

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 18th January 2021. 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.

01/21 1.0 Apologies

1. W Crossley and County Councillor P. White
2. Nonattendance: David Morris due to Technical issues

01/21 2.0 Minutes of the meeting held 21st December 2020 and 11th January 2021 Community Fund Committee.

2.1 It The minutes were resolved as an accurate record.

01/21 3. 0 Declarations of Interest & Dispensation requests

Agenda item13

Cllr R Lock is representing the council on the Borough community fund committee.

Cllr P Steadman is a member of TOSCA and Scouts.

Cllr T Spencer Smith is a member of TOSCA.

12/20 4.0 Public Participation:

None present.

01/21 5.0 Clerk's Report including correspondence.

5.1 No further updates from the clerk other than agenda items

5.2 A cllr reported the damage to hawthorn hedge to make an exit from the playing field after additional hedging was planted to block the exit further along at Ferrers Ave playing fields. The chair recommended waiting for regrowth and refill with additional remedial work when necessary.

01/21 6. Borough and County Council Report

6.1 County Councillor P White sent his apologies and updates via email. He confirmed that following considerable delays due to the long legal process required to deal with a small number of objections lodged against the highways . The scheme for Tutbury, road safety improvements and changes to traffic regulations will be implemented this spring.

6.2 To receive an update on Outstanding Highways project (PW)

Cllr White has received confirmation that a study will be completed into options to reduce speeding on the A511 together with options to improve safety on Green Lane. He expects this to be underway this spring.

6.3 Cllr White updated the Parish Council that the vaccination programme in Staffordshire is progressing considerably quicker than in many other areas of the UK. As of Friday 15th Jan 2021, 53% of residents in the initial four categories of priority recipients had been vaccinated (the average for the UK is in the mid-30s) and the County Council is working with the Department of Health and Social Care to further accelerate this rollout.

6.4 Antisocial Behaviour.

After the cricket club was subject to vandalism the club has managed to recoup some funds through donations to repair the damage. The police have made a couple of arrests and warnings have been issued. Incidents have reduced slightly. A member commented that Lockdown has caused a rise in cases, but this has not been seen across the county. Covid fines have been issued. A member was aware that the railings around the drainage area on Heritage Park was vandalised, but local residents called the police, who responded.

6.5 Improvements to Burton High Street have continues through lockdown.

6.6 Bridge Street pavements are due to be cleared week commencing 18th Jan.

6.7 Bin provision

6.7.1 A member questioned why residents of 6 years on Heritage Park do not have any bins in that area. In addition, 50% of trees planted by the developer have died a member questioned if they will be replaced by the developer? Would the developer replace ones on the original plans? Cllr Raybould agreed to investigate this with the developer.

6.7.2 A member reported that the dog bins at each end of Elm Lane are falling apart and need replacing, Cllr Raybould reported that there had been a delay in replacing bins in High Street so he would raise these bins as a priority over High Street.

6.7.3 Larger bins near the playing fields at Cornmill Lane and Ferrers Avenue are required due to a problem with overflowing waste, the bin at Ferrers Avenue is only for dog waste. A request has also been received for a new bin to be sited at the Park on Cromwell Close. Cllr Gaskin and Cllr Raybould would follow up these requests.

6.7.4 Cllr Gaskin assured members food waste bins will be in place before end of the current term of office for the Borough Council.

6.8 Air quality monitoring

Monitors have been placed in 4 places in and around the village. Cllr G Raybould is working with County Councillor White on this, Cllr Raybould agreed to follow this up.

6.9 A member reported that a resident on Primrose drive has complaints about the hedge that has died since planted by the developer on Green Lane, but has been reassured by the developer that more hedging will be replaced in the gap where the previous farmgate was.

6.10 Cllr Gaskin reported that the Deputy Leader of the Borough Council who is responsible for the £250k Tutbury Community fund will be willing to attend the next Parish council Meeting. A consultation period is currently underway to allow members of the public to ask questions regarding the scheme.

6.11 A member noted that a resident was pleased that the a tree issue at Ferrers Ave has been sorted and that the hole in Duke Street has been filled in.

01/21 7.0 To review and respond to a resident request for a bus shelter for the Derby route on High Street.

7.1 Members asked if this request was supported by others.

7. Members raised concern that High street was a Conservation area and there was limited space for an additional shelter. It was suggested that there may be more room on Burton Street near the substation.

Resolution

A member agreed to look into the viability of siting a shelter and the possibility of Burton Street location. The clerk will respond to the resident.

01/21 8.0 To review and respond to the request from a resident for more grit bins.

8.1 The clerk informed the council that new grit bin requests can be logged on the County Council website under report a fault and there is a map of the current grit

bins in Staffordshire and the gritting routes. There is not a grit bin at the end of Holts Lane at the junction of Redhill lane. It was reported that this is the bus route and would be gritted in severe conditions.

Resolution

A member proposed the Parish Council support the resident by requesting an additional grit bins at the junction of Redhill and Holts Lane near the bus shelter, if it is required. Cllrs voted in favour. The clerk will respond to the resident.

The clerk suggested that clarification should be sought regarding gritting pavements as some members raised concern regarding this.

01/21 9.0 To consider and approve the additional financial regulations for the RFO to use a debit card for council purchases.

Recommended addition to the Financial regulations.

Any Debit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £150 or £500 if it is authorised by the clerk and the chair. Larger amounts in excess of this must be authorised by council or finance committee in writing before any transaction is made.

Any transactions made on the debit card should be reported at the next council meeting.

The debit card should not be used to withdraw cash unless it is approved by the council. The parish council do not operate a petty cash system.

Cllrs were in favour of a debit card. It was suggested that a debit card be linked to an account with limited funds, to safeguard the council from fraud or loss.

Resolution

Councilors voted in favour to apply for a debit card from a limited fund account. The clerk will investigate this and amend the financial regulations accordingly.

01/21 10.0 To receive a budget update.

See separate reports in appendices.

Net Position 18.01.21

Bank Reconciliation

10.1 The clerk distributed the budget update and commented that due Covid restrictions expenditure had been lower than predicted. Members commented that there is a healthy reserve and that the reports were clearer now that the new accounts package is being used.

10.2 A member suggested that the Grant budget could be utilised for Covid related grant scheme and the existing grant application could be changed to accommodate related applications.

Resolutions

A member agreed to investigate making recommend changes to the existing grant procedure to create a Covid grant scheme.

01/21 11.01. To plan the annual parish meeting

The annual parish meeting where parishioners are invited to hear the chair's report, usually takes place the first or second week in May prior to the annual meeting of the council.

Members agreed that it was unlikely that restrictions for face-to-face meetings to go ahead and would wait for an update from the Parish Council Association before planning a meeting. Any meeting within the current restrictions would have to be virtual.

01/21 12.01 To approve Accounts for Payment.

CLRs voted to approve the payments.

Payment List

18.01.21

Code	Description	Supplier	Net	VAT	Total
Playing Field Maintenance	Ferrers Avenue Playing Fields boundary Repair	RB Landscaping	1,160.00	0.00	1,160.00
Street & Bus Shelter Cleaning	Street cleaning and maintenance	M Guest	338.00	0.00	338.00
Changing Room Maintenance	Legionella Control	Sterilizing Services Ltd	36.00	7.20	43.20
Planter Maintenance	Planters Empty and Refill	Firs Farm Nursery	689.68	137.94	827.62

Chair Signature.....Date.....

IT Maintenance/Website	website WordPress fee fees	Go Daddy	503.64	100.73	604.37
Hire of Premises	Zoom Meeting Software	Karen Duffill (ZOOM)	11.99	2.40	14.39
Clerk's Salary	Clerks Salary	Karen Duffill	953.86	0.00	953.86
Clerk's Expenses	Clerks Expenses	Karen Duffill	31.00	0.00	31.00
Employer's National Insurance	National Insurance	HMRC	103.79	0.00	103.79
Pension	Clerks Employer Pension	Staffordshire County Pension Fund	297.52	0.00	297.52
Employees' Pension	Employee Pension Contribution	Staffordshire County Pension Fund	163.92	0.00	163.92
			4,289.40	248.27	4,537.67
<u>Direct Debits</u>					
Changing Room Power & Water	Changing Rooms Water Supply	Pennon Water	11.00	0.00	11.00
Changing Room Power & Water	Changing Room Electricity Supply	Opus Energy	18.06	0.90	18.96

01/21 13. To receive a report from the Community Fund Committee to consider and approve the following proposals.

Due to the interests declared the vice chair was appointed to this agenda item. Cllrs allowed the councillors that had declared an interest to inform members of the discussions from the committee meeting and offer clarification but would not be able to vote.

The vice chair clarified from the minutes of the community fund meeting the options for the councillors to resolve:

The Tutbury fund committee recommended that the Tutbury Community Fund should be secured for a legacy for the village benefiting the whole community.

1. To submit a bid for a community building at Cornmill Lane
2. To investigate securing and improving the TOSCA building at Cornmill Lane
3. To improve the Cornmill Lane facilities including improving the tennis court, security, lighting drainage, car parking, changing rooms and access to the current facilities.

The vice chair reiterated that the parish council resolved in a meeting 18.9.17 to provide a community building. A member questioned where the remaining funds would be acquired from to build a new building. Members also questioned if there was and permissions from the land owner to build a new building.

The Tutbury Old School Association is already supported by the parish council. Members questioned the ownership of the Tosca community building.

The vice chair clarified that these options were proposed so these issues raised could be investigated if the council voted to explore the options.

Cllr F Crossley requested it to be minuted that he did not want to vote for any of the options. He believed that the process was flawed. Other members declined to vote.

The committee was not formed to make decisions on other applications, the Borough Council will make those decisions. The committee met to discuss the way forward for the council to investigate submitting their own bid.

Borough Cllr S Gaskin reported that the Borough Council Deputy Leader George Alen is willing to attend the next Parish Council meeting and answer any questions if required. Members agreed that this would be beneficial.

01/21 14.0 Items for the next Agenda

- To review existing policies
- Borough Cllr G Allen on the Tutbury Fund
- Installation of new Flag brackets,
- Risk analysis
- Plans for the Triangle.
- Covid Grant Scheme
- New Bus shelter assessment progress

01/21 15 Date of Next Meeting

15th February Full Council

Appendix 1 Tutbury Parish Council
Net Position by Cost Centre and Code (Between 01/04/2020 and 18/01/2021)

Cost Centre Name

Administration		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget	
27	Accounts Software	0.00	0.00	0.00	300.00	283.00	17.00	
16	Advertisements/Promotions	0.00	0.00	0.00	800.00	0.00	800.00	
19	Audit Charges	0.00	0.00	0.00	455.00	324.90	130.10	
20	Bank Charges/Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	
8	Clerk's Expenses	0.00	0.00	0.00	300.00	286.00	14.00	
13	Clerk's Overtime	0.00	0.00	0.00	0.00	0.00	0.00	
7	Clerk's Salary	0.00	0.00	0.00	10,700.00	9,538.56	1,161.44	
25	Clerk's Training	0.00	0.00	0.00	500.00	0.00	500.00	
24	Cllr Training	0.00	0.00	0.00	200.00	200.00	0.00	
23	Cllr's Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
11	Employees Pension	0.00	0.00	0.00	2,000.00	1,639.21	360.79	
10	Employer's National Insurance	0.00	0.00	0.00	1,300.00	1,037.90	262.10	
18	Hire of Premises	0.00	0.00	0.00	650.00	464.91	185.09	
14	Insurance	0.00	0.00	0.00	1,400.00	35.00	1,365.00	
26	IT Maintenance/Website	0.00	0.00	0.00	200.00	559.64	-359.64	
28	Neighbourhood Development Plan	0.00	0.00	0.00	0.00	0.00	0.00	
12	Pension	0.00	0.00	0.00	3,200.00	2,719.05	480.95	
17	Printing/Photocopying	0.00	0.00	0.00	350.00	28.98	321.02	
22	Publications	0.00	0.00	0.00	120.00	119.99	0.01	
64	Refund	0.00	220.00	220.00	0.00	0.00	0.00	
15	Stationery	0.00	0.00	0.00	120.00	25.92	94.08	
21	Subscriptions	0.00	0.00	0.00	800.00	692.50	107.50	
		£0.00	220.00	£220.00	23,395.00	£17,955.56	5,439.44	

Capital		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget	
63	Picnic tables	0.00	0.00	0.00	2,000.00	0.00	2,000.00	
		£0.00	0.00	£0.00	2,000.00	£0.00	2,000.00	

Contingency		Receipts		Payments		Current Balance	
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Chair Signature.....

Date.....

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
52	Admin Contingency	12,961.16	0.00	0.00	3,000.00	0.00	15,961.16
59	Earmarked High Street Improvement	0.00	0.00	0.00	3,000.00	0.00	3,000.00
56	Earmarked Laptop	0.00	0.00	0.00	650.00	0.00	650.00
54	Election	0.00	0.00	0.00	5,000.00	0.00	5,000.00
61	Footpath Development	0.00	0.00	0.00	1,000.00	0.00	1,000.00
58	Parking Project	0.00	0.00	0.00	4,000.00	0.00	4,000.00
60	Playing fields equipment	0.00	0.00	0.00	2,500.00	0.00	2,500.00
53	TOSCA/Community Pledge LGA 1976 s19	0.00	0.00	0.00	4,000.00	0.00	4,000.00
57	Tutbury Community support fund	0.00	0.00	0.00	4,000.00	0.00	4,000.00
		£12,961.16	0.00	£0.00	27,150.00	£0.00	40,111.16

Highways, Footpaths & Bus Shelters

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Current Balance
			Receipts		Payments		Budget
30	Bus Shelter Maintenance	0.00	0.00	0.00	1,000.00	428.02	571.98
32	Planter Maintenance	0.00	0.00	0.00	2,000.00	1,379.36	620.64
31	Rights of Way Maintenance	0.00	0.00	0.00	1,000.00	350.00	650.00
29	Street & Bus Shelter Cleaning	0.00	0.00	0.00	4,000.00	3,042.00	958.00
		£0.00	0.00	£0.00	8,000.00	£5,199.38	2,800.62

Income

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Current Balance
			Receipts		Payments		Budget
2	ESBC Tax Support	0.00	2,001.00	2,001.00	0.00	0.00	0.00
3	Interest	0.00	11.00	5.11	0.00	0.00	-5.89
5	Other Grants/Donations	0.00	0.00	0.00	0.00	0.00	0.00
4	Playing Fields Charges	0.00	500.00	0.00	0.00	0.00	-500.00
1	Precept	0.00	45,846.08	45,846.08	0.00	0.00	0.00
6	VAT Reclaim	0.00	2,407.42	2,407.42	0.00	0.00	0.00
		£0.00	50,765.50	£50,259.61	0.00	£0.00	-505.89

Chair Signature.....

Date.....

Parks & Open Spaces		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget	Budget
37	Caretaker Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	Changing Room Maintenance	0.00	0.00	0.00	2,000.00	610.66	1,389.34	1,389.34
38	Changing Room Power & Water	0.00	0.00	0.00	850.00	393.63	456.37	456.37
40	Churchyard Maintenance	0.00	0.00	0.00	3,000.00	2,000.00	1,000.00	1,000.00
39	Closed Church Yard Mowing	0.00	0.00	0.00	3,000.00	1,050.00	1,950.00	1,950.00
41	Elm Lane	0.00	0.00	0.00	200.00	90.31	109.69	109.69
34	Playing Field Maintenance	0.00	0.00	0.00	3,000.00	1,160.00	1,840.00	1,840.00
35	Playing Fields Mowing Contract	0.00	0.00	0.00	3,200.00	0.00	3,200.00	3,200.00
33	Playing Fields Rents	0.00	0.00	0.00	1,300.00	2,513.87	-1,213.87	-1,213.87
42	Triangle Maintenance	0.00	0.00	0.00	1,000.00	175.00	825.00	825.00
		£0.00	0.00	£0.00	17,550.00	£7,993.47	9,556.53	9,556.53
					0			
Section Charities & 137								
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget	Budget
51	Best Kept Village	0.00	0.00	0.00	300.00	0.00	300.00	300.00
45	Christmas Decorations	0.00	0.00	0.00	200.00	0.00	200.00	200.00
62	Flag Brackets and Poles	0.00	0.00	0.00	2,600.00	0.00	2,600.00	2,600.00
44	Flower & Bulb Planting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	Grants	0.00	0.00	0.00	5,000.00	100.00	4,900.00	4,900.00
47	Remembrance Day	0.00	0.00	0.00	400.00	0.00	400.00	400.00
48	Town Twinning LGA 1972 s144	0.00	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00
46	Tutbury Events/Commemoration s137	0.00	0.00	0.00	1,500.00	155.91	1,344.09	1,344.09
		£0.00	0.00	£0.00	11,000.00	£255.91	10,744.09	10,744.09
					0			
NET TOTAL		£12,961.16	50,985.50	£50,479.61	89,095.00	£31,404.32	70,145.95	70,145.95
					0			

Appendix 2 Tutbury Parish Council

Bank Reconciliation at 29/12/2020

Cash in Hand 01/04/2020

51,796.73

Chair Signature.....

Date.....

ADD
Receipts 01/04/2020 - 29/12/2020 50,479.61

102,276.34

SUBTRACT
Payments 01/04/2020 - 29/12/2020 28,190.84

A Cash in Hand 29/12/2020 74,085.50
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash	09/12/2020	0.00
Business Account	09/11/2020	2,627.21
Instant Access Account	09/12/2020	19,074.38
Current Account	29/12/2020	52,383.91

74,085.50

Less unrepresented payments 0.00

74,085.50

Plus unrepresented receipts 0.00

B Adjusted Bank Balance 74,085.50

Bank Reconciliation at 29/12/2020

Cash in hand per Bank Statements

Chair Signature.....

Date.....

Petty Cash	09/12/2020	0.00	
Business Account	09/11/2020	2,627.21	
Instant Access Account	09/12/2020	19,074.38	
Current Account	29/12/2020	52,383.91	
			74,085.50
Less unrepresented payments			0.00
			74,085.50
Plus unrepresented receipts			0.00
Adjusted Bank Balance			74,085.50

Chair Signature.....

Date.....