

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 March 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, Cllr W Crossley, Cllr D Morris, Cllr L Anderson. County Council Cllr P White. Borough and S Gaskin.

Public attendance Peveril representative and Heritage park resident, Richard Rayson Staffordshire County Council Highways representative.
In attendance Karen Duffill Clerk

03/21 1.0 Apologies

1.1 Cllr L Evans

1.2 Borough Cllr G Raybould

03/21 2.0 Minutes of the meeting held 2nd March 2021, 15th February 2021, 11th November 2020.

2.1 The minutes were resolved as an accurate record.

03/21 3.0 Declarations of Interest & Dispensation requests

None declared.

03/21 4.0 Public Participation

4.1 see the Borough and County Council report

03/21 5.0 Clerk's report including Correspondence.

5.1 An email has been received from an agency on behalf of the County Council, see the agenda item regarding the proposed closure of a section of footpath three, many email and correspondence have been received.

5.2 Emails have been received regarding the closure of the pedestrian access from Heritage Park see County Council report next steps for Green Lane.

03/21 6.0 Borough and County Council Report

6.1 County Cllr P White has commissioned a safety report from his ward budget to investigate broader safety issues on Green Lane after the closure of the pedestrian access from Heritage Park. Onto Green Lane,

6.2 A member enquired if the roads on Heritage park will be adopted by the County Council. A Peveril representative confirmed that the roads will be constructed to conform to the national standards and when the roads have been assessed as adhering to these standards they will be signed off and adopted by the County Council. One road will remain private.

The Highway authority are consulted regarding the road designs before they are submitted to planning. The designs are audited against the section 38 Highways regulation, once they have been successfully audited then the roads will be adopted 12 months later.

A resident questioned if section 38 procedure could proceed if there is a safety issue on Green lane?

County Council Representatives confirmed that the Green Lane issues are being addressed. A safety review on the pedestrian exit was requested by Peveril and the County Council recommendations have been made to close the existing pedestrian exit following County Council inspector visit. Peveril have acted on the instruction, therefore this would not prevent the roads being adopted. Peveril have now closed the pedestrian exit.

A resident enquired if the pedestrian exit could be relocated due to the safety issues of pedestrians now walking down the 60mph road. He estimated that 1500 residents live adjacent to rights of way, so they will still walk down the length of Green Lane if no safer exit is installed. The risk to the safety of pedestrians is still there but is has moved to walking around the blind bend rather than exiting onto it.

Staffs County representative Richard Rayson reported that the wider issues of pedestrian and road safety will be considered. However, there is a planning condition still in place. They were aware that there are more pedestrians and an increase in vehicle using this road. The immediate safety risk of the existing exit was addressed first, and other issues will be investigated Cllr P White has requested a report to be carried out at the end of this month and the related work will be carried out in the early summer based on options and costs.

Concerns were raised if Peveril had finished their work on the site would the pedestrian exit still be installed? Recommendations of repositions the exit should be done sooner. Richard Rayson and Cllr P White agreed to visit Green Lane to hear the recommendations made by the residents and councillors.

It was suggested that the exit could be repositioned at the entrance to the kennels lane. With possibly a barrier being installed. However, the County Council were concerned about the safety in the Portway Drive exit onto Green Lane, which would also cause safety concerns.

6.2 A member raised concern regarding Lavender Way pavement as another safety issue. The pavements are not wide enough and families have to walk on the road to get past lighting columns, making it dangerous to walk on the road due to the current speed of traffic using it as a cut through the estate.

Richard Rayson, the Staffordshire County council representative reported that Staffordshire roads are based on national planning framework and these are built as shared spaces. However, a member stated that it is not clear that the road is a shared space. Motorists do not drive appropriately for a shared space. Richard Rayson agreed to look at this road as part of the site visit.

6.3 Questions were raised as to why these safety issues were not picked up during the planning process as Staffs County Council are consultees in the process.

It was thought that the issues are more complicated now Green Lane usage has changed, the issues were not picked up during the planning phase. However, a wider report will investigate further. Staffs County Council did not want to put people at risk and have closed the official pedestrian exit because of this. People have to take personal responsibility to avoid the risks and use the alternative routes available.

Resolution

A site meeting with Staffs county Council representatives, a resident representative, Perveril and the parish Council was agreed to review the Green Lane issues and to look at the narrow pavements on Lavender Way.

6.4 A member questioned why his and a few residents' letters had not had a response from the County Council during the public consultation carried out regarding the Speed bumps in the conservation area? County Cllr P White said he would investigate this if he was given the details. He was aware that the correct procedure had been carried out and the parish council had opportunities to respond. The member was not satisfied and continues to question the County Cllr but was assured by the chair that this matter would be investigated. During the informal and formal consultation process the Parish Council, police and public were consulted.

6.5 Borough Cllr Gaskin commented, he thought the Speed restrictions proposal was a good idea and was disappointed to see the pedestrian exit on Green Lane had been closed and thought that it should be kept open.

6.4 Cllr Gaskin reported that a £22.3million town improvement fund had been secured and the improvements to Burton Town Centre continue to be made.

Burton consolidated charities have issued a £4k grant to Tutbury St Mary's church to assist with the disabled entrance to the church.

6.6 Borough Cllr G Raybould is looking into bin provision and air quality monitoring Cllr Gaskin will follow this up.

03/21 7.0 To review and respond to the proposed closure of Footpath 3.

Residents have contacted the Parish Council to raise their objection to the proposed closure of part of the footpath 3.

Based on their responses the clerk proposed a letter of response in the clerk's report and Cllrs proposed and voted in favour to accept the proposed objection. A member said that it was good to see that the parishioners had engaged with the Parish Council on this matter and wanted to thank them for their items of correspondence. Cllrs agreed with the comment.

Resolution

The clerk will submit an objection response to the proposed closure of Tutbury Right of Way 3.

03/21 8. To Review and approve Standing Orders.

The current standing orders are on the website and have been emailed to councillors for any suggested changes. No comments were received.

Resolution

Cllrs proposed and voted to accept the existing Standing Orders with no amendments.

3/21 9.0 To Review and approve the Code of Conduct.

The current code of conduct is on the website and was distributed to councillors for any suggested changes. No comments have been received. The clerk advised that a new model will be distributed in due course and will have to be reviewed again in the near future.

Resolution

Cllrs proposed and voted to accept the existing Code of Conduct with no amendments.

03/21 10. To Review and approve the Annual Pension Policy

The current pension policy is on the website and was distributed to councillors for any suggested changes. No comments were received.

Resolution

Cllrs proposed and voted to accept the existing Pension Policy with no amendments.

03/21 11.To discuss and approve the date and agenda for the Annual Meeting.

The clerk proposed that the annual meeting should be held virtually on Monday 26th April with the standard agenda items that have been used in previous years.

Resolution

Cllrs proposed and voted to accept that the Annual meeting of the Parish will be held virtually on Monday 26th April 2021.

03/21 12.To review and approve all contracts renewal within the three-year agreement.

Contact Renewal

To review and approve the continuation of the contracts agreed last year.

Contracts	Year 1 2020	2021	2022	Agreed
Closed Churchyard and riangle	Renewal quote agreed	increase 5%	increase 5%	Yes
Footpaths	Renewal quote agreed	increase 5%	increase 5%	Yes
Ferrers avenue playing field, Cornmill Lane Pitch, open space and hedges	Renewal quote agreed	no increase		Yes
Legionella control	Hold cost for three years			yes
Planters	increase 3% agreed	Hold price	Unable to forecast due to changes in costs	yes

Resolution

Cllrs proposed and voted to the continuation of the existing contracts. The clerk will write to the contractors to confirm.

13. To approve Accounts for Payment.

Date	Description	Supplier	Net	VA T	Total
15/03/2021	Legionella Control	Sterilizing Services Ltd	36.00	7.20	43.20
15/03/2021	Street cleaning and maintenance	M Guest	338.00	0.00	338.00
15/03/2021	Annual Subscription	Staffordshire Parish Council Association	487.00	0.00	487.00
15/03/2021	Clerk Training	Staffordshire Parish Council Association	30.00	0.00	30.00
09/03/2021	Stump removal	RB Landscaping	175.00	0.00	175.00
09/03/2021	Church Path	RB Landscaping	50.00	0.00	50.00
09/03/2021	Insurance	Came and Company	1,380.43	0.00	1,380.43
15/03/2021	Clerks Employer Pension	Staffordshire County Pension Fund	297.52	0.00	297.52
15/03/2021	Employee Pension Contribution	Staffordshire County Pension Fund	163.92	0.00	163.92
15/03/2021	Clerks Salary	Karen Duffill	953.86	0.00	953.86
15/03/2021	Clerks Expenses	Karen Duffill	31.00	0.00	31.00
15/03/2021	Microsoft office 365	Karen Duffill	43.94	0.00	43.94
15/03/2021	National Insurance	HMRC	103.79	0.00	103.79
TOTAL			4090.46	7.2	4097.66
Direct Debits					
21/02/21	Pennant water		11		11
15/03/2021	Changing Room Gas Supply	Opus Energy	16.69	0.83	17.52
15/03/2021	Changing Room Electricity Supply	Opus Energy	31.19	1.56	32.75
15/03/2021	subscription	Staffordshire Wildlife Trust	3.50	0.00	3.50
Cheque					
15/03/2021	Clerk Training	Hereford Association of Local Council	40.00	8.00	48.00

Resolution

CLRs proposed and voted to approve the accounts for payment.

03/21 14. To review and formulate a response to recent planning applications for Fauld Industrial estate.

No planning applications were deemed contentious therefore the parish council submitted no objections were raised for the following applications.

Ref	Proposal	Address
P/2021/00145	Proposal: Removal of Basal growth and lift canopy up to 2.5 metres of 1 Rowan tree facilitate the erection of a single storey rear extension and installation of 2 No conservation rooflights to existing single storey extension	2 Hillside, Tutbury
P/2021/00163	Demolition of existing porch to facilitate the erection of a single storey rear extension and installation of 2 No conservation rooflights to existing single storey extension	15 Castle Street, Tutbury, Staffordshire, DE13 9JF
P/2021/00161	Erection of a single industrial building comprising of 2 No units for general industrial use (Class Order B2)	Land at Fauld Lane, Fauld Lane, Fauld, Staffordshire
P/2021/00080	Erection of a single storey rear extension to the existing unit	Unit 316 Part, Fauld Industrial Estate, , Fauld Lane, Fauld, DE13 9HS Land At Fauld Lane, Fauld Lane, Fauld, Staffordshire
P/2021/00218	Felling of Ash tree (T4)	Opposite 32 Church Street, Tutbury,

Recent application with a suggested comment to be approved.

REF	Proposal	Location	Deadline
P/2021/00161	Erection of a single industrial building comprising of 2 No units for general industrial use (Class Order B2)	Land at Fauld Lane, Fauld Lane, Fauld, Staffordshire	18/03/2021

P/2021/00080	Erection of a single storey rear extension to the existing unit	Unit 316 Part, Fauld Industrial Estate, , Fauld Lane, Fauld, DE13 9HSLand At Fauld Lane, Fauld Lane, Fauld, Staffordshire	21/03/2021
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Resolution

Members resolved that The Parish Council to urge ESBC to include in the decision that all industrial traffic turns left out of Fauld Industrial Estate towards the A50 and not to be routed through Tutbury.

Outstanding applications that require comments

REF	Proposal	Location	Deadline
P/2021/00249	Listed Building application for the retention of 3 ground floor rear and side elevation windows	9 Duke Street, Tutbury, Staffordshire, DE13 9NE	27/03/2021
P/2021/00256	Felling of Ash tree (T4)	39 B Cornmill Lane, Tutbury, S	21/03/2021
P/2021/00268	Felling of 1 Tulip tree	61 Monk Street, Tutbury	21/03/2021
P/2021/00257	Conversion of existing garage into additional living accommodation, erection a single storey garage extension to the North West elevation and alterations to the opening into the lounge on the South East elevation	Treetops, The Balk, Tutbury	28/03/2021

P/2021/00266	Remodelling of existing dwelling to include raising of ridge height, extension of flat roof dormer and conversion of integral garage to form additional living accommodation and raising of external ground levels by 150mm approx.	Oshawa, 46 Ironwalls Lane, Tutbury, DE13 9NH	01/04/2021
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Resolution

No objections were raised.

03/21 15.To receive training updates from councillors and clerk and review training policy.

Two councillors attended the better councillor course who reported that Strategic plan and purpose of the council should be reviewed alongside the budget setting. The course was especially useful to talk about how other parish councils do things and would recommend that separate committee members should have additional training for those committees. It was also worth noting how well some councils worked with community groups.

The clerk attended the recent Clerk Practitioners conference and highlights of the training courses included information-

- Writing grant applications
- Climate Emergency
- Positive social media
- Writing accessible documents
- Community engagement
- Mental health resilience and coping with change.

The training policy had been distributed for review and no comments were received.

Resolution

Cllrs proposed and voted to accept the training policy with no amendments.

03/21 16. To decide and agree for internal Cllr audit of the accounts.

In line with the financial regulations before the internal audit visit in April the accounts require a check by a councillor to ensure that the correct account procedures are in place.

Resolution

Cllr Anderson agreed to review the accounts files.

03/21 17.0 To receive an update on the feasibility of an additional bus shelter on Burton Road.

Members had made some enquiries, but no firm update was provided.

03/21 18. 0To receive an update on the Charites meeting regarding proposed improvements to Cornmill Lane facilities.

A member reported the Tutbury Parish Charity meeting was due to take place week commencing 21st March. Members asked if improvements to Cornmill Lane access at the main gate down the track could be considered.

03/21 19.0 Items for the next Agenda

- End of Year Accounts
- Clerks Contract update
- Policies Review
 - Community building update
 - Green Lane update

03/21 20 Date of Next Meeting

19th April Full Parish Council Meeting.

Community Building working party meeting to be confirmed.

26th April Annual meeting of the Parish