

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 15th February 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 M Upton, Late Arrival 7.30pm Cllr L Anderson. County Council Cllr P White. Borough Cllrs G Raybould and S Gaskin.

02/21 1.0 APOLOGIES

1. W Crossley
2. L Evans
3. Nonattendance: David Morris due to Technical issues

02/21 2.0 MINUTES OF THE MEETING HELD 18TH JANUARY 2021.

2.1 It Cllr F Crossley asked for the minutes to be amended to state that he thought the community fund process was flawed and therefore he declined to vote. This statement will be added, the minutes were resolved as an accurate record.

02/21 3. 0 DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

AGENDA ITEM5.

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.

02/20 4.0 Public Participation:

None present.

02/21 5.0 TO DISCUSS THE TUTBURY COMMUNITY £250K FUND WITH ESBC DEPUTY LEADER GEORGE ALLEN.

5.1 All applications are reviewed before deciding on awards. The Borough council will wait until the June deadline. If not all of the fund is applied for then those who have applied successfully will be awarded it and the scheme will stay open.

There is no tiered system, applications will be judged individually, if a large bid for all of the money is made then the bid would need to be substantial and professional.

A scoring mechanism has been used to for the benefit of Tutbury residents. The section 106 agreement stipulates that the money should be spent within 2 miles of Tutbury/

The decision-making process: It is advertised on the ESBC website but the minutes will not be published as the information is deemed commercially sensitive information. The criteria is available for the application process.

Officers are happy to clarify any queries from groups. There is no restriction to the value of bids to allow the process to be flexible and open to all kinds of bids.

£82k has been applied for so far, from 7 different groups.

There is a procedure in place to safeguard against one officer being responsible for the fund as the contact email is a generic address and not addressed to one individual that may leave. Emails will be picked up and dealt with by one of the officers assigned to the panel. Queries and questions should be directed to the email address published on the fund web pages.

The Bowls club representative was advised to talk to the officers before submitting their application to improve the toilet facilities.

Applications should include consideration to the following areas.

- **The need and purpose of the project.**
- **Who and how the community will benefit.**
- **Funding: the project constraints / risks and funding arrangements.**
- **Demonstrating the deliverability of the project.**
- **Value for money and overall value to the community.**

There is no one project that has been earmarked for the fund. Each application will be assessed against the published criteria.

The role of the Borough council is to distribute the fund, the Parish Council are not included as the Borough Council anticipated the Parish Council to submit their own bid, therefore the Parish Council will not be part of the decision making.

02/21 6.0 CLERK'S REPORT INCLUDING CORRESPONDENCE.

Details of the correspondence were outlined in the Clerk's report from.

- Staffordshire Lieutenancy, Mr James T. Leavesley DL, Vice Lord-Lieutenant inviting clerks to encourage nominations for an Honours for unsung heroes that are known to the council relating to Coronavirus.
- Police report from PCO reported that overall police incidents had reduced in the area.
- The Church drain gullies have been cleared out by the existing contractor.
- There is now a mole problem on the football pitch which will needs tackling. Recommendations of contractors to be sent to the clerk.
- The .gov.uk email address clerk@tutbury.staffslc.gov.uk is not currently auto forwarding to the gmail account so some emails have not been received.
- The clerk updated the council on a recent training in the clerks report on Code of conduct and Communication and Media Strategy.

02/21 7.0 BOROUGH AND COUNTY COUNCIL REPORT

The clerk asked Cllr P White if he had an update from Highways regarding parking issues on Burton Street on the junction of Dove View that a resident reported. It has been suggested that a white line could mark out the junction area to indicate that the area should be left clear. However, Cllr White reported this would likely not be included in the forthcoming Traffic Regulation order work.

Green Lane exit road safety report:- A request for clarification received from parishioners Cllr White has not yet received the report but is expecting it next month. The traffic Regulation restrictions changes will also commence in March.

Bin Provision- Borough Cllr G Raybould reported things are taking longer due to Covid restrictions and lack of face-to-face meetings. Two bins have been replaced, however, there is a backlog 28 bins to be replaced.

Air monitoring in the village- Cllr G Raybould met with officer to get air monitoring installed near the school. A permit and licences have to be granted. The Agency are working in Horninglow in 2 weeks. However, due to Covid there is a backlog of work.

A member reported that there was a deep pothole at the Junction near the Post Office it had been reported but needed urgent attention. Cllr White had made Highways aware of the priority required for this. Cllr Raybould has Line sprayed around it to highlight it.

Members questioned the Borough Cllrs when the trees would be replanted on Heritage Park, when the bins would be installed and if the roads will be adopted? Cllr Raybould has also received 15 other questions from Heritage Park residents, and he suggested inviting the site manager to a parish meeting to answer these. Parish Cllrs agreed that this would be a good idea. This will be arranged with the clerk.

Borough Cllr Gaskin reported that a grant of £620 had been awarded to the Patients forum for new Defibrillator batteries, by the Borough Councillor fund.

02/218.0 TO APPROVE THE ACCOUNTS FOR PAYMENT.

Cllrs voted to approve the payments.

| Date | Description | Supplier | Net | VAT | Total |
|--------------|---------------------------------|--|--------|-------|----------|
| 15/02/2021 | Legionella Control | Sterilizing Services Ltd | 36 | 7.2 | 43.2 |
| 15/02/2021 | Street cleaning and maintenance | M Guest | 338 | 0 | 338 |
| 15/02/2021 | Clerk Training | Staffordshire Parish Council Association | 30 | 0 | 30 |
| 15/02/2021 | Cllr Training | Staffordshire Parish Council Association | 100 | 0 | 100 |
| 15/02/2021 | Stationery and Postage | Karen Duffill Amazon | 3.32 | 0.67 | 3.99 |
| 15/02/2021 | Printer Ink | Karen Duffill Amazon | 10 | 2 | 12 |
| 15/02/2021 | Zoom Meeting Software | Karen Duffill (ZOOM) | 91.67 | 18.33 | 110 |
| 15/02/2021 | Website domain fees | Karen Duffill Go Daddy | 59.94 | 11.99 | 71.93 |
| 15/02/2021 | Clerks Salary | Karen Duffill | 956.86 | 0 | 953.86 |
| 15/02/2021 | Clerks Expenses | Karen Duffill | 31 | 0 | 31 |
| 15/02/2021 | Clerks Employer Pension | Staffordshire County Pension Fund | 297.52 | 0 | 297.52 |
| 15/02/2021 | Employee Pension Contribution | Staffordshire County Pension Fund | 163.92 | 0 | 163.92 |
| 15/02/2021 | National Insurance | HMRC | 103.79 | 0 | 103.79 |
| Total | | | | | 2,259.21 |

Direct Debits

| | | | | | |
|------------|----------------------------------|---------------------|-------|------|-------|
| 02/02/2021 | Changing Room Electricity Supply | Opus Energy | 37.85 | 1.89 | 39.74 |
| 22/01/2021 | Changing Rooms Water Supply | Pennon Water annual | 11 | 0 | 11 |

02/21 9.0 8. TO DISCUSS AND APPROVE ADOPTION OF FINANCIAL REGULATIONS VERSION 2019.

An updated version with suggested changes has been distributed. Cllrs voted in favour to adopt them.

Resolution

Cllrs voted in favour to adopt the Financial Regulations.

02/21 10.0 TO DISCUSS AND APPROVE THE ADOPTION OF 2021 RISK ANALYSIS.

The updated Risk Analysis with suggested changes has been distributed. Cllrs voted in favour to adopt it.

Resolution

Cllrs voted in favour to adopt the Risk Analysis.

02/21 11.0 10. TO REVIEW AND APPROVE INSURANCE RENEWAL.

The insurance specification has been received and returned and council have received the quote for a three-year renewal fee from the broker.

Resolution

Cllrs voted in favour of accepting the most competitive agency for a three year price and the invoice will be approved in the March meeting.

02/21 12.0 TO REVIEW AND APPROVE STREET CLEANER CONTRACT RENEWAL.

Cllrs had received excellent feedback on the work of the existing street and environmental contractor. The clerk informed Cllrs that she was willing to continue under the existing terms of the control. Cllrs agreed that she was really good and conscientious.

Resolution

Cllrs voted in favour to renew the existing street and environmental contract.

02/2113.0 TO REVIEW AND APPROVE A COVID GRANT POLICY

A member distributed a new application for groups to apply for Covid related expenses. Groups should be able to provide evidence of their constitution the same as the existing grant. Ideally audited accounts, bank statements and constitution documentation.

This could be open to groups operating in support of helping people for Covid and is an extension to the existing grant scheme. The new form will be added to the website. The Parish Council does not have an official social media presence to advertise this.

02/21 14. ITEMS FOR THE NEXT AGENDA

Review of Standing orders

Review of pension and other policies

Proposed closure of part of footpath three off Park Lane.

Annual Parish Meeting.

02/21 15.0 DATE OF NEXT MEETING

15th March 7.30pm.

Additional meeting required for community fund Committee.