

TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 17th September 2018. Those present were Cllrs C Smedley (Chairperson, M Guest, P Steadman, W Crossley, F Crossley, D Morris, Councillor P White, in attendance, Karen Duffill (Clerk)

09/18/1.0 APOLOGIES

Cllrs K England (Vice Chair) T Spencer Smith,
Borough Cllr D Goodfellow

Non-Attendance

Cllr G Raybould

09/18/2.0 MINUTES OF THE MEETING HELD ON 20th August 2018.

The minutes were proposed by Cllr M Guest as being a true record and signed by the chairperson.

09/18/3.0 DECLARATION OF INTERESTS

3.1 Cllr P Steadman for his connection with the community building and grants.

09/18/4.0 PUBLIC PARTICIPATION

4.1 2 residents attended.

A resident wanted to raise concern regarding the new bus service on Heritage Park running along Bluebell Way. He was concerned about the frequency of the buses there are 51 buses a day from 6.20am -19.55pm the size of the buses and safety concerns of the children crossing and the mounting of pavements on an unadopted road. County Cllr P White will contact he the bus companies to enquire if the frequency is likely to change.

4.2 A resident wanted the council to support the campaign to protect the peacocks in the village with the erection of signs warning motorists to slow down. Money had been donated but the group wanted the parish council and the county council to consider siting these signs on the roadside. Cllr P White reiterated that there was not an appropriate highways regulation sign that could be used but was happy to support the group in other ways.

09/18/5.0 CLERK'S REPORT

5.1 Bus service on Heritage park. Cllrs advised the resident that the parish council are not responsible for the bus service the private operators have been contracted by the developers to satisfy the section 106 planning agreement to serve the community for a bus service, young people are now able to get a service bus to school and the new 6th from college in Burton, and other residents who may want to use the service. However. the parish council will raise the resident's concerns with the Borough Council.

5.2 Cllrs discussed the request from a community group to support them in erecting signs around the village to protect the peacocks. Cllrs reiterated the County Cllr's comment in that this is not a parish council function and have no control over highways signage. No other animals/ birds have warning signs in the village. The clerk suggested that the only land that the parish council would be able to erect a warning sign would be the Triangle. The clerk had received a quote for a metal warning sign with an image of a peacock at a cost of £220 but this would not include the erection of a sign or planning permission costs. Cllrs questioned what permissions would be required from the Borough Council and County Council and councillors suggested visiting the triangle and considering sign options such as a brown sign next to existing signs on the triangle. The clerk will investigate the matter further and add the issue to the next agenda.

5.3 New Inn - An email had been received regarding the recent licence review on 22nd August at the New Inn. The email was an update for the parish council on the new conditions of the licence. However, the resident was disappointed in the support from the parish council on this matter. The parish council do not have any powers on licencing and escalated this to the police via the PCSO and the Borough council to resolve. This is the furthest the parish council could have responded, knowing that one parish councillor had more involvement in this matter.

5.4 Information relating to the Best Kept Village judges' comments, the community council and the Playing fields Association AGM were distributed.

5.5 The external audit has been received and the notice of completion is displayed on the noticeboard and Website.

5.6 the clerk distributed a Dignity at Work and Grievance policy for review, these policies will be added to the next agenda.

5.7 Cllr Guest brought an image of the proposed Historic Tutbury Village sign. The signs will depict the castle, the Dog and Partridge pub, the church and another image pertinent to Tutbury. The signs are proposed to be placed at the entrance of the village from Hatton, and from Burton Road entrance to the village. The committee have requested £5k contribution from the parish council. This will be added to the next agenda.

09/18/6.0 NARROW ROAD SIGN AT THE BOTTOM OF CHURCH STREET ON CASTLE STREET END

6.1 Cllr F Crossley raised concern about the number of large delivery vehicles accessing Church Street due to sat nav maps. This has caused problems particularly a resident's wall has been knocked down due to the lorry having to reverse the length of the road as there is no way of turning around.

Resolution

County Cllr P White would request a sign and request Highways to address the problem.

09/18/7.0 BOROUGH AND COUNTY COUNCILLOR REPORT

7.1 County Councillor P White informed the parish council of the forthcoming budget paper that will be released, setting out the problems of the cut in funds from central government and the large financial costs of social care. The budget review sets out the need to raise the cap to enable the county council's precept to be increased without the need for a referendum. This will allow the county council to bridge the cap with council taxation or to look at ways in reducing services that they will no longer be able to fund. Such services likely to be cut back would be non-statutory services such as grass cutting, school crossing patrols and gritting.

There used to be three school crossing patrols in Tutbury and due to a recruitment freeze there are no patrols in Tutbury. The County would like to save the 540K in providing this service. The alternatives to this provision would be training volunteers, local business funding or the implementation of a pedestrian crossing. The paper will be available on the County website and the budget will be finalised in February.

7.2 Cllrs were also concerned about the proposal to close the public conveniences across the Borough, as Tutbury has well used refurbished public conveniences. This will need to be considered when the parish council set their budget next year.

09/18/8.0 TO EVALUATE THE WORKING PARTY STRUCTURE

8.1 In response to Cllr suggestions at an informal meeting regarding the team working of the council. The clerk distributed a revised working party structure see appendix A document that does does have some gaps due to two councillor resignations. Cllrs agreed to work with the new structure.

09/18/9.0 PARISH PLAN AND BUDGET CONSIDERATIONS FOR 2019

The clerk distributed a working document that she would like councillors to complete to collate the budget consideration for the next financial year. A parishioner has also emailed to request a bus shelter on the route to Derby, a bench in High Street and to consider the pavements and disabled parking in High Street near the chemist. All of which have cost and priority implications. The clerk asked Cllrs to consider the changes in the way the County Council are funding especially the cut back in services leaving the parish council to consider taking on these services. A meeting will be held with the lead councillor for finance Cllr W Crossley before the next meeting to collate budget suggestions. Cllrs will need to send their contributions to this before the meeting.

09/18/10.0 CHANGING ROOMS UPDATE AND TO APPROVE QUOTE FOR PATH IMPROVEMENTS

10.1 The existing contractor carrying out the repair work on the pitch has provided a quote for the hardstanding at the Pedestrian gate, Cornmill Lane playing fields to supply and lay concrete edgings and infill with new stone £175. Cllr W Crossley proposed that this quote was accepted, and Cllr F Crossley seconded the proposal and all Cllrs were in favour.

Resolution

The clerk will write to the contractor and instruct them to carry out the work.

10.2 Repairs to the existing pitch has been carried out and the goal posts moved to let the pitch recover. The changing rooms have been cleaned the boiler has been checked and a gas certificate has been issued, with a recommendation to install two hatches in the ceiling above the hot water tanks to allow easier access to the flues before the next time the boiler is checked.

10.3 Cllr D Morris suggested that the ivy needs weed spraying and the brambles removing from the window grates. In addition, the briars need routing out to prevent a further problem. The clerk will ask the contractor doing the rest of the work for a price. He has already cleaned out the storm drain and did not charge the council for this work.

09/18/11.0 TO APPROVE ACCOUNTS FOR PAYMENT

11.1 Cllr W Crossley proposed the accounts were authorised for payment and Cllr M Guest seconded it.

		Net	VAT	Total
Aucuba Landscapes	Church Mowing	198.87	39.77	238.64
Aucuba Landscapes	Park Pale strim	46.09	9.22	55.31
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Sterilizing services	Legionella control Aug Monthly check inv 38416	36.00	7.20	43.20
Sterilizing services	Legionella control Sept Monthly check inv 38613	45.00	9.00	54.00
RB Landscaping inv 1282	repair pitch and move goals	650.00		650.00
RB Landscaping inv 1279	supply and fit drain cover	450.00		450.00
SPCA invoice 18/248	local council training course	20.00		20.00
Mazars SB08758	external audit	240.00	48.00	288.00
ART quality cleaning services ltd	deep clean changing rooms	190.00		190.00
Karen Duffill	Clerks Salary	891.44		891.44
Karen Duffill	Clerks Expenses	32.07		32.07
Karen Duffill	postage	8.04		8.04
HM revenue and customs	National Insurance	102.58		102.58
Staffordshire County Pension Fund	Clerks Employer Pension arrears	257.31		257.31
Staffordshire County Pension Fund	Clerks Employee Pension contribution	160.48		160.48

09/18/12.0 PARKING REVIEW UPDATE

12.1 An email Graham Hunt Staffordshire County Council had been received to update the council on the requested work to improve parking in Tutbury, some of the suggestions/ concerns would not be implemented see the clerk's report for the full details. The timescales for the progression of the works are outlined below.

Commission Amey to undertake Feasibility Study including design work	Done yesterday
Final draft of study and recommendations agreed	End of October
Public Bodies consultation (3 weeks)	November
Public Consultation (3 weeks)	December
Traffic Regulation Order approved (subject to consultation)	End of December
Start works on site	January
Works completed	End of March

12.2 Cllr D Morris raised concern regarding the double yellow lines on Wakefield Avenue he believed that several residents would not agree that this was a good solution to the problem of the buses getting through this road. However, with no lead

councillor appointed for this now that Cllr Powell had resigned this was suggested to be added to the next agenda to discuss further.

09/18/13.0 TO APPROVE AND ORGANISE CHRISTMAS TREE PURCHASE

13.0 The clerk had received two quotes for potted growing Christmas trees, it was resolved at a previous meeting to purchase one to save time and money in the future buying cut trees and to get around the work involved in staking and erecting a cut tree, but due to the cost in purchasing a larger tree were high. Cllr F Crossley proposed to purchase a cut tree again this year and Cllr P Steadman seconded the proposal, Cllrs voted to purchase a cut tree again this year to avoid the tree looking too small.

Resolution

The clerk will order the same tree as last year from the existing supplier.

09/18/14.0 GRANTS FOR LOCAL ORGANISATIONS AND GRANTS POLICY

14.1 This will be added to the next agenda.

09/18/15.0 PLANNING MATTERS -TO RECEIVE COMMENTS ON RECENT APPLICATIONS

15.1 P/2018/01022

Proposal: Application under Section 73 of the Town and Country Planning Act 1990 for the erection of five dwellings with associated garaging without complying with Condition 2 of planning permission P/2017/00748 dated 01/12/17 relating to the orientation of the garage on plot 2

Location: Land off, Burton Road, Tutbury, Staffordshire

NO OBJECTION

15.2 P/2018/01046

Erection of 16 dwellings with associated garages and car parking, play area, knee rail to Public Open Space, detached Community Building and car parking, associated highway and drainage infrastructure

Land off Foxglove Close, Tutbury, Staffordshire

Cllr England email suggestion the following response, however Cllrs wanted to request an extension to this application to discuss the additional houses on the proposed Allotment area

18026 (04) 02 Rev B Ground Floor Plan 1. Shows covered entrance - yet difficult to assess from proposed East Elevation (18026 (04) 03 if entrance is covered.

2. From Meeting last month with Sachin Parmar we suggested certain changes to improve usage to all namely: -

a) Change position of store room by having the kitchen with serving hatch opening out into the hall (better for functions)

b) Have store room now behind the kitchen.

c) Should the window (south elevation) between office and men's WC be made a fire exit. The number and location of fire exits is not clear from the plan.

d) Enlarge the disabled WC by removing storage area and replacing with shower area/wet room. This would allow any disabled person (with their carer) or mother (with small child) who have a messy incident a chance to clean up and preserve their dignity before leaving the building.

Design and access statement. 03 Design Process - Opportunities. a) Provision of open area, currently showing trees on plan and title informal kick-about space. This area should be open to allow for a full-size football pitch to be marked out and used as there is future demand for this by our local football team, probably looking at the 2019-2020 season as the number of teams they put out increases.

b) Many people walk their dogs around this estate, so could there be provision for a pedestrian exit onto Green Lane in this new plan?

Soft landscape Proposals. You show two different types of bins, dog waste bins and litter bins, Other Borough/District Councils no longer use separate bins they use one bin that allows people to put either their litter or dog waste bag into, could this be considered?

15.3 P/2018/01104

7 Church Street, Tutbury, DE13 9JE

Replacement of two first floor front windows

Gary Shilton 04-10-2018

NO OBJECTION

15.4 P/2018/01159

Proposal: Erection of two storey and single storey side extensions

Location: 29 Honeysuckle Avenue, Tutbury, DE13 9NY

NO OBJECTION

09/18/16.0 WW1 COMMEMORATION UPDATE AND APPROVE EVENT COSTINGS

16.1 Cllr Guest and Cllr P Steadman were due to attend a meeting on Saturday 22nd September to discuss the various events that are taking place around the village the local vocals choir will be hosting a concert to raise money for the costs of the events.

16.2 The scout group have ordered 200 lamp post poppies which they will resell to those who have expressed an interest all funds will go to the British Legion.

16.3 The arts group with the support of the parish council will be hosting an event on November 9th celebrating what life was like in the year that the war ended with Tutbury Band, poetry, refreshments and more. Posters and flyers will soon be available for councillors to distribute if they are able to assist. This event will be posted on the Parish council website and be in the Burton Mail. There is money in the parish council budget to support these event costs.

16.4 Cllr W Crosley suggested that a further celebration could be organised on 19th July which was when the end of the war was celebrated in 1919.

16.5 The scout group are organising the construction of a net that will be covered with around 1000 poppies made from plastic bottles that will cover a post in the church.

07/18/17.0 AMENDMENT OF THE STANDING ORDERS TO CLOSE FULL PARISH MEETINGS AT 9.30PM

17.1 Due to the length of full parish meeting it was suggested at an informal council meeting that the standing orders are amended to allow meetings to close at 9.30 and to move outstanding items to the next agenda. Cllr F Crossley proposed the change and Cllr C Smedley seconded it, all Cllrs voted in favour. Cllr F Crossley suggested core agenda items were at the top of the agenda.

Resolution

To amend the Standing Orders to allow meeting to finish at 9.30pm and to move remaining agenda items to the next meeting unless Cllrs vote in favour to extend the meeting time.

09/18/18.0 ITEMS FOR THE NEXT AGENDA

18.1

Parking review concerns

Historic signs parish council contribution of £5k

100 years commemoration of WW1

Community building

Grant awarding policy local grants

Peacock sign

Budget considerations and planning

Including County council cuts, School patrol crossings and public toilets

To adopt Dignity at work and Grievance Procedure

Meeting closed 10.15 pm

Appendix A

Tutbury Parish Council Committee, Working Party Structure

	Lead Councillor	Councillor 2	Councillor 3		
Churchyard and burial ground	MG	CS	KE		
Cornmill Lane Playing fields	DM	GR	ANO		
Emergency Committee Including chair and Vice chair	CS	KE	ANO	FC	ANO
Planning application review	KE				
Proactive issues Strategy and formulating a parish action plan/ Neighbourhood plan fundraising projects	ANO				
Employment committee Chair and Vice chair	CS	KE			
IT and website committee	TSS				
Finance- budget setting and grants	WC				
Open space and contract management/ Best Kept Village/ Triangle	FC				
Community Building	CS	FC	KE	ANO	
Community events/ community engagement/ Remembrance newsletter	PS				
Tutbury Twinning	TSS				
Highways fault reporting/ parking review/ Speeding	ANO				

Appendix B

Parish Action Plan ideas and budget considerations WORKING DOCUMENT

Short Term this Year	Agenda	Medium Next Year	Agenda	Long term 5yrs>
Cornmill Lane maintenance Review	July			
Grant Policy	July			
Footpaths				
Parish Action Plan	Sept			
GDPR Archive and sort council files	Sept			
GDPR Awareness session	Oct			
Open space footpath and contract plan	Oct			
Update Standing Orders	October			
Christmas Tree	Sept			
Green Lane Hedge	Oct			
Remembrance centenary plans	Sept			
Council internal Audit finance committee	November			

Suggestion for short, medium- and long-term planning to the clerk for further consideration in a working party meeting.

Considerations and ideas for future **ACTION PLAN**

OPEN SPACE

Get grant funding to repair steps on Ludgate to Chatsworth footpath

Clear area on Belmont Road

Revamp the triangle and purchase new benches

Christmas tree

Add a bus shelter for derby route and a bench for those struggling to make it up High Street

Footpath develop e t from Owens bank to Hanbury

Baulk footpath clear out and make more accessible

Green lane hedge

Plan open space meeting and look at contractors. maps of maintenance and put in a schedule of works and cuts so we are not waiting till there is a problem and then dealing with it.

Clear/ cut back Burton Road near Twinning sign

Plan in footpath maintenance plan and include into contracts overview of repairs required to the football pitch.

Highways –

Look at speed limits from Green lane and campaign for street lights from Green lane to Pinfold and change speed limit to 30

Speed limit on Burton Road to 40 from 60

Get speed signs for wheelie bins for problem areas and target different areas at diff times e.g.

Burton Road as entering the village at speed

To address high pavements and disabled parking near the chemist

To plan and budget phase two of Highways work on High Street

Community

Community building

Community events

Long term plan for church burial space

Footpaths park lane stile

Walk the footpaths and identify areas and then prioritise and set a budget

Neighbourhood plan

Changing rooms maintenance short term long terms and medium plan

Governance

Policies review and additional Policies

Health and Safety policy for home working, Clerks exit policy, Implement Disciplinary, grievance, dignity at work training policy.

Review understand and update standing orders/ training

Online Banking and update financial Regulations

GDPR audit with DPO

Risk Assessment

Internal audit with finance committee