

## TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 16<sup>th</sup> April 2018. Those present were Cllrs C Smedley (Chairperson), T Spencer Smith, L Beighton, M Guest (Vice Chair), P Steadman, W Crossley, F Crossley, M Powell, Borough Cllr D Goodfellow, County Councillor P White, in attendance, Karen Duffill (Clerk)

Non-attendance  
G Raybould, D Morris

### **04/18/1.0 APOLOGIES**

K England  
Borough Cllr S Gaskin

### **04/18/2.0 MINUTES OF THE MEETING HELD ON 19<sup>th</sup> March 2018.**

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

### **04/18/3.0 DECLARATION OF INTERESTS**

3.1 Cllr P Steadman declared his involvement in the scouts.

### **04/18/4.0 PUBLIC PARTICIPATION**

4.1 No residents attended.

### **04/18/5.0 CLERK'S REPORT**

5.1 The clerk's report was distributed to the councillors. This was for information only see separate report for reference.

### **04/18/6.0 COMMUNITY BUILDING UPDATE**

No further update has been received from the legal representative of East Staffs Borough Council. Cllrs discussed the ambiguity of the section 106 agreement and questions if this should be rewritten. If this was required could an alternative location of the building to Cornmill Lane be considered. It was feasible to negotiate this when the lease is up for renewal however, TPC will await a further response from John Kirkham before moving forward.

### **04/18/7.0 BOROUGH AND COUNTY COUNCILLOR REPORT**

7.1 Cllr D Goodfellow believed that the delay in the response from the legal department was due to the section 106 agreement awaiting future planning application for the site.

7.2 Cllr P White reported that the engineering consultants AMEY and other providers not confident to complete Traffic Regulation works in the timeframe. County officers Tim Buxton and our inhouse officers will do the work in a timely fashion. Richard Rayson will be meeting with Cllr P White for further update to answer queries. Cllr W Crossley questioned if the parish council would still need to contribute the match funding if the work is being done in house? Cllr White will confirm this.

7.3 Cllr P White confirmed that the Community Fund is open again for grant applications. Closing date Feb 2019.

#### **04/18/8.0 REMOVAL OF TREE STUMPS IN THE CLOSED CHURCHYARD**

8.1 Cllr Guest has obtained three quotes to remove some tree stumps and a split tree in the churchyard to allow mowing and to make room for a marquee on Remembrance Sunday.

Quote 1 £300 plus Vat

Quote 2 £260.00 (no VAT)

Quote 3 £170 no VAT

The stumps would be ground down and would leave a foot-deep disturbed soil. Bulbs could be planted in the area.

8.2 Cllr Guest also obtained a quote of £140 to remove the tree in the vicarage grounds, that was overhanging the church boundary wall. This was posing a risk if it fell and damaged the wall. The details will be passed to the church to consider. as this was not the responsibility of the parish council.

#### **RESOLUTION**

Cllr MG proposed to remove stumps and split tree from the closed churchyard and obtain insurance documentation from the contractor. Cllr P Steadman seconded the proposal.

#### **04/18/9. DATA PROTECTION IMPLEMENTATION PLANS**

9.1 The training seminar attended by the clerk and Cllr L Beighton was interesting and confirmed that the council requires a data processor which would be the clerk and a Data Protection Officer who cannot be the clerk or a councillor as there would be a conflict of interest. Councillors can be a DPO for a neighbouring council or there is an option to use the County Council as set out in the previous meeting.

The clerk advised that it would be wise to await further updates from the National Association of Local Clerks as the legislation was still under review. The clerk will await model procedures and processes that maybe developed from the council associations. The clerk will investigate the option of working with Rolleston Parish Council in appointing a data protection officer.

#### **RESOLUTION**

It was resolved that Cllr L Beighton could be the lead councillor in this area and potentially be the data protection officer for Rolleston Parish Council if shared working was set up.

#### **04/18/10.0 END OF YEAR ACCOUNTS AND EXTERNAL AUDIT.**

the internal auditor will visit again 17<sup>th</sup> April to complete the internal audit section of the annual return, the parish council will complete the other sections of the return in the May meeting. This will be published on our website, to advertise the public period to view the accounts in June. The clerk and Cllr T Spencer Smith has been trained to update the website to be able to comply with the publishing of these documents.

The end of year accounts summary will be published in the Annual Parish Meeting.

<u>Year ending 31/3/16</u>		<u>Year ending 31/3/17</u>
	<b>INCOME</b>	
38094.56	Precept	38350.02
2810.00	ESBC income grant	2416.00
30.00	Sundries	
400.00	Parks & open spaces	
0.00	Loan/Capital receipts	
10.82	Interest on investments	10.84
	Other grants/donations	520.00
2066.23	Vat & other refunds	1793.13
43411.61	<b>TOTAL INCOME</b>	43089.99
	<b>EXPENDITURE</b>	
19921.20	General administration	22113.41
2366.85	Section 137 payments	3178.13
0.00	Capital schemes	140.00
6142.58	Highways, f'paths & bus shelters	1392.22
7730.09	Parks & open spaces	9201.33
0.00	Provision for doubtful debts	
2002.50	Other Grants	
2098.63	Vat on payments	2019.92
40261.85	<b>TOTAL EXPENDITURE</b>	38045.00
	<b>FUND BALANCE</b>	
29974.36	Balance at 1st April	33124.12
	Bank error & uncashed cheque	
43411.61	Add Total Income	43089.99
73385.97	<b>Total Income</b>	76214.11
40261.85	<b>Deduct Total Expenditure</b>	38045
33124.12	<b>Balance at 31 March</b>	38169.11

#### **Earmarked Reserve for 2017/2018**

Election costs £5000

New Burial Ground £4000 included in the Balance as at 31st March

#### **Earmarked Reserve for 2018/2019**

Old School community building (TOSCA)	1000
Election	5000
Burial	10000
Community B	5000
Contingency	3000
<b>Total</b>	<b><u>24000</u></b>

#### **Asset register Total**

180453.78

### **04/18/11.0 ACCOUNTS FOR PAYMENT**

*Chairperson Signature*

*Date*

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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			873.66
Karen Duffill	Clerks Expenses			91.85
Karen Duffill	Printing BKV material	3.00		
T Heath	Moving cornmill Lane pitch	50	10	60.00
Reflex Printing	Best Kept Village posters	16.00		16.00
SLCC	Annual Subscription	147		147.00
Staffordshire Pension				398.62
HMRC				97.03
Sterilizing services	Legionella control Monthly check inv 37443	36.00	7.20	43.20
Aucuba Landscapes	Churchyard contract inv 3957	198.87	39.77	238.64

#### 04/18/12.0 BEST KEPT VILLAGE REPORT

**12.1** A Meeting was held on Apr 10<sup>th</sup>  
 Attendance Cllrs G Raybould and Cllr F Crossley only.  
 Apologies received from representative from;  
 Civic society  
 WI  
 Village Hall

However, responses of involvement have been committed by the above groups. ESBC have stated that the fleam will be tidied up however, this has not yet been done. Additional posters have been copied Cllr Raybould will ask shop and pub owners to display them. Letter response received from the catholic church outlining their limited resource to tackle their area. Cllr F Crossley has compiled a response that the clerk has sent.

Cllr F Crossley was very disappointed with the support of the parish council and the community at the recent meeting. However, the map has been amended and sent off. Cllrs reported that a brick has fallen out of the High Street bus shelter The school have been contacted and the children will be encouraged to create some posters. Cllr L Beighton proposed that small prizes were awarded to the children to encourage them to submit a poster. £10 for a first prize and two £5 vouchers for 2<sup>nd</sup> and 3<sup>rd</sup> best poster. However, some Cllrs though that the learning process in producing the posters was the true benefit of the competition.

#### RESOLUTION

Cllrs voted on the proposal to award prizes for the best kept poster competition. 2 Cllrs voted against, 2 abstained and the majority voted for the prizes to be awarded. The clerk will send an amended letter to the school,

#### 04/18/13.0 HISTORIC SIGN FOR TUTBURY, TO ELECT A WORKING PARTY

**13.1** Cllr L Beighton expressed an interest in joining a working party, as well as Cllr M Guest. Cllr Beighton will contact the civic society to arrange a meeting to discuss this further.

## **04/18/14.0 ANNUAL PARISH MEETING UPDATE**

**14.1** Cllr T Spencer Smith had produced a poster and slight changes were suggested. Cllr Powell agreed to print these after the changes were made and Cllr Raybould would be asked to distribute them.

14.2 Cllr P Steadman had produced a newsletter to advertise the meeting, Best Kept village the new website and the need for a new contractor. Cllrs agreed that this should be distributed by the Councillor Street representative structure used last year, the clerk will organise the printing and distribution with help from Cllr Smedley.

14.3 Cllrs agreed that refreshments should be provided the clerk will purchase the tea, coffee and biscuits. Cllr Guest will provide plastic cups.

14.4 Cllrs M Guest and C Smedley had collated many photos for the picture quiz of Tutbury. Cllr T Spencer Smith agreed to assist on collating them for presentation on the evening.

14.5 The clerk has requested a member of Staffordshire Police to attend as a Guest speaker. A request was made for suggested topic areas. Cllrs made some suggestions that will be fed back to the representative that will attend on the night.

### **RESOLUTION**

Newsletters and posters will be printed. These will be distributed by Cllrs. Refreshments will be purchased. A quiz and speaker topics will be compiled for the meeting.

## **04/18/15.0 PLANNING MATTERS -TO REVIEW RECENT APPLICATIONS**

15.1

### **P/2018/00363**

**Proposal:** Crown reduction by 2.5 metres in height and 1 metre to both sides of 2 Sycamores trees

**Location:** 34C High Street, Tutbury, Staffordshire, DE13 9LS

### **No Objection**

### **P/2018/00274**

Erection of an extension to front canopy, single storey rear extension, conversion of existing garage to form lounge, conversion of loft space above existing garage to form home office and conversion of existing lounge to form garage and utility area

39 Ironwalls Lane Tutbury DE13 9NH

### **No Objection**

### **DECISIONS**

Erection of a single storey front extension and single storey side extension  
45 Green Lane, Tutbury, Staffordshire, DE13 9NN

### **PERMITTED**

Erection of a two-storey side and single storey rear extension  
33 Wakefield Avenue, Tutbury, DE13 9JU

*Chairperson Signature*

*Date*

## **PERMITTED**

Erection of a two-storey rear extension and extension  
90 Ferrers Avenue, Tutbury, Staffordshire, DE13 9JJ

## **PERMITTED**

### **04/18/16.0**

#### **16.1 100-YEAR COMMEMORATION OF WW1 UPDATE**

**16.1** Cllr F Crossley proposed purchasing liquid amber silhouette trees for the Triangle £200 each. Potentially they may grow 18m high, if this was deemed a problem the supplier suggested planting them in containers. A plastic barrel effect self-watering planter at c. 860mm diameter would cost £180 plus VAT and delivery. The planters could be planted with poppies and commemorative plaques could be added to the trees. The trees are therefore anticipated to stand at c. 10ft plus.

16.2 Cllr W Crossley confirmed that the British Legion do not supply the lamp post poppies.

## **RESOLUTION**

To purchase trees and planters for the triangle.

### **04/18/17.0 TO REVIEW THE PENSION POLICAY**

17.1 No changes were required to the pension policy.

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

Community Building  
100 years WW1 commemoration event  
New Historic street sign for Tutbury  
End of year accounts  
Best Kept village

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

Annual Parish Meeting May 14<sup>th</sup>  
May 21<sup>st</sup> Full Parish Meeting