

TUTBURY PARISH COUNCIL (TPC)

Due to the outbreak of Corona Virus remote meetings have been permitted according to the regulations that came into force on 4th April 2020 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

A virtual meeting of the Parish Council was hosted by ZOOM 18th May 2020. Those present were Cllrs, R Lock (Chairperson) K England (Vice Chair), C Smedley, T Spencer Smith, L Anderson, M Upton, P Steadman, F Crossley, L Evans

05/20/1.0 FAMILIARISATION AND INTRODUCTION TO ZOOM.

Cllrs checked that the technology was working, and the format of the meeting was explained.

05/20/2.0 APOLOGIES

Cllrs, W Crossley, D Morris, , M Upton.

05/20/3.0 MINUTES OF THE MEETING HELD ON 16th March 2020

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

05/20/4.0 DECLARATION OF INTERESTS

None

05/20/ 5.0 PUBLIC PARTICIPTION

None present.

02/20/5.0 CLERK'S REPORT INCLUDING CORRESPONDENCE

5.1 The Clerk distributed the report and confirmed that Cllr P White has assisted with the problem with the tree on the Triangle requiring removal. This has been logged with the County Council to do as a priority. Cllrs requested that this was confirmed in writing and if required it should be made secure prior to removal. Details of payments authorised under the delegation of the clerk and the chair have been detailed in a payment report. See Appendix A.

05/20/ 7.0 TO APPROVE EXISTING POLICIES

7.1 The existing policies are on the website for councillors to review and confirm if there are any changes to be made.

- **Standing orders and Addendum to allow remote meetings**
- **Financial Regulations**
- **Pension Policy**
- **Dignity at Work/Bullying and Harassment Policy**
- **Training Policy**

The policies were approved.

7.1 All policies were proposed and approved by a majority vote.

Chairman Signature

Date

7.2 With reference to the emergency tree removal and other potential risks with Trees and open space including the wall in the closed churchyard. The clerk questioned if the £1000 limit for the delegation of the clerk and chair to authorise in times of emergency to community, life and property should be increased.

Cllrs raised concern over public scrutiny and the lack of an emergency meeting to decide this amount. It was thought that the Borough and County Council would have the powers to breach the gap in an emergency. However, this would not apply to the churchyard or changing rooms.

Cllr T Spencer Smith proposed that an emergency contingency fund of £5000 should be earmarked for parks and open spaces to safeguard any future problems. Cllr T Spencer Smith accepted a proposed amendment by Cllr Lock to also amend the financial regulations to delegate the authority to the clerk and the chair to use this fund in an emergency where it was not possible to hold a meeting with the Emergency committee. This would be seen as a temporary change for the duration of the corona virus legislation to be revisited at a later date. This fund will be reviewed in line with the budget reviews.

Resolution

The financial regulations would be amended to state

In an emergency to community life, health or property where an emergency meeting cannot be called. The clerk and the chair are delegated the authority to authorise payments from the emergency contingency fund earmarked for parks and open spaces up to the value of that fund.

An amount of £5000 will be earmarked in the budget for the financial year 2020 to 2021. This amount will be reviewed in line with budget control.

05/20/8.0 TO SELECT AND APPROVE THE BUS SHELTER SEAT

8.1 Cllr R Lock had prepared a report of possible options for the purchase of a bus shelter seat. The seats proposed were off the shelf benches that could be removed and placed elsewhere if required. The resolution had previously been passed to have a seat in the High Street bus shelter and with minimum use of public transport it was thought a good time to get this installed.

8.2 Cllrs debated which properties of the seat were required, in terms of the material, arm rest or back rests, depth and the room for wheelchair access in the shelter.

The chair proposed a wooden seat option 1 with arms and a backrest. Arm rests were raised as being a requirement for the less able to assist in getting out of the seat. This was seconded but not supported.

8.3 An alternative space saving seat with no arms and back was proposed and seconded. This was selected to allow more space in the bus shelter for wheel chairs

Chairman Signature

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and to discourage anti-social behaviour by not making the seat too comfortable with back and arm rests. Bench 13 was selected with a majority vote.

Resolution

A Composite plastic slats bench without a backrest or arms was selected to be installed in the High Street Bus Shelter, purchase price £368 plus installation.

05/20/9.0 TO REVIEW FOOTBALL PITCH FEES

9.1 Due to adverse weather and the corona virus the football team have not been able to play more than couple of matches in the season or use the facility for training. The council had charged them £600 at the start of the season. The chair proposed that these fees were waived. The clerk had reiterated that it was now financial year end and no income had been received in the financial year and therefore the VAT on the expenditure on the pitch has been reclaimed.

Resolution

Cllrs voted unanimously to revoke the pitch fees

9.2 Tutbury Tigers have requested a meeting with the council to discuss pitch improvements and use of the facility next year. A virtual meeting will be held Tuesday 19th May.

05/20/10.0 TO REVIEW AND APPROVE VIRTUAL MEETINGS GOING FORWARD.

10.1 The Cllrs thought that the meeting went well and would be a good platform for holding future meetings. Planning meetings would lend themselves well to a virtual meeting as the plans could be viewed on screen.

Concern was raised for the Cllrs that were absent, Cllrs would not want to feel excluded due to technology. The option to attend via a phone line would be available for the Cllr without the IT equipment to participate. The phone could also be used if technical problems arose.

The clerk confirmed that the regulation to hold virtual meetings would expire in May 2021. It was agreed that future meetings will be held via zoom with a shorter agenda item during the pandemic.

05/20 11.0 ITEMS FOR THE NEXT AGENDA

- End of year accounts and authorisation of the Audit
- Budget update
- VJ celebration budget

05/20 12.0.DATE OF NEXT MEETING

A planning meeting is imminent

Full Parish council meeting 15th June 202

Chairman Signature

Date

Tutbury Parish Council
CHEQUE LIST 3131 to 3132

Voucher	Number	Code	Name	Description	Amount
200	3131	14 - Insurance	Came and Company	Council Insurance Renewal	1,177.47
		<i>Item 82</i>			
201	3132	30 - Bus Shelter Maintenance	Cripwell Building Services	Maintenance works	172.80
		<i>Item 83</i>			
202	3132	36 - Changing Room	Cripwell Building Services	Changing Room Roof repairs	599.56
		<i>item 84</i>			

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Tutbury Parish Council

CHEQUE LIST

Voucher	Number	Code	Name	Description	Amount
1	3133	12 - Pension	Staffordshire County Pension Fund	Clerks Employer Pension	33.34
		<i>Item 1</i>			
2	3133	11 - Employees Pension	Staffordshire County Pension Fund	Clerks Employer Pension	162.21
		<i>Inv 1</i>			
			Subtotal No.	3133	195.55
3	3134	7 - Clerk's Salary	Karen Duffill	Clerks Salary	928.11
4	3134	7 - Clerk's Salary	Karen Duffill	Clerks Salary	0.00
5	3134	8 - Clerk's Expenses	Karen Duffill	Clerks Expenses	23.00
6	3134	26 - IT Maintenance/Website	Karen Duffill	Annual Subscription	56.00
7	3134	15 - Stationery	Karen Duffill	Stamps	16.80
			Subtotal No.	3134	1,023.91
8	3135	10 - Employer's National	HMRC	National Insurance	95.74
9	3137	21 - Subscriptions	Staffordshire Parish Council	Annual Subscription	480.00
		<i>inv 3</i>			
11	3138	18 - Hire of Premises	Tutbury Village Hall	Room hire	357.00
		<i>inv 4</i>			
12	3139	21 - Subscriptions	Society of Local Clerks	Annual Subscription	161.00
		<i>inv 5</i>			
13	3140	40 - Churchyard Maintenance	Burton tree Care	tree Pollarding Churchyard	1,250.00
		<i>invoice 6</i>			
14	3141	39 - Closed Church Yard	RB Landscaping	Church Contracts and Footpaths	150.00
		<i>invoice 7</i>			
15	3141	31 - Rights of Way	RB Landscaping	Church Contracts and Footpaths	50.00
		<i>invoice 2</i>			
			Subtotal No.	3141	200.00
16	3142	29 - Street & Bus Shelter	M Guest	Street cleaning and maintenance	312.00
		<i>invoice 8</i>			
17	3143	36 - Changing Room	Sterilizing Services Ltd	Legionella Control	43.20
		<i>invoice 9</i>			
21	3146	12 - Pension	Staffordshire County Pension Fund	Clerks Employer Pension	289.54
26	3146	11 - Employees Pension	Staffordshire County Pension Fund	Employee Pension Contribution	162.21
			Subtotal No.	3146	451.75
27	3147	10 - Employer's National	HMRC	National Insurance	95.74
18	3147	46 - Tutbury	Peter Steadman	High Street Flags	41.96
		<i>invoice 510Midland Flags</i>			
19	3147	46 - Tutbury	Peter Steadman	High Street Flags	113.95
		<i>invoice 11 The party experts</i>			
			Subtotal No.	3147	251.65
20	3150	7 - Clerk's Salary	Karen Duffill	Clerks Salary	928.11
22	3150	8 - Clerk's Expenses	Karen Duffill	Clerks Expenses	23.00
23	3150	18 - Hire of Premises	Karen Duffill (ZOOM)	Zoom Meeting Software	14.39
		<i>Expenses May 2020</i>			
24	3150	17 - Printing/Photocopying	Karen Duffill	Printer Ink	28.98
		<i>Expenses May 2020</i>			
25	3150	42 - Triangle & Park Pale	Karen Duffill (Wickes)	Paint for Bench	21.00
		<i>May expenses 2020</i>			
			Subtotal No.	3150	1,015.48
			TOTAL		5,837.28

Chairman Signature

Date