

TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 15th April 2019. Those present were Cllrs, C Smedley (Chairperson) K England (Vice Chair), P Steadman, G Raybould, T Spencer Smith F Crossley, D Morris, R Lock, L Evans, County Councillor P White in attendance, Karen Duffill (Clerk)

04/19/1.0 APOLOGIES

Parish Councillors, W Crossley, M Guest

04/19/2.0 MINUTES OF THE MEETING HELD 18th Mar 2019 1st April Highways meeting.

The minutes were agreed as true record and signed by the chairperson.

04/19/3.0 DECLARATION OF INTERESTS

3.1 None declared.

04/19/4.0 PUBLIC PARTICIPATION

4.1 A question was raised as to why the Youth council has not been an agenda item, since it was suggested. The clerk confirmed that this was raised as a suggested agenda item. However, due to the Highways and outstanding matters these have taken priority. The councillors decided that this could be addressed after the elections.

04/19/5.0 CLERK'S REPORT INCLUDING CORRESPONDENCE

- **Speeding**
- **PCSO report**
- **Commemorative Tree Plaques update**
- **Contracts update**
- **Historic Sign update**

5.1 Cllr P White has asked Tim Buxton Highways officer to respond to the concern of the speed sign in Green Lane.

5.2 Cllrs were aware that there were speeding concerns around the village some of which will be addressed by the traffic regulation order proposals. Suggestions were made that the village needs to be addressed as a whole rather than knee jerk reactions to specific streets. Concerns have been raised with the PCSO, who unfortunately had not attended the meeting. The parish council will await the responses from those contacted.

5.3 Tree plaques have been erected next to the commemorative trees. However, as they are not large, cllrs suggested to tidy the area up in the summer, so they are more accessible and visible.

5.4 A vacancy has been created in the parish council due to a member not completing the form before the deadline. This will be advertised, and the existing member can reapply for co-option.

5.3 Three councillors have requested to attend the planning training with Rolleston On Dove Parish Council, August 19th 2019. The clerk suggested that Tutbury Parish Council could host a cllr training course and inviting neighbouring parish councils.

5.4 The editor of Tutbury Village News has resigned due to increasing demands of the contributors and health issues. Cllrs suggested a thank you note could be sent for the 27 years of voluntary service in providing the newsletter. The chair will organise this.

04/19/18 6.0 BOROUGH AND COUNTY COUNCILLOR REPORT

6.1 No Borough Councillors were present.

6.2 The county councillor report was restricted due to the constraints of purdah. More updates will be released after the elections.

6.3 Primary School applications have been offered and children have been offered their top three choices with 94% securing their 2nd and 3rd choices.

04/19/7.0 TO REVIEW THE HIGHWAYS RESPONSE TO PARKING AND SPEEDING PROPOSALS

7.1 A response to the parking and speeding proposals had been received from county council highways for the parish council to consider. See appendix A

Members suggested that a public meeting should now be called. However, the County Council had requested a response to the speed cushions on Burton Street and the re marking and raising of the mini roundabout before Easter to secure the additional funding required for this project.

Some members did not agree with the response from the Highways officers. It was noted by one member that the Highways officers were the experts in this area and their guidance should be considered.

Members suggested that the Highways officers should be invited to speak to the public in at a public meeting. However, other members disagreed and stated that this process had already been completed and the public consultation process was the remit where the public can feedback their opinions. It was the parish council role to raise awareness of the public consultation process and proposals of the traffic regulation order.

A member questioned that the end of March was the financial year end, so why was a decision required by the end of April, why can't the money be carried forward to this financial year?

Cllr P White confirmed the funding has been secured at the end of the financial year for projects, this now needs to be allocated to specific projects at the end of this month. The traffic regulation order has been in progress for some time and the public consultation needs to get underway. The highways officers have the safety as the main concern and have requested a response from the parish council as soon as possible. The public consultation will be advertised, and the parish council will be a consultee.

County Cllr P White stated that the money will be reallocated to another project, if consultation is not started this month/ This can be looked at again next year. However, this may not be secured next time round. Highways' officers support this scheme and the parish council response if key.

Some members raised concern that the time constraints will force this issue and were not happy to comment until after a public meeting.

A member suggested moving the speed cushion up slightly away from the house with off street parking on Burton Street and suggested that can be raised in a parish council response. One member did state that the off-street parking does not have a dropped kerb.

Cllrs were concerns that the improvements to the mini roundabout had been linked to the speed cushions. However, it would be a shame not to secure the improvements.

A member proposed that the parish council vote on proposals 5 and 6 and submit a parish council response on the outcome. The remaining proposals can be delayed until after the public meeting.

Resolution

7 Cllrs voted in favour of the speed cushions and roundabout improvements and 2 were against. Cllr F Crossley and Cllr D Morris did not agree with this proposal and did not agree that a further vote should be taken before a public meeting.

7.2 The Parish Council resolved to invite the public to a meeting and present the remaining proposals to the public and encourage them to feedback their responses into the public consultation process. The Parish council do not want to comment further on these proposals.

Public meeting suggested dates Thursday 23rd Dining Hall school or Monday 20th May subject to availability.

04/19/8.0 . End of year accounts

8.1 The clerk distributed the end of year accounts summary and commented that the closing balance was more than anticipated to carry forward into the next financial year. Therefore, the budget will need to be adjusted and more expenditure will be available.

04/19/9.0 TO APPROVE ACCOUNTS FOR PAYMENT

9.1 Council members proposed and seconded the accounts were authorised for payment.

Date	To whom paid	Particulars of payment	Net Total	Vat	Total + Vat
15/04/2019	HM revenue and customs	National Insurance	102.25		102.25
15/04/2019	Karen Duffill	Clerks Salary	891.44		891.44
15/04/2019	Karen Duffill	Clerks Expenses	25.92		25.92
15/04/2019	Karen Duffill	builbase post mix for plaques	6.78	1.13	7.91
15/04/2019	Karen Duffill	strimmer line FOEL expense	16.50		16.50
15/04/2019	Staffordshire County Pension Fund	Clerks Employer Pension arrears	260.98		260.98
15/04/2019	Staffordshire County Pension Fund	Clerks Employee Pension contribution	161.34		161.34
15/04/2019	Staffordshire Wildlife trust	Annual Subscription	3.50		3.50
17/04/2019	Opus Energy	Changing room electricity supply	28.51	1.43	29.94
15/04/2019	Tutbury Parish Charities	Playing field rent 6 months from 30.09.18- 31.03.19	250.00		250.00
15/04/2019	Tutbury Parish Charities	Hire of premises 6months from 31.03.18-31/10/18	150.00		150.00
15/04/2019	Sterilizing services	Legionella control Monthly check inv 39852	36.00	7.00	43.00
15/04/2019	Aucuba Landscapes	Church Mowing inv 4138	198.87	39.77	238.64
15/04/2019	Society of Local Clerks	Annual Subscription	156		156
15/04/2019	Staffordshire Playing Fields	Associate Annual Subscription	20.00		20.00
15/04/2019	Countryside Training and Tree Management	Strimmer Brushcutter training for FOEL	155.00	31.00	186.00

04/19/10.0 10. TO RECEIVE AN UPDATE REGARDING THE BEST KEPT VILLAGE COMPETITION.

10.1 A member will distribute Posters throughout the village. Councillors were asked to volunteer for the remaining tasks that Cllr F Crossley will co-ordinate.

Chairperson Signature

Date

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The website has been updated to advertise the competition. The school has been asked for the children to enter the poster competition.

04/19/11.0 Confirm details of Annual Parish meeting and distribution of leaflets.

- Talk regarding the crater is confirmed
- Draft Leaflet produced
- £89 for 2100 black and white double-sided leaflets
- Highways meeting date to be confirmed and added
- Cllr Lock will add a colour banner. The amount will be under the clerks remit to authorise the spending on the leaflets.

Resolution

Flyers to be produced and distributed by councillors according to the street representatives' responsibilities.

04/19/12.0 TO REVIEW BUS SHELTER REPAIRS AND SEAT IN THE HIGH STREET BUS SHELTER.

Bust Shelter Review

Holts Lane. Shrubbery needs a cut back and the wooden structure of the shelter needs a coat of wood treatment/preservative.

Park Lane. Overgrown with Ivy and once again new paint required. The tiles are missing and damaged at the front of it

Duke Street. No serious problems but if we a coat of paint would be beneficial.

High Street. Wood in serious need of repair and treatment, badly neglected on the lower sections where the pointing has deteriorated which also needs addressing. To consider installing a seat in this Bus shelter.

Burton Street. No serious problems A coat of paint is required as a small amount of graffiti has appeared. Maybe cutting back of surrounding hedge.

Resolution

A Working party will form to address the bus shelter issues and report to the next meeting with some quotes for the work required.

The meeting h was extended to address remaining agenda items.

04/19/13.0 TO REVIEW CORNMILL LANE PITCH USAGE AND MAINTENANCE. TO CONSIDER AND APPROVE THE PURCHASE OF MOVEABLE GOAL POSTS AND PITCH REPAIRS.

13.1 Cllr Raybould has had a meeting with the FA to request donating a set of moveable goal posts. He believes that the FA will support Grass roots football. Current goals are old and need replacing. Cllr Raybould has met with Tutbury Tigers football team and will attend the annual meeting to discuss this further and ask the football club to contribute and to clean the changing rooms.

13.2 Tutbury Tigers have emailed a member of the Cornmill Lane working party regarding 13th July fun day, there will be a BBQ and alcohol will be consumed. Cllr Evans will ask for clarification so further advice from licensing can be requested.

13.3 Councillors did not consider the pitch improvements but proposed to remove the goal posts at the end of the season in May.

Resolution

The majority of cllrs voted in favour to remove the goal posts at the end of the season in May to protect the goal mouths from further use.

04/19/14.0 TO REVIEW CHURCH GRILL REPAIR AND PRODUCE A SPECIFICATION FOR REPLACEMENT.

14.1 This was proposed to carry forward to the next agenda.

03/19/15.0 PLANNING MATTERS -TO RECEIVE COMMENTS ON RECENT APPLICATIONS

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15.1 P/2019/00129

Proposal: Outline application for B1, B2, & B8 uses including means of access

Location: Land at Fauld Industrial Estate,, Fauld Lane, Fauld, DE13 9HS

[see guidance of change of use](#)

Part B

- **B1 Business** - Offices (other than those that fall within A2), research and development of products and processes, light industry appropriate in a residential area.
- **B2 General industrial** - Use for industrial process other than one falling within class B1 (excluding incineration purposes, chemical treatment or landfill or hazardous waste).
- **B8 Storage or distribution** - This class includes open air storage

Consider the traffic implications of this applications, **No Objection**

P/2019/00311

Erection of replacement cricket nets and surfacing
Tutbury Cricket Club, Bridge Street , Tutbury, DE13 9LZ

No Objection.

P/2019/00268

Proposal: Erection of a single storey side and rear extensions and loft conversion with rear dormer

Location: 117 Holts Lane, Tutbury, DE13 9LG

No Objection

P/2019/00390

Proposal: Erection of a single storey rear extension

Location: 49 Burton Street, Tutbury, Staffordshire, DE13 9NR

No Objection

P/2019/00385

Proposal Change of use to form new dwelling from existing garage including single storey side extensions

Location: Residential unit adjacent to 3 Cherry Tree Cottages, Fauld Lane, Fauld, DE13 9GR

No Objection

04/19/16.0 To Receive a report from The Triangle on Castle Street working party 1

16.1 This was proposed to carry forward to a later next agenda.

Resolution

04/19 17.0 To consider an event to celebrate 100 years after ww1

17.1

Resolution

Cllrs voted in favour to purchase the two metal plaques mounted on a mahogany board and metal stake. The clerk will order them and claim back the online payment through expenses.

04/19 18.0 TO APPROVE GENERAL DATA PROTECTION REGULATIONS POLICIES.

- **DATA ARCHIVE AND RETENTION POLICY**
- **DATA SUBJECT REQUESTS POLICY**
- **DATA BREACH LOG**

18.1 Resolution

Cllrs agreed with the policies as recommended by the Society of Local clerks and National Association of Local Councils, Cllrs suggested to make an amendment to change the data storage to an internet back up system (cloud storage)

04/19 19.0 0 Items for the next Agenda

19.1 Church Grill repair

External Audit

Public meeting for traffic regulation order proposals

04/19/20.0 Date of Next Meeting

20.1 May 7th Annual Parish meeting

May 13th Annual meeting of the council

Highways public meeting

Meeting closed at 9.50pm

APPENDIX A

Highways Response for Parish Meeting April 15th 2019

Further to the response sent by Tutbury Parish Council following the response sent by Andrew Cartlidge earlier.

Funding for the proposals in Tutbury are time limited in terms of agreeing a solution and it is likely that should an solution not be agreed in the next couple of weeks then I am likely to lose funding, especially for that of the proposals in Burton Street. I respond to the further comments received by the Parish following a recent Parish Council meeting as follows:-



PROPOSAL 1 - To remove waiting restrictions in Bridge Street

Outcome from Parish : Leave the existing restrictions in place

I feel that our proposal here provided additional parking whilst improving the safety when buses seek to pull out. **My view here is that SCC should continue with this proposal on safety grounds.**

PROPOSAL 2 - To remove the restrictions in Burton Street

Outcome: Previously agreed to amend the restrictions

Accepted by SCC.

PROPOSAL 3 - To remove waiting restrictions at the bottom end of Monk Street near the Leopard but to implement restrictions outside the Doctor Surgery

Outcome: Parish Proposal Reject this proposal

My view here is that SCC should continue with the proposal to remove the waiting restrictions at the bottom end of Monk Street but not take forward the remainder of the proposal.

PROPOSAL 4 - To implement waiting restrictions on the junction of Wakefield Avenue to allow easier access for the buses

Outcome: Parish Proposal No restrictions to be implemented

Accepted by SCC.

PROPOSAL 5 and 6 To install speed humps on Burton Street

Outcome:

- a. The speed on Burton Street to be monitored and Cllr P White agreed
- b. Speed limit reduced to 20mph

- c. Speed Indicator Devices installed
- d. Existing 20 is plenty signs increased in size
- e. Speed at the lower end of Burton Street not being controlled
- f. Review the safety on Burton Street

SCC response – 20mph speed limits need to be self-enforcing, this can be achieved by use of the speed cushions as proposed. This also reduces the speed on the approach to the mini island. Speed indication device signs are advisory only and speed cannot be controlled or enforced. As mentioned earlier SCC have secured funding that will control speed at School times and this therefore improves safety. However, the funding is time constrained and will be lost if the Parish do not agree to my proposal to improve safety.

I strongly recommend that the Parish accepts my proposals for Burton Street.

Other concerns issued to the County Council by Tutbury Parish Council for comment:

RTC on mini-roundabout

A parishioner described the car accident that occurred outside the Post Office, the parishioner claimed that the incident was recorded on her CCTV. A car was thought to be speeding down Burton Street and failed to stop at the mini-roundabout, A car was crossing the mini-roundabout from High Street to Ludgate Street and was hit, resulting in a collision into the Post Office. The car coming down Burton street carried onto into Duke Street. The post office wall and window are damaged. The parishioner asked the Parish Council to support the traffic calming measures proposed in Burton Street.

Public suggestions not necessarily representative of the council

Mini-roundabout issues:

A resident commented, he worked for Leics highways stating that the mini-roundabout was not well signposted. The driver coming down Burton Street was not local and not familiar with the road layout. The parishioner suggested the roundabout needs relining as the give way lines are worn away in places and the roundabout is not raised.

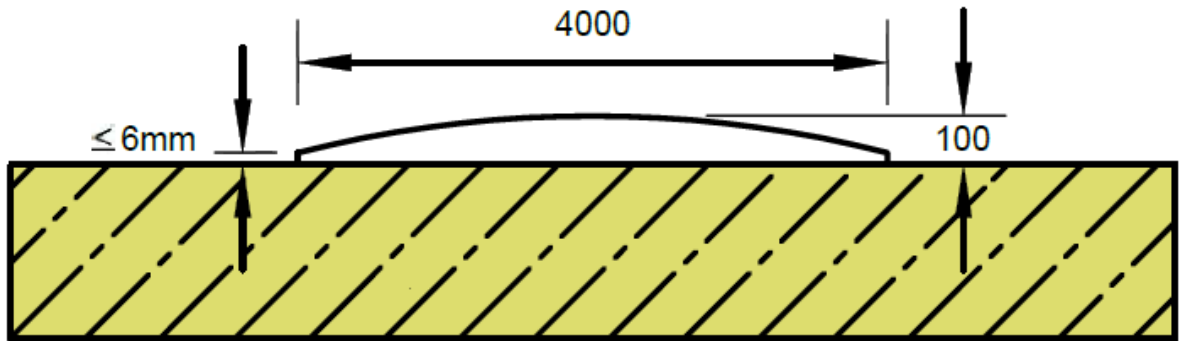
1. To reline the existing roundabout.

Duke Street, High Street, Burton Street & Ludgate Street legs could all have their road markings refreshed, this can be delivered at the same time as the current proposals for the installation of speed humps on Burton Street for minimal additional cost.

2. To consider the roundabout being raised

Currently a mini-roundabout, which means the dimensions are limited to:

- i. Islands width maximum 4000mm
- ii. Raised centre maximum 100mm
- iii. Edge upstand maximum 6mm



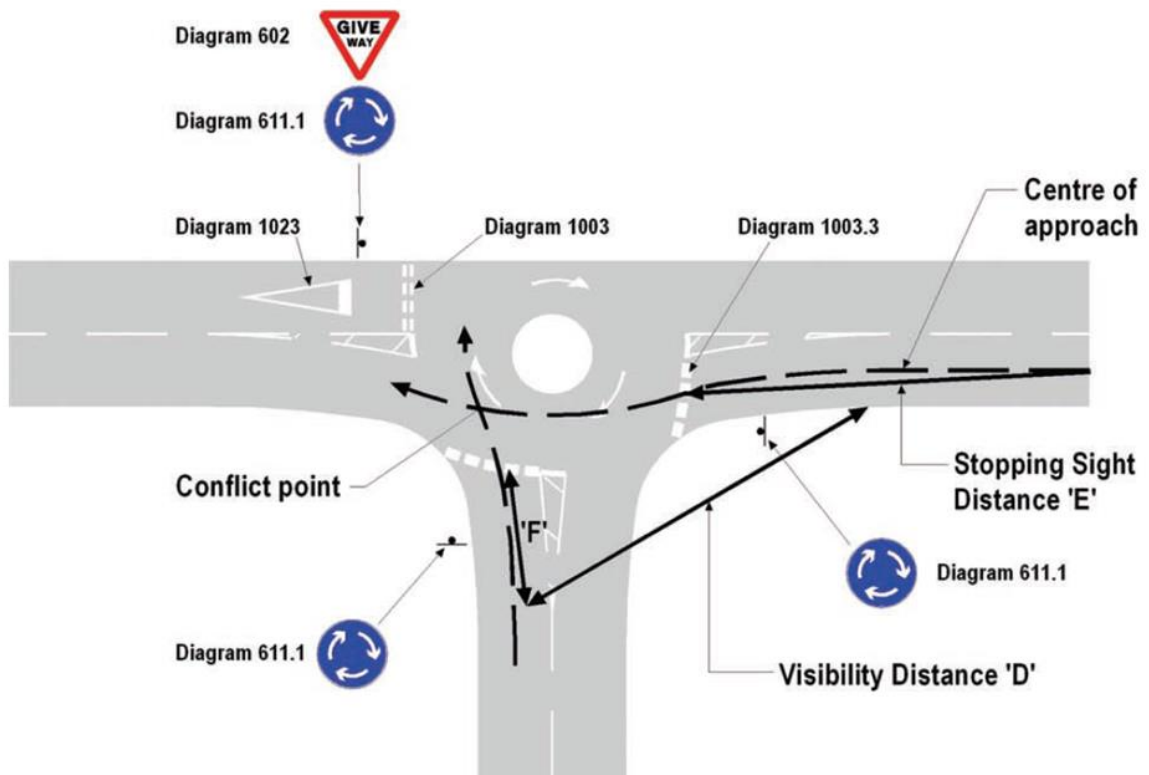
SCC could consider this proposal in conjunction with delivering the speed cushions on Burton Street. In this way this answers the Parish Council concerns that the lower end of Burton Street has not been considered. As you may recall this area was originally outside the scope of this scheme.

3. To consider STOP signs rather than give way

It was noted that drivers do not always stop at the roundabout and a suggestion to change the sign to a STOP sign might be better like in Horninglow on the junction near the Red Lion pub that was once there.

- a. Burton Street, towards Duke Street is the only arm with give way markings
- b. A mini-roundabout design does not permit the use of a solid stop line and associated stop sign
- c. Stop signs require the approval of the DfT to agree and implement. It is however unlikely that the DfT would agree to Stop signs at a mini island as speeds and visibility here is relatively good.

SCC proposal is not to progress this option.



4. To consider improving the signage approaching the island

The Issue here is what is permitted within the regulations for mini islands, it is also witnessed that parked vehicles block visibility on the approaches and add to the issues here.. The visibility lines as shown in diagram above should apply here but in order to comply will require additional double yellow lines, especially in Duke Street adjacent to the Post Office. Often vehicles exiting Duke Street are on the wrong side of the centre line due to parked cars meaning vehicles leaving the island meet vehicles on the wrong side of the road. SCC would recommend removal of Parking in Duke Street but accept this will affect the businesses here.

5. To consider an alternative to a roundabout like hatched lines

This would create a priority issue and result in traffic waiting at give way lines at the side roads, which would most likely be High Street and Ludgate Street, as you may recall this was how the junction was prior to the mini island motorists will have difficulty exiting the side roads and the likelihood is that this will lead to an increase in accidents as vehicles struggle to know who has right of way. Having a mini island gives drivers a protocol to follow in terms of giving way to traffic from the right.

6. To consider rumble lines approaching the roundabout

A resident suggested rumble strips to alert drivers that they were approaching a roundabout

Rumble strips are not a preferred method of traffic calming and need to be 100m from the nearest property due to noise, uncomfortable journeys and high maintenance costs.

7. To install a metal barrier or railings near the post office

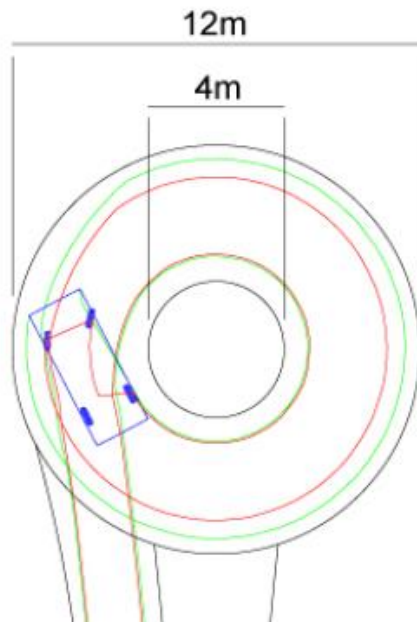
The Postmaster has run the post office for nearly 23 years and in the last 2 and half years his post office has been hit twice. Indicating that there is a shift in driver behaviour. He was also in favour of the traffic calming measures. There are a lot of pedestrians crossing towards his shop and if the accident had been an hour later the school children waiting for bis for De Ferrers bus would have also been at risk. The postmaster requested that a thin metal barrier or metal railing should be erected on the pavement edge to protect the pedestrians if this happening again.

- a. The footway outside the post office (Ludgate Street into Duke Street) appears to be narrow and if railing was installed at the required setback from the kerb face, minimum widths may not be achievable
- b. Over running may be an issue when large vehicles exit Ludgate Street, resulting in constant damage to any railings
- c. Pedestrians are likely to be trapped between the post office wall and the barrier in the event of a vehicle hitting the barriers.
- d. Visibility will be greatly reduced.

8. Widen the pavement in front of the post office

Concern was raised that the pavement was narrow in that area and barriers might impede disabled access. The pavement would need to be widened

This depends on the current width of the carriageway where the mini-roundabout is, as the minimum ICD is 12m where the island is 4m. Reducing the island size and increasing footways will make the island difficult for some vehicles to use and may lead to increased accidents. I think the accidents here need to be put into context. According to our records there have been no Police reported accidents over the last 5 years, although this does not take into account accidents where the Police may not have been called, these however would be classed as slights.



9. Road Humps

Parishioners noted that speed humps were in the neighbouring villages of Rolleston, Stretton and Hilton and that Tutbury could benefit from them, especially where there is a steep hill causing more speeding up and down the hill.

In accordance with current guidance the majority of mini-roundabouts are installed on roads with a 30 mph speed limit. Mini-roundabouts should not be installed on high speed roads i.e. 85th percentile speed of 35 mph or more. Where speed limits are above 35mph, traffic calming features should be installed on roads approaching the mini-roundabout. As such the proposals to install speed cushions on Burton Street will calm traffic speeds on the approach to the mini island and lining measures should improve the visibility. If the island was further domed as above in conjunction with the Burton Street works then this would increase its visibility and improve the visual appearance here.

I further reiterate my comments throughout this email that funding here is time limited and additional funding has been secured on the back of partnership working between the Parish and the County. If the agreements above are not agreed by Easter then I am likely to lose funding for this scheme and it is unlikely that I will get it back in the current financial climate. I secured this funding after many internal discussions based upon the good working relationship I could demonstrate between the Parish, Cllr White and myself and very much went out on a limb to secure this. I would not like to lose this and would like to deliver the proposals as agreed in earlier correspondence.

I really need an early agreement on this scheme to prevent funding being lost. I would also add that the longer it takes to agree this scheme then the likelihood will be I will:-

- a) Have to consult again on the traffic Regulation Orders
- b) Lose engineer time to other schemes which may severely delay any proposal.

Kind Regards

Richard Rayson



Strategic Community Infrastructure Manager