

TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 15th July 2019. Those present were Cllrs, R Lock, (Chairperson), C Smedley, P Steadman, F Crossley, D Morris, L Evans, W Crossley, Cllr L Anderson, Cllr M Upton, Borough Councillors S Gaskin and G Raybould, in attendance, Karen Duffill (Clerk)

07/19/1.0 APOLOGIES

Cllr K England (Vice Chair) Cllr T Spencer Smith, County Councillor P White

07/19/2.0 MINUTES OF THE MEETING held on 17th June 2019 and 4th July
The full parish council meeting minutes were approved as an accurate record and signed by the chair.

Emergency meeting minutes. Two Cllr members who were unable to attend the emergency meeting, did not agree with the outcome of the meeting. The chair reminded the members that this agenda item was not to discuss the contents of the meeting but to approve the minutes. The members present at the meeting should comment on the approval.

Cllr F Crossley wanted his disapproval recorded that the meeting had taken place outside of the full council meeting and disagreed with the outcome of the meeting.

A member requested to check the lease would allow teams outside of Tutbury to play, this facility was for the benefit of the parishioners.

Members that were present at the meeting were in favour of approving the minutes. The chair signed the minutes as an accurate record

07/19/3.0 DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

3.1 None declared.

07/19/4.0 PUBLIC PARTICIPATION

4.1 one member of the public attended but did not comment.

07/19/5.0 SIGNING OF THE DECLARATION OF OFFICE FOR THE CO-OPTION

5.1 Mary Upton signed the Declaration of office and this was witnessed and signed by the proper officer, (clerk).

07/19/6.0 CLERK'S REPORT INCLUDING CORRESPONDENCE

6.1 The clerk's report had been distributed to the councillors.

6.2 Additional correspondence had been received from the Community Council, the BKV invitation to the competition presentation evening. The members of the BKV working party declined, no other council members could attend.

A member noted that the Bench on the triangle had not been repainted as requested by the working party. The phone box had not been tidied up.

A member suggested that the competition should be added to the January agenda next year to allow more time, if the councillors wanted to enter. More time would allow other community groups to get involved. This year the children's Posters were excellent and were more visible in the village. A member suggested a flyer should be sent to thank the shop keepers Cllr Evans agreed to deliver these and organise a thank you for a resident who assisted with the competition.

Resolution

A flyer will be produced by the Best Kept Village working party to thank shop keepers for their co-operation in displaying the children's posters. Cllr Evans will deliver them and organise a thank you note for a resident's assistance with the competition.

07/19/18 7.0 BOROUGH AND COUNTY COUNCILLOR REPORT

- **Monitoring and enforcement of the bins in Duke street**

7.1. Cllr Gaskin reported that work had commenced on the height restriction barrier at Tutbury Mill site. He asked what the parish council thought about implementing height restrictions for Duke Street. Members were concerned about access for coaches and the library bus. Key holders for the barrier would need to be considered. This will be added to a future agenda.

7.2 ESBC councillors will update the parish council at the next meeting regarding the monitoring of the recycling bins at Duke Street.

7.3 A member raised concern regarding a red trade waste bin at the rear of a property on Duke Street and this has been raised with environmental health, members requested that the Borough Councillors investigate this.

7.4 Cllr Steadman requested access to the height barrier at Cornmill lane for the scouts to use for their trailer.

7.5 Members raised concern regarding the dog bin that had not been emptied at Elm Lane.

07/19/8.0 TO CONSIDER FAIR TRADE SUPPORT

8.1 A member proposed that refreshments at a meeting should be purchased, and by doing so should support Fair trade where a minimum price is charged to protect the workers who produce the goods. This has been adopted by the Borough Council.

A member suggested that local British farmers are supported as well. It was suggested that this could be incorporated into a charter and considered in a future meeting.

Resolution

A majority voted that Tutbury Parish Council aims to support fair trade goods where possible.

07/19/9.0 TO APPROVE THE FORMATION OF A PLANNING COMMITTEE AND ADOPTING CURRENT STANDING ORDERS.

9.1 A member proposed a separate planning committee can meet every three weeks rather than four to discuss planning matters. Members that sat on that committee should attend the planning training provided by the Staffordshire. Parish Council Association

Some members agreed that a separate meeting for planning would allow the council to focus and the public could attend. Members expressed strong opinions regarding the proposal to have a planning committee. A member disagreed that training is required. The clerk advised that training on the national planning framework and what is classed as material consideration would be a good thing for Cllrs to attend.

Members would still be encouraged to look online at the applications before the meeting. A member requested all plans could be looked at in the meeting.

A member was not in favour of having a planning committee and suggested that all plans should be viewed in a full council meeting. He suggested that the clerk should make available at the meeting every planning document for each application. The discussion became heated and other members disagreed that there was time in a full council meeting to do this.

The clerk advised that there would be a practical implication as there was no WIFI in the current meeting room and suggested an alternative venue that had Wi-Fi if each document was to be viewed in the meeting.

Members raised concern regarding additional meetings and the extra time this would involve for the clerk. The clerk confirmed she would not need to attend the planning meetings, the decisions should be recorded and sent to the clerk for formal communication to the Borough Council

Resolution

Formulate a planning committee of full council on a trial basis.

The proposal was seconded, and a majority voted in favour to form a committee, supported by standing orders until the council vote to dissolve it.

07/19/10.0 BUDGET UPDATE AND FINANCE REPORT

10.1 A member did not approve of the proposed budget and the way in which the precept was set in December, Cllrs reminded him that the council raised the precept in anticipation of funding of the school crossing patrol.

Cllr W Crossley requested that it was recorded that he thought the council committed an error in raising the precept.

10.2 A member queried what the playing field entry was, and the clerk confirmed that this would be an income from the football team for using the pitch.

10.3 The proposed changes to budgetary amounts would be raised as future agenda items to be discussed and voted on such as the reinstatement of the Street Cleaner position.

10.4 A member queried why the mowing contract for the church had been reduced and suggested that this was increase to 2863 increase to allow for extra tree maintenances.

10.5 A member proposed that there should be an allocation of budget to a new church drain of £3000.

10.6 The Majority of members voted for the proposed changed to the budget

Resolution

Suggested changes to the budget were approved. Future agenda items will confirm the expenditure of the council.

07/19/11.0 TO APPROVE ACCOUNTS FOR PAYMENT.

11.1 proposed and seconded to approve the accounts

Expenses to be authorised next meeting for the events at the market to commemorate the end of the ww1.

RESOLUTION

Donation of £100 to the Tutbury band for playing at the Market to commemorate the end of WW1 should be approved subject to receiving a grant application.

All other accounts listed were approved for payment.

To whom paid	Particulars of payment	Net Total	Vat	Total + Vat
Karen Duffill	Clerks Expenses	25.91	0.00	25.91
Karen Duffill	Amazon Printer Ink	22.03	4.41	26.44
Karen Duffill	Stamps	8.40		8.40
Karen Duffill	Clerks Expenses and mileage	37.62		37.62
Karen Duffill	Clerks Salary	919.35	0.00	919.35
HM revenue and customs	National Insurance	106.30	0.00	106.30
Staffordshire County Pension Fund	Clerks Employer Pension	273.73	0.00	273.73
Staffordshire County Pension Fund	Clerks Employee Pension contribution	162.21	0.00	162.21
RB Landscaping	footpath maintenance inv 0073	50.00		50.00
RB Landscaping	church Mowing inv 0073	150.00	0.00	150.00
Sterilizing services	Legionella control Monthly check inv 40359	36.00	7.20	43.20

Chairperson Signature

Date

Page 4 of 12

Karen Duffill	High street vouchers and cards for Poster prizes	40.60		40.60
Pete Steadman	Amazon high St flags	94.52	19.04	113.56
Fauld Property maintenance				
Owen Dyke	Bus Shelter painting and repairs	635.00		<u>635.00</u>
Firs Farm Nursery	Planter Maintenance inv no 1028	669.84	134	<u>803.81</u>
Uttoxeter Town Council	Cllr Training	20		<u>20.00</u>

07/19/12.0 12 TO CONSIDER INSTALLATION OF A SEAT IN HIGH STREET BUS SHELTER.

- 12.1 A member stated that previously the bus shelter did have seats. These were removed by a resolution of the Parish Council and this reduced the vandalism and anti-social behaviour at that time. Previously the parish council had tried to approach parents of the perpetrators of the anti-social behaviour, but they did not succeed in stopping it until the seats were removed.
- 12.2 Possible suggestions for the types of seats included seats that are divided by arm rests and can be fixed down but also removed easily, or fold down seats.
- 12.3 A member suggested that it was not a sensible suggestion to propose that seats were installed in bus shelters and questioned why it was being proposed. The clerk reminded the council that this proposal came from three parishioners. These requests have been outlined in the clerk's report in the preceding months as well as a detailed objection to the proposal from a resident that lives near the bus shelter
- 12.4 A member who uses the buses on a regular basis has spoken to passengers who have asked why there are no seats.

There should be a seat on the high street for the people who are not mobile and for those who struggle walking up the full length of the High Street. The traffic and footfall is higher, there would be less vandalism and anti-social behaviour. A member proposed a leaflet drop in the High street and the neighbouring streets where the bus shelters were located, to ask opinion about the installation of the seats. However, this proposal was withdrawn.

12.5 A member stated that there is less antisocial behaviour from young people in recent times as there is more online methods of entertainment and less young people loitering in the bus shelters.

Due to divided opinions and time constraints in the meeting the chair recommended that this should be added to a future agenda.

07/19/13.0 14. TO RECEIVE A REPORT FROM THE WORKING PARTY REGARDING YOUTH COUNCILLORS

13.1 A member proposed that youth councils require safeguarding checks to be in place due to councillors being under the age of 18

The recruitment of youth councillors would be through the normal way and advertised as a casual parish council vacancy.

A child welfare officer should be Appointed as a point of contact and training is available for councillors for this.

Two youth councillor roles should be made available as this is the structure in other parish councils. However, there should be no restriction of boundary when accepting youth councillors or encourage interested people to apply and there being a lack of opportunities in the Borough at this current time, not all parish councils have adopted the structure.

There should be a fixed term of one year rather than four.

Areas of interest could include Parks and open spaces and events in the village.

13.2 A member questioned if the clerk had a duty of care for the youth councillors. A member confirmed that it would be the full parish that had the duty of care for the young councillors.

.
A member commented that the youth councillors attend as a member of public as they would not have voting rights.

A member proposed that two vacancies were created for 2 youth councillors. This was seconded and the councillors voted in favour.

RESOLUTION

To create two youth councillor vacancies subject to training and implementation of the standard safeguarding practices in forming a youth council.

07/19/14.0 TO RECEIVE A REPORT FROM THE PLAYING FIELDS COMMITTEE.

14.1 To approve the delegation of the clerk, chair and vice chair to deal with pitch repairs within budget constraints.

Due to the start of the season and training commencing in August the pitch repairs to the goal mouths need to commence as soon as possible to allow the pitch to recover. The chair proposed that the decision to appoint a contractor is delegated to the clerk, chair and vice chair to authorise the repairs within the budget amount allocated. A guestimate has been received for £115

A member disagreed that there could be two pitches marked out in the playing fields area. A member raised concern regarding the new proposed pitch position. However, the motion was seconded, the majority voted in favour for the work to be carried out within the budget.

Resolution

The delegation of the clerk, chair and vice chair to deal with pitch repairs within budget constraints was approved by a majority vote

14.2 To consider and approve refurbishment of Cornmill lane goal posts to replace goalposts at Ferrers Avenue.

The playing field working party have sought advice and to refurbish the goal posts would prove uneconomical. A member suggested that the clerk investigated the funding from the Duchy in replacing the goal posts and rejuvenating the playing fields area. The clerk will investigate the possibilities from Duchy funding.

07/19/15.0 TO APPROVE THE REQUEST TO TENDER FOR THE REPAIRS TO THE TRIANGLE BENCH AND STEPS

15.1 Only one firm was interested in providing a quote. This has been received from the contractor carrying other maintenance. The quote was £445.

Resolution

A member proposed to accept the quote, this was seconded, and all members voted in favour to appoint the contractor to carry out the work on the triangle.

07/19/16.0 TO RECEIVE AN UPDATE ON THE COMMUNITY BUILDING

16.1 The Borough council had not proposed a meeting date. No update was available.

07/19/17.0 PLANNING MATTERS -TO RECEIVE COMMENTS ON RECENT APPLICATIONS

**17.1 Councillors were invited to make their comments on;
Shopfronts SPD consultation
The Separation Distance and Amenity SPD**

P/2019/00574

Proposal: Listed Building Consent for the installation of a ground source heating system to include the provision of new pump, external ground loops, internal heating pipework, radiators and new hot water provision

Location: Lower Castle Hayes Farm, Belmot Road, Needwood, Staffordshire, DE13 9PH

No objection

[P/2019/00743](#)

Felling of 2 Scots Pine and all over crown reduction of 1.5m from both the height and sides to 2 yew trees (TPO No 5)
56 Belmot Road, Tutbury, Staffordshire, DE13 9NL

Close to properties so cause a danger no objection

Tulip Road amended plans. Cllr Gaskin agreed to call this application into the planning committee meeting. Cllr W Crossley agreed to speak at the committee to reiterate the previous objections.

Decisions

P/2019/00384

Conversion of part of ground floor from retail unit (Class A1 Shops) to form a residential unit including demolition of existing porch
1 High Street, Tutbury, DE13 9LP

PERMITTED

P/2019/00387

Listed Building Consent for the demolition of existing porch and internal and external alterations to include installation of window on west elevation and internal partitions to facilitate the conversion of part of ground floor from retail unit (Class A1 Shops) to form a residential unit
1 High Street, Tutbury, DE13 9LP

PERMITTED

P/2019/00630

Alterations to existing steps and retaining wall to improve access to dwelling and resurfacing of existing driveway.
1 Fishpond Lane, Tutbury, DE13 9NB

PERMITTED

07/19/18.0. Walking of the footpaths

18.1 A member suggested that the council adopt a strategy to walk the public rights of way for Tutbury. He proposed that the chair and vice chair walked the footpath network for Tutbury. The chair suggested that this was too large a task to be undertaken by himself along with other duties.

Resolution

Cllr Stedman volunteered to co-ordinate the walking of the footpaths along with the scout group.

18.2 The footpath has been reported near the fire station due to a dangerous drop down

07/19 19.0

ITEMS FOR THE NEXT AGENDA

- **To consider Duchy application for future improvements to Ferrers Avenue playing fields.**
- **To consider Duke Street car park barrier**
- **Boundary review.**
- **To consider installation of a seat in the High Street bus shelter**

07/19/22.0 Date of Next Meeting

22.1 An interim meeting for planning will be organised the next full council meeting 16th September. A member suggested a full parish meeting in Aug; however, this proposal was not accepted.

Meeting closed at 9.55pm

Appendix A

		13.05.19	
Code	Item	Outurn 18/19	Budget 19/20
	0 Precept	42260.63	44041.21
	2 ESBC Tax support	2199	2001
	3 Interest	10.9	
	4 Playing Fields Charges		400
	5 Other grants/donations/ refunds	2539.21	
	6 Brought forward balance	38169.10825	47463.636
	VAT	2040.58	
	Income Sub Total	87219.42825	93905.846
	Administration		
	7 Clerk's salary	10694.92	13500
	8 Clerk's expenses	338.18	400
	8a Mobile Phone		
	9 Employers national insurance	1229.27	1300
	Employees pension	1922.19	2000
	Pension	3072.59	3500
	12 Clerks Overtime		
	Clerks salary and expenses and pension	17,257	20,700
	10 Insurance	1369.49	1400
	11 Stationery	108.74	80
	13 Advertisements/ promotions		800
	14 Printing/photocopying	230.28	350
	15 Hire of premises	497	650
	16 Audit charges	446.76	450
	17 Bank Charges/legal fees		0
	Admin, insurance and printing	2,652.27	3,730.00
	18 Subscriptions	684.22	800
	19 Publications	79.48	100
	20 Cllr's expenses		200
	Cllr Training	56	300
	21 Clerk's training	174	500
	22 IT maintenance/ website	52.99	200
	23 Neighbourhood development plan		400
	Training, contingency and IT sub total	1046.69	2500
	Sub Total	20,956.11	26,930.00
	Highways, footpaths and bus shelters		
	25 Street & bus shelter cleaning		4000
	26 Bus shelter maintenance	180	1000

raise profile with signs leaflets A boards

include village news and subscriptions from grant sections of the budget

look at getting more local training in house

to install signs into the bus shelter in addition to maintenance

		13.05.19	
Code	Item	Outurn 18/19	Budget 19/20
27	Rights of way Maintenance	406.86	3000
28	Planter maintenance	1464.76	2000
		0.00	2,051.62
			10,000.00
	Parks & open spaces		
29	Playing fields rents	250	1400
30	Playing field maintenance	935	3000
			dog signs, goal posts Ferrers Ave playing fields, Cornill Lane pitch repairs
32	Playing fields mowing contract	2829.89	3200
			to allow extra cuts and maintainence
33	Changing room maintenance	1340.2	2000
34	Caretaker contract		0
31	Changing room power and water	798.86	900
35	Closed Church yard mowing	2863.68	2500
36	Churchyard maintenance/war m Elm Lane	620	1500
			350
37	Triangle & Park Pale maintenance	138	1000
	Sub Total		9,775.63
	Section Charities and 137		15,850.00
38	Grants	3500	5000
40	Flower and bulb planting		50
41	Christmas decorations Tutbury events/		150
42	commemoration s144	1847.43	1500
43	Remembrance day	518	400
44	Town twinning LGA 1972 s144	1000	1000
45			
46		30	0
39	Best kept village competition	77	300
	Sub total		6,972.43
	Capital expenditure		650
			bench
48a	Noticeboards		
	Sub Total	0.00	650.00
	EXPENDITURE TOTAL	39,755.79	
24	Contingency		
24	Admin contingency		3000
47	TOSCA/ community pledge LGA 1976 s19		1000
24	Election		5000
	Noticeboards		1000
48	earmarke Laptop		650
24	Community Building		5000
	Parking project		4000
	Earmarked High street improvements		5000
	New goal posts Cornmill Lane		2500
	Footpath development		2000

		13.05.19	
Code	Item	Outturn 18/19	Budget 19/20
	Sub Total	29150	29150
	CHECK BALANCE	68,905.79	90,980.00

Income	93505.846
Budget expenditure	90,980.00
Predicted carried forward balance	2,525.85

Bank Reconciliation year ending 31 March 2019			
TUTBURY PARISH COUNCIL			
	9 Opening bala	Receipts	expenditure
	£	£	£
Current acco	26,461.66	49,039.42	39755.79
Instant acces	19,060.37	9.58	
Business acco	2,625.29	1.32	
	48,147.32	49,050.32	
Less unprese	683.68		
	47,463.64		

	18/19	19/20
Administration	20,956.11	26,930.00
Highways, footpaths and bus shelters	2,051.62	10,000.00
Parks & open spaces 12400	9,775.63	15,850.00
Section Charities and 137	6,972.43	8,400.00
Capital		650.00
Contingency		29150
		90,980.00