

TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 19th July 2021. Those presents were Cllr R Lock (Chairperson) Cllr Smedley, Cllr K England (Vice Chair), Cllr F Crossley, Cllr L Anderson, Cllr P Steadman, Cllr W Crossley, Cllr M Upton, Cllr L Evans, Borough Cllr Gaskin, in attendance, Karen Duffill (Clerk)

06/21 1.0 Apologies

Cllr T Spencer Smith, , County Cllr P White

None attendance

Cllr D Morris.

07/21 2.0 Minutes of the meeting held on 21st June 2021.

2.1 The minutes were approved and seconded as an accurate record.

07/21 3.0 Declarations of Interest & Dispensation

None declared.

07/21 4.0 Public Participation

None

07/21 5.0 *Borough and County Council Report*

5.1 Green Lane Safety Review and Heritage Park update PW

No update available

5.2 The County Cllr was ill and unable to attend. Parish Cllrs were disappointed that they were unable to raise issues such as

- The underspend on the County Council budget and why this expenditure was not reallocated sooner to allow this to be spent.
- Why the rates for social care have not increased?
- A query around problematic parking at Cromwell Close. The clerk suggested that this matter was referred to the PCSO.
- A resident had raised concern that a sign was removed from Lancaster Drive to allow easier access to a drive. The clerk suggested that this could be logged through the fault logging process under a missing sign, However, the member that reported it had suggested that this was intentionally removed, and this should be dealt with by the County Councillor.
- Cllr Evans required assistance in progressing the Highways licence for new planters.

The clerk will forward the issues onto the County Cllr to respond. However for the specific questions about County council finance it was suggested that Cllrs contacted the County Cllr directly by email.

5.3 Borough Cllr Gaskin provided updates on the following items,

- Bin Provision. New bins had been ordered for Elm Lane and Cornmill Lane and the repair to the bin on High Street had been requested and these should be installed in the following week. Additional bins were still required on Cromwell to service the play area on Portway Drive. A larger bin was required for Ferrers Avenue playing field to cater for an increased use due to proposed improvements and potential installation of picnic benches.
- Update on Tutbury Community Fund. The grant applications were going through review, but no decisions had been made
- Air quality monitoring update. The ongoing air monitoring could be carried out for a period longer than 6 months and would be charged according to the 6-month costs.
- To receive an update on the adoption of green space by ESBC on Heritage Park. Cllr Gaskin would seek further information on this, but he was aware that the site had not been signed off as completed and until that was done the open space would not be adopted by the Borough Council.

07/21 6.0 Clerk’s Report including correspondence

6.1 The clerk was contacted regarding a dispute between two shops in relation to the right to use the access between the shops to operate their business. The clerk advises to check the deeds and response by letter confirming the details. Borough Cllr S Gaskin agreed to speak to the business owner to help to resolve the issue.

6.2 A thank you letter had been received from the Open Gardens committee in relation to the Parish Council getting involved with the preferred planting colour scheme for the village this year and structing the contractor to follow the guidance in providing red plants for the planters. These were thought to have made a positive contribution this year.

6.3 Hedges and verges.

The hedges on the Triangle and Cornmill Lane have been cut. A request has been made to cut back the Close bank footpath down to Cornmill Lane and the triangle of grass at the bottom. A request has been sent to the property on the Triangle to trim the hedge bordering the Triangle obscuring the double yellow lines.

A fault has been logged and requests to investigate the area opposite Portway Drive as the pavement is considerably overgrown again. The area is not included on the

contractor schedule and is being neglected. The Clerk has notified the County Council that the contractor is not carrying out the maintenance.

6.4 Elm Lane Update

The strimmer has been repaired and the volunteers will be organising another working party to maintain the lane.

06/27. 0 To approve Accounts for Payment

July and recurring August payments were listed to approve. Cllrs voted to approve the payments.

| Date | Description | Supplier | Net | VAT | Total | Summary |
|------------------------|---------------------------------------|--|--------|-------|--------|----------|
| July Payments | | | | | | |
| 19/07/2021 | Legionella Control | Sterilizing Services Ltd | 36.00 | 7.20 | 43.20 | |
| 19/07/2021 | Street cleaning and maintenance | M Guest | 364.00 | 0.00 | 364.00 | |
| 19/07/2021 | Mowing contract | RB Landscaping | 150.00 | 0.00 | 150.00 | |
| 19/07/2021 | Chatsworth Drive Footpath Maintenance | RB Landscaping | 50.00 | 0.00 | 50.00 | 200.00 |
| 19/07/2021 | Cllr Training | Staffordshire Parish Council Association | 30.00 | 0.00 | 30.00 | |
| 19/07/2021 | Cllr Training | Staffordshire Parish Council Association | 30.00 | 0.00 | 30.00 | 60.00 |
| 19/07/2021 | Strimmer maintenance | Tutbury Garden Machinery c/o D Raines | 100.10 | 20.02 | 120.12 | |
| 19/07/2021 | Clerks Salary | Karen Duffill | 954.46 | 0.00 | 954.46 | |
| 19/07/2021 | Clerks Expenses | Karen Duffill | 31.00 | 0.00 | 31.00 | |
| 19/07/2021 | Netball posts | Karen Duffill | 266.94 | 0.00 | 266.94 | |
| 19/07/2021 | keys, padlock and chain | Karen Duffill (livens) | 0.00 | 64.05 | 64.05 | 1,316.45 |
| 19/07/2021 | Employee Pension Contribution | Staffordshire County Pension Fund | 163.92 | 0.00 | 163.92 | |
| 19/07/2021 | Clerks Employer Pension | Staffordshire County Pension Fund | 297.52 | 0.00 | 297.52 | 461.44 |
| 19/07/2021 | National Insurance | HMRC | 102.50 | 0.00 | 102.50 | |
| Total | | | | | | 2667.71 |
| Direct Debits | | | | | | |
| 22/06/2021 | Changing Rooms Water Supply | Pennon Water | 11.00 | 0.00 | 11.00 | |
| 02/07/2021 | Changing Room Electricity Supply | Opus Energy | 27.64 | 1.38 | 29.02 | |
| 14/07/2021 | Changing Room Gas Supply | Opus Energy | 16.86 | 0.84 | 17.70 | |
| 15/07/2021 | Subscription | Staffordshire wildlife | 3.50 | 0.00 | 3.50 | |
| August Payments | | | | | | |
| 16/08/2021 | Legionella Control | Sterilizing Services Ltd | 36.00 | 7.20 | 43.20 | |
| 16/08/2021 | Street cleaning and maintenance | M Guest | 364.00 | 0.00 | 364.00 | |

| | | | | | |
|----------------------|---------------------------------------|-----------------------------------|--------|------|--------|
| 16/08/2021 | Mowing contract | RB Landscaping | 150.00 | 0.00 | 150.00 |
| 16/08/2021 | Chatsworth Drive Footpath Maintenance | RB Landscaping | 50.00 | 0.00 | 50.00 |
| 16/08/2021 | Changing Rooms Water Supply | Pennon Water | 11.00 | 0.00 | 11.00 |
| 16/08/2021 | Clerks Salary | Karen Duffill | 954.46 | 0.00 | 954.46 |
| 16/08/2021 | Clerks Expenses | Karen Duffill | 31.00 | 0.00 | 31.00 |
| 16/08/2021 | Employee Pension Contribution | Staffordshire County Pension Fund | 163.92 | 0.00 | 163.92 |
| 16/08/2021 | Clerks Employer Pension | Staffordshire County Pension Fund | 297.52 | 0.00 | 297.52 |
| | | | | | 2065.1 |
| Direct Debits | | | | | |
| 22/07/2021 | Changing Rooms Water Supply | Pennon Water | 11.00 | 0.00 | 11.00 |
| 15/08/2021 | Subscription | Staffordshire wildlife | 3.50 | 0.00 | 3.50 |

07/2. 8.0 To receive an update on the installation of planters in Duke Street and improvements to the car park.

8.1 Cllr Evans and Cllr Lock have investigated the feasibility of placing two planters outside the museum. Due to air bricks and utility access, they planters could not go directly next to the entrance to the Museum but could be placed under the notice boards either side of the entrance. The church has given permission to place a planter in front of their noticeboard and the Museum have also agreed. The clerk will still be able to access the council noticeboard.

8.2 Cllr Evans has not been able to contact the relevant person in Staffordshire County council regarding the licence to place the planters on the highway. This will be escalated to County Cllr P White.

8.3 The clerk has arranged a site meeting with Michael Hovers from the open space team and his colleague Paul Steed to discuss improvements to the planting around the Duke Street car park and how it can be improved. This will be held Thursday 22nd July at 3pm. For interested Cllrs to attend.

07/21 9. 0 To consider and approve Cornmill Lane playing fields matters

- Goal disposal
- Container repair
- MUGA improvements
- Vehicle access gate maintenance/replacement

9.1 . Metal goal posts that were replaced with moveable goal posts require disposal. .Members suggested that if the metal container requires repairing then the contractor that is instructed to do this could be asked to cut up the goal post to allow the metal

posts to be disposed of. Cllr Smedley will meet the football team to assess the repair required.

9.2 An email has been received regarding the poor quality of the basketball court. The hoops, nets and backboard are in poor condition. A request has been made that this can be improved. A quote has been received to reline the basketball court. Costs for new hoops and backboards were also acquired. Members suggested that the surface, and the games area should be inspected before the line marking and improvements were made. Cllrs agreed that improvements were required and should be made.

Resolution

The clerk will appoint a contractor to carry out a section to the Games area prior to improvements being made. The parish council will purchase new basketball equipment and reline the courts to allow the MUGA to be used effectively. If appropriate the parish council will carry out a repair on the container and instruct the same contractor to dispose of the metal posts.

9.3 The vehicle gate access is problematic in and requires force to shut it and lock it. The chair agreed to assess what was required to resolve this.

07/21 10.0 To receive an update on Ferrers Avenue Playing field

10.1 The playing fields committee met with the new representative from the Duchy of Lancaster to assess the playing field and to discuss the required maintenance and potential improvements that could be made to the area. They explained that there was lack of investment to the playing field due to the short lease terms of 3 years being offered on this land. If a longer lease was agreed to secure the future of the area, this would allow future investment.

10.2 The Duchy representative suggested that a 25-year lease could be considered, if the Parish Council agree to the legal fees that would be incurred in securing this. The Duchy representative requested further information about suggested playing field improvements to consider in support of the investigation and suggested to a 25-year lease and she suggested the parish council could apply to the Benevolent fund for assistance with the improvements.

The chair and the playing fields committee had previously produced a document setting out proposed improvements this would be updated and sent to try and negotiate a 25-year lease.

10.3 Members were sceptical that this would secure the playing field for 25 years due to the potential that this field would offer for developers, outlined in the production of the local plan. Concerns were raised that the residents whose

properties backed onto the playing field would not want the area developed. it would have been a field when they purchased the house. However other members suggested that this area was underutilised, and it was a shame that it was only used as a dog walking field with poor condition goal posts and was not providing adequate facilities for the community. Residents were aware that it was a playing field when moving next to it. If the area around the playing field was developed and the playing fields was well used, then this would demonstrate the need for the green space.

Resolution

Cllr voted in favour to the proposal that the chair will send proposed improvements for Ferrers Avenue playing field area to the Duchy of Lancaster representative to start the negotiations for a 25-year lease.

07/2 1.11.0 To consider and approve

- Adoption of the updated code of Conduct
- Code of Conduct training for all councillors

11.1 The clerk distributed the new updated Code of Conduct to the members to consider. There has been a lot of consultation in the production of the new code to tackle standards and behaviour issues with Parish Councils. The clerk suggested that alongside the new code it would be beneficial if the whole council attended the relevant training to support the new code.

11.2 Training can be carried out by the Staffordshire Parish Council Association virtually in September, but the clerk recommended that the same trainer could offer face to face training for Tutbury at the village hall. A member supported the suggestion of face-to-face training tailored to the council due to the breaches in the code that he had witnessed, and supported the benefits after attending a Code of Conduct training for another parish council. A member supported this and thought it necessary to receive training on the adopted Code.

Resolution A

Cllrs voted in favour to adopt the new code of Conduct.

Resolution B

Cllrs were in favour of face to face Code of conduct training for Tutbury. The clerk will ascertain potential dates and costs to be decided at the September meeting to ensure that all councillors were able to attend.

07/21 12.0 To consider and approve tree works on Church Street and Chatsworth Drive.

12.1 A survey had been carried out on the two sycamore trees on Chatsworth Drive.

No immediate work was recommended, a medium-term suggestion to reduce the crown was recommended and a further survey in three years. The chair suggested a site visit to consider the suggested crown reduction. The clerk will distribute the survey to the neighbours of the trees who raised the concern.

Resolution A

Assessment of tree works suggestion to be carried out on a site visit September 14th

12.2 The clerk has requested quotes for a tree survey to be carried out on the strip of land adjacent to the church path on Church Street that runs alongside the property of 10 Church Street. A quote of £175 was received to survey the trees in this area. The existing contractor provided a quote to carry out immediate removal of self-seeded saplings in the area and to address the ivy on the mature trees that was narrowing the path and obscuring light and overhanging the property of number 10. To remove the saplings and ivy to allow easier access to the Church was £375.

Resolution A

CLRs voted in favour to purchase the £175 survey of the trees along a 9ft wide strip of land alongside the church path on Church Street next to the property of number 10.

Resolution B

CLRs voted in favour to instruct the existing contractor to remove the ivy and saplings along the Church path, on Church Street next to the property of number 10.

06/2 13.0 Items for the next Agenda

Bins, parking restrictions, Green Lane and outstanding items for the Borough and County Council

Tree Survey Church Street

Conservation area and planning considerations.

Footpaths

Planter's update

Bus Shelter for High Street

Budget allocation of Earmarked reserves for improvements and contingency for Church wall.

Code of Conduct training.

Cornmill Lane Multi Use games area update.

Flag brackets and poles.

06/2 14.0 Date of Next Meeting

14th September site meeting walkabout.

High Street Bus shelter planters and flag brackets

Chatsworth drive Sycamore trees Park Pale

Church wall and trees along East Path

Cornmill Lane playing field.

20th September Full Parish Meeting.

Meeting ended at 20.55pm