

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

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 21<sup>st</sup> October 2019. Those present were Cllrs, R Lock (Chair), Cllr K England (Vice Chair), C Smedley, P Steadman, F Crossley, D Morris, L Evans, W Crossley, Cllr M Upton, Borough Councillor G Raybould in attendance, Karen Duffill (Clerk)  
4 Parishioners and PCSO were present.

### **10/19/1.0 APOLOGIES**

Cllr T Spencer Smith, Cllr L Anderson, Borough Councillor S Gaskin,

### **10/19/2.0 MINUTES OF THE MEETING** held on 16<sup>th</sup> September

2.1 The parish council meeting minutes were approved as an accurate record and signed by the chair.

### **10/19/3.0 DECLARATIONS OF INTEREST & DISPENSATION REQUESTS**

3.1 None declared.

### **10/19/4.0 PUBLIC PARTICIPATION**

- 4.1 A member of the public wanted to repeat her request to the parish council for seats in the bus shelters, a bus shelter for the Derby route, dropped kerbs near the bank and a bench on the High Street, she reiterated that there are facilities in Hatton that have been installed and have not been vandalised. This should not be a reason to halt the needs of the parishioners. Public transport needs to be encouraged in the time of climate change.
- 4.2 A member of the public requested a re-installation of the seat in the High Street Bus Shelter he thought it was appalling that there was no seat for the elderly to use.
- 4.3 Two parishioners from Monk Street raised concern regarding the public consultation of implementing no waiting on Monk Street to avoid the problem with obscured view from the adjoining lane near the vets. Three parking spaces would be lost where parking is a problem.

### **Resolution**

The item on the bus shelter seat will be moved up the agenda to address the seat requests from the public.

The public will have another chance to comment on the Parking restrictions in the formal consultation. The clerk has requested that the informal consultation was extended, and a correspondence sent again with the correct email address for people to respond to. The clerk had been informed that responses had not been received.

A proposal to send a complaint letter to the chief executive of the County Council regarding the way that this consultation was handled should be sent. The majority of councillors voted in favour.

## **10/19/5.0 CLERKS REPORT INCLUDING CORRESPONDENCE.**

5.1 Details of correspondence were outlined in the clerk's report.

The Borough council had responded to the to complaint that was submitted regarding misdirection at a planning committee for the application for Tulip road. Cllr W Crossley was not satisfied that the response had addressed the issues raised and proposed tat a response should be sent outlining that the Supplementary planning document that the councillor refers to, in advising the council had not been adopted at that committee meeting. The residents whose property will be overlooked received no assurance and is not able to appeal a decision and therefore the matter should be pursued. The decision was unfair in law and Cllr W Crossley suggested that the parish council should consider a judicial review Cllrs voted in favour that Cllr W Crossley would draft a response for the clerk to send.

### **Resolution**

Councillors voted in favour to progress the planning complaint with the Borough Council.

## **09/19/6.0 BOROUGH AND COUNTY COUNCILLOR REPORT**

6.1 Borough Councillor G Raybould reported that two people had been fined for over tipping the bins in Duke Street. The cameras are still in place. However, the parish council still felt that the bins are still over-flowing and an eyesore. They requested for them to be emptied and a sign advertising the fines to deter more over tipping.

6.2 A height restriction barrier for Duke Street will be installed by the Borough Council.

6.3 Cllr G Raybould has been made aware that somebody slipped on the tarmac on Hills side and has been reporting issues to the County Council to resolve. He has a Facebook page and is collating and co-ordinating the faults to be reported including outstanding potholes. Resurfacing of the footpaths near Duke Street was also requested.

6.4 High Street bins are due to be replaced by the Borough Council to improve the street view.

6.5 No update regarding the community building was available from the Borough Council.

6.6. The Borough Council have objected to the signs on the Indian restaurant on Burton Street that have not been permitted in the conservation area.

## **10/19/7.0 TO APPROVE COSTS FOR A CUT CHRISTMAS TREE AND NEW DECORATIONS WITHIN ALLOCATED BUDGET**

7.1 The existing supplier for the parish council has agreed to source a cut 14ft Christmas tree for the Triangle for a similar cost to last year and within the Christmas tree budget of £150. The power supply to the tree has now been re-instated. Therefore, new lights can now be purchased for the tree.

7.2 Cllrs suggested an alternative position for the tree next year possibly a more central location near a power supply.

7.3 Cllrs suggested that the contractor who erects the tree also takes it down and disposes of it.

**Resolution.**

The clerk will liaise with the chair and the triangle working party to purchase new lights and decoration for the tree within the financial limit within the triangle budget. This will allow the tree to be erected and decorated prior to the Christmas Festival to be held in the village.

**10/19/8.0 TO CONSIDER FLAG BRACKET OWNERSHIP AND MAINTENANCE**

8.1 To be added to a future agenda.

**09/19/9.0 TO APPROVE REMEMBRANCE PARADE COSTS PIPER AND WREATH.**

- **Confirm attendance at the service and pre meeting.**

9.1. Cllr Steadman had organised the Piper and a drummer for the Remembrance parade at accost of £450.

9.2 Cllr W Crossley agreed to purchase a wreath that the chair should lay.

9.3 Lamp post poppies have not been purchased by the scout group to sell but these could be purchased from a lady in Hatton that Cllr Steadman was aware of.

9.4 Cllr W Crossley encouraged the congregation and the councillors to stop and listen to the band after the service.

**Resolution**

All councillors voted in favour to approve the costs. 10 seats were required to be reserved at Cllrs would attend the church meeting Oct 26<sup>th</sup> to confirm this.

9.2

**10/19/10.0 TO CONSIDER INSTALLATION OF A SEAT IN HIGH STREET BUS SHELTER.**

10.1 Councillors raised concern of the increased risk in anti-social behaviour, litter and vandalism that installing a seat will attract. Incidents happened previously resulted in the seats being removed. However, councillors did not want a

minority to prevent the use of the buses and wanted to allow less able-bodied people to be able to sit whilst waiting for the bus.

10.2 Cllr F Crossley and Cllr W Crossley proposed that the people that live on High Street should be consulted before a decision was made. However, councillors stated that this would not be representative, as the potential users of the bus shelter seat would not be consulted. Concern was also raised how appropriate the seat would look in a conservation area. Cllrs suggested following the example set by Rolleston parish council as there were seats in the bus shelters in a conservation area.

### **Resolution.**

Two members proposed and seconded to install a seat in the High Street Bus Shelter. The majority were in favour. Cllr W Crossley, Cllr D Morris and Cllr F Crossley voted against the decision.

## **10/19/11.0 CONSIDERATIONS FOR WALKING THE FOOTPATHS**

11.1 The clerk distributed a guide of the actions that should be covered when reviewing the footpaths (see Appendix A) and suggested that a parish council working party to support Cllr P Steadman after remembrance to address this.

## **10/19/12.0 TO CONSIDER AND APPROVE A SOLUTION FOR THE DAMAGED BARRIER AT FERRERS AVENUE**

12.1 Quotes to repair or replace the barriers for Ferrers Avenue were received for consideration. Cllr D Morris declared an interest and left the room for the duration on the decision.

### **Quote 1**

Repair £555

Replace £780 plus VAT to make new barrier arm

### **Quote 2**

Repair £160

Replace including modification to alter existing access to allow for disabled access and the operation of the gate to be easier to operate. £1100 plus VAT

Replace the entire barrier with a triangular swinging gate. £1275 plus VAT

### **Quote 3**

Repair by replacing damaged sections £350

### **Resolution**

Cllrs voted in favour of Quote two option two as the work would be a more through solution.

12.2 A member suggested writing to the neighbouring properties of the barrier to inform them of the work to be undertaken. The clerk will contact the contractor to confirm the boundary of the playing fields to avoid the new barrier encroaching on the neighbouring property.

12.3 A member suggested placing a strengthened bar in front of the barrier base to protect it from being damaged further by vehicles. However, Cllrs agreed that the chosen contractor should do the work agreed.

### **10/19/13.0 BUDGET UPDATE AND CONSIDERATIONS FOR NEXT FINANCIAL YEAR**

13.1 clerk distributed the updated existing budget and asked for next year's requirements. These will be reviewed in the November. Suggestions to be sent to the clerk prior to the meeting.

### **10/19/14.0. TO RECEIVE A REPORT FROM THE CHURCH WORKING PARTY**

- **Appoint a contractor to carry out a tree survey in the closed churchyard**

14.1 Following a meeting with the church the working party reported concern that some trees were overhanging the properties on the boundary of the closed churchyard. Contractors were instructed to provide a quote to survey 11 trees on the war memorial side of the closed churchyard.

11 trees in closed churchyard

Quote 1 £360

Quote 2 250.00

Quote 3 £475

#### **Resolution**

Cllrs proposed, seconded and voted in favour to appoint the lowest quote. The clerk will appoint the contractor.

### **10/19/15.0 TO RECEIVE A REPORT FROM THE PLAYING FIELDS COMMITTEE.**

- **TO APPROVE COSTS AND INSTALLATION OF 5 A SIDE GOALS**

15.1 Following the erection of moveable goal posts for league football, which the council received a grant of £750 from the FA. 5 a side goals were proposed for use by the community and football teams in the remaining area of the playing field. Quotes were outlined in the clerk's report. However, a member suggested that the goals should be purchased for the Multi Use Games Area where it is used for football during the wet weather.

15.2 A member suggested that the car park area required a harder standing surface as it was becoming more of a green area rather than a carpark.

#### **Resolution**

The clerk will investigate moveable goals that can be secured on the multi-use games area. The Borough Councillor suggested that 5 a side goals could be integrated within the perimeter fence area.

## **10/19/16.0 CONSIDER PREPARATIONS FOR THE ELECTORAL REVIEW CONSULTATION**

16.1 Data was not yet available through the consultation website to investigate the possibility of Tutbury becoming an independent ward. Once the consultation was open the working party will investigate further.

## **10/19 17.0 ITEMS FOR THE NEXT AGENDA**

### **17.1**

- Boundary Review.
- To consider the type of seat in the High Street bus shelter
- Installation of new Flagpole brackets and purchasing of new flag poles
- To consider and approve tree surgery in the closed churchyard
- Air pollution
- Section 106 agreement for Heritage Park
- Bus shelter on the Derby bus route
- Footpaths review
- Budget 20/21

## **10/19/18.0 DATE OF NEXT MEETING**

**18.1** Emergency Meeting October 25th

Planning meeting 11<sup>th</sup> November

Planning Meeting 10<sup>th</sup> December

Meeting closed at 9.55pm

## APPENDIX A

# Handbook for carrying out Surveys on Public Rights of Way

October 2017

## SECTION 1

### Introduction

The aim of this handbook is to enable members of the public to assess the condition of Public Rights of Way (PRoW) in a consistent manner across the whole network. It contains important information to help people understand what to look for and what standards are acceptable.

Volunteers are asked to walk paths, recording the features they come across and assessing the problems they see. Each time a survey is conducted, it provides a snapshot of a path. Over time, a picture emerges of each path and the network as a whole, and this information helps the Council manage the PRoW network based on risk and budget availability.

The Council relies on volunteers to carry out path surveys. Many of these people are passionate about keeping paths open and accessible, recognising them as important community assets. By carrying out surveys, they help the Council by:

- Providing an inventory of all features and infrastructure on the PRoW network;
- Recording where paths or infrastructure do not meet the Council's target standards;
- Identifying potential projects that would improve users' enjoyment;
- Providing information that can be used to establish patterns and trends, which in turn informs decisions about where to target resources.

### What to survey?

A volunteer can select the path(s) they want to survey but are asked to do its whole length, between two easily recognisable points, even if it crosses into another parish or district. They are asked to record all **features** they come across, including:

- Gates · Stiles · Bridges · Boardwalks
- Fingerposts · Way-markers · Information boards
- Benches
- Steps

Four pieces of information are sought regarding each feature encountered:

1. A location (marked on a map and/or with GPS coordinates).
2. Brief description (saying what the feature is, what it's made from and its size. For example, four step wooden ladder stile, single width 6ft sleeper bridge, 12ft metal field gate).
3. An assessment of its condition (for each route classification, there are target standards to assess each feature against – see below).
4. A photograph.

Volunteers are asked to highlight any **problems** they encounter, or they believe might be a problem for other users. These could include:

- Fallen tree · Barbed wire · Bull in field · Missing signage
- Broken stile · Flooded path · Overgrown vegetation · Locked gate
- Deep mud · Erosion · Fencing · Unclear signage

For each problem, the following pieces of information are sought:

1. A location (marked on a map and/or with GPS coordinates).

*Chairperson Signature*

*Date*

Page 7 of 18

2. A brief description (saying what the exact problem is, is it a known or new issue, giving rough dimensions of the path affected, is it stopping people using the path or just making it difficult or inconvenient to use? Is there an alternative route nearby that can be used? Is it a temporary/seasonal problem or something more permanent? Has it been resolved there and then by the volunteer or does it require a permanent fix?)

3. An assessment of its acceptability (for each route classification, there are target standards to assess each feature against – see below).

4. A photograph.

If a problem poses an imminent danger that is likely to result in significant injury to people or property, please let the Council know immediately via [rightsofwayvolunteers@staffordshire.gov.uk](mailto:rightsofwayvolunteers@staffordshire.gov.uk)

**Additional information** that will help the Council manage the PRow network, include:

- Is the path an access track, cross-field path (pasture or arable), headland or woodland path, for example?
- Is the path known locally by another name?
- What are the name(s) and address(es) of the landowner(s) and/or tenant(s)?
- Is there evidence of unlawful use e.g. motorbikes using footpaths?
- Is the area in a floodplain or does it suffer from invasive plant species e.g. Japanese Knotweed and rhododendrons?

#### **When to Survey?**

Ideally, surveys should be carried out at least once a year or, in the case of problem paths, two or three times a year. For example, paths that are prone to becoming overgrown or waterlogged should be surveyed at least twice a year, once in the summer and once in the winter.

#### **The Landowner/s**

Gaining the landowner's permission before carrying out a survey is not necessary so long as volunteers don't stray from the line of the PRow. Unless the volunteer is a parish councillor or a Council employee, they are discouraged from engaging with the landowner about their findings as this may be seen as confrontational.

#### **The Volunteer**

Anyone who carries out a survey should be physically fit, able to walk on uneven terrain for extended periods of time and possess a good pair of walking boots. No training or experience is required although volunteers are expected to be able to read a map. Being community-minded and having a pragmatic attitude are advantageous.

The Council will not deal with all recorded problems straightaway. Therefore, if a volunteer comes across a stile that is being engulfed by vegetation, they are encouraged to cut it back whilst they're there. Likewise, if a fingerpost is leaning or is out of the ground, they would be expected to replace and make it firm by treading the adjacent ground. This is significantly more cost effective than sending out a council officer at £11 per hour, plus materials and equipment.

When out surveying, volunteers will need to take:

- A map · Survey form · Pen or pencil · Compass
- Tape measure · Secateurs · Gloves · Water-proof coat
- Smart phone or

digital camera




A person's safety is paramount. Volunteers should wear the appropriate clothing, tell someone where they're going and how long they're likely to be, as well as take a mobile phone if they have one.

#### **Establishing a Path's Classification**

Based on the level of demand, usage, access to local services, etc. all, paths in the county have been categorised as either A, B or C. Each category has a set of target standards that the Council aims to



deliver. Before carrying out the surveys, volunteers must establish the path’s category (by visiting [www.staffordshire.gov.uk/rightsofway](http://www.staffordshire.gov.uk/rightsofway)) and familiarise themselves with the target standards for that classification as set out in the table below:

	A Routes	B Routes	C Routes
What does the route look like?			
Target Standards (users might expect the following standards and conditions)	<ul style="list-style-type: none"> <li>• Infrastructure is in good, safe condition</li> <li>• Path surfaces are generally in good condition</li> <li>• Absence of significant encroachment by vegetation</li> <li>• Absence of any other obstructions</li> <li>• Path signed where it leaves metalled road and clearly waymarked where required along its route</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure in a reasonable, safe condition</li> <li>• Path surfaces are in reasonably good for most of the year although seasonal problems (e.g. vegetation and flooding) may occur.</li> <li>• Absence of other obstructions, although ploughing and cultivation may occasionally be a problem</li> <li>• Path signed where they leave metalled road</li> </ul>	<ul style="list-style-type: none"> <li>• Some infrastructure may be difficult to use</li> <li>• Some barriers or other obstructions may be present</li> <li>• Path runs along its natural surface and can be muddy and/or vegetation may be dense in places</li> <li>• Signing and waymarking is present in most cases but occasionally it may be missing or limited</li> </ul>

### The Survey Form and Map

Survey forms can be printed off (and the results uploaded to) the Council’s Rights of Way webpage at [www.staffordshire.gov.uk/rightsofway](http://www.staffordshire.gov.uk/rightsofway). Open the ‘Survey’ link and select the path(s) that are to be surveyed. These path(s) will be incorporated into the survey form. If any problems are experienced, please let the Council know via [rightsofwayvolunteers@staffordshire.gov.uk](mailto:rightsofwayvolunteers@staffordshire.gov.uk)

The map will be to a scale of 1:XX,000 and is a working copy of the Definitive Map, showing the path(s) unique reference number(s). Although the Map shows a lot of detail, mistakes do occasionally appear. If there is any doubt about the exact line of the path, make a note of the section in question and let the Council know. Also, please be aware that unofficial copying of this map is a breach of copyright laws.

### What happens next?

Results and photographs must be uploaded via the Council’s Rights of Way webpage at [www.staffordshire.gov.uk/rightsofway](http://www.staffordshire.gov.uk/rightsofway). Once submitted, volunteers will receive an acknowledgement email.

Within ten working days, officers will consider the information provided. Problems will be addressed after considering the nature and severity of the problem, the route’s classification and the availability of resources. Unless a problem poses an imminent danger, likely to result in significant injury to people or property, it won’t be dealt with straightaway. The Council has target standards

setting out how soon it can deal with problems depending on its severity and the route's classification. Therefore, where a problem does not require immediate attention, it will be monitored through future surveys.

## SECTION 2

### Path surfaces – Common Issues

Most PRoW have a natural surface, and these vary with location, weather conditions and season. It is

not uncommon for PRoW to cross boggy ground, run down stony farm tracks, cross muddy fields, and run through woodlands. Even semi-urban paths can be untarmaced, unlit and not constructed to the same standard as pavements.

Whilst the council aims to ensure that hidden or unexpected hazards are rectified, a tree root across an unsurfaced woodland path, or loose stones on an upland path, is acceptable. Also, the existence of a PRoW does not mean that the path will actually be suitable to all potential users; this is not necessarily an error, but part of the history of the route.

Unacceptable  Acceptable

Issue	Route		
	A	B	C
Path too narrow restricting relevant users can pass safety			
Standing/running water or mud that can't be easily avoided and is not related to the area's topography or the season	If over 3" deep	If over 6" deep	
Standing/running water or mud caused by the area's topography or the season	If over 3" deep		
Slippery surface			
Uneven surface			
Large stones and rocks			
Path widen or braided due to users not following the line of the path			
Path eroded and/or gulleys formed due to running water or over use in a confirmed area			
Overgrown vegetation (taller than 18")			
Animal hole in line of path			

### Obstructions – Common Issues

An obstruction is anything, temporary or permanent, that restricts relevant users from passing safety. An owner or occupier of land with a PRoW across it must keep the route visible and not obstruct or endanger users. Obstructing a PRoW is a criminal offence and the Council has the right to demand an owner or occupier to remove any obstruction, and ultimately removing it themselves and recovering the costs.

This is important when surveying bridleways as the widths need to be wider and the heights need to be taller. Also remember that a bridleway might cross a river via a ford, with a footbridge provided alongside for walkers.

Unacceptable Acceptable

Issue

Unacceptable  Acceptable

	Issue	Route		
		A	B	C
Gates	Locked, wired or tied shut			
	Difficult to open (e.g. broken hinges; rotten posts; etc)			
	Overgrown with vegetation			
	Adorned with barbed wire			













Stiles	Topped with barbed wire			
	Overgrown with vegetation			
	Wires on or across steps			
Fences	Erected across path without stile or gate			
	Erected too close to the line of path, restricting safe passage			
	Temporary electric fence across path			
	Unmarked or unprotected electric fence alongside path			
Bridges	Blocked with wire, rail, etc.			
Ploughing	Path not restored following ploughing or cultivation			
	Headland path ploughed out			
	Path restored but passage is restricted			
	Path restored but two users can still safely pass			
Cropping	Crops growing on line of path			
	Crops overhanging path			
	Crop residues (e.g. straw bales) on path			
	Crop store (e.g. stack of silage bales) on path			
Livestock	All bulls of dairy breeds			
	Non-dairy bulls 10+ mths not accompanied by cows or heifers			
	Any animal known by the owner to be dangerous (e.g. stallions and free-range sows)			
Signs	Misleading or threatening signs			
Trees	Overhanging branches, especially on bridleways			
	Trees fallen across path			
	Young trees planted on path's surface			
Other	Rocks and rubble across path			
	Rubbish dumped on path			
	Farm machinery or other vehicles parked on path			










### Boardwalks and bridges – Common Issues

Boardwalks can be a valuable management tool by balancing the needs and interests of visitors with the protection of important wildlife habitats. Boardwalks do not need to have edge boards/edging strips or handrails but this is advantageous on elevated walks, especially where it passes over water. On timber boardwalks the decking boards should be laid at right angles to the direction of pedestrian flow. A non-slip surface can be provided by epoxy tar or by using grooved decking boards. Galvanised rabbit netting or plastic mesh can also be stapled to the boards, but this is discouraged as holes often develop and they can be more dangerous in icy conditions.

The responsibility for bridges varies from structure to structure, dependent upon when and why they were originally provided. For example, where a public footpath crosses a bridge with private vehicular rights, the maintenance of the bridge to allow vehicles is likely to be the responsibility of the landowner. By in large, the maintenance of footbridges over natural water courses tends to fall to the Council. The Council does not want volunteers to assess anything more than a footbridge (i.e. used by bicycles, equestrians or vehicles) nor does it expect volunteers to go underneath a bridge to check its abutments.

Unacceptable  Acceptable 





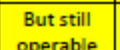


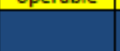




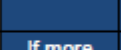
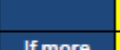

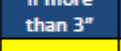
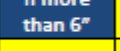







Issue	Route		
	A	B	C
Signs of bank erosion, undermining the abutments			
Steps, decking or handrails missing or unsafe			
Supporting structures damaged or defective			
Rotten structure			

Unattractive design or materials			
Missing or removed (where any watercourse is wider than 2 feet and its usual depth is more than 10")			
No longer needed and does not represent a barrier			

### Gates – Common Issues

The ease of negotiating gates is extremely important for all PRoW users. Landowners are responsible for the maintenance of, and are liable for, gates on PRoW over their land. Landowners must also seek authorisation from the Council before installing any new gates on a PRoW.

Unacceptable  Acceptable 

Issue	Route		
	A	B	C
Too narrow (e.g. kissing gate too small to get through with a large rucksack)			
Difficult to open, close or swing		But still operable 	
Immovable / inoperable (e.g. secured shut by twine, rope, chain or wire)			
Barbed or electric wire or protruding nails attached to hand or catch area			
Muddy or puddle in gate enclosure that can't be easily avoided	If more than 3" 	If more than 6" 	
Unattractive design or materials			
Latch not working properly			
Missing or removed			

### Steps – Common Issues

There are no legal requirements for steps and their construction. The width, depth and height depends on the site, slope and whether a ramp is also being used. Please note that steps are not generally permitted on bridleways, unless there is a ramp beside them.


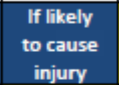

















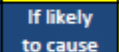


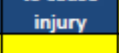







Unacceptable Acceptable

**Stiles – Common Issues**

Stiles are the most common structure on PRoW as they are the best method of controlling stock where a PRoW crosses farmland. However, they can cause inconvenience and discomfort to users and, in some instances, may severely restrict people’s ability to gain access to the countryside. Landowners are responsible for the maintenance of, and are liable for, stiles on PRoW over their land. Landowners must also seek authorisation from the Council before installing any new stile. As a general rule, stiles are not permitted on bridleways.

Unacceptable Acceptable a barrier

Unacceptable  Acceptable 

Issue	Route		
	A	B	C
Handhold /foothold missing or unsafe.		If likely to cause injury 	
Difficult to climb			
Slippery surface			
Barbed/electric wire or protruding nails attached to hand or foot hold			
No access for dogs – either by having a lift up post, or a gap beside			
Poor landing (i.e. muddy, slippery or uneven)			
Rotten structure / missing rails		If likely to cause injury 	
Unattractive design or material			
Missing or removed			
No longer needed and therefore represents a barrier			

**Signing and waymarking – common issues**



















Signposts and waymarks indicate the existence of PRoW and therefore it’s important that they are easy to follow, consistent, accurate, and unobstructed. With clear signage, path users are reassured that they are going in the correct direction and landowners suffer from less inadvertent trespass. The Council has a duty to signpost PRoW where they leave a metalled (i.e. tarmaced) road and the power to erect signs along a PRoW where it is considered necessary. The Council provides signpost kits and waymark discs.
















There is a certain amount of subjectivity to signing as there is a balance to be struck between making route finding clear and cluttering the landscape with too many signs. No matter how many signs there are, some people will still manage to go the wrong way.

Where only directional information is required, a waymark is adequate. It is not a requirement to have words or distance information on fingerposts.

Unacceptable Acceptable

Unacceptable  Acceptable 

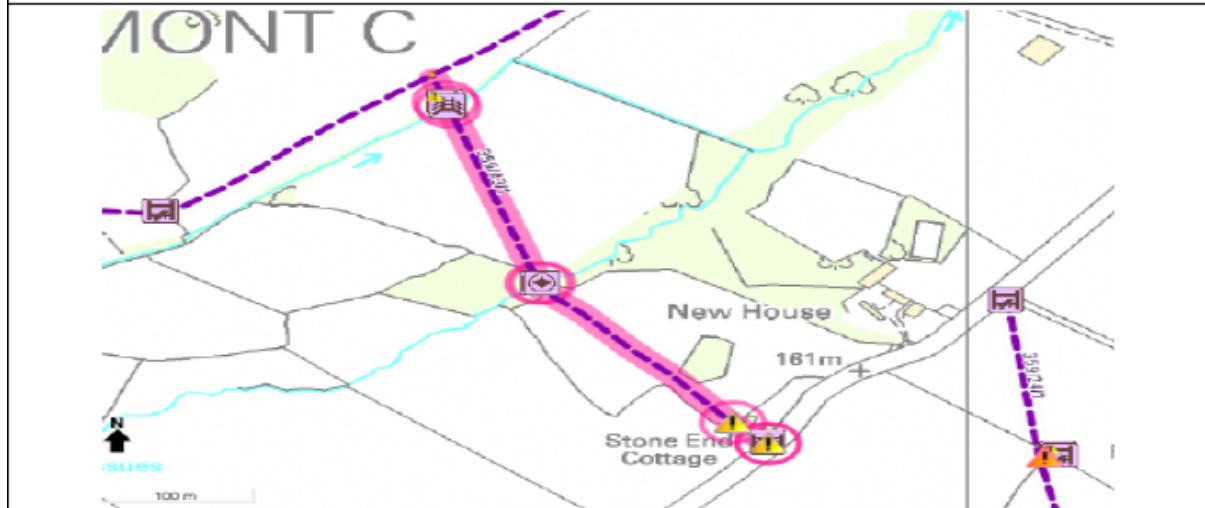
Issue	Route		
	A	B	C
Route not clear to a 'typical' walker			
Inaccurate direction - sending the walker in the wrong direction			
Inaccurate direction for additional clarity			
Not using appropriately branded signage			
Overgrown or not clearly visible			
Leaning / Insecure / wobbly post			

Post out of ground (if it could be re-used, place somewhere where it's not likely to be removed. If possible replace and make firm by treading into the ground)			
Rotten or broken post or finger arm, illegible or faded text			
Main access point sign missing Path Name, Destination, Distance or not showing side route			
No status shown (if higher status than footpath – e.g. bridleway)			
Any intimidating/threatening/misleading signs e.g. "keep out"			



# Rights of Way Survey Form

Volunteer Name:		Date:
Path Name and Number:	Path Status: Footpath      Bridleway	Path Classification: A      B      C
Type of terrain:	Weather conditions:	
Start point:	End Point:	
Comments:		



Location	Type of Feature	Condition	Comments	<input type="checkbox"/>
		Acceptable/Unacceptable		Y/N
		Acceptable/Unacceptable		Y/N
		Acceptable/Unacceptable		Y/N

Location	Problem Type	Condition	Comments	<input type="checkbox"/>
		Acceptable/Unacceptable		Y/N
		Acceptable/Unacceptable		Y/N
		Acceptable/Unacceptable		Y/N

APPENDIX B BUDGET UPDATED 21<sup>st</sup> October

21st October 2019

Code	Item	Expenditure up to 30.09.19		Budget 19/20
0	Precept	46042.21		44041.21
2	ESBC Tax support	2199		2001
3	Interest	5.41		
4	Playing Fields Charges			500
5	Other grants/donations/ refunds	712		
6	Brought forward balance	47463.64		47463.636
	VAT	1677.86		
	<b>Income Sub Total</b>	<b>98100.12</b>		<b>94005.846</b>
	<b>Administration</b>			
7	Clerk's salary	5503.18		13500
8	Clerk's expenses	184.77		400
8a	Mobile Phone			
9	Employers national insurance	633.75		1300
	Employees pension	970.65		2000
	Pension	1585.97		3500
12	Clerks Overtime			
	<b>Clerks salary and expenses and pension</b>		<b>8,878</b>	<b>20,700</b>
10	Insurance			1400
11	Stationery	34.23		80
				raise profile with signs leaflets A
13	Advertisements/ promotions			800 boards
14	Printing/photocopying	189.9		350
15	Hire of premises	700		650
16	Audit charges	403.08		450
17	Bank Charges/legal fees			0
	<b>Admin, insurance and printing</b>		<b>1,327.21</b>	<b>3,730.00</b>
				include village news and subscriptions from grant sections
18	Subscriptions	206		800 of the budget
19	Publications	21		100
				look at getting more local
20	CLLr's expenses	64.2		200 training in house
	CLLr Training	20		300
21	Clerk's training	30		500
22	IT maintenance/ website			200
23	Neighbourhood development plan			400
	<b>Training, contingency and IT sub total</b>		<b>341.2</b>	<b>2500</b>
	<b>Sub Total</b>		<b>10,546.73</b>	<b>26,930.00</b>
	<b>Highways, footpaths and bus shelters</b>			
25	Street & bus shelter cleaning			4000 reinstate the street cleaning to install signs into the bus shelter in addition to
26	Bus shelter maintenance	635		1000 maintenance
27	Rights of way Maintenance	502.5		3000
28	Planter maintenance	803.81		2000 to add signage to the planters
		<b>0.00</b>	<b>1,941.31</b>	<b>10,000.00</b>
	<b>Parks &amp; open spaces</b>			
29	Playing fields rents	929		1400
				dog signs, goal posts Ferrers Ave playing fields, Cornill Lane pitch
30	Playing field maintenance	270.9		3000 repairs
				to allow extra cuts and
32	Playing fields mowing contract			3200 maintenance

Chairperson Signature

Date

Page 16 of 18



33 Changing room maintenance 325.5 2000 review an additional boiler flue.  
 34 Caretaker contract 0  
 31 Changing room power and water 313.51 900

Code	Item	Expenditure up to 30.09.19	Budget 19/20	
35	Closed Church yard mowing	888.64	2863.68	same as last year
36	Churchyard maintenance/war me Elm Lane	300	3000	Church grill
37	Triangle & Park Pale maintenance	445	1000	
<b>Sub Total</b>			<b>3,472.55</b>	<b>17,713.68</b>
<b>Section Charities and 137</b>				
38	Grants		5000	
40	Flower and bulb planting		50	
41	Christmas decorations Tutbury events/		150	
42	commemoration s144	168.34	1500	
43	Remembrance day		400	
44	Town twinning LGA 1972 s144		1000	
45				
46			0	
39	Best kept village competition	220.6	300	
<b>Sub total</b>			<b>388.94</b>	<b>8,400.00</b>
<b>Capital expenditure</b>				650 bench
48a	Noticeboards			
<b>Sub Total</b>			<b>18,924.75</b>	<b>650.00</b>
<b>EXPENDITURE TOTAL</b>		<b>18,924.75</b>		
24	<b>Contingency</b>	<b>2575.22</b>		
24	Admin contingency		3000	
47	TOSCA/ community pledge LGA 1976 s19		1000	
24	Election	116.02	5000	
	<b>Noticeboard</b>		1000	
48	earmarke Laptop		650	
24	Community Building		5000	
	Parking project		4000	
	Earmarked High street improvements		5000	
	New goal posts Cornmill Lane	2459.2	2500	
	Footpath development		2000	
<b>Sub Total</b>		<b>29150</b>		<b>29150</b>
<b>CHECK BALANCE</b>		<b>48,074.75</b>	<b>92,843.68</b>	<b>92,843.68</b>

Income 93505.846  
 Budget expenditure 92,843.68  
 Predicted carried forward balance 662.17

	Exp to sept	19/20
Administration	10,546.73	26,930.00
Highways, footpaths and bus shelters	1,941.31	10,000.00
Parks & open spaces 12400	3,472.55	17,713.68
Section Charities and 137	388.94	8,400.00
Capital		650.00
Contingency	2575.22	29150
		92,843.68

Chairperson Signature

Date

Page 17 of 18

21st October 2019

Code	Item	Expenditure up to 30.09.19		Budget 19/20
<b>Bank Reconciliation year ending 31 March 2019</b>				
TUTBURY PARISH COUNCIL				
			9 Opening balar Receipts	expenditur e
		£	£	£
	Current account	26,461.66	49,039.42	39755.79
	Instant access account	19,060.37	9.58	
	Business account	2,625.29	1.32	
		48,147.32	49,050.32	
	Less unrepresented cheques	683.68		
		47,463.64		

**Bank Reconciliation**

**30th Septmeber**

Brought F	47463.64	Current account	55715.3
Receipts	48437.48	IA account	19065.13
		BA account	2625.94
	<u>95901.12</u>		77406.37
Less Paym	18924.75	Less undrawn cheques	430
	<u><u>76976.37</u></u>		76976.37