

## **TUTBURY PARISH COUNCIL (TPC)**

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Tuesday 18<sup>th</sup> May 2021. Those present were Cllr R Lock (Chairperson) Cllr Smedley (Cllr K England (Vice Chair), Cllr P Steadman, Cllr T Spencer Smith Cllr F Crossley, Cllr W Crossley, Cllr D Morris, Cllr L Evans, in attendance, Karen Cllr on) Duffill (Clerk)

Late arrival 8.30pm Egon Hansen architect.

### **05/21/1.0 ELECTION OF CHAIRMAN**

Nominations for chairman were invited, Cllr R Lock

was proposed, and seconded. Cllrs voted in favour to elect Russell Lock.

It was noted that it was not recommended that the chair stands past three years.

### **05/21/2.0 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

2.1 The declaration of acceptance of office was signed by the chairperson.

Cllr R Lock

### **05/21/3.0 ELECTION OF VICE CHAIRMAN**

3.1 Nominations for vice chairman were invited, Cllr K England

was proposed, and seconded. Cllrs voted in favour.

Cllr K England was elected as vice chair.

It was noted that the next vice chair to be elected would after their term be elected as chair.

### **05/21/4.0 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

4.1 The declaration of acceptance of office was signed by the Vice chairman K England

Cllr

## **05/21 5. Formation of Council committees/ working parties.**

The clerk outlined the difference between a working party and a committee. Committees if quorate, can be delegated a budget to make decisions rather than the decisions to be referred to a full parish meeting.

The existing committees working parties were agreed to remain the same apart from the following changes,

The formation of a new group to replace the community building committee. **Tutbury ongoing 5-year Community Facilities** . Members included Cllrs K England, T Spencer Smith, M Upton, C Smedley, and P Steadman who was currently acting as lead Cllr for the community fund g working party lead councillor and terms of reference to be allocated if appropriate.

Members discussed the benefits of committees versus working parties and resolved that the community facilities would remain a working party and if applicable would set the terms of reference and form a committee.

**Footpath working party** was suggested who included Cllrs W Crossley, F Crossley, K England, and M Upton.

Cllr L Evans asked to be removed from being a lead Cllr for Highways.

**Planning committee** was removed, and the lead councillor K England would collate responses for planning applications and if necessary, request that they are included to the agenda for a full parish meeting. It was agreed that there was not enough agenda time to discuss every application that required no comment.

Non changes were suggested for existing terms of reference. The current standing orders will apply for the committees in place.

## **05/21 6. 0 Appointment of street representatives**

**6.1** Street representatives were elected based on the existing responsibilities of existing councillors.

## **05/21 7.0 To Resolve to continue to evoke the General Power of Competence**

7.1 The clerk outlined in the clerk's report what the General Power of Competence was, and how it could be used.

### **RESOLUTION**

The majority of members voted to evoke the General Power of Competence.

## **05/21 8.0 To approve the continued use of existing policies.**

8.1 The current policies are on the website members voted to ratify them and no changes were required.

Publication Scheme 2021 and Model Publication Scheme

- Media Policy
- Social Media Policy
- Grant Award policy
- Covid Grant award policy
- Complaint's procedure
- Equal Opportunities Policy
- Planning Committee terms of reference
- Employer Pension Policy and complaints procedure needs updating with new Chair details.

The following policies will be reviewed in June after data Protection refresher training. Additional policies will need to be added to this area of legislation.

- Data Consent form
- General; Privacy Policy
- Freedom of Information and related legislation

8.2 A member questioned why apologies were requested to be sent to the clerk and the chair. Clerk clarified the wording had not been changed but a meeting with a chair is required for every meeting, but you can have a meeting without the clerk.

8.3 A member questioned why complaints were directed to the clerk and the chair. The clerk advised that this was the wording advised from National association of local councils and the chair explained that if a complaint was made about the clerk, then it would be more applicable this was sent to the chair. The wording remained the same.

## **05/21 9.0 To review and approve the updated Disciplinary and Grievance arrangements, and Tutbury Parish Council Disciplinary Policy.**

9.1 The current policies required updating,

- Grievance Dignity at Work

should be replaced with .

1. TN 22 Disciplinary and Grievance arrangements, and
2. Tutbury Parish Council Disciplinary Policy.

### **RESOLUTION**

Members resolved to accept the new policies.

## **05/21 10. 0 Apologies**

10.1 Cllr L Anderson had other work commitments.

Borough Cllr G Raybould

## **05/21 11.0 Minutes of the meeting held on 22<sup>nd</sup> April 2021.**

11.1 Cllr M Upton declared an interest in Tutbury charities, but it was not recorded on April 22<sup>nd</sup> 2021.

A member stated he had technical difficulties joining the virtual meetings so should not be recorded as nonattendance. however, the clerk clarified that this is not a valid reason for an apology.

Members voted to accept the minutes as a true record.

## **05/21 12. 0 Declarations of Interest & Dispensation**

1 non-Pecuniary interests were declared in association with the following community groups. Dispensation have previously been granted for voting on this matter by the clerk.

- Cllr P Steadman is a member of TOSCA (Tutbury Old School Association) and Scouts.
- Cllr T Spencer Smith is a member of TOSCA.
- Cllr K England St Marys Church
- Cllr M Upton Tutbury Parish Charities and St Mary's Church committee member
- Cllr Smedley Tutbury Parish Charities and St Marys Church.

1.2 The chair is a member of the ESBC funding committee and would therefore would not chair or participate in voting on items 18.

### **05/21 13 Public Participation**

Egan Hansen architect presented his plans for the parish council in relation to the community funding bid agenda item 17.

### **05/21 14.0 Clerks Report including correspondence.**

14.1 A complaint was received regarding litter and plastic bottles left at Cornmill Lane after the men's team had played, although not all the rubbish could be attributed to the footballers a Tutbury Tigers representative did clear it away and assured the parish council that this is done every Sunday morning before the junior's train.

14.2 An email has been received with a concern of rats eating bird food left in the trees neat the smaller children's play area. This has been raised with the Borough Council open space team. ESBC are instructing pest control to look at it.

14.3 A request has been made from Burton All Stars to hold small child's groups of 4 for sporting activities on the pitch or grass area when the football teams are not training. This has been encouraged by the clerk to use the public space. Changing facilities were not required. However, they found an alternative venue due to their requirements clashing with the football team training sessions.

14.4 Fly ripping of garden waste has been reported by the Friends of Elm Lane volunteers when tidying and clearing Elm Lane. A resident of Portway Drive has had their conifers cut back and left the branches in the lane. A letter has been sent by the clerk to ask them to be removed. The debris has been removed.

14.5 Concerns have been raised regarding the resurfacing of Mont Street County Cllr P white has escalated these concerns.

14.6 Concern was raised by a resident that warning sign for the roundabout had not been erected at near the roundabout, and that speed was still an issue for larger vehicles not slowing for the speed humps, Once logged with Highways this will be escalated with the county council. The council awaits feedback from the resident who raised it. The clerk requested Cllrs to investigate and log this if necessary.

14.7 A donation request letter was received from Harvey girls and dads 4dads. This will be added as an agenda item for June if a grant application is received. Grant application details have been sent.

14.8 Concern has been raised regarding a sycamore tree height in Elm Lane This will be escalated to the correct authority.

14.9 The monitoring equipment that has been placed on Green Lane to assist in safety monitoring has been thrown in the hedge. The county council been informed, the resident has also reported it to Highways. Richard Rayson has asked to keep an eye out if this happens again if the police could be informed of the criminal damage and it should also be reported on the Report IT Staffs County App.

14.10 An enquiry has been made as to the origin of stone sculpture in Tutbury near the Mill. This enquiry has been sent to the Civic Society.

14.11 A Further incident of fly tipping of a gas bottle has been reported on Elm Lane which the clerk is dealing with.

### **05/21 15.0 End of Year Accounts and audit.**

15.1 To review Auditor Report the internal auditor has completed the assessment of the accounts and the Annual return. He was happy that appropriate financial controls were in place. and signed off the relevant section of the Annual governance and Accountability statement The auditor did comment that clerk had provided excellent records.

### **15.2 To consider and approve the Annual Governance Statement 2020/21**

The statement had been circulated to the councillors as part of the meeting papers The council agreed with the statements and the chairman, and the clerk signed and dated the annual return.

### **15.3 / To consider and approve the Accounting Statement 2020/2021**

The council agreed with the figures in the annual return statement and the chairman, and the clerk signed and dated the annual return.

The annual return, supporting documents and notices will be returned to the external auditor before the deadline in June.

### **05/21 16.0 Borough and County Councillor report County**

16.1 Apology received from County Cllr White P W a statement was read by the chair related to the County Cllr re-election as the ward Cllr for Tutbury and Outwoods, setting out the policies that he would be working towards.

16.2 Members raised concern regarding the highways works that have been completed in Tutbury but with the county Cllr not being present this will be raised again when he can attend, However, the concerns on the resurfacing work on Monk Street have been escalated to the appropriate department.

**Borough Council**

16.3 Cllr S Gaskin confirmed the corona vaccine programme was incredibly good in this area.

16.4 Air monitoring was requested before the speed humps and then after installation. However, the air monitoring has not been installed prior to traffic calming. Cllr Gaskin questioned if it was it still required? Members stated that the nearest monitoring station is at Derby turn and feel that this is important as no data is available for Tutbury since the new housing development has been built and pollution from an increase in traffic is required.

16.5 Bins would be provided at Cornmill lane and Elm Lane as requested

16.6 The enforcement team and planning department have investigated the issues raised at the property on Belmot Rod formally known as the Pleasurance. Issues regarding the fencing and protected tree has been raised and being addressed.

16.7 A member requested if there was any data on fly tipping since the removal of the bins in Duke Street? Cllr S Gaskin confirmed that there had been no increase in fly tipping in the area. Members were aware that newspapers were being dumped on Belmot Road and regularly cleared by a resident.

**17.0 To receive an update on the funding bid to improve the Facilities at Cornmill Lane.**

**17.1 Previous Resolutions**

**2<sup>nd</sup> March 2021 Resolution**

To investigate erecting a community building and or improving the current facilities at Cornmill Lane. and if appropriate submit grant applications.

7<sup>th</sup> April Resolution

If the parish council resolved to submit a bid for the £250k Tutbury Fund. Cllrs voted in favour to nominate Cllr Steadman to write a bid on behalf of the Parish Council.

7<sup>th</sup> April Resolution

Eligible Cllrs voted in favour to allocate the £500 budget to support a funding bid.

17.1 The council have resolved to submit a funding bid to improve the facilities at Cornmill Lane and have secured the budget of £500 for initial technical fees in putting a bid together. The architect Egon Hansen presented the plans for the funding bid to be submitted.

- The plans included replacing the Mult use games area MUGA and boundary fencing with sports England compliant surface and equipment.
- Outdoor gym equipment, picnic table and table tennis area next to the MUGA on a raised area, increasing inclusivity of all ages and abilities including disabled access equipment.
- A landscaped drain age system to tackle the flooding on the first playing field.
- Installation of a kissing pedestrian access alongside the vehicle access and increase access points to the first playing field and MUGA area.
- Improvements to the single-track road making it wider for pedestrians and vehicles to use.
- Installation of grasscrete carparking area with cleat marked car parking spaces to ensure that parking could be provided for 60 cars. By using grasscrete this would maintain the green area.

Such improvements will lead to mire usage of the changing rooms and the overall use of the playing field and regenerate the area that is deteriorating.

17.2 Members raised concern that Tutbury charities had not given permission for a community building on the first field and had not granted permission for the improvements.

The improvements have not been considered by the charities committee, the response from Tutbury Charites was related to the refusal of a community building therefore the working party members felt it was appropriate to submit a bid to improve the facilities subject to further permissions being granted. The original resolution was to investigate a new building and or improve the existing facilities.

The funding bid would be submitted and outline the constraints of the land owner permission and it would be up to the Borough Council to decide if the funding application were accepted and if the bid were successful then the funds would be spent on the projects subject to the charity's approval. The clerk clarified that if the bid were successful then the process outlined in the financial regulations would need to be followed and would therefore need further approvals through full council.

17.3 Members questioned why the bid was not being approved at the meeting. the clerk had set out the previous resolutions in the clerk's report and stated that the original resolution was to submit a bid for either a community building and or to improve the facilities as the community building permission it was appropriate for the bid be to improve the existing facilities.

17.4 Members congratulated the architect of the plans he had set out. Members not part of the working party raised concern that an outdoor gym was appropriate and had that this was a facility is not agreed by the full council. A separate agenda item had been raised to pass a resolution to consider outdoor gym equipment funding bid to be made. The bid presented by the architect consisted of different projects areas, so it was possible for the parish council and Borough Council to consider each piece of work separately depending on the funding award.

17.5 A member raised concern about securing of the site against unauthorised vehicle access and the travelling community. However, the chair reminded a member not to use derogatory terms to describe minority groups.

## 05/21 19.0.To approve Accounts for Payment.

It was resolved to extend the meeting time to approve the accounts for payment.

19.1 The clerk clarified that a payment to HMRC did not got through in the last bank payment schedule, therefore this would be incorporated into the payments for this month. Council members proposed and seconded the accounts were authorised for payment.

Date	Description	Supplier	Net	VAT	Total
18/05/2021	Legionella Control	Sterilizing Services Ltd	36.00	7.20	43.20
18/05/2021	Street cleaning and maintenance	M Guest	338.00	0.00	338.00
18/05/2021	Mowing contract	RB Landscaping	150.00	0.00	150.00
18/05/2021	Chatsworth Drive Footpath Maintenance	RB Landscaping	50.00	0.00	50.00
18/05/2021	printing	Reflex Print And Design	19.00	3.80	22.80
18/05/2021	Mowing and Pitch Maintenance Contract	TH Health Contracts Ltd	2,500.00	500.00	3,000.00
18/05/2021	Internal Audit Visit	Topliss Associated Ltd	117.00	23.40	140.40
18/05/2021	Clerks Employer Pension	Staffordshire County Pension Fund	297.52	0.00	297.52
18/05/2021	Employee Pension Contribution	Staffordshire County Pension Fund	163.92	0.00	163.92
18/05/2021	12 First Class Stamps	Karen Duffill	10.20	0.00	10.20
18/05/2021	Clerks Expenses	Karen Duffill	6.73	0.00	6.73
18/05/2021	Clerks Expenses	Karen Duffill	31.00	0.00	31.00
18/05/2021	Clerks Salary	Karen Duffill	954.46	0.00	954.46
18/05/2021	National Insurance	HMRC	102.50	0.00	102.50
Outstanding Online payment from 22nd Apr					
22/04/2021	National Insurance	HMRC	102.50	0.00	102.50
Total Online payment					
<b>Direct Debits</b>					
02/05/2021	Changing Room Electricity Supply	Opus Energy	28.83	1.44	30.27
18/05/2021	Changing Rooms Water Supply	Pennon Water	11.00	0.00	11.00
17/05/2021	Annual Subscription	Staffordshire Wildlife Trust	3.5	0	3.5

**05/21 18. 0To approve a funding bid for outdoor gym equipment to be placed on either /or all play area locations within Tutbury.**

18.1The working party seek approval for an additional funding bid to be made for the Community Grant fund for an outdoor gym equipment to be installed at either or all play areas in Tutbury. Heritage Park. Ferrers Avenue playing field, and The Mill site. Cornmill Lane. By adding additional equipment to these areas, it would provide extra benefit to the existing sites encouraging people of all ages to be more active.

18.2 A member raised concern that there was no play area for younger children at Heritage Park or Cornmill Lane.

18.3 The funding bids would all be subject to landowner’s permission and collaboration with East Staffordshire Borough Council and Tutbury Charities.

18.4 Due to the meeting time this agenda item was declared to be discussed in an extra ordinary meeting to be arranged as soon as possible.

**05/21 20 Items for the next agenda**

20.1 Outdoor gym funding bids.

Budget

**05/21 21. Date of Next Meeting**

21.1 Monday 24<sup>th</sup> May