attached garage to facilitate the erection of a two-storey side extension

The Mount, 2 Belmont Road, Tutbury, Staffordshire, DE13 9NL

**No Objection**

**P/2017/01395**

Proposal: Erection of a two-storey side and single storey rear extension

Location: 33 Wakefield Avenue, Tutbury, DE13 9JU

Tutbury Parish Council wish to object to this application due to the roof solution not being an acceptable or practical design for the building.

The changes would not be in keeping with surrounding houses. Due to the look of the materials used.

**P/2017/01549**

Proposal: Change of use of part of agricultural to an industrial use (Class B2).

Location: Rolleston Park Farm, Lodge Hill, Tutbury, DE13 9HQ

**P/2017/01548**

Proposal: Conversion and alterations to existing agricultural building to form an office (Class B1), including porch and ramp on front elevation and provision of car parking

Location: Rolleston Park Farm, Lodge Hill, Tutbury, DE13 9HQ

Tutbury Parish Council wish to object to the change of use to Class B2 industrial use. The council do not want further industrialisation of a farm, and a loss of farming in the community for a traditional farming property.

**P/2017/01556 Reserved matters application for the erection of 110 dwellings phase 1. Tutbury Road.**

Tutbury Parish Council have concern on the impact that this development will have on Hare hedge Lane. This is identified as an unsafe road due to the amount of traffic at school drop off times. Richard Wakefield Primary school is a feeder school to De Ferrer's, not all residents in Tutbury are eligible for a bus pass namely the new houses off Burton Road so there is already an increase in traffic on this road. When there is a problem with the school buses the area is gridlocked. Tutbury Road also has more traffic due to St Modwen's School and this is a trunk road with identified accident spots.

Tutbury Parish Council would like to re-iterate their concerns of speed on Tutbury Road and this development will increase the amount of traffic using this trunk road.

The council would like to see an additional road built to run parallel with Hare hedge lane to alleviate the pressure on these roads, and should be funded with CIL money or part of the section 106 agreement for this and future phases of the development. Tutbury Parish Council would also like a review of the safety of Tutbury Road in line with the phased development of 500 houses.

**DECISIONS**

Erection of five dwellings with associated garaging  
Land off Burton Road, Tutbury, Staffordshire, DE13 9NF PERMITTED

Erection of a two-storey side and single storey front and rear extensions 14 Park Lane, Tutbury, Staffordshire, DE13 9JH  
**PERMITTED**

Change of use of 3 existing Free-Range Egg Production Units to Class B8 for the storage of fireworks.  
Castle Hayes Park Farm, Castle Hayes Lane, Tutbury, DE13 9HL

## **PERMITTED**

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

New Farm, Rolleston Lane, Tutbury, DE13 9HE

## **REFUSED**

### **12/17 7.0 MONK STREET AND WAKEFIELD AVENUE PARKING**

County Cllr P White has spoken to Tim Buxton from County Highways who has confirmed that there is no problem to remove the restrictions if the parish council want to request it. If residents agree with this but the cost will be £4k for the parking order. Cllr P White suggested that this was incorporated into a village wide plan. If applications are grouped together with the whole village then this is more cost effective. County Cllr P White wants extra resource for Tutbury to implement this. To get the project moving Cllr P White can allocate budget from the divisional highways fund of £15k across the wards Cllr P White will propose this for Tutbury.

The Clerk suggested that a working party is formed with residents from Monk street and other areas. Cllr Crossley questioned if this was achievable with stand still budgets. £4k budget divisional highways project is allocated in this financial year and could be achievable if Highways Publish all parking restrictions and change all at the same time. If the parish is consulted the review is completed it could be achievable

### **Resolution**

Maps have been provided to assist with reviewing existing restrictions. A public meeting will be called January 9<sup>th</sup> to address the issues and develop a proposal.

The clerk will send a letter of intent to Tim Buxton and Richard Rayson, Highways and to find out the time constraints. This will need to be addressed before the end of the financial year.

### **12/17/8.0 CLERKS REPORT**

8.1 The clerk attended training regarding the new legislation that will update the data protection act 1998 and bringing it into the digital world and reflect the Brexit requirements. All data will need to be stored in the UK and any personal data will need to be protected and traced. Permission to hold the data must be explicitly requested and an individual has the right to erasure, so all personal data can be deleted from all sources.

The new regulation requires a qualified data officer who is responsible for how data is handled. However. we are waiting to hear if an employer with 5 employees or less may be exempt. A training presentation has been emailed to councillors which the

clerk has advised that they read. The 12 steps of guidance issued by the Information Commission Office should be followed. An audit of information stored by the council will be required.

## **12/17/9.0 BOROUGH AND COUNTY COUNCILLOR REPORT**

**9.1** Borough Council D Goodfellow is hoping that the New Farm application will not go to appeal.

**9.2** ESBC planning department are working on new calculations for the 5-year housing plan.

**9.3** The bin day will be changing in the new year.

## **12/17/10.0 TO REVIEW AN ACTION PLAN FOR 2018**

**10.1** No additional suggestions were made for the proposed action plan that required B=budget consideration.

## **12/17/11.0 To REVIEW AND AGREE THE PROPOSED BUDGET AND PRECEPT.**

**11.1** The clerk has changed the format of the budget and distributed it to the councillors. See APPENDIX A Based on predictions of spending for the remaining part of the financial year and the increase in proposed financial consideration due to the community building for the following year, there would be a shortfall of around £2k.

The clerk distributed the % increase document that set out the figures if the precept was raised. See APPENDIX B. Cllr Smedley proposed that the precept was raised by £1.55 per household which was half of what the council predicted. All Cllrs present voted in favour of this precept level. The clerk will inform the Borough Council.

## **12/17 12.0 CLERKS HOURS AND PAY**

A payment of extra hours for completing the Cllca has been calculated and submitted to the chairperson. 75 hours are outstanding, approximately £1000. Some hours in lieu have been taken in October and will be taken in December. A total of 75 hours has been unpaid.

### **Resolution**

**Cllrs voted in favour of the overtime payment to be paid.**

## **13. TO CONSIDER A COMMITTEE STRUCTURE FOR TUTBURY PARISH COUNCIL.**

All councillors present were in favour of the following advisory groups and committees.

	<b>Lead Councillor</b>	<b>Councillor 2</b>	<b>Councillor 3</b>	
Churchyard and burial ground	MG	CS	KE	
Cornmill Lane Playing fields	DM	GR	LB	
Planning application review Delegated powers to make decisions	KE	MP	FC	WC
Strategy and formulating a parish plan/ Neighbourhood plan	LB	GR	PS	
Employment committee	CS	MG		
IT and website committee	TS	PS		
Finance- budget setting and grants	WC	TS	KE	
Open space and contract management/ Best Kept Village	FC	DM	GR	
Community Building	CS	FC	KE	MP
Community events/ community engagement	PS	MG	TS	
Highways fault reporting/ parking review	MP	FC	CS	

## **12/17/14.0 COMMUNITY BUILDING**

**14.1** A confirmed list of outstanding questions will be collated by the subcommittee and an updated layout of the building will be submitted for approval at the next meeting. A further meeting to confirm the outstanding questions and to negotiate the new proposed layout.

## **12/17/15.0 CORRESPONDENCE**

The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in 'Governance and Accountability for Smaller *Authorities* in England, a Practitioners' Guide', and then be published in accordance with the applicable Transparency Codes.

The new, Annual Governance and Accountability Return forms will be sent out by the appointed auditor electronically at the end of the financial year.

## **12/17/16.0 WEBSITE UPDATE**

**16.1** The IT committee proposed a wordpress website package including the web site domain Tutburyparishcouncil.co.uk. The hosting company costs would be approximately £200 for the first three years with additional costs of £4 a month for email. A monthly fee for hosting after the three years of approx. £8 a month. This would mean that all councillors would be provided with a council email address. Cllrs T Spencer Smith and Cllr Steadman proposed to have a contingency amount of £100 however £500 was allocated in the budget to cover additional costs. A resident who lectures at Loughborough University has volunteered to put the website together working with the clerk early in the new year.

### Resolution

All councillors voted in favour to purchase a web hosting wordpress package with the domain Tutbury parishcouncil.co.uk and councillor email addresses, for approximately £200 plus email costs and to have a contingency budget of £100 to cover any additional costs.

### 12/17/17.0 ACCOUNTS FOR PAYMENT

17.1 Accounts were approved for payment, proposed by Cllr T Spencer Smith and Seconded and Cllr P Steadman

		Sub	VAT	Total
Staffordshire County Pension Fund	Clerks Employer Pension contribution	247.11		247.11
Staffordshire County Pension Fund	Clerks Employee Pension contribution	161.22		161.22
HMRC	National Insurance	93.67		93.67
Karen Duffill	Clerks Salary	899.91		899.91
Karen Duffill	Clerks Expenses	34.62		34.62
Aucuba Landscapes	Churchyard contract and park pale inv 3928	198.87	39.77	238.64
Aucuba Landscapes	Churchyard contract and park pale inv 3928	44.88	8.98	53.86
Sterilizing services	Legionella control Annual check inv 3928	219.00	43.80	262.80
Tutbury Parish Charities	Cornmill Lane Playing fields rent 11 -31.3.18	250		250.00

**12/17/18.0 ITEMS FOR THE NEXT AGENDA**

Community Building  
Website  
Parking

**11/17/19.0 DATE OF THE NEXT MEETING**

Jan 15<sup>th</sup>, 2018 7.30pm  
Highways Committee----- 09.1.18



## APPENDIX A

Proposed Budget 2018/ 2019

	2017/18 Expenditure	Expected outturn 2017_18	2018/19 Expenditure	
<b>ADMINISTRATION</b>				
Clerks salary expenses and pension	16440	16990	18100	Salary increase due to Cilca
Admin, insurance and printing	2730	3930	8500	legal fees provision £5000
Training and IT sub total	2250	2850	2900	Training and website provision
Highways, footpaths and bus shelters	8700	2870	7500	Street cleaning and maintenance devolution costs
Parks & open spaces	15200	9245	12400	Church maintenance and elm lane saving
Section 137 Charities and grants	6515	4345	6750	Tosca included in contingency
Capital	0	400	0	Noticeboard
<b>EXP Total</b>	<b>51835</b>	<b>40630</b>	<b>56150</b>	
<b>Contingency</b>				
Admin contingency	7199.14	6000	3000	
Tosca	1000	500	1000	
Election	5000	5000	5000	
Burial	4000	8000	10000	
Community B	5000		5000	
<b>Contingency Total</b>	<b>22199.1</b>	<b>19500</b>	<b>24000</b>	
<b>Budget Total</b>	<b>74034.14</b>	<b>60130</b>	<b>80150</b>	

## APPENDIX B

### Precept calculations 2018-2019

Parish rate      Tax Base      Precept Grant      Proposed total with tax freeze      Grant Difference

30.91    1302.11      40248.24      2199.00      42447.24      2199.00

				Tax base	Precept	Grant	Overall Total
30.91	1%	0.31	31.22	1302.11	40651	2199.00	42849.7
30.91	2%	0.62	31.53	1302.11	41053	2199.00	43252.18
30.91	3%	0.93	31.84	1302.11	41456	2199.00	43654.67
30.91	##	1.03	31.94	1302.11	41588	2199.00	43787.49
30.91	4%	1.24	32.15	1302.11	41858	2199.00	44057.15
30.91	5%	1.55	32.46	1302.11	42261	2199.00	44459.63
30.91	##	3.09	34.00	1302.11	44273	2200.00	46473.04