

-TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 16th December 2019. Those present were Cllrs, R Locke (Chairperson) K England (Vice Chair), C Smedley. P Steadman, W Crossley, F Crossley, D Morris, L Anderson, L Evans, M Upton, T Spencer Smith, Borough Cllrs G Raybould, S Gaskin, County Councillor P White, in attendance, Karen Duffill (Clerk)

12/19/1.0 APOLOGIES

None received

12/19/2.0 MINUTES OF THE MEETING HELD ON Planning Meeting 10th December, November 18th 2019

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

12/19/3.0 DECLARATION OF INTERESTS

3.1 none declared.

12/19/4.0 PUBLIC PARTICIPATION

4.1 None Present

12/19/5.0 CLERK'S REPORT INCLUDING CORRESPONDENCE

5.1 A grant application had been received from an organisation that had emailed the council to fund an historical musical that was written and based around Tutbury. The chair advised according to our grant policy, although this was of local interest to the community, this was not a local organisation and therefore the grant application could not be considered.

5.2. A confidential response had been received from the Borough Council regarding the planning committee relating to the distance between properties on Tulip Road and Cromwell Close application. A member recommended that the complaint was added to the next agenda to consider the options the parish council can take. An interim response should be sent.

12/19/6.0 BOROUGH AND COUNTY COUNCILLOR REPORT

6.1 County Councillor P White reported that a change in the approach to children's care has been agreed. Investment in children's services will be made using a new model, additional social worker will be employed to allow more preventative measures, concentrating on earlier intervention to avoid the children going into care. This is a big step to reduce children being taken into care.

6.2 Borough Councillor S Gaskin reported that the gates are installed on the Duke Street car park but disappointed that the height barrier is not locked and will chase this up. A member reported that the gate is too low. Consideration has not been made for the increase in height as you enter the carpark making it too low. Reflective strips to mark the gate posts in the dark are also required to avoid driving into it when driving into the car park.

6.3 A member reported that an Eco drain cover is missing in the car park and it is deep and needs addressing.

6.3 Mattresses have been left in the carpark and members requested removal from the car park.

6.4 A member enquired when the food recycling bins would be introduced? This will be in this council term but may not be until next year, Cllr Gaskin was unable to be more specific.

6.5 A member enquired if the trade waste bin that was hired across from the Duke Street car park could be removed as it was causing an obstruction on the road.

6.6 Review of Section 106 agreement and Green Lane boundary.

The chair questioned why the parish council was not informed that Peveril Homes and the Borough Council had come to an agreement not to build the community building and settlement payment had been received of £250k. The Borough Councillor S Gaskin stated that the Borough council had not made that agreement but were bound by the time limit set and this had now been exceeded, therefore the money had been received. The parish council asked why the time limit was allowed to exceed and why the parish council were not involved in this? The Borough Councillor was told that the planning department could not send the chq back and refuse the settlement. Therefore, the planners have been invited to attend the next meeting to explain this.

6.7 Members wanted to know what plans have been made for the site in place of the community building plots? Members were advised to email the clerk with other outstanding matters that were included in the original 106 agreement and questions that need addressing on Heritage park site prior to the next meeting. The clerk will write to the planners with the questions and request information should be prepared for the next meeting.

6.8 Planning have provided an update to the boundary fencing that has been put up between Green Lane and Tulip Road. The Borough council is waiting for an assessment by the Highways department at the County Council for a suitable barrier to be installed.

6.9 Parking near the bank is difficult for disabled people, the steps are steep to the bank and cause a problem. It was suggested that half a bay either end of the allocated area would make enough space for a disabled parking space at the end where the pavement is not raised. Cllr P White would look into this

6.10 A member questioned if the camera on the bins would be returning. Borough Councillor G Raybould has been monitoring the bins and the camera will return in due course.

6.11 A member asked when the new dog bins would be sited at Elm Lane. The Borough councillor has requested this.

6.12 Borough councillor G Raybould has requested an air pollution monitor to fall in line with the Land and Air Quality Management LAQM policy to install two monitors in the Village as requested at the previous meeting.

6.13 A member has requested that the road marking on Wakefield avenue are renewed as they are worn away and accidents have occurred. The same situation occurs on the junctions of Ferrers Avenue and Redhill Lane.

12/19/7.0 TO CONSIDER AND APPROVE THE 3 YEAR LEASE FOR FERRERS AVENUE AND POTENTIAL LAND PURCHASE.

7.1 The draft lease had been circulated and two members proposed that the lease was renewed.

Resolution

All members voted in favour. The clerk will write to the Duchy to confirm the lease renewal; and enquire if the land could be purchased by the Parish council to protect the green space for the future.

12/19/8.0 TO APPROVE THE STREET CLEANER JOB SPECIFICATION AND HOURLY RATE

8.1 A draft specification was circulated to the councillors. A member suggested that the rate was removed from the specification and that this was offered to tender. The interested applicants could then tender for their own appropriate rate. This proposal was seconded, and all voted in favour.

Resolution

The clerk will advertise the tender on the noticeboard and website.

12/19/9.0 TO APPROVE ACCOUNTS FOR PAYMENT

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

9.2 Cllr Steadman and Cllr T Spencer Smith excluded himself from the authorisation of the TOSCA Grant due to their membership of the committee.

Date	To whom paid	Particulars of payment	Net Total	Vat	Total + Vat
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Chairperson Signature

Date

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16/12/2019	HM revenue and customs	National Insurance	106.30	0.00	106.30
16/12/2019	Karen Duffill	Clerks Salary	919.4	0	919.35
16/12/2019	Karen Duffill	Clerks Expenses	23.00	0.00	23.00
16/12/2019	Karen Duffill	Clerks Expenses Black ARMBNDS	72.79	14.56	87.35
16/12/2019	Karen Duffill	Clerks Expenses custom folders	78.00	0.00	78.00
16/12/2019	Staffordshire County Pension Fund	Clerks Employer Pension	300.85	0	300.85
16/12/2019	Staffordshire County Pension Fund	Clerks Employee Pension contribution	162.2	0	162.21
16/12/2019	Sterilizing services	Legionella control Annual check inv 41189	219	43.8	262.80
16/12/2019	Fauld Property maintenance	Erection of the noticeboard and removal of existing noticeboard	90		90.00
16/12/2019	Owen Dyke Tutbury Old School Association	legal assistance	1000		1000.00

12/19/10.0 TO SET THE PRECEPT FOR THE FINANCIAL YEAR 2020/2021

10.1 The clerk distributed the projected calculations and recommended that due to the level of the Borough Council grant remaining at the previous level this would provide adequate provision.

10.2 A member suggested that to install a path to the changing rooms would cost around £5k and this should be considered when setting the precept. However, the fertile strip where the path was proposed should not be built on. The path suggested would need to be a shingle path. This will need to be raised as a separate agenda item and parish charities informed.

10.3 A further quotation was received for proposed work in securing the boundary at the Ferrers Avenue playing fields. A quote for a four foot fence for the boundary was estimated to be £2700. It was suggested that these projects could be covered with current reserves or contingencies. Grants and other funds could also be considered.

10.4 A member questioned the band D rate for the Borough is £1304.60 the parish rate is £33.76

RESOLUTION

Two members proposed that the precept rate was kept the same and all voted in favour.

12/19/11.0 TO CONSIDER AND APPROVE PRESS POLICY

Chairperson Signature

Date

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11.1 The clerk distributed the additional policy to the social media policy. The policy was based on a template from the Staffordshire Parish Council Association.

Two members proposed that the policy was adopted, and all voted in favour.

11.2 The clerk and chair reiterated that a breach of this policy would be dealt with in line the code of conduct and standing orders. This would mean an escalation to the monitoring officer. Cllrs were advised that a considered collective response to the press should be dealt with through the clerk or the chair. If individual members wanted to speak to the media, they must make it clear that it is their personal opinion and is not representative of the parish council.

Resolution

The Media policy was adopted,

12/19/12.0. TO CONSIDER AND APPROVE AN AMENDMENT TO FINANCIAL REGULATIONS FOR ONLINE BANKING.

12.1 The clerk highlighted the financial regulations that were relevant to adding internet banking as a way of processing payments through the council. The authorisation process would remain the same, two councillors and the clerk would need to authorise an online payment the same way a cheque is authorised. Cllrs would be required to log on to the Lloyds bank website and authorise the payment instead of signing a cheque in the meeting. This would reduce admin time, postage and stationery costs.

12.2 A bank mandate is required to add the newer councillors to the mandate and remove previous Cllrs, all councillors can then also be added to the access toonline banking when completing the mandate.

Resolution

Two members proposed to adopt the financial regulations and change to online banking. A majority of cllrs voted in favour to adopt this ,three members voted against.

12/19/13.0 TO CONSIDER AND APPROVE AN ACCOUNTS PACKAGE

13.1 The auditor recommended two account package providers and the quotes were outlined in the clerk's report. The clerk recommended an accounts package to save time and improve accuracy of reporting for monthly updates and financial year end. Both suppliers provided training. One accounts package was installed onto the laptop and updates and back up would be manual and access would be tied to the laptop it was installed on. The alternative supplier software was accessed through the internet and backups and updates would be automatic. The costs over five years were similar. Both suppliers would update their software in line with the external and governance guidelines that would ensure that the council was adhering to the current financial regulations.

13.2 Based on the age and reliability of the existing laptop the chair recommended that the council purchased the online software so that it can easily be used on an alternative laptop and backed up online and all cllrs voted in favour.

Resolution

The clerk would contact supplier one and purchase the accounts package.

12/19/15.0. TO CONSIDER SUPPORTING THE LOCAL ELECTRICITY BILL

15.1 In response to the correspondence requesting support for the local electricity bill. Members did not want to action this at this time.

12/19/16.0 TO INCREASE THE INVOLVEMENT OF TUTBURY ORGANISATIONS FOR THE BEST KEPT VILLAGE COMPETITION.

16.1 A member suggested that local organisations are invited to attend a meeting regarding the Best Kept Village. We have been criticised through the judges comments for not being able to evidence community involvement with the competition. It was proposed that if no organisations are interested and there is not enough councillor drive then the council should consider whether to enter the competition this year.

16.2 It was noted that organisations have been contacted most years and there has been little interest in getting involved.

Resolution

Cllrs were asked to let the clerk know which organisations to contact.

12/19 17.0 TO RECEIVE AN UPDATE ON THE ELECTORAL BOUNDARY REVIEW WORKING PARTY

17.1 The working party have looked at the electorate figures issued by the Borough council and Tutbury has 2885 electors. If there were 37 Borough councillors proposed for the boundary review, based on a total of 85696 electors in the borough this would mean an average of 2316 electors per Borough councillor. Tutbury would be too large to have its own designated councillor and be an independent ward. However, if 31 councillors were recommended for the review then this would increase the average electorate per councillor and would bring Tutbury closer to the recommended electorate number per Borough councillor and fall within the recommended variance number.

17.2 More analysis would be required to look at updated electorate figures and whether the outlying areas of Tutbury could be realigned to their neighbouring parishes of Anslow and Hanbury.

Resolution

The clerk will request updated figures following the election and the working party will evaluate the numbers and formulate a proposal that can be communicated to the parish to consider.

12/19 18.0 . ITEMS FOR THE NEXT AGENDA

- 18.1. Replacement of WW1 memorial trees
- Report from the church working party including the tree works in the closed churchyard.
- Response to the Borough Council planning committee complaint
- Heritage park and community building update
- 5 a side goal posts for Cornmil1 Lane MUGA
- Installation of bus shelter seats
- Best kept Village organisations meeting.

12/19 19.0 DATE OF NEXT MEETING

19.1 Planning meeting to be confirmed

20th January 2020 Full Council meeting.

Meeting closed at 9.30pm

Appendix A

Jan 31st summary expenditure against budget

Bank Reconciliation 2018 - 2019

Jan-19

				Undrawn cheques No	amount
Brought Forward	38169.11	Current account	32420.76		
Receipts	46548.51	IA account	19058.78	3009	925.40
		BA account	2625.07		
	<u>84717.62</u>		<u>54104.61</u>		
Less Payments	31538.41	Less undrawn cheques	925.40		
	<u>53179.21</u>		<u>53179.21</u>		<u>925.40</u>

	2018/19 Expenditure	Jan 19 Monitoring
ADMINISTRATION		
Clerks salary expenses and pension	18100	14381.69
Admin, insurance and printing	8500	1231.91
Training and IT sub total	2900	559.69
Highways, footpaths and bus shelters	7500	2051.62
Parks & open spaces	12400	9044.75
Section 137 Charities and grants	6750	4268.75
Capital	0	
EXP Total	56150	31538.41
Contingency		
Admin contingency	3000	
Tosca	1000	
Election	5000	
Burial	10000	
Community B	5000	
Noticeboard	600	
Contingency Total	24600	
Budget Total	80750	

Carried forward amount	38169.11
Precept ESBC grant	42024.98
	80,194.09

Local Government Act 1972 (the 1972 Act) s137 allowance for Parish and Town Councils for 2018-19 is £7.86 per elector.

Chairperson Signature

Date

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