

## **TUTBURY PARISH COUNCIL (TPC)**

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 13<sup>th</sup> May 2019. Those present were Cllrs, C Smedley (Chairperson) K England (Vice Chair), P Steadman, T Spencer Smith, F Crossley, D Morris, R Lock, L Evans, in attendance, Karen Duffill (Clerk)

Late arrival Borough Cllr G Raybould and one member of the public.

### **05/19/1.0 ELECTION OF CHAIRMAN**

Nominations for chairman were invited, Cllr F Crossley was proposed, and seconded. Cllr R Lock was proposed and seconded. The chair proposed a written ballot the council resolved to carry out the election by written ballot. Each candidate received the same number of written votes. The chair had a casting vote and R Lock was elected as chair.

### **05/19/2.0 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

2.1 The declaration of acceptance of office was signed by the chairperson R Lock.

### **05/19/3.0 ELECTION OF VICE CHAIRMAN**

3.1 Nominations for vice chairman were invited, Cllr F Crossley was proposed, and seconded. Cllr K England was proposed and seconded. Each candidate received the same number of votes. The chair had a casting vote and K England was elected as vice chair.

### **05/19/4.0 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

4.1 The declaration of acceptance of office was signed by the K England Vice chairman.

### **05/19/5.0 TO CO-OPT TO THE VACANT COUNCILLOR POSITION**

4.2 A member objected to the co-option of the vacancy due to the new council having not declared the vacancy. The clerk advised that the vacancy had been declared vacant by the Borough Council when there was an uncontested election and only 10 candidates applying for 11 positions on the council. The vacancy was declared as vacant by Tutbury Parish council in the 15<sup>th</sup> April meeting and an advert had been placed on the noticeboard and on the website. Two candidates had applied and had been invited to the meeting and were due to arrive after 8pm. The clerk had sought clarification from the Society of Local Clerks as to when the co-option should take place. The SLCC advised that the best practice would be to co-opt at the first meeting after the election in the annual meeting of the council. The clerk clarified that there was no official deadline, but the Borough Council

appoint an officer to the council 35 days after the election date. However, this has not been enforced in the past.

4.2 A member had requested that an application form was sent to a third candidate that had registered an interest with her. A form was sent on 13<sup>th</sup> May, but the third person was travelling back from Greece and could not complete the form or attend the meeting.

4.3 A member had noted that the advert on the noticeboard was unclear with a deadline date on it that was used at the last co-option in December in addition to the deadline of 10<sup>th</sup> May. The council advert is not a legal requirement but a way of attracting parishioners to apply.

## **RESOLUTION**

Cllrs resolved by a majority vote to co-opt in the June meeting.

## **05/19/6.0 FORMATION OF COUNCIL COMMITTEES/ WORKING PARTIES**

6.1 Some members objected to the way some of the working parties' committees ran and other members said that some working parties were working well. The planning was raised as a concern. After further discussion it was suggested it should be addressed as a separate agenda item and members were appointed to vacant positions, see appendix A.

## **05/19/7.0 APPOINTMENT OF STREET REPRESENTATIVES**

7.1 Street representatives were elected based on the existing responsibilities of continuing councillors. There were two vacant areas and the newly elected member was appointed to the High Street area and the Fauld area was left vacant to be filled by a future member when co-opted. See Appendix B

## **05/19/8.0 TO RESOLVE TO EVOKE THE GENERAL POWER OF COMPETENCE**

8.1 The clerk outlined in the clerk's report what the General Power of Competence was, and how it could be used. Some members disagreed that a further Power was required as the parish council already have a set of powers that govern what the council can spend money on. Other members thought that to use the general power of competence would allow the council further scope for projects that they did not currently have. The rules that apply are that it can only be used if two thirds of the council are elected and the council have a qualified clerk.

## **RESOLUTION**

The majority of members voted to evoke the General Power of Competence.

## **05/19/9.0 TO APPROVE THE CONTINUED OF USE EXISTING POLICIES**

9.1 A member proposed that the standing orders were amended that the annual parish meeting does not start before 7.30 instead of 6pm. The majority voted to change this, all other polices were approved.

## **05/19/10.0 APOLOGIES**

10.1.1 County Councillor P White, Borough Cllr S Gaskin

## **05/19/11.0 MINUTES OF THE MEETING HELD 15<sup>th</sup> April 2019**

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

## **05/19/12.0 DECLARATION OF INTERESTS**

12.1 None declared.

## **05/19/13.0 PUBLIC PARTICIPATION**

13.1 No public attended the public session.

## **05/19/14.0 CLERK'S REPORT INCLUDING CORRESPONDENCE**

14.1 Correspondence regarding Speeding concerns were detailed in the clerk's report.

14.2 An email had been received from a parishioner requesting seats in the bus shelters this will be added to a further agenda item. Two quotes had been received for the bus shelter repairs, this was resolved at the previous meeting. The quotes would be assessed under accounts for payment agenda item 19.

14.3 Best Kept village children's posters were hoping to be collected after a new deadline Weds 15<sup>th</sup> from the school. BKV posters have been put up around the village and the children's posters will also be displayed in village noticeboards when available. Cllrs had agreed to take on some roles distributed at a previous meeting. Repairs to the steps and bench on the triangle were required. A member has written a specification as to what is required which will be added to the next agenda.

## **05/19/15.0. END OF YEAR ACCOUNTS AND AUDIT.**

### **15.1 To review the Auditor report.**

The internal auditor has visited and completed the assessment of the accounts and the Annual return. He was happy that appropriate financial controls were in place. and signed off the relevant section of the Annual governance and Accountability statement. The auditor noted that the council had a comfortable reserve after the school crossing patrol was not funded by the parish council.

### **15.2 To review an updated budget for 2019\_2020**

The clerk distributed an updated budget including carried forward balance from the last Financial year and the earmarked reserves. She asked councillors to

reconsider the budget for the next meeting due to the increase in the general reserve.

**15.3 To consider and approve the Annual Governance Statement 2018/ 2019**

The statement had been circulated to the councillors as part of the meeting papers. The council agreed with the statements and the chairman and the clerk signed and dated the first part of the annual return.

**15.4 To consider and approve the Accounting Statement 2018/2019**

The council agreed with the figures in the annual return statement and the chairman and the clerk signed and dated the second part of the annual return.

The annual return, supporting documents and notices will be returned to the external auditor before the deadline in July.

**05/19/16.0 BOROUGH AND COUNTY COUNCILLOR REPORT**

16.1 No Borough Councillors were present at the time of the report due to a Borough Council training session. The County Cllr attended neighbouring parish meetings.

**05/19/17.0 TO CONSIDER AND APPROVE PITCH IMPROVEMENT AT CORNMILL LANE AND PURCHASE MOVEABLE GOAL POSTS**

17.1 A member disagreed with the need to de-compact the pitch. He suggested that grass seed was required. He suggested that the pitch was moved, and a second pitch could be marked out. Other members were not clear on what was required for the pitch as the football team had requested that it was rolled. However, rolling of the pitch was not recommended by the contractor. A member had suggested that a smaller sized pitch suitable for young players could also be marked out.

17.2 The clerk advised the council that the Goal posts were due to be removed and would not be suitable to be re-erected as they were required to be concreted in. The goal posts were old and rusty. The goal mouths needed time to recover. The contractor had suggested that the pitch was de-compact and over-seeded. This would even out the surface, improve the drainage and the growth of the bare patches would be repaired. A member suggested that a meeting with the Tutbury Tigers should be called to ascertain what was required.

17.3 The clerk advised that there had been a request for Hatton United girls' teams to play on the pitch on Saturdays.

**RESOLUTION**

A majority of Cllr's voted in favour of the chair and a playing fields committee member would meet with Tutbury Tigers in preparation for the next season as soon as possible.

## 05/19/18.0 TO APPROVE THE CORNMILL LANE 25 YEARS LEASE AND SOLICITOR COSTS

18.1 The council had requested that the Cornmill Lane lease was extended for a 25 year period, resolved in a previous meeting to pay the solicitor costs. A draft lease had been circulated to all councillors. The majority voted to approve and sign the lease highlighting that a commencement date should be inserted. The term will cease on 2044. The costs including land registration fees were £679.00.

A member stated the Cornmill lane lease was previously for 21 years because the grant condition for building the changing rooms required it. Charity leases are normally for 22 years.

### RESOLUTION

**The lease for 25 years was approved by the full council and signed by the chair and the clerk.**

## 05/19/19.0 TO APPROVE ACCOUNTS FOR PAYMENT

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

Date	To whom paid	Particulars of payment	Net Total	Vat	Total
13/05/2019	HM revenue and customs	National Insurance	106.30	0.00	106.30
13/05/2019	Karen Duffill	Clerks Salary	919.36	0.00	919.36
13/05/2019	Karen Duffill	Clerks Expenses	25.92	0.00	25.92
13/05/2019	Karen Duffill	12 first class stamp	8.40	0.00	8.40
13/05/2019	Karen Duffill	correspondence greeting card	2.99	0.00	2.99
13/05/2019	Staffordshire County Pension Fund	Clerks Employer Pension arrears	260.98	0.00	260.98
13/05/2019	Staffordshire County Pension Fund	Clerks Employee Pension contribution	161.34	0.00	161.34
13/05/2019	Sterilizing services	Legionella control Monthly check inv 40038	36.00	7.00	43.00
13/05/2019	RB Landscaping	Footpath strim park pale inv 0046	50.00	0.00	50.00
13/05/2019	RB Landscaping	church Mowing inv 0046	150.00	0.00	150.00
13/05/2019	Topliss Associates Ltd	internal audit visit	135.90	27.18	163.08
13/05/2019	Reflex Print and Design	village map BKV competition Flyers for annual and highways	150.00	30.00	180.00
13/05/2019	Reflex Print and Design	meeting	108.80	2.16	110.96
13/05/2019	Tutbury Civic Society	Village news	30.00		30.00
13/05/2019	Astle Paterson	solicitor fee for cornmill lane lease	575.00	104.00	679.00

19.2 The council received two quotes for the bus shelter repairs previously resolved to be repaired.

Quote one £595

Quote Two £1200

The quotes were for the same specification drawn up by the emergency committee.

There was an unanimous vote to accept Quote one £595. The clerk will instruct the work to be carried out.

## **05/19/20.0 PLANNING MATTERS -TO RECEIVE COMMENTS ON RECENT APPLICATIONS**

### **P/2019/00423**

Proposal: Replacement front door

Location: 29 High Street, Tutbury, Staffordshire, DE13 9LS

Cllrs suggested comments

New Double-glazed door looks in keeping with the current single glazed door therefore

### **No objections**

P/2019/00361

Erection of a two-storey rear extension and single storey side/rear extension

### **18 Tulip Road, Tutbury, Staffordshire, DE13 9LX**

Having a 2 storey extension will have an impact on the privacy for at least five properties over Green Lane whose rear gardens back onto Green Lane.

This property is in an elevated position making it appear more dominant over these neighbouring properties and will impact on the light in the properties. Residents will lose their right to light.

The large extension will not be in keeping with the rest of the street scene and is seen as an over development of the property.

The ESBC parking policy states that a 4-bedroom house require 3 parking spaces and this property will only have 2.

The extension is so close to the line of the road Green Lane. Neighbouring properties that back onto Green Lane have raised concern that vehicles have accidentally ran into their gardens. By allowing the extension along this road will permanently alter the line of sight and boundary to this rural Lane.

This extension may set a precedent for other properties.  
The Parish Council object to the erection of the extension.

### **P/2019/00463**

Demolition of existing dwelling to facilitate the erection of a replacement dwelling and erection of a detached store/carport

### **3 Cherry Tree Lane, Fauld, Tutbury, Staffordshire, DE13 9GR**

The council propped not to comment on this application.

**P/2019/00438**

Application for a Certificate of Lawfulness for the continued use as a separate dwelling.

Water House, Lodge Hill, Tutbury, Staffordshire, DE13 9HF

Tutbury Parish Council would like to object to this application. It was thought that if an application to build a residence/ apartment in this location was sought that this would be refused. The habitable area of the flat is only half that of the government '2015 minimum nationally described space standard' for new homes, which specifies a minimum of 37sq metres for a dwelling. This development is 21.84 sq metres. The parish council would like this to return to being a garage not a residence.

**Objection**

**05/19/21.0 ITEMS FOR THE NEXT AGENDA**

21.0

To repair or replace the Church grill

To consider the installation of seats in the Bus shelters

To consider the removal of Recycling bins to allow extra parking

To consider the repairs to the triangle bench and steps

To receive an update on the community building

To propose commemoration of the end of ww1 by the Parish Council

To consider fair trade support

To consider a youth council

To review the Budget

To receive a report from the Changing Fields Committee and consider new goals for the football pitch

**05/19/22.0 DATE OF NEXT MEETING**

**22.1**

20<sup>th</sup> May Highways public meeting

Meeting with Tutbury Tigers to be arranged

17<sup>th</sup> June Full Parish meeting

Meeting closed at 9.40pm

APPENDIX A

**Tutbury Parish Council Committee, Working Party Structure**

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



## APPENDIX B

### Councillor Street Responsibilities

W Crossley , Cormmill Lane (Close Bank) Burton Road, Burton Street (Dove View),  
**Phone** 01283 812620

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

**Phone** 01283 812054

VACANT Fauld, (Fauld Lane, Laburnam Grove) Owens Bank, Castle Hayes,  
Redhill Lane, Rolleston Park

**Phone** 01283

L Anderson High Street. Lower High Street (Ashleigh House)  
Hillside, Ludgate Street

**Phone** 01283 01283 569372

P Steadman Norman Road, Queens Rise, Hillcrest Belmont Road, The Park Pale

**Phone** 01283 812937

Lesley Evans , Portway Drive, Pinfold Close. Babbington Close, Cromwell Close,

**Phone** 01283 814070

K England Heritage Park/ Doves Keep

**Phone**

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

**Phone** 01283 815020

Russell Lock , Chatsworth Drive, Green Lane, Ironwalls Lane, Lodge Hill, Tutbury  
Road, Rolleston Lane.

**Phone** 02183 813499

C Smedley Lancaster Drive, Priory Close, Ferrers Avenue.

**Phone** 01283 814218

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

**Phone** 01283 814524