

# TUTBURY PARISH COUNCIL (TPC)

Virtual 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 meeting of the Parish Council was held by Zoom teleconferencing, Thursday 22<sup>nd</sup> April 2021. Those present were Cllrs, R Lock (Chair), Cllr K England (Vice Chair), Cllr C Smedley, Cllr P Steadman, Cllr W Crossley Cllr F Crossley, Cllr L Evans, Cllr M Upton, Cllr, L Anderson.

## 04/21 1.0 Apologies

1. County Councillor P. White
2. Nonattendance: David Morris
3. 3. Late arrival Cllr T Spencer Smith Agenda item 9.

## 04/21 2.0 Minutes of the meeting held March 15<sup>th</sup> 2021 7<sup>th</sup> April 2021.

2.The minutes were resolved as an accurate record.

## 04/21 3. 0 Declarations of Interest & Dispensation requests item 9

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

Cllr P Steadman is a member of TOSCA and Scouts.

Cllr F Crossley, C Smedley , Cllr L Evans Tutbury Charities

## 04/20 4.0 Public Participation:

Two members of the Tutbury Tigers in relation to agenda item 11.

## 04/21 5.0 Clerk's Report including correspondence.

5.1 The PCSO provided a police report updating the council on local crime data This has been distributed to council members.

Chair Signature.....

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5.2 A request for a choir to use the changing rooms facilities at Cornmill Lane to facilitate a picnic in the school holidays.

## **04/21 6. Borough and County Council Report**

6.1 County Councillor P White sent his apologies and updates via the chair regarding a meeting that was held by Highways at Green Lane was not the public meeting that the parish council are waiting for and sending representatives to.

6.2 Borough Cllr Gaskin reported that the Leisure centres have now reopened following the lifting of the Corona Virus restrictions.

6.3 Cllrs asked for an update on the moving of the library to the Town centre. However, Cllr Gaskin did not have all the details but would update the parish council when more information is available. He was aware that the roof needed repair and it would be expensive to complete. He was aware that the shelving in the existing library was portable and could easily be moved. The existing library maybe used as a nature visitor centre or event venue. It was suggested that this could be added to a future agenda.

6.4 Cllr Gaskin did not have an update on Bin provision and air monitoring that Cllr Raybould was dealing with but would get an update for the next meeting.

## **04/21 7. 0To 7. To update the council on the End of Year Accounts**

7. 1 The clerk distributed summary reports for the year End of year Accounts see Appendix 1 and 2. The expenditure for the financial year was considerably lower than normal due to the cancellation of events that the council would have financially supported . There was a reduction in grant requests and planned expenditure plans have been put on hold due to the Corona Virus restrictions, the reserve is higher than expected and therefore the next financial year budget will need to be adjusted to reflect this.

7.2 Cllrs raised concern on the high reserve and the clerk encouraged the Cllrs to reviewing the earmarked reserved and to increase the expenditure to improve the facilities for the parishioners. The chair reaffirmed that expenditure should be increased. Members recommended that the parishioners should be consulted in how this could be utilised for the benefit of the parish. Long term plans should be put in place for maintaining facilities and looking at a long-term plan for larger projects.

7.3 A members suggested purchasing speed indicator signs out of the increase reserve and additional planters on the High street. Cllr Evans agreed to look in to this.

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7.4 The admin contingency figure includes the unallocated budget not in the earmarked reserves.

7.5 Tutbury village news is still purchased but is amalgamated in the publications budget code.

## 04/21 8.0 To approve the accounts for payment.

8.1 The accounts were proposed and seconded and approved for payment.

Date	Description	Supplier	Net	VAT	Total	Totals
	Clerks Salary	Karen Duffill	953.86	0.00	954.46	
22.04.22	Clerks Expenses	Karen Duffill	31.00	0.00	31.00	
22.04.22	Strimmer Service	Karen Duffill(Tutbury Garden Machinery)	58.25	11.16	69.90	1,055.36
22.04.23	Legionella Control	Sterilizing Services Ltd	45.00	9.00	54.00	
22.04.24	Employee Pension Contribution	Staffordshire County Pension Fund	163.92	0.00	163.92	
22.04.21	Clerks Employer Pension	Staffordshire County Pension Fund	297.52	0.00	297.52	
22.04.25	National Insurance	HMRC	103.79	0.00	102.50	461.44
22.04.26	Street cleaning and maintenance	M Guest	338.00	0.00	338.00	
22.04.27	subscription	SLCC Cheshire	166.00	0.00	166.00	
22.04.28	Cheque					
22.04.29	Charity House Rent	Tutbury Parish Charities	150.00	0.00	150.00	
22.04.30	Playing Fields rent	Tutbury charities	250.00	0.00	250.00	400
22.04.21	Direct Debits					
22.04.21	Changing Room Gas Supply	Opus Energy	17.53	0.88	18.41	
22.04.21	Changing Room Electricity Supply	Opus Energy	11.36	0.57	11.93	
22.04.21	subscription	Staffordshire Wildlife Trust	3.50	0.00	3.50	

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22.04.21	Changing Room Gas Supply	Opus Energy	16.69	0.83	17.52
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**04/21 9.0 To receive an update on the Community Fund bid and next steps.**

9.1 The chair of the charities committee who is also a member of the parish council reported that the Parish Charities Committee acting as the land owner, had met to decide on whether to grant permission for a new community building at Cornmill Lane. Five charities committee members voted, and it was unanimous not to grant permission. Parish Cllrs involved in proposing the new community building were excluded from voting but were able to attend the meeting. The charities committee stated that this was a conflict of interest. However, there were no pecuniary interests that were declared. Non pecuniary interest of being a parish Cllrs involved in the working party was deemed the conflict.

9.2 Cllrs involved in proposing a new community building for the funding bid were very disappointed. They felt that there had been a considerable effort made and the deadlines were very tight in getting an alternate proposal together.

9.3 The clerk enquired if the other improvements that were previously suggested to the Charities committee, improved pedestrian access and new hardstanding carpark, or a new Multi Use Games Area were considered by the charities committee. The charity committee did not consider these as they were unaware of them due to the absence of the council members that would have been able to inform the charity committee of the plans. The Parish Council clerk had informed clerk of the charities of other considerations.

Cllr T Spencer Smith joined the meeting.

9.4 Cllrs agreed that alternative bids should be considered and putting long term plans in place.

**04/21 10. 10. To review and approve changes to the clerk’s contract and related Employment policies.**

10.1 The clerk distributed the Model National Association of Local Councils Employment Contract to the Cllrs to consider. This contract was more comprehensive than the existing contract. The model contract made reference to other related policies including.

- Annual leave Policy
- Councillor and Clerk relations Policy
- Expenses Policy
- Homeworking policy

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- Lone working Policy
- Sickness and Absence Policy
- Grievance Policy

10.2 The clerk's hours are 18 a week and an amendment had been granted from 16 to 18 .however, a new contract was not issued at the time. The clerk has 6 years' service. The annual leave element in the existing contract was out of date and did not fall in line with the recommend standard for clerks.

10.3 Cllrs believed that this should be reviewed by the staff committee rather than in a full parish council meeting. However, this has been considered by the chair and the vice chair who are members of the existing staffing committee. The policies are generic and not specific to an individual and the individual terms were not being changed. A member suggested that it could have been handled by the emergency committee/.Cllrs suggested that this related committee structure was reviewed.

### **Resolution**

It was proposed and seconded, Cllrs voted in favour to adopt the Model Contract and the associated policies.

## **04/21 To review fees and usage, respond to a request for an additional team to use the Cornmill Lane pitch for Sunday league football.**

11.1 The clerk briefed the Cllrs on the implications of an additional team playing on the pitch and using the facilities for Sunday league football, Considerations included are listed below.

- Increase usage of the pitch to weekly matches would require extra grass cutting, this would be weekly rather than the fortnightly cuts already in place, would £55 for an additional cut and marking out when weekly mowing was required.
- Increase in maintenance of the pitch with more players, the pitch is due to be vertidrained at a cost of approximately £300. This has been recommended by an independent groundsman that this is done twice a year.
- Tutbury Tigers were charged £500 last season however, this was levied due to the pandemic, the previous year the fees were levied.
- The changing room total running costs last year without insurance or additional maintenance costs £2589
- The Tigers manage the changing room facility themselves and are responsible for clearing the pitch of dog waste and litter and keeping the facility clean and tidy.

11.2 The chair of Tutbury Tigers briefed the Cllrs on the size and scope of Tutbury Tigers. He reported that there were 150 members and 126 players who were proud to have a home ground at Cornmill Lane He has spoken to the new team and encouraged them to be part of the Tigers club to reduce admin and league costs and to facilitate their matches at Cornmill Lane. He updated the Cllrs on the expenditure

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that the club had spent on pitch maintenance and the voluntary efforts of tidying up the container and the changing rooms.

11.3 To secure the future and growth of Tutbury Tigers the football chair enquired if a longer-term lease could be considered. If a 5- or 10-year lease agreement was put in place this would mean that the club could apply for funding to improve the club and facilities. The clerk recommended that the lease terms would need checking with the charities committee, the playing fields committee will investigate the options available.

11.4 The clerk recommended that a committee was supported to make decisions and to maintain the facilities/ There is not enough clerk time to look after these facilities adequately. The committee could work with the football team to look at longer term planning and running of the facilities.

11.5 It was proposed that the £500 fee previously charged will not be reinstated. There will be no charge for next season for all the junior and senior teams. However, members stated that the effects of the pandemic were still a threat and that the club should be supported further.

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**Resolution**

It was proposed and seconded to waive the fee again for the following 21 -22 season and to work with the club in enhancing and securing long *term* plans for Cornmill Lane. Cllrs voted in favour to waiver the fee.

**04/21 12.0 To discuss and approve delegation to the chairman to submit a response to the Government consultation on Remote Meetings.**

12.1 A consultation has been launched in response to the Government update that Remote meetings will not continue after the Covid regulations have expired. Members raised concern that they did not feel that remote meetings were a positive thing. It was requested to be minutes that the chair would not respond until he had received email responses from members to ensure that their opinions were reflected in the response. The chair confirmed that there were some clear advantages and disadvantages and that this would be reflected in his response. Members suggested that there was a place for v to virtual meetings to be used in the future for working parties and in some cases allowed more access to the public to attend than face to face meetings. However, members were keen to return to face-to-face meetings where Cllrs can meet with each other and public.

**Resolution**

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It was proposed and seconded that once the chair receives email feedback, he will complete the response to the consultation before the 17<sup>th</sup> of June. He will reflect the positive and negative aspects of virtual meetings including the main points of the accessibility and inclusivity of virtual meetings.

## **04/21 13.1 To consider a Dog Agility course at Cornmill Lane.**

13.1 Cllrs F Crossley and W Crossley declared an interest on this agenda item and left the metering.

13.2 A previous resolutions had been made not to support other bids for the community grant fund. However, the proposer is not seeking the parish council support for the project but is seeking permission that this can be pursued independently at the location of Cornmill Lane.

*It was proposed and seconded to continue the meeting to discuss the final agenda items past 9.30pm*

Members raised concern about the suitability of dog agility in this area due to current problem with dog fouling at the playing fields where children are playing and on the football pitches. Other concerns were raised that this was not un keeping of a long-term plan to improve the sporting facilities for younger people. Members suggested it was a good idea but not a suitable location for this.

### **Resolution**

The clerk will inform the proposer that the opinion of the parish council is that Dog Agility is good idea but that the location of Cornmill lane is not suitable due to the current problem and with dog fouling and does not complement the long-term plan of improving the sporting facilities for children and young people on that site.

## **04/21 14.0 Items for the next Agenda**

- To review existing policies
- Internal audit review
- Signing the external audit documentation
- Community Fund update.

## **04/21 15 Date of Next Meeting**

26<sup>th</sup> April Annual meeting of the Parish

27<sup>th</sup> April Working Party Community Fund Meeting.

Chair Signature.....

Date.....

Appendix 1

See report Bank reconciliation Report 31.3.21.

Appendix 2

See report Net Position by Cost Centre 31.3.21

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