

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

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 19<sup>th</sup> March 2018. Those present were Cllrs C Smedley (Chairperson), T Spence, L Beighton, M Guest (Vice Chair), P Steadman, W Crossley, K England, G Raybould, F Crossley, Borough Cllr S Gaskin, County Councillor P White, Graham Hunt Staffordshire County Council in attendance, Karen Duffill (Clerk)

Three residents representing Monk Street attended.  
Arrived 7.45 D Morris

### **01/18/1.0 APOLOGIES**

Borough Cllr D Goodfellow  
Cllr M Powell

### **03/18/2.0 MINUTES OF THE MEETING HELD ON 19<sup>th</sup> February 2018.**

2.1 The minutes were approved by Cllr P Steadman and seconded by Cllr M Guest as being a correct record and signed by the chairperson.

### **03/18/3.0 DECLARATION OF INTERESTS**

3.1 Cllr P Steadman declared his involvement in the scouts and his association with residents of 33 Wakefield Avenue.

### **03/18/4.0 PUBLIC PARTICIPATION**

4.1 Residents asked if the parking proposals would be accepted. Cllrs assured them that this would be addressed under the agenda item.

### **03/18/5.0 CLERK'S REPORT**

#### **5.1 Contract updates**

Posters have been placed on noticeboards and shop windows where they would be accepted. No adverts have been posted on Facebook pages for the village cleaner/Contractor. Cllr P Steadman has details of a volunteer for the street cleaning position.

Insurance. Renewal notice at the agreed rate last year 1278.36 invoice payable

Other contracts will run for another year as agreed last year

#### **5.2 Funding updates**

Thank you for Simon Gaskin and Duncan Goodfellow for securing a grant received from ESBC for a new sign advertising Parish Council Meetings

Thank you to County Councillor Phillip White for the grant secured to assist in funding a new parish noticeboard.

Safer Roads funding grant available for Highways project, A request has been made to Julia Wells to support it.

Funding forum event Apr 19th 4pm till 5.30pm or 6-7.30pm refreshments available.

#### **5.3 Audit**

The clerk will be attending a training session to find out how the new external auditor will conduct the audit this year and look at the new Annual Return requirements.

## **5.4 Park Pale Update**

A tree survey has been completed on the sycamore trees that residents were concerned about. The trees were reported to be healthy and no action was recommended. A future survey should be completed in three years.

## **5.5 Pension update**

No pension rate change for the clerk or the council as changes were implemented last year. The end of year pension audit is now due to be completed by the clerk.

## **03/18/6.0 BOROUGH AND COUNTY COUNCILLOR REPORT**

**6.1** Grit bins let Cllr P White asked if any more grit bins were required.

Parish Cllrs raised concern regarding the replenishing of the grit in the existing bins due to a serious accident on Ironwalls Lane and a series of incidents during the bad weather. Any serious accident a formal investigation is carried out with the County Council and the police if the condition of the road was an issue this will be investigated.

Cllr P White assured parish Cllrs that primary roads are gritted. £90k is spent on this area of Highways and filling grit bins even though this is not a statutory requirement. A common problem is residents using the grit for their private driveways. A review in how often they are filled, and locations will be carried out and information was requested to be fed through this review. Cllr P White asked the parish council to consider the ice busters scheme. This was suggested as a future agenda item. If a grit bin is empty a fault should be logged on the normal report logging system. Cllr P White can investigate faults logged that are not actioned.

**6.2** Borough Councillor S Gaskin reported that if another parish councillor can be assigned to Tutbury this will be decided at the Borough elections 2019.

**6.3** ESBC Council tax bills have not increased due to the Borough Council running more efficiently. Cllr W Crossley asked Cllr Gaskin why not increase if services are being cut? Cllr Gaskin assured that this is because money is being spent more wisely under the existing control.

**6.4** New bin days are in operation no complaints have been received an extra lorry has been deployed due to the increase in houses in Tutbury. Cllr F Crossley asked why is there are three different days in Tutbury. Cllr Gaskin advised that the revised days were compiled to make optimum efficiency but will investigate why.

## **03/18/7.0 To approve funding for Parking Regulations Staffordshire County Highways**

**7.1** County Council Representatives Graham Hunt and Phillip White thanked the parish council for an exploratory meeting regarding parking and traffic management. However, the issues would need to be made on wider public consultation. There is a legal requirement for this when implementing any traffic regulation order. Therefore, there was justification for a wider feasibility study to assess the full impact of parking proposals to avoid further consequences elsewhere. Scope to bring in a traffic management system to improve parking for visitors and residents and manage the flow of traffic was identified.

The formal process requires a feasibility study to assess all options that could be approved on a joint basis. The County Council can put together a brief that would be given to AMEY engineering contractors, who would develop a strategy to address the brief to create more parking and address

speeding etc. Draft report proposals could be presented via drop in session in the village hall with one to one conversations with council representatives.

Once the brief is agreed and a formal public consultation completed then a strategy would be implemented through a Traffic Regulation Order. This would be implemented before Christmas 2018.

Once a Regulation Order is in place, signage can be done quite quickly which will have impact, if substantial changes for the layout of High Street and enhancements to the appearance of High Street are proposed and agreed by the community, further funding would be required and the project timescale would be 2-3 yrs.

The budget to undertake the feasibility study and the traffic order would be £8k. Cllr P White will fund £4k from his Staffordshire County community projects highway budget the county council requested that the parish council match fund this to cover the remaining budget required.

For more substantial changes further capital funding would be required through other sources of funding to support it. Barton have a better Barton scheme and have raised substantial money already.

Phase 1 is change parking restrictions in Monk street and other possible areas suggested, this will included the Legal process through to implementation. Parking permit options will be investigated, residents permit £50 estimate per car.

Phase 2 would follow and may involve physical changes which would require further funding.

Cllrs questioned why a small issue for Monk Street that could be dealt with easily needed the feasibility study? However, if other streets could be addressed at the same time this is best value for taxpayer's money. The legal process and public consultation is still required for one or more streets.

Cllrs questioned why hold up Monk Street for a wider scheme?

County Council representatives confirmed that the programme for Monk St if the public supported it, would go ahead first. Monk St is simpler one to sort out assuming no opposition.

Cllr W Crossley questioned whether the parish council had the power to spend on Highways?

## **RESOLUTION**

Cllr P Steadman proposed that if legally acceptable, subject to the power to spend on this project. The Parish Council would match fund the project and instruct County Highways to go ahead with the proposal. Cllr L Beighton seconded the proposal.

The clerk assured Cllrs that there were powers to spend on some highways projects but would confirm this with the Staffordshire Parish Council Association.

8 Cllrs voted in favour of the proposal, 2 voted against. Cllr W Crossley and Cllr F Crossley wanted it noting they voted against.

## **03/18/8.0 COMMUNITY BUILDING COMMITTEE REPORT**

**8.1** Borough Cllr D Goodfellow sent an email to advise that John Kirkham ESBC legal representative is looking into the legality of the section106 agreement, He will consult with ESBC planners and Peveril Homes.

## RESOLUTION

Cllr Smedley proposed that Tutbury Parish Council should await this response and Cllrs agreed.

### 03/18/9. GRANTS FOR LOCAL ORGANISATIONS – TUTBURY TWINNING

9.1 A grant application has been received from Tutbury Twinning Association regarding the French visitors arriving in Tutbury the weekend of the 6th July. £1000 is requested to provide events, transport and entertainment for the French. A fundraising barn dance will also be held May 18th £10 per head. Cllrs agreed as this was in the budget and that the Twinning Association is a working party of the parish council the money should be allocated.

The clerk advised that the Section 137 of the Local Government Act 1972 is not relevant for spending money on Twinning. This should not be approved through a grant. The council has the power to spend on Tourism and recreation and therefore the budget should be allocated under section 144 LGA 1972.

The process will need to be revised.

### 01/18/10.0 GENERAL DATA PROTECTION REGULATIONS IMPLEMENTATION PLANS

#### 10.1 Data Protection Webinar

Details of the Staffordshire County Council Audit options to satisfy the Data Protection Officer role for the new GDP Regulation was distributed in the clerk's report with associated costs to review at the next meeting. The council will need to appoint a Data Protection officer to oversee data processing within the council. To date no clear guidance has been provided as to who this should be. There should also be a data processor which would be the clerk. The clerk would not be able to be the data protection officer, it was thought that this may need to be a councillor.

A 90-minute webinar hosted by Patricia Marks on behalf of the SLCC will summarise the new General Data Protection Regulation (GDPR) and provide information on how to ensure the council is compliant. The cost is £30 + VAT **28th March**.

## RESOLUTION

It was resolved that Cllr L Beighton would attend the training session and the clerk, with a view of being the lead councillor in this area and potentially be the data protection officer.

### 01/18/11.0 ACCOUNTS FOR PAYMENT

12.1 Accounts were approved for payment, proposed by Cllr T Spencer Smith and Seconded Cllr M Guest.

DETAILS		SUB	VAT	TOTAL
Karen Duffill	Clerks Salary	879.22		879.22
Karen Duffill	Clerks Expenses	25.92		25.92
Karen Duffill	Postage	9.55		9.55
Tutbury Preschool	Outdoor classroom grant	500		500.00
Jrb Enterprise Ltd	Dog foul bags	136.95	27.39	164.34
Staffordshire Parish Council Ass	Subscription	480		480.00
Community Council of Staffordshire	Best Kept Village entry	17		17.00

*Chairperson Signature*

*Date*

Sterilizing services	Legionella control Monthly check inv 37443	45.00	9.00	54.00
Aucuba Landscapes	Churchyard contract inv 3957	198.87	39.77	238.64
Ben Bennett	Tree and Woodland Report Park Pale	260		260.00
Sign Craft Bretby	A board meeting sign	140	28.00	168.00
Came and Company	Insurance	1278.36		1278.36

**03/18/12.0 TO PLAN AND APPROVE BUDGET FOR AN EVENT FOR THE 100-YEAR COMMEMORATION OF WW1**

12.1 Cllr P Steadman and Cllr M Guest attended a meeting held at the church with different community groups to plan the event. It was suggested that an iron made Ghostly Tommy £750 would look good for the event Sudbury Prison would be approached to see if prisoners could make something similar for a reduced cost.

The Scouts will investigate making poppies to cascade from the church. A Beacon will be lit at the castle at 7pm November 11<sup>th</sup>.

A Marquee will be erected in the churchyard with an outside link on remembrance Sunday to other events and services.

Cllr Steadman has been unable to secure the usual piper but has appointed a new piper and drummer for £520.

The Arts group will be running an event Fri 9th November at the village hall with a focus on the 6-month period before the war ended. The event will feature poetry, photos and attendees will be encouraged to dress accordingly. Other events will incorporate silent movies elsewhere and games of the era including afternoon tea more child oriented and involve the panto team. Arts group events will concentrate on the celebration of the end of the war. Charges will apply for these events.

Cllr F Crossley suggested liquid amber silhouette trees on the Triangle £200 each and will find out more details for the next meeting. The clerk has ordered poppies to be planted in the High Street planters at a cost of £100. Cllr W Crossley will find out other poppy options that the British Legion is offering. It was thought that new flags for the High Street will also need to be purchased

**RESOLUTION**

To date £520 for the piper and drummer and £100 for the planters has been allocated out of the £1000 budget. Cllrs will investigate further costs of poppies and trees.

**03/18/13.0 PLANNING MATTERS -TO REVIEW RECENT APPLICATIONS**

13.1

**P/2018/00190** Erection of a single storey front extension and first floor rear extension 37 Ironwalls Lane, Tutbury, DE13 9NH

**No Objection**

**P/2018/00196** Erection of a two-storey side and single storey front and rear extensions 14 Park Lane, Tutbury, Staffordshire, DE13 9JH

**No Objection**

**P/2018/00214** Erection of a two-storey rear extension and extension to existing front canopy 90 Ferrers Avenue, Tutbury, Staffordshire, DE13 9JJ

**No Objection**

**P/2018/00267** Felling of 1 Scots Pine 29 High Street, Tutbury, DE13 9LS  
**No objection, if the tree has no preservation order**

**P/2017/01395** Erection of a two-storey side and single storey rear extension 33 Wakefield Avenue  
**No Objection, However, Tutbury Parish Council note that the extension seems too large for the size of the plot.**

Date for next meeting of the planning working party will be arranged.

**DECISIONS**

Application under Section 73 of the Town and Country Planning Act 1990 for the continued use of the retirement dwelling without complying with Condition 3 of the planning permission P/2014/01489 dated 9th January 2015 relating to occupation by persons aged 55 and over 10a Retail Unit Webb Corbett House, Ludgate Street, Tutbury, DE13 9DH in accordance with the submitted documents and plans and subject to the condition(s) specified hereunder:

The development hereby permitted

Erection of a detached industrial building comprising of 2 units for General Industrial (Class B2) Land at, Fauld Industrial Estate, Fauld Lane, Fauld,

**PERMITTED**

Proposal:

Crown reduction in height by 30% of 1 Ash tree, 1 Sycamore tree, 1 Cherry tree and 2 Hawthorne trees and removal of stumps and epicormic growth of 1 Cherry stump & 2 Chestnut stumps

Location:

Tutbury Mill Mews  
Lower High Street

**COMMENT NO OBJECTION PERMITTED**

**03/18/14.0 BEST KEPT VILLAGE REPORT**

**14.1** Cllrs F Crosslet and W Crossley attended a public meeting on behalf of the council the and three members of the public. The previous year's Judges' comments were reviewed. It was decided that these should be distributed to the scouts, ES Borough Council and other community groups with a standard letter asking them to get involved. Cllr F Crossley will send details of this letter to the clerk for printing and will then distribute them to the groups,

**14.2** The school should be invited to participate in the poster competition. The clerk will write to the school and Cllr F Crossley will collect the posters when completed and organise them to be displayed in the village.

**14.3** The competition entry form should be completed the same as last year.

**14.4** Cllr W Crosslet will improve the tourist map with missing features and include the new housing estate. Cllr G Raybould will print and laminate the map. The deadline for entry is 26th March.

### **03/18/15.0 ANNUAL PARISH MEETING UPDATE**

**15.1** The clerk has received photos for the quiz from Cllr Smedley.

Cllr W Crossley asked the council to reconsider inviting a guest speaker to the meeting as there has been a series of serious burglaries in Tutbury and asked if the council should consider inviting a police representative to speak before the quiz.

The clerk was concerned that no advertisements ha been placed to invite residents to the meeting.

### **RESOLUTION**

Cllr T Spencer Smith agreed to produce a poster and Cllr P Steadman a newsletter. The clerk will write to the Police commissioner to invite a representative to speak at the meeting.

### **03/18/16.0 ITEMS FOR THE NEXT AGENDA**

Community Building

100 years WW1 commemoration event

New Historic street sign for Tutbury

Policies communicant and media policy

Street cleaning

Annual Parish Meeting

Ice busters

General Data Protection regulation

End of year accounts

Best Kept village

### **03/18/17.0 DATE OF THE NEXT MEETING**

April 16<sup>th</sup> Full Parish Meeting