

TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 18th March 2019. Those present were Cllrs, C Smedley (Chairperson) K England (Vice Chair), P Steadman, W Crossley, M Guest, G Raybould, F Crossley, D Morris, R Lock, L Evans, County Councillor P White in attendance, Karen Duffill (Clerk)

03/19/1.0 APOLOGIES

Parish Councillors, T Spencer Smith Borough Cllr S Gaskin, Borough Cllr D Goodfellow

Non-Attendance

03/19/2.0 MINUTES OF THE MEETING HELD ON 18th February 2019

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

03/19/3.0 DECLARATION OF INTERESTS

3.1 None declared.

03/19/4.0 PUBLIC PARTICIPATION

4.1 None Present

03/19/5.0 CLERK'S REPORT INCLUDING CORRESPONDENCE

5.1 Correspondence received from

- Katie Fellows provided a PCSO update in the clerk's report
- Correspondence regarding speeding on Green lane has been referred to Highway's.
- Elm Lane friends update a volunteer will be attending a strimming course in April
- Parish Council news was printed in the Village news but not exactly as provided. The clerk suggested that a note to the editor requesting that Parish Council news was sperate from other updates written by the editor, to reduce the chance of inaccuracies being printed. However not all members agreed. Members suggesting asking for a proof of the article could reduce any inaccuracies.

5.3 A parishioner has requested the installation of a seat in the Bus shelter on High Street for the elderly. This will be considered for a future agenda item.

5.4 Elections nomination forms were distributed, and the clerk asked for them to be returned by April 1st so she could hand deliver them to the Borough Council.

5.5 Cllrs met with the Civic Society to agree a final design for the proposed sign. Funding had been received by the County Council and the Borough Council would contribute directly to the Civic Society on receipt of an invoice.

03/19/18 6.0 BOROUGH AND COUNTY COUNCILLOR REPORT

6.1 No Borough Councillors were present.

6.2 County Cllr P White announced that £20k would be allocated to address outstanding problems such as pot holes and drain gullies etc. A member raised concern regarding the dangerous potholes that had been logged by the clerk but had not been repaired sufficiently. Cllr P White requested the fault ref to follow this up. He requested the clerk to inform him of other problem areas.

Resolution

Cllrs would check their allocated streets and inform the clerk of defects.

03/19/7.0 TO REVIEW THE PARKING RESTRICTIONS RESPONSE FROM THE COUNTY COUNCIL AND FORMULATE FEEDBACK.

7.1 A member raised concern that the response from Highways was disappointing and questioned the expertise of the Highways officer in respect of the suggestions around Wakefield Avenue. This view was not representative of all members. However, Cllrs agreed that not all the proposals would be accepted by the public and therefore further consultation is required before formulating a response. Cllrs suggested calling a public meeting and leafleting the areas in Tutbury that were included in the proposals.

Resolution

Cllrs agreed to meet 1st April to review the proposals and to agree a public consultation plan.

03/19/8.0 TO REVIEW THE RISK ASSESSMENT FOR 2019

8.1 Cllrs suggested that the clerks financial limit in the Risk Assessment would be increased to £150. The Bus shelters should be inspected and the reference to the visiting circus reviewed. Cllrs voted to adopt the proposed changes and approve the Risk Assessment.

03/19/9.0 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
18/03/2019	Karen Duffill	Clerks Salary	891.44		891.44
18/03/2019	Karen Duffill	Clerks Expenses	25.92		25.92
18/03/2019	Karen Duffill	Amazon stapler, staples and extractor	6.64	1.33	7.97

18/03/2019	Karen Duffill	Amazon hardback notebook	5.35	1.07	6.42
18/03/2019	Karen Duffill	Amazon printer paper	20.99		20.99
18/03/2019	Karen Duffill	Amazon Microsoft 365 annual subscription	55.49		55.49
18/03/2019	Staffordshire County Pension Fund	Clerks Employer Pension arrears	257.31		257.31
18/03/2019	Staffordshire County Pension Fund	Clerks Employee Pension contribution	160.48		160.48
18/03/2019	Sterilizing services	Legionella control Monthly, check inv 39659	45.00	9.00	54.00
18/03/2019	Aucuba Landscapes	Church Mowing inv 4127	198.87	39.77	238.64
18/03/2019	Staffordshire Parish Council Association	Annual subscription	480.00		480.00
	Community Foundation	Best Kept Village Entry Form approx. £20 within clerks limit to authorise			

03/19/10.0 TO APPROVE THE GRANT TO THE CIVIC SOCIETY FOR AN HISTORIC SIGN

10.1 £2500 Grant money has been received from the County Council through A Community fund, nominated by Cllr P White. The parish council agreed to match fund this money with an additional grant from the Borough Council of £2000 to pay for one historic sign. Therefore, the Parish Council will ring fence a further £500 towards this project.

The Borough Council have agreed to transfer the money directly to the Civic Society on receipt of an invoice.

The Civic Society would pay for a second sign. The Civic Society are liaising with the contractor directly, so the funding is required to be transferred to them via a grant to pay for the two signs
To reallocate this money to the Civic Society a grant must be awarded.

Resolution

A majority vote approved that the grant should be awarded to the Civic Society for £2500. The payment was approved

18/03/2019	Tutbury Civic Society	Historic sign project	2500.00		2500.00
------------	-----------------------	-----------------------	---------	--	---------

County Cllr P White left the meeting.

03/19/11.0 EXCLUDE THE PUBLIC (1) TO RECEIVE AND APPROVE TENDERS FOR CONTRACTS FOR 2019 /2020.

- **Closed Churchyard**
- **Ferrers avenue playing field and hedge, Cornmill Lane Pitch, open space and hedges**
- **Triangle (off Castle Street)**
- **Specified Footpaths**
- **Parish Insurance**

11.1 Cllrs and the clerk opened the tenders received and due to the response, a separate meeting of the emergency quorate committee would review and appoint the contracts.

11.2 The Parish council Insurance had been agreed for a period of three years. Therefore, councillors approved the renewal of the policy at the previously agreed price

18/03/2019	Came and Company	Parish Council insurance	1329.49		£1329.49
------------	------------------	--------------------------	---------	--	----------

03/19/12.0 TO CONSIDER AN AMENDMENT (SUBJECT TO A QUORATE APPROVAL TO THE RESOLUTION) OF THE MEETING DATE FOR THE ANNUAL MEETING OF THE PARISH APRIL 9TH AND TO APPROVE AGENDA ITEMS.

12.1 The chair proposed that due to the impending date of the Annual parish meeting being April 9th before the next full council meeting, the date could be rescheduled to allow more time to organise the meeting. She proposed joining the meeting with the next full council meeting, Cllrs suggested that the Annual meeting should be rescheduled to May and be held in the usual way by inviting a guest speaker. The election date is May 2nd and the proposed meeting dates could be after the new council is elected. A member proposed to hold the meeting to be held week commencing 6th May, on Thursday 9th subject to availability of the Village Hall. The clerk will confirm the date in May when the Meeting will be held.

12.2 The normal agenda items were agreed, and a speaker will be invited to talk about the Fauld explosion due to it being 75 years since the event. If the speaker was not available, then one of the local choirs will be invited to attend. Leaflets will be distributed to the parishioners advertising the meeting and by Cllrs to their allocated Streets.

Resolution

A quorate agreed to change the Annual Meeting date to May from April 9th.

03/19/13.0 TO REVIEW CORNMILL LANE PITCH USAGE AND MAINTENANCE. TO CONSIDER AND APPROVE THE PURCHASE OF MOVEABLE GOAL POSTS AND PITCH REPAIRS.

13.1 A quote has been received from the existing contractor with suggested improvements to the pitch including decompaction, seeding, rolling and scarifying the pitch. However, he has recommended that the Goal posts are removed as soon as possible after the last match of the season to allow the goal mouths to repair. The clerk has researched moveable goal posts for the playing fields committee to consider. The current steel goal posts cannot be moved by the football team, but a contractor is required at a cost of £200 each time. Tutbury Tigers have requested that the pitch position is also moved.

13.2 A member suggested that the pitch needs reseeding and suggested that the committee meet at the pitch to review the condition of the pitch. A meeting was agreed to visit the pitch Sunday 24th April 1.30pm.

03/19/14.0 TO REVIEW CHURCH GRILL REPAIR

14.1 Following a meeting of parish Cllrs for the Church grill repair/ replacement, a quote has been received based on a sketch drawn up at the meeting. The quote was for a fabricated drain gulley cover with non-slip paint £ 262 plus vat, however a member will produce a drawing and a detailed specification that can be submitted to appropriate contractors to supply and fit a new drain cover and carry out the necessary grounds work.

14.2 Church committee Cllrs suggested that the church requested a cast iron grill that would be in keeping with the church. Cast iron church covers are available to consider.

Resolution

Cllrs will produce a drawing and a detailed specification for the work required.

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

15.1 None received.

03/19/16.0 TO REVIEW AND APPROVE CLERK SALARY, PENSION COSTS AND CONTRAC HOURS FOR FINANCIAL YEAR 2019/2020.

16.1 The clerks report included the recommendation from the National Association of Local Councils and the Local Government Pension Scheme. No changes were proposed for the pension. The salary recommendation was a raise to £14.50 per hour. A member proposed that the council should follow the national recommendation and Cllrs voted in favour for the salary increase should be approved. A member suggested that the contract should be changed to reflect the two additional hours worked each week as overtime to be included in the contracted hours, Cllrs voted in favour.

Resolution

The clerks Salary increase recommendation from NALC was approved and the contracted hours should reflect to 18 per week worked.

Members voted to extend the meeting Cllr Morris left the meeting 9.30pm

02/19 17.0 COMMEMORATIVE TREE PLAQUES UPDATE AND APPROVE FUNDS TO PURCHASE

17.1 A member distributed a proposed plaque mounted on a mahogany board and mounted on a metal stake. The estimated cost was £70.95. Cllrs suggested adding the date to the suggested wording for the plaque. This would increase the costs slightly but would be under £200 for both plaques.

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.

02/19 18.0 TO REVIEW GENERAL DATA PROTECTION REGULATIONS POLICIES.

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

18.1 The clerk distributed some new policies based on information provided by the Society of Local Clerks for the councillors to review and approve at the next meeting.

02/19 19.0 TO RECEIVE A REPORT FROM THE TRIANGLE ON CASTLE STREET WORKING PARTY

19.1 No meeting had been called.

03/19/20.0 TO RECEIVE AN UPDATE REGARDING THE BEST KEPT VILLAGE COMPETITION.

20.1 Following a meeting held with the working party for the best kept village a First draft of plan received from the printers and circulated to the councillors. Changes were suggested and the costs of the map was expected to be approximately £150 depending on the changes required. This was within the £400 budget for the competition, A payment was approved to pay for the entry of the competition, A further meeting will be called to submit the online application and to confirm the changes required for the map.

Resolution

To submit changes to the map to the printers and arrange a further meeting to submit the online application form.

03/19/21.0 ITEMS FOR THE NEXT AGENDA AND DATE OF THE NEXT MEETING

21st March Contracts meeting Emergency Committee

22nd March Best Kept Village Working party

24th March Playing Fields committee at Cornmill Lane

1st April Highways meeting

15th April Full Parish Meeting

- To receive an update from the triangle on Castle Street working party.
- Historic Sign update
- To review Data Protection policies
- End of year accounts
- Best Kept Village
- Church Grill replacement
- Annual Parish meeting
- Celebration of 100years after WW1

Meeting closed at 9.50pm