

TUTBURY PARISH COUNCIL (TPC)

Virtual 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 meeting of the Parish Council was held by Zoom teleconferencing, Monday 21st December 2020. Those present were Cllrs, R Lock (Chair), Cllr K England (Vice Chair), Cllr C Smedley, Cllr P Steadman, Cllr T Spencer Smith, Cllr F Crossley, Cllr L Evans, Cllr M Upton, Cllr, L Anderson. Cllr D Morris

12/20 Cllr 0 1.0 Apologies

1. W Crossley,

12/20 2.0 Minutes of the meeting held 16th November 20 Dec 7th December Planning, Dec 7th December Community Fund Meeting

2.1 It was noted that a word was missing from point 2.2 of the community fund minutes.

2.2 the date was incorrect on the planning meeting it should be 7th December not the 8th. The minutes with the amendments were resolved as an accurate record.

11/20 3. 0 Declarations of Interest & Dispensation requests

None

12/20 4.0 Public Participation:

None

12/20 5.0 Accounts for Payment.

5.1 The accounts were proposed and seconded for payment all Cllrs voted in favour of the accounts being approved for payment.

| Date | Description | Supplier | Net | VAT | Total |
|------------|---------------------------------|-----------------------------------|--------|-------|--------|
| 21/12/2020 | Legionella Control | Sterilizing Services Ltd | 219.00 | 43.80 | 262.80 |
| 21/12/2020 | Street cleaning and maintenance | M Guest | 338.00 | 0.00 | 338.00 |
| 21/12/2020 | Triangle Maintenance | RB Landscaping | 50.00 | 0.00 | 50.00 |
| 21/12/2020 | Playing Fields rent | Duchy of Lancaster | 23.87 | 4.77 | 28.64 |
| 21/12/2020 | External Audit | Mazaars LLP | 200.00 | 40.00 | 240.00 |
| 21/12/2020 | Arnold Baker Clerk Manual | Lexis Nexis | 119.00 | 0.00 | 119.99 |
| 21/12/2020 | Clerks Salary | Karen Duffill | 953.86 | 0.00 | 953.86 |
| 21/12/2020 | Clerks Expenses | Karen Duffill | 31.00 | 0.00 | 31.00 |
| 21/12/2020 | Zoom Meeting Software | Karen Duffill (ZOOM) | 11.99 | 2.40 | 14.39 |
| 21/12/2020 | Clerks Employer Pension | Staffordshire County Pension Fund | 297.52 | 0.00 | 297.52 |

| | | | | | |
|------------|-------------------------------|-----------------------------------|--------|------|----------|
| 21/12/2020 | Employee Pension Contribution | Staffordshire County Pension Fund | 163.92 | 0.00 | 163.92 |
| 21/12/2020 | National Insurance | HMRC | 103.79 | 0.00 | 103.79 |
| 21/12/2020 | Tutbury Village News | Tutbury Civic Society | 27.00 | 0.00 | 27.00 |
| 21 | | | | | |
| | | | | | 2,630.91 |

12/20 5.0 Clerk's Report including correspondence.

5.1 Ferrer Avenue update

The fence and hawthorn hedge has been erected on the boundary of the playing field with some temporary netting to protect the hawthorn. The access to the previous exit has been dug out.

5.2 Triangle update

– The Ash Tree has been removed and Christmas Tree has been erected. Unfortunately, the large Christmas baubles have been stolen.

5.3 Close bank footpath has been cut back and swept by local residents. The contractor has cut back the growth around the street lamp.

5.3 An update on Anti-Social Behaviour had been received from PCSO Sarah Leadlay has been received. A number of incidents had been reported to her related to vandalism of vehicles and property. Individuals known to the police will be monitored and challenged. High visibility of the police will be provided where possible.

Parishioners are encouraged to log incidents of anti-social behaviour on the Staffordshire Police website or call 101.

5.4 Cllrs suggested working collaboratively with the Borough council and the PCSO by setting up some meetings to tackle the increase in incidents.

Correspondence

5.6 An email has been received reporting the problem of litter at the play area on Portway/Cromwell Close a request for a bin has been made to address this problem in that area. This request has been forwarded to Garry Raybold and Simon Gaskin by email.

Election Boundary Review

5.7 Additional consultations have been launched in response for the large changes to certain areas of the Borough for the Election Boundary Review. The consultation will close on **11 January 2021**. Tutbury was not part of this consultation.

12/20 6.0 Borough and County Council Report

6.1 The Borough and County Cllrs had sent their apologies.

12/20 7. To receive an update on new proposed Planters for High Street and Duke Street

7.1 A member sent an estimate to the clerk that a planter cost allocation would be £1500 but there was only room for one additional planter on the High Street, Due to technical problems. A member was unable to confirm this cost from the supplier. It was suggested a planter outside Charity House would improve the area but raised concern of the recent anti-social behaviour. An additional one near the car park was suggested *therefore*, 3 in total. Concern was raised whether to install them at this present time. However, the installation was not imminent, it was for budgetary planning purposes. An amount of £4500 would be allocated towards this project.

A suggestion was made to approach the Borough council to tidy up and improve the area around the car park and asked if this could be addressed by the parish council even though this was the Borough Council's remit to carry out.

A member requested that a sign "supplied by the parish council." should be purchased and also be used for the Christmas tree and bus shelters.

Resolution

To allocate an extra £4500 to purchase three additional planters if it was practical to site them.

12/20 8.To approve the renewal of the website fees for 2 years.

The renewal for the website fees is.

RENEWAL FEES

TUTBURYPARISHCOUNCIL.CO.UK.UK (.CO.UK) Domain Renewal

£23.98

2 Years

Full Domain Privacy and Protection - RenewalTUTBURYPARISHCOUNCIL.CO.UK

£15.98

11% off

2 years

Ultimate Managed WordPress Websites Renewal

£503.64

36 Months

Subtotal £543.60 ex vat

The chair recommended to stick with the existing supplier and accept the renewal fees, to move supplier would require significant work in transferring the website to another supplier a member seconded the proposal and councillors voted in favour to renew it.

Resolution

To renew the website fees for three years and the domain name for two years and to retain the website for three years.

12/20 9.0 To approve and delegate the purchase of a replacement laptop to the clerk and Chair.

The existing laptop was purchased 01/06/2014 and the purchase price was 963.00. The clerk proposes a delegation to spend £1000 to purchase a replacement laptop to ensure continuity of work and virtual meetings for the council.

Resolution

The proposal to spend £1000 on a replacement laptop was seconded and all Cllrs voted in favour. The existing laptop could be utilised by members for virtual members,

12/20 10.0 To discuss and approve the budget for 21_22 financial year.

If appropriate amend the terms of reference for the Community fund committee.

10.1

A revised budget was distributed to Cllrs with the estimates for each budget area was reduced to a minimum to avoid underspend at the end of the year. The parish council has a healthy reserve and due to the Covid restrictions have not spent the allocate budget from last year.

10.2 Cllrs confirmed that any budget spent in lieu of a community building should be agreed in a full parish meeting and not decided by the Community fund committee. The terms of reference will be changed to reflect this.

10.3 Allocate an additional 4500 for 2 extra planters.

Increase flag brackets to £4000.

Extra planting required for the triangle and will be reviewed if more than £500 is required.

Change street furniture budget name to street improvements and look at improving Duke Street car park and ,the roundabout near the Mill site in collaboration with the Borough council.

Review the underspend at the end of the financial year and look at reallocating funds to generic budget areas such as grants and contingencies.

12/20 11 To discuss and approve the Precept tor 21_22 financial year.

Due to an underspend this financial year. The clerk recommends no increase in the precept this year. Calculations have been distributed to Cllrs recommended by the Borough Council. The overall receipts from the Borough council including the ESBC grant , would be reduce by £104.66. The Tutbury rate would remain at £33.76 for a band D property.

Resolution

Cllrs voted in favour to the proposal to keep the precept at the current rate of £33.76 [er band D property.

£42741.44 and the ESBC Grant £2001.00

12/20 12.0 To receive an update on the Cllr Training Course.

12.21 Two members attended the better councillor course and provided suggestions for Tutbury Parish Council.

12.2 The members questioned if Cllrs should use their own PC equipment for council business. The chair confirmed that Cllrs are not required to store personal data on their devices. However, the current Parish Council laptop could be used by a member for accessing online meetings when a new one is purchased.

The trainer suggested an annual parish meeting budget for next year to be set, the clerk confirmed that this could come out of admin contingency budget if costs were incurred in excess of the room hire budget.

12.3 The trainer encouraged Parish councils to form good working Partners with community groups. It was suggested that this could be done at the annual parish meeting.

12.4 It was recommended to understand the diversity of the community and reach out to housebound parishioners who are not online and look at ways of communicating and getting parishioners involved. There are case studies from other parishes that have achieved this. Bringing communities together and working collaboratively with the Borough and County councils and forming strong links with the police have demonstrated successful outcomes.

12.5 A community post-box was recommended for those who are not online. When email communication is required.

12.6 Social media can be positive but should be made as secure as possible to avoid hacking of the parish council account if the council communicates this way

12. The two members fully recommended the training course. The clerk informed the council that a planning course was the next course available through the Parish Council Association but suggested an in houses training session maybe better if the trainer could provide more planning advice on conservation area and more relevant planning sites for Tutbury.

12/20 13. To review and approve the quote for tree stump removal on the triangle.

Quote from existing contractor

Grass triangle on castle street

Grind out large acacia stump and remove arisings .

Remove smaller stumps.

Grass seed the area and any other bare patches.

£175

13.1 A member questioned if this include removal of the roots, the clerk explained that the contractor had pointed out where the roots would be, and the area would be a large majority

of the triangle it would not be practical to remove the roots but to maintain removal of new shoots from the roots and eventually the tree would die.

A member proposed to accept the quote, in light of no further work specification changes being suggested by members following the last meeting. This was seconded and Cllrs voted in favour to accept the quote and authorise the work.

12/20 14. Items for the next Agenda

Best Kept Village

To receive a report from the Community Fund committee

To approve maintenance plans for the changing rooms

Consideration the approval of a PayPal or payment card account for online purchases. The website renewal will need to be paid on the clerk's personal credit card and claimed back. Current financial regulations do not permit a credit card.

Borough and County Council Report

- Slippery pavements on Bridge Street a member will contact the Borough Cllrs regarding this.
- Anti-social behaviour

12/20 15 Date of Next Meeting

Planning Meeting 11th January, Community Fund Meeting 11th Jan 2021

Full Parish Meeting 18th Jan 2021

Annual Parish Meeting planning