

TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 21st May 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, D Morris.

Borough Cllr D Goodfellow, County Councillor P White, in attendance, Karen Duffill (Clerk)

05/18/1.0 APOLOGIES

Cllr G Raybould.

05/18/2.0 ELECTION OF CHAIRMAN

12.0 Cllr Crossley requested that councillors should be addressed by their surnames and standing orders should be checked about the process of nominations for chair. the clerk checked the standing orders.

Nominations for chairman were invited, Cllr C Smedley was proposed by Cllr L Beighton and seconded by Cllr T Spencer Smith, Cllr C Smedley was elected.

05/18/3.0 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The declaration of acceptance of office was signed by the chairperson.

05/18/4.0 ELECTION OF VICE CHAIRMAN

4.1 Nominations for vice chairman were invited, Cllr Morris suggested that considerations should be given to representing the new community at Heritage park therefore Cllr K England was proposed by Cllr L Beighton, Cllr Smedley proposed Cllr M Guest to continue in the role, However Cllr M Guest declined. Cllr K England was seconded by Cllr D Morris, Cllr K England was elected.

05/18/5.0 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

5.1 The declaration of acceptance of office was signed by the Vice chairman

05/18/6.0 FORMATION OF COUNCIL COMMITTEES

6.1 The clerk had distributed a list of the following committees and Cllr T Spencer Smith proposed that the following committees be formed: Cllr L Beighton seconded the proposal. However, Cllr F Crossley did not agree with the working group committee structure.

The following committees and working parties were appointed.

Tutbury Parish Council Committee and Working Party Structure

	Lead Councillor	Councillor 2	Councillor 3	
Churchyard and burial ground	MG	CS	KE	
Cornmill Lane Playing fields	DM	GR	LB	
Emergency Committee Including chair and Vice chair	CS	LB	FC	KE
Planning application review	KE	MP	FC	WC
Strategy and formulating a parish plan/ Neighbourhood plan	LB	GR	WC	PS
Employment committee Chair and Vice chair	CS	KE		
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	
Tutbury Twinning	TSS	WC	MG	
Highways fault reporting/ parking review	MP	FC	CS	

05/18/7.0 APPOINTMENT OF STREET REPRESENTATIVES

7.1 The majority of councillors voted Street representatives were elected based on the existing responsibilities of continuing councillors. See Appendix 1

05/17/8.0 MINUTES OF THE MEETING HELD ON 16th April 2018

8.1 The minutes were proposed by Cllr M Guest that they were a true record and seconded by Cllr M Powell and signed by the chairman.

8.2 The minutes of the church meeting were proposed by Cllr M Guest as a true record and seconded by Cllr C Smedley.

05/18/9.0 DECLARATION OF INTERESTS

9.1 Cllr P Steadman declared his involvement in the scouts and will be excluded from agenda item 05/18/16.0

05/18/10.0 PUBLIC PARTICIPATION

No public were present.

05/18/11.0 CLERKS REPORT INCLUDIGN CORRESPONDENCE

11.1 An update from the officer and crime commissioner was received regarding the decision on the governance of the fire and rescue services details are included in the clerk's report.

11.2 A request to fly the red ensign Flag was received and to register it for Merchant Navy Day on 3rd September. Cllrs agreed to do this again this year.

11.3 Annual meeting update

The clerk thanked the councillors that helped with the meeting on Monday, it went very well with 12 parishioners attending. The quiz and the PCSO police speaker were very well received.

11.4 Cllr K England and Cllr L Beighton agreed to attend the Bishop of Stafford's, (Rt Rev Geoffrey Annas) short dedication ceremony for the Wreath Holders recently installed at St Mary's Priory Church, Tutbury. On Friday 8th June 2018 at 12:30,

11.4 Community building update

East Staffordshire Borough Council have stated that the planning officers are hoping for an improved offering of the internal of the building, car park area and paving as well

Cllrs will await a further response

11.5 Best Kept Village children's posters are on display in the Hight Street and Bridge Street. Cllr F Crossley was not able to display them in the phone box due to size. Labels were used to cover any personal data. Two more posters will be posted on community notice boards. The Posters have been sent off to the BKV organisation to be judged in the Staffordshire competition.

Cllr F Crossley noted that the contractors cut the triangle a week resulting in the grass being too long and making more of a mess than was necessary.

05/18/12.0 END OF YEAR ACCOUNTS AND AUDIT.

12.1 Auditor Report, the clerk had circulated the information contained in the annual return to the councillors.

12.2 To consider and approve the Annual Governance Statement 2017/ 2018 The council agreed with the statements and the chairman and the clerk signed and dated the annual return.

12.3 To consider and approve the Accounting Statement 2017/2018 The council agreed with the figures in the annual return statement and the chairman and the clerk signed and dated the annual return. The annual return and supporting documents and notices will be returned before the deadline in June.

12.4. Cllr T Spencer Smith proposed that the earmarked reserves were recorded, and Cllr Smedley seconded the proposal

Earmarked Reserve for 2018/2019

Old School community building (TOSCA)	1000
Election	5000
Burial	10000
Community B	5000
Contingency	3000
Noticeboard	1050
Total	25050

05/18/13.0 BOROUGH AND COUNTY COUNCILLOR REPORT

13.1 County councillor P White assured Cllrs that the problem raised about street lights on Heritage Park will be followed up with developer.

13.2 County Cllr P White assured the parish council that the Highways engineers report is progressing.

Cllr W Crossley enquired if £4k match funded contribution from the parish council to the highways project was still appropriate if the work was not being carried out by the AMEY contractor. Cllr White confirmed that the costs are the same with County officers, so the money is still required from the parish council, Cllr D Morris and Cllr W Crossley did not agree.

The clerk clarified that the parish council has the power to spend on this and a resolution has been passed to spend the money on this traffic calming schemes and a feasibility study to review the parking was part of this.

13.3 Cllr D Morris enquired if new potholes zapping machines are effective as the road repairs have already deteriorated. Cllr White stated that there is no Capital budget for permeant resurfacing, but repairs should be more effective in the better weather. Money is used elsewhere for social care. However, £5m extra has been allocated for patch repairs.

Cllr W Crossley asked if the pothole on High Street could be repaired. Cllr White will log and follow this up.

13.4 Cllr P White attended the opening of the outdoor school classroom at Tutbury Pre School due to the grant awarded by the County Council.

13.5 Cllr P White confirmed that the County council grant applications are open, for this financial year.

13.6 The clerk enquired what the process was with county grass cutting? Does each area have to be logged individually or will the normal schedule be followed? The verge on the junction of Ironwalls Lane was now dangerous due to lack of visibility Cllr White said he would enquire.

13.7 Cllrs enquired about the issues raised at the Annual parish meeting regarding the anti-social behaviour and late licence outside the New Inn. Borough Councillor S Gaskin confirmed that new owners had taken over, but the licence would remain the same unless a change was processed through the licensing committee.

05/18/14.0 CHANGING ROOM CHARGES AND CHANGING ROOMS UPDATE

14.1 Changing room charges

The Tigers have only had a few training sessions at Cornmill lane for the juniors, the pitch is not fit the grass is too long, Tigers have been paying for pitches at Shobnall and St Georges park. The team have requested that the fees are waived if the team paid for supplementary cuts for the pitch.

The team have requested if the keys could be held in a key safe for the changing rooms however Cllrs did not want the changing rooms keys going in a key safe key responsibility should be kept with one key holder.

Cllr D Morris raised concerns with the proposals from the team he thought the pitches needed further evaluation. Cllrs agreed that the playing fields committee should review the costs and charges of the changing rooms and discuss the pitch and how it could be improved.

The second pitch has not been used as it should be reinstated and since moving the pitches has left one small pitch and one standard pitch. Cllr D Morris thinks that two full sized pitches should be fully utilised, other teams have shown an interest in using the pitches and this should be considered.

The councillors did not have any objection to Tigers instructing a second contractor for additional cuts to the pitch and funding this themselves.

RESOLUTION

The charges, usage and maintenance will be discussed further by the playing fields committee.

A Storm drain is blocked and Cllr Morris will contact a contractor to address the issue

05/18/15.0 GENERAL DATA PROTECTION REGULATIONS

A Data Protection Officer is not now a legal requirement for a parish council but would be good practice to have one, to assist with and evidence compliance. If the council appointed a DPO then this would address the need to assess risks in data processing and have procedures in place. An independent person to deal with any breaches or data issues and assist with any audit requirements. Rolleston Parish councillor Steve Mc Manus was suggested by the Rolleston Clerk and Cllr Lesley Beighton was suggested to Rolleston Parish Council.

All councillors will need to receive training and be aware of new privacy policies and records should be kept ensuring that all councillors are aware of the new regulations.

The clerk has produced a training PowerPoint presentation that can be printed and issued to all councillors.

The clerk will continue to work with the Rolleston Clerk in developing and implementing procedures and processes. A data audit is still to be completed by the clerk and email sent to existing contacts requesting their consent to keep their details. However no further data processing will take place until all the audits and processes are in place.

The clerk has added to the website a consent form for parishioners to allow us to use their data, A general Privacy policy has also been added to the website. These documents have been suggested by NALC to be adopted. The general privacy

notice will not apply to councillors. There are differences that means that councillors and staff data is handled differently.

05/18/16.0 GRANTS TO LOCAL ORGANISATIONS TUTBURY AND HATTON SCOUTS GROUP

16.1 Tutbury and Hatton Scout Group has a young person who has been selected to represent the group in the World Jamboree in America and the young individuals selected need to raise £3700 each to attend and represent their scout group. A grant application has been received from a carer of one of the young people and supported with a grant application from Tutbury and Hatton scout group for £500 each towards this trip. Cllr P Steadman distributed further details of the jamboree and the groups involvement in it.

Cllr W Crossley proposed the Finance committee reviewed this application before the next meeting.

16.2 A grant application was received for £ 175.90 for reimbursement to the scout group for the High Street flags including Harry and Megan Royal wedding flags for the 40s weekend on the High Street.

RESOLUTION

The Finance committee will meet to review the grant application for the jamboree.

Cllr Crossley proposed that the flag cost should be awarded, and Cllr D Morris seconded the proposal.

05/18/17.0 STREET CLEANING CONTRACT

17.1 Although there have been several enquiries regarding the Street cleaning role, no applications have been received for the contract. Cllr F Crossley requested a copy of the job specification so that the open space committee could review the role as the councillors thought the role was too vast.

RESOLUTION

Cllr D Morris, Cllrs G Raybould and Cllr F Crosslet will review the role it as part of the open space committee.

05/18/18.0 TO APPROVE ACCOUNTS FOR PAYMENT

Cllr W Crossley proposed accounts should be passed for payment, Cllr Crossley seconded the proposal.

05/18/19.0 PLANNING MATTERS

19.1 No applications received

19.2 DECISIONS

P/2018/00196

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

PERMITTED:

P/2018/00190

Erection of a single storey front extension and first floor rear extension
37 Ironwalls Lane, Tutbury, DE13 9NH

PERMITTED

Felling of 1 Scots Pine

Location: 29 High Street, Tutbury

No Objection **PERMITTED.**

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

PERMITTED.

P/2018/0033

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

Location:

34C High Street, Tutbury

No Objection **PERMITTED.**

05/18/20.0 ITEMS FOR THE NEXT AGENDA

Report from the Playing fields committee

Report from the Finance committee report

Report from the Street cleaning open space committee

Tutbury winning update (Barn dance went well).

05/18/21.0 DATE OF NEXT MEETING

21.0 June 18th, 2018 7.30pm

APPENDIX 1

Councillor Street Responsibilities

W Crossley Burton Road, Burton Street (Dove View), Chatsworth Drive, Green Lane, Ironwalls Lane, Lodge Hill, Tutbury Road, Rolleston Lane.

Phone 01283 812620

F Crossley Church Street (Castle Court), Bridge Street, Monk Street, Hawthorn Grove (Needwood Court)

Phone 01283 812054

Cllr Ms Guest Fauld, (Fauld Lane, Laburnam Grove) Owens Bank, Castle Hayes, Redhill Lane, Rolleston Park

Phone 01283 810648

G Raybould Hillside, Duke Street, Fishpond Lane (Croft Terrace, Ludgate Street

Phone 01283 480640

P Steadman Belmont Road, Pinfold Close. Babbington Close, Cromwell Close, The Park Pale

Phone 01283 812937

M Powell Norman Road, Queens Rise, Hillcrest, Portway Drive.

Phone 01283 343346

L Beighton Heritage Park/ Doves Keep

Phone 01283 814447

D Morris Holts Lane (Bourne Close, Rushton Close), Wakefield Avenue, Silk Mill Lane.

Phone 01283 815020

K England Cornmill Lane (Close Bank), High Street. Lower High Street (Ashleigh House)

Phone 01283 354008

C Smedley Lancaster Drive, Priory Close, Ferrers Avenue.

Phone 01283 814218

T Spencer-Smith Castle Street (Castle Hill House), Park Lane (The Close).

Phone 01283 814524