

TUTBURY PARISH COUNCIL (TPC) BUDGET MEETING

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 8th October 2018. Those present were Cllrs C Smedley, K England, M Guest, T Spencer Smith, W Crossley \9lead councillor on Finance\0, F Crossley, D Morris, Councillor P White, in attendance, Karen Duffill (Clerk)

10/18B/1.0 APOLOGIES

Cllr P Steadman,

Non-Attendance

Cllr G Raybould

10/18B/2.0 DECLARATION OF INTERESTS

2.1 None Declared

10/18/3.0 TO PUBLIC PARTICIPATION

3.1 No public attended.

10/18B/4.0 REVIEW EXISTING BUDGET

- 4.1 The clerk distributed the budget that was set last year and a summary of expenditure up to Sept 28th, see Appendices A and B. Cllr W Crossley had congratulated the council on their forward thinking approach, to keep adequate reserves in place to allow the council to deal with unknown issues that may arise, especially in line with the County and Borough cut backs and removal of services. He questioned why the Borough and County Councils had not addressed these issues in their previous budgets. County Councillor P White reiterated the cut in funding from Central government and the rise in costs of caring for vulnerable adults and children, meant that the county council must prioritise statutory duties.
- 4.2 Cllrs decided that the £10k that was reserved for the burial ground provision, was no longer required by the church and an update from the Staffordshire Parish Council Association had advised that some funding towards church costs were not permitted. However, if the church required a burial space in an alternative location, then the parish council would be able to support that project in future if required.
- 4.3 Cllrs agreed that funding reserves in place for the new proposed community building should be reserved.

- 4.4 Election costs were not likely to be spent this year but will need to be reserved for next year.
- 4.5 In the November meeting the clerk would estimate the expenditure for the remainder of the year and will collate costings for parish plans.
- 4.6 Cllr Guest raised the request from the Civic Society for a contribution of £5000 for Historic Signs at the entrances to Tutbury. This will be added to the next agenda.
- 4.7 The clerk will appoint a contractor to carry out the bus shelter repair that was posing a risk in the tile falling off, out of the Bus shelter maintenance budget.

10/18B 5.0 PARISH PLAN AND BUDGET CONSIDERATIONS FOR 2019 /2020

To add suggestions and prioritise the list of plans.

- 5.1 Cllr W Crossley led the Cllrs through the suggested parish plan put forward by the clerk. These suggestions have arisen from parishioner correspondence and the clerk and councillor suggestions. The items were considered and prioritised see Appendix C. Estimated budget costs were outlined but the clerk will obtain more accurate costings for the November meeting.
- 5.2 The clerk advised that some projects such as the clearance of Belmot Road verge side and the creation of a footpath between Owens Bank and Hanbury could be funded through the Community Path Initiative. County Cllr P White had asked if a quote had been obtained to clear Belmot Road as he was aware of the problems there and would consider some funding out of his community budget. The clerk will try and obtain a quote before the next meeting.
- 5.3 Cllr Guest suggested that a footpath from Redhill Lane to Chapel House should also be considered for safety reasons to the Parish Plan and this was added.

10/18B/6.0 TO CONSIDER HOW TO SUPPORT THE SCHOOL CROSSING PATROL IN TUTBURY

- 6.1 The parish council had received a letter from the school governors and the Headmaster of Richard Wakefield School outlining the safety concerns of the children with no school crossing patrol. The village had three patrols and now has none. The lack of the patrolled crossing on Burton Road had caused an

increase in parking in that area making it more dangerous. With the approach of the dark nights the school has asked the parish council to assist in securing a crossing patrol for the school. Cllr P White had responded outlining the rationale for the costs and Cllr P Atkins the leader of the County Council also responded to the letter sent by the school outlining, that the parish council should be approached to assist with this funding deficit.

- 6.2 Cllr P White stated that two of the crossing patrol areas were identified as low risk and therefore removed, the third area is vacant due to the recruitment freeze put on this position when the previous gentleman retired. The staff cost for one patrol would be between £3.5K and £4k. Branston has a patrol sponsored by a local business. Cllr P White has approached local businesses, but progress is slow.
- 6.3 Cllr F Crossley asked if the crossing member would remain as an employee of the County Council if the training, equipment and safeguarding checks would be provided by the County Council. Cllr P White said that he would consult and find out the answer before the /next parish meeting. This will be added to the next agenda for further discussion.

10/18/ 7.0 TO CONSIDER THE BOROUGH COUNCIL'S PROPOSAL OF TAKING OVER THE RUNNING OF THE PUBLIC TOILETS.

- 7.1 Due to the to standing orders, items after 9.30pm will be added to the next agenda. The clerk informed the parish council that to run this facility to the Borough Council budget £8.5K. This will be added to the next agenda.

The meeting closed at 9.30pm

Appendix A

Item	Proposed 2018/19
Precept	
ESBC Tax support	2199
Interest	
PF Charges	
Other grants/donations	
Misc/refunds	
VAT	
Sub Total	
Administration	
Clerk's salary	12,500
Clerk's expenses	400
Mobile Phone	
Employers national insurance	1200
Pension	3000
Clerks Overtime	1000
Clerks salary and expenses and pension	18,100
Insurance	1500
Stationery	100
Advertisements	400
Printing/photocopying	500
Hire of premises	600
Audit charges	400
Bank Charges/legal fees	5000
Admin, insurance and printing	8,500.00
Subscriptions	800
Publications	100

Chairperson Signature

Date

Cllr's expenses	300	
Clerk's training	500	
IT maintenance/ website	800	
Neighbourhood development plan		400
Training, contingency and IT sub total		2900
Sub Total	29,500.00	
Highways, footpaths and bus shelters		
Street & bus shelter cleaning	3200	
Bus shelter maintenance	800	
Footpath Maintenance	2000	
Planter maintenance	1500	
	0.00	7,500.00
Parks & open spaces		
Playing field rent	1400	
Playing field maintenance	800	
Playing fields mowing contract	3000	
Changing room maintenance	1400	
Caretaker contract	0	
Changing room power and water supply		1000
Closed Church yard mowing	2100	
Churchyard maintenance/war memorial	1500	
Elm Lane	200	
Triangle & Park Pale maintenance	1000	
Sub Total	12,400.00	
Section Chariites and 137		
Grants	3000	
Flower and bulb planting	50	
Christmas decorations	150	

Chairperson Signature

Date

Tutbury events/WW1 commemoration s144	1000
Remembrance day	1000
Town twinning LGA 1972 s144	1,000.00
Subscriptions	100
Tutbury Village news	50
Best kept village competition	400
Sub total	6,750.00
Capital expenditure	
Noticeboards	0
Sub Total	0.00
Contingency	
Admin contingency	3000
TOSCA/ community pledge LGA 1976 s19	1000
Election	5000
Burial Ground earmarked reserve	10000
Laptop	0
Community B	5000
Sub Total	24000
Exp Totals	56,150.00
Balances at end of year	
Current account	
Instant Access account	
Notice account	
Total	
Balances carried forward	
Opening balances	
Add receipts in the year	
Less payments in the year	
Total carried forward	
CHECK BALANCE	80,150.00

Chairperson Signature

Date

Appendix B

08/10/2018

Bank reconciliation

43344

Brought Forward	38169.11	Current account	48099.45
Receipts	46505.71	IA account	19055.62
		BA account	2624.64
	84674.82		69779.71
Less Payments	15846.66	Less undrawn cheques	951.55
	68828.16		68828.16

	Proposed	to date
Administration	29500	9579.34
Highways, footpaths and bus shelters	7500	1256.62
Parks & open spaces 12400	12400	3754.2
Section Charities and 137	6750	1256.5
Contingency	0	24000
	56150	39846.66

Appendix C

Parish Action Plan ideas and budget considerations **DRAFT WORKING DOCUMENT**

Short Term this Year	Agenda	Medium Next Year	Agenda	Long term 5yrs>	Est. Budget considerations
Administration and Governance					
Parish Action Plan	Oct				
Disciplinary Grievance, Grant awarding policies	Oct				
Remembrance centenary plans	Oct				
Football pitch charging and lease structure	Oct				
GDPR Archive and sort council files	Nov				
Internal audit with finance committee	Nov		Apr		
Finalise Budget	Nov				
Council internal Audit finance committee	November				
Setting Precept	Dec				
GDPR Awareness session	Jan				
		Review understand and update standing orders/ training	Jan		
		Neighbourhood plan	June		
		Training ppolict	Jan		
		Risk Assessment	Feb		
		GDPR audit with DPO	Jan		
		Review Financial Regulations	Feb	Online banking	
		Communication policy	Feb		
		Training	Feb		
		Health and Safety policy for home working, Clerks exit policy	Mar		
Footpaths, Highways, Bus Shelter					

Short Term this Year	Agenda	Medium Next Year	Agenda	Long term 5yrs>	Est. Budget considerations
		Consider a bench for those struggling to make it up High Street	Feb		600
		Consider Adding a bus shelter for Derby route	Feb		12000
				Phase 2 of High Street parking, pavements	
				To consider and address high pavements and disabled parking near the chemist	2000
Green Lane Hedge cutting	Nov				200-500
Footpaths form a committee to work with the scouts on walking the footpaths	Jan				Printing costs of maps etc to support this initiative maybe required.
		Clear area on Belmot Road	Mar		
		Consider new stile for park lane	Feb		175
				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 consider speed watch schemes	Dec				
				Consider grant funding to repair steps on Ludgate to Chatsworth footpath	

Short Term this Year	Agenda	Medium Next Year	Agenda	Long term 5yrs>	Est. Budget considerations
		Strim Ludgate st footpath back	May and Sept		100
Refill grit bins	Nov				30 per bin 500 total per year
School crossing	Dec				4000 per annum
Park and Open Space					
		Balk footpath clear out and make more accessible	Feb		
Open space footpath and contracts. Plan open space meeting and look at contractors. maps of maintenance and put in a schedule of works and cuts	Jan	Revamp the triangle and purchase new benches	Mar		3000
Cornmill Lane Maintenance Review. Plan in footpath maintenance plan and include into contracts overview of repairs required to the football pitch.	Nov		March		
				Long term plan for changing rooms	
		Best Kept Village plans	Jan		
Consider development of Muga eg 5 a side football goals,	Nov				350
				Consider Footpath development from Owens bank	3000

Short Term this Year	Agenda	Medium Next Year	Agenda	Long term 5yrs>	Est. Budget considerations
				to Hanbury and redhill lane up to Chapel House	
Section 137 Charities and grants					
Event planning	Nov				2500
grants budget	Nov				
Capital costs					
Community building budget planning	Oct				
Public toilets					Awaiting info from ESBC
Contingency					
Planning	Nov				
Setting	Nov				