

## **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 4<sup>th</sup> 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 15<sup>th</sup> June 2020. Those present were Cllrs, R Lock (Chairperson) K England (Vice Chair), C Smedley, T Spencer Smith, L Anderson, P Steadman, F Crossley, L Evans, M Upton,

Borough Councillors S Gaskin, G Raybould, County Councillor P White in attendance Karen Duffill (Clerk)

### **06/20 1.0 APOLOGIES**

Cllr W Crossley and D Morris were not able to take part remotely, but this apology was not accepted.

### **06/20 2.0 MINUTES**

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

### **06/20/3.0 DECLARATIONS OF INTEREST & DISPENSATION REQUESTS:**

Cllr L Anderson declared his interest in the HOPE charity and Horninglow Parish Council relating to agenda item 15.

### **06/20 4.0 4. Public Participation:**

4.1 None Present

### **06/20/ 5.0 CLERKS REPORT INCLUDING CORRESPONDENCE AND ACTION LIST**

5.1 An email has been received from a resident who has raised concern regarding the exit from Heritage park onto Green Lane has been blocked off. This has been followed up by County Cllr P White and raised this with Highways to assess the appropriate pedestrian exit.

5.2 Email concern has been received regarding the increase of speeding in the village especially around the school and the approach from Burton. It was noted that there have been incidents of vehicles going over the island and not around it. The speed on the approach has been raised previously. A member asked if the County Councillor would revisit the issue of speeding on the A511 approach from Burton past the entrance to Heritage Park, members requested for this to be added to the next agenda.

5.3 Concern has been raised about the height and proximity of silver birch trees next to a property on Portway Drive. This is at the bottom of Elm Lane and this has been logged with the county council.

5.4 Concern has been raised regarding the large tree stump that has been left on the Triangle this is large and will block the path if left to roll there. The county council have been contacted.

5.5 Covid 19 Duchy benevolent fund is available for the Parish Council to apply with regard to financial assistance in relation to the pandemic.

5.6 An enquiry had been received if the Parish Council were going to cut the bank next to the school entrance that was part of the ancient monument. The clerk clarified that this land is owned by the County Council and therefore the area should come under the school maintenance programme. The headmaster will consult the academy to include this area in the future.

5.7 Reports of breach of social distancing alcohol and drugs use have been received at the weir. The land owner is aware of the problems and has removed a large amount of litter that was bagged up for him. The PCSO has visited the area and around the mill site. Two arrests were made for cannabis use and the officers reminded young people of social distancing rules and to take their litter home. This area is frequently visited by large groups of young people, some local but are also from Burton and Derby. The problem is worse in hot weather.

5.8 The Friends of Elm lane have trimmed back the footpath to make it wider and more accessible for social distancing, the cClose Bank footpath has also been cut by the parish council's contractor.

5.9 An email from County Rights of Way team to confirm that they would not remove the Japanese knotweed from the footpath that runs between Green lane farm and Rolleston Park farm near the kennels. It was said to be a matter for the landowners to deal with as it was not directly blocking the footpath.

## **06/20/6.0 Borough and County Council Report**

6.1 Cllr Raybould reported that the Coral shop has now closed on the High street.

6.2. Concerns were raised about football training taking place at Cornmill Lane, with regard to social distancing regulations. The clerk agreed to check with the football teams that risk assessment and FA guidelines are followed.

6.3 The clothes bin will be removed from the Duke Street carpark and the lines for extra parking will be marked out. All other bins have been removed and positive feedback received regarding the cleaner space. To address fly tipping concerns ,additional recycling can be left in a clear plastic bag next to the bin for domestic collection.

6.4 Cllr S Gaskin reported that the brown bin collection has recommenced.

6.5 Improvement to the Station Street area in Burton has commenced and will reopen soon.

6.6 No reports of rough sleeping have been noted in Burton since the Corona Virus Lockdown crisis. A member was surprised at this compared to the number reported in November.

6.7 Progress with the Community fund for Tutbury have been delayed due to the Corona virus

6.8 A member raised concern on behalf of a resident of Queens Rise regarding a strip of land next to the pavement. This has been weed sprayed and being used to move a caravan over it for access to the rear of the property on Norman Road. He was concerned that residents had also been asked not to park along this part of the road. It was believed to be a strip of land owned by the Borough Council. Cllr Gaskin said he would investigate the issue.

6.9 A member enquired when the Borough Council adopt the open space on Heritage park, would they consider picnic benches places on it. The borough Cllrs would see no immediate objection but would have to seek further advice.

### **County Council Report**

6.10 The Traffic Regulation Order consultation will commence in July with a view for the work to be completed in August.

6.11 Cllr P White agreed to contact the safer roads team to investigate speed enforcement on A511 and would investigate measures such as cameras or rumble strips to tackle speed enforcement.

6.12 Cllr White would strongly support the idea of a cycle route from Tutbury to Burton On Trent. He would progress the proposal through the County Council and suggested that this was not a parish matter but appreciated that the parish council had suggested it and were interested in working with neighbouring parishes to achieve it.

6.13 Cllr P White requested that the bus route through Heritage Park could be added to the next agenda. He wanted to follow up the request that this route is reduced. The matter has been escalated due to a collision in that area. Cllrs agreed that this would be added to a further agenda, including discussion round the adoption and safety of the roads on Heritage Park.

### **06/20 7.0 7. TO APPROVE THE INCREASE IN THE HMRC WORKING FROM HOME ALLOWANCE**

7.1 As part of the budget the Government have increased the working from home allowance From 6 April 2020 employers can pay up to £6 a week (£26 a month) to cover additional costs to an employee if they have to work from home. For previous tax years the rate was £4 a week (£18 a month).

## Resolution

A proposal was seconded, and Cllrs voted in favour to award the increase of £26 a week

### 06/20 8.0 TO REVIEW AUDITOR REPORT

8.1 See attached document from the auditor who has completed the report in the external audit papers. (Internal audit report Maty2020)

Cllr noted that there were no concerns with the accounts or procedures followed.

### 06/20 9.0 TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE STATEMENT 2019/ 2020

9.1 The internal auditor has confirmed that the financial regulations have been adhered to and completed page 3 of the external audit The council reviewed the checklist that the procedures have been followed on page 4 of the external audit document. The chair signed this as part of the audit process followed by the clerk.

### 06/20 10.TO CONSIDER AND APPROVE THE ACCOUNTING STATEMENT 2019/2020

10.1 Page 5 of the external audit was distributed to the Cllrs to agree that the figures were correct. The bank reconciliation to confirm the cash balance is was also signed by the chair.

The statement was signed by the chair and the clerk.

### 06/20 11.0 TO APPROVE ACCOUNTS FOR PAYMENT.

Cllrs proposed, seconded, and voted in favour the accounts were approved for payment

| Description                           | Supplier                          | Total  |
|---------------------------------------|-----------------------------------|--------|
| Internal Audit Visit                  | Topliss Associated Ltd            | 149.88 |
| Legionella Control                    | Sterilizing Services Ltd          | 76.80  |
| Clerks Salary                         | Karen Duffill                     | 928.11 |
| Clerks Expenses                       | Karen Duffill                     | 23.00  |
| Clerks Employer Pension               | Staffordshire County Pension Fund | 289.54 |
| Zoom Meeting Software                 | Karen Duffill (ZOOM)              | 14.39  |
| National Insurance                    | HMRC                              | 95.74  |
| subscription                          | Staffordshire Wildlife Trust      | 0.00   |
| Employee Pension Contribution         | Staffordshire County Pension Fund | 162.21 |
| Mowing contract                       | RB Landscaping                    | 150.00 |
| Chatsworth Drive Footpath Maintenance | RB Landscaping                    | 50.00  |

|                                 |                            |        |
|---------------------------------|----------------------------|--------|
| Maintenance works               | Fault Property Maintenance | 57.50  |
| Street cleaning and maintenance | M Guest                    | 364.00 |

|  |          |       |          |
|--|----------|-------|----------|
|  | Net      | VAT   | Total    |
|  | 2,320.99 | 40.18 | 2,361.17 |

## **06/20 12.0 TO CONSIDER TREE SURVEY TO BE CARRIED OUT IN THE CLOSED CHURCHYARD AND TRIANGLE**

12.1 Half of the closed churchyard was surveyed to include the trees that the church raised as a concern. The remaining half needs to be surveyed along with the trees **on the Triangle.**

### **Resolution**

Cllrs proposed, seconded, and voted in favour the survey should be carried out.

## **06/20 13.0 TO CONSIDER A SURVEY ON THE CHURCH WALL**

The wall was last surveyed in 2015

### **Resolution**

Cllrs proposed, seconded, and voted in favour the survey should be carried out

## **06/20 14.0 TO CONSIDER PICNIC BENCHES AT CORNMILL LANE AND FERRERS AVENUE PLAYING FIELDS**

**06/20 14.1** Please refer to the document produced by the chair. Cllrs agreed that composite benches would be maintenance free. A member suggested purchasing rainbow benches to commemorate the Covid 19 period and the NHS. After discussion of the impact that this may have on litter and the placement of the benches, would need to be visible from the road away from properties and near the litter bins, distance apart and fixings A member proposed that the residents near the proposed sites should be consulted before a decision to purchase benches were made. The chair agreed to draft a letter to residents.

**14.2** The clerk would contact the parish charities to seek permission for benches at Cornmill Lane.

## **06/20 15.0 TO CONSIDER A COLLECTIVE PARISH COUNCIL CONTRIBUTION TO BURTON FOOD BANK CHARITIES**

An email has been received from Horninglow Parish Council to consider. See the document Joint consideration foodbank Covid 19 document.

Cllr L Anderson declared an interest in this agenda item

## **Resolution**

Cllrs proposed and seconded the proposal to support the fund and a majority voted in favour that £100 would be granted to the joint funds. It was thought that this would benefit parishioners under the section 137 of LGA 972.

### **06/20 16 To consider a joint collaboration with Outwoods Parish Council to install a cycle route from Tutbury to Horninglow.**

16.1 In the current lockdown climate and the government focus turning to the health and climate benefits of cycling. The formation of a cycle route connecting Tutbury to Horninglow could be advantageous to pupils, who are not eligible for the school bus to De Ferrers. In addition for other users who may cycle to work and to connect Tutbury more easily by cycle path to the town centre.

A review of the use of electric scooters has also been brought forward and this would offer a safe route for them to be used.

County Cllr P White was very positive about the proposal and said at this time it was more likely to get funding and that he would take this forward for the County council to progress working with the other parish councils, Cllr L Anderson would raise this at Outwoods and Horninglow Parish councils to enhance the collaboration for this.

The A511 was thought to be wide enough to utilise the grass verges and to be able to widen the pavements to allow a route to run alongside the road. Cllrs voted in favour to support this.

### **06/20 17.0 To review the budget for 2020/21**

- 17.1 The clerk had distributed a report outlining unallocated reserved at year end. £5000 would be allocated to an emergency open space fund.
- 17.2 VJ celebration budget. Due to the Covid 19 pandemic the proposed postponement to celebrate VJ day instead of VE day were also delayed until next year. A Tutbury day would be organised in the next financial year. No budget was required to be allocated against this.
- 17.3 Flag bracket replacement, it was thought to replace the poles and brackets in the High Street would cost around 2648 plus labour costs. Requiring an allocation of £3000
- 17.4 £2000 would be allocated for picnic tables.

### **06/20 18.0 Items for the next Agenda**

- Footpaths
- 5 a side fixed football goals for Cornmill Lane
- The exit from Ferrers Avenue playing fields onto Redhill Lane
- Usage of Bus service through Heritage Park and the adoption of the roads.

- A member requested the County Cllr to provide an update on the accident that occurred near five lane ends. Cllr P white will provide an update on the inquest.

**06/20 19.0 date of Next Meeting**

27<sup>th</sup> July 2020