

Clerk's Report October 18th 2021

Planning Matters

No comments were made on the following planning applications

Application Number	Site Address	Development Description	Status	Date Registered	Decision
<u>P/2021/01154</u>	Lower Castle Hayes Farmhouse Belmont Road Burton-on-Trent DE13 9PH	Listed Building Consent for the replacement of the existing timber windows with double glazed timber framed windows and some changes to the window design	REGISTERED	23-09-2021	
<u>P/2021/01082</u>	The Stables The Balk Tutbury Staffordshire DE13 9NP	Horizontal branch extending over garage gable wall to be terminated at the point of vertical epicormic growth at a distance of 4.4m, selective reduction/crown lifting to secondary growth and removal of outermost 3-4m peripheral growth, secondary growth from branch overhanging neighbours bungalow requires pruning back to give 3-4m clearance from roof line to one Turkey Oak (Tree 1), crown reduce to a height of 9-10m shortening radial growth to around 7-8m from trunk centre to one Turkey Oak (Tree 2), selective crown reduction to a height of 14-15m reducing the outermost 2-3m of growth to the crown periphery to one Horse Chestnut tree (Tree 3) (TPO No 9)	REGISTERED	21-09-2021	
<u>P/2021/01175</u>	1 The Park Pale Tutbury Staffordshire DE13 9LB	Cut back to original semi pollard points one Oak tree (T59 of TPO 9)	REGISTERED	16-09-2021	
<u>P/2021/01140</u>	3 Laburnum Grove Fauld Lane Fauld Staffordshire DE13 9GY	Demolition of existing garage to facilitate the erection of a one and a half storey side extension and erection of a detached garage.	REGISTERED	09-09-2021	
<u>P/2021/01055</u>	33 Monk Street Tutbury DE13 9NA	Installation of front and rear roof windows to facilitate loft conversion	REGISTERED	19-08-2021	
<u>P/2021/01064</u>	61 Monk Street Tutbury Staffordshire DE13 9NA	Crown reduction in height by 33% and width to dwelling roof height of 1 Golden Elm tree	FINAL DECISION	17-08-2021	Approved - Delegated
<u>P/2021/01014</u>	Ocean View 48 Belmont Road Tutbury DE13 9NL	Erection of a single storey side extension	REGISTERED	05-08-2021	

<u>P/2021/00940</u>	The Hawthorns 43 Monk Street Tutbury DE13 9NA	Reduce Horse Chestnut (2) by 3-4m in height and 3-4m in width and crown raise to 5.5m over road and 3m over footpath and reduce Lime tree (3) by 4m in height and 3m in width and remove epicormic shoots (T22 and T23 of TPO No 9)	REGISTERED	03-08-2021	
<u>P/2021/01265</u>	62 Monk Street Tutbury Staffordshire DE13 9NA	Re-pollarding back to previous pollarded points of 1 Ash tree and cut back over hanging branches of 1 Yew tree.	REGISTERED	05-10-2021	

Decisions

P/2021/00940

Reduce Horse Chestnut (2) to previous pruning points (approximately 1m reduction) and crown raise to 5.5m over road and 3m over footpath and reduce Lime tree (3) by 2m in height and 1.5m in width and remove epicormic shoots (T22 and T23 of TPO No 9)
The Hawthorns, 43 Monk Street, Tutbury, DE13 9NA

PERMITTED

P/2021/01014

Erection of a single storey side extension
Ocean View, 48 Belmont Road, Tutbury, DE13 9NL

PERMITTED

P/2021/01055

Installation of front and rear roof windows to facilitate loft conversion
33 Monk Street, Tutbury, DE13 9NA

PERMITTED

Updates from webinar with the Staffordshire Parish Council association (SOCA) and Staffordshire County Council. (SCC)

SCC wants to work with Parish Council's closer. During pandemic Zoom became normal, NALC still pressing for zoom to continue in certain circumstances.

The use of zoom has led to enhanced training courses – there has been a big update and the courses will continue with a wide range during 2022. Parish councils are encouraged to pursue these courses.

Various apps for Staffordshire residents to use to encourage people to help themselves-

Staffs connect

Orcha – health & wellbeing

Do it Staffordshire – volunteering

Entitled to – free online calculator for benefits.

Happy at Home – various suggested equipment that can be purchased to enable people to stay independent.

Potential to put the links on PC website

Comments were raised that not all can access sites digitally – there are ‘community help points’ – in ESBC – Burton Library, Uttoxeter Library and Burton Albion Community Trust.

SCC are trialling loneliness and social isolation with nine parish councils.

Potholes and drainage were discussed, SCC budget has been cut significantly.

Winter maintenance discussed. Grit bins filled at start of season; strategic bins will only be re-stocked. 1kg of salt only needed for 4 car lengths – please try and stop private use.

Ice Busters – designated community officer – moving forward to focus on customer experience.

Speeding issues in county – perception issue rather than actual issue – if looking at works SCC can look to match fund.

Twenty is plenty update

None received

Correspondence

- A request from Tutbury Civic Society for the parish council to seek the permission from the County Council for the Historic Tutbury Sign.

Suggestions received from parishioners

A request for the council for a camera to be installed into the high Street Tutbury. Two reasons dog poo being left. and unsocial behaviour.

Sort out the drainage at the toilets. This has been passed onto the Borough Council to consider. They are looking into the maintenance issues

It would be nice to have some attractive signs at the entrance to the village perhaps incorporating the Castle Motif. The clerk suggested to contact the Civic Society to find out the progress of the Historic signs they received a grant to erect.

Adopt the Phone Box. I. The parish council previously resolved the phone box is still active and is left as a facility for those who cannot get a signal in the village

The roundabout near the playground has been dismal this year and there is also a short pipe piece of metal sticking out of the pavement near there could be a danger to anything in the dark that needs removing. Perhaps the roundabout should be planted up with something more long lasting to avoid constant maintenance. The clerk suggested to log a fault with the highways regarding the pipe. Comments regarding planting have been sent to the Borough Council to consider. The parish council may want to consider a future project to working in collaboration with the Borough Council to improve the areas.

Businesses could be contacted to remind them that they could park in the Dog and Partridge car park was a good one. Parking on High Street even for a short time is impossible. The clerk will receive comments from the councillors regarding this issue.

Playing Field Matters

Report from Cllr D Morris. regarding Container repair.

An estimate for applying fibreglass sealant to prevent further leakage would be estimated to fall under the chairs budget to get the repair completed of £500. The clerk is awaiting a quote from existing contractor.

An estimate to replace sheeting on the roof would be around £2500

To consider a replacement refurbished container would be around £3500

A new replacement container would be between £5-6K

A report from Playing fields committee regarding a proposal received from Tutbury Tigers to install mesh fencing alongside the football pitch at Cornmill Lane.

Budget update

Following the September meeting, the clerk informed the council that there were unallocated funds in the general reserves and should be earmarked for future projects and contingencies.

The transfer report demonstrates what has been allocated from the general reserve to earmarked reserves.

The reserves balance shows the general reserve allocated to earmarked proposals

The bank reconciliation shows the total parish council funds

The net position report shows the budgeted amounts including the earmarked funds against the actual spend.

The proposed budget changes include

- Clerk's expenses have been increased £50 due to the rise in statutory payments/
- Cllrs training increased to £500
- Clerk's Training has been reduced to £250
- Rights of way has been increased to 2500 for the tree works on Chatsworth Drive.

Cllrs need to resolve the proposed changes to the budget and earmarked reserves.

Cllrs also need to inform the clerk of additional requirements for next year, so that the next financial years budget 2022 2023 can be compiled for review at the November meeting. This will be in preparation or the Precept setting in December's meeting.

Tutbury Parish Council
Reserves Balance
2021-2022

14 October 2021 (2021-2022)

Tutbury Parish Council
Transfers to and from - All Reserves

Date	Comment	Reserve	Amount
14/10/2021	move to high street resolved at meeting	Parking project	-4,000.00
14/10/2021	moved from parking project	Road Safety	4,000.00
14/10/2021	Transferred from general reserve fund	Church wall maintenance	12,000.00
14/10/2021	following meeting at 20.09.21	Road Safety	8,000.00
14/10/2021	allocation of general reserve following	Admin Contingency	1,113.59
		Total.....	21,113.59

Reserve Balances

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Picnic Bench	2,000.00				2,000.00
Total Capital	2,000.00				2,000.00
Earmarked					
Laptop	1,000.00				1,000.00
Election	5,000.00				5,000.00
Road Safety	3,000.00	12,000.00			15,000.00
Playing Field equipment	2,500.00		519.06		1,980.94
TOSCA community pledge	4,000.00				4,000.00
Tutbury Community Fund	4,000.00		500.00		3,500.00
Parking project	4,000.00	-4,000.00			
Footpath Development	1,000.00				1,000.00
Admin Contingency	3,000.00	1,113.59			4,113.59
Church wall maintenance		12,000.00			12,000.00
Total Earmarked	27,500.00	21,113.59	1,019.06		47,594.53
TOTAL RESERVE	29,500.00	21,113.59	1,019.06		49,594.53
GENERAL FUND					36,592.55
TOTAL FUNDS					86,187.08

Bank Reconciliation at 31/03/2022

Cash in Hand 01/04/2021			62,927.57
ADD			
Receipts 01/04/2021 - 31/03/2022			48,958.13
			111,885.70
SUBTRACT			
Payments 01/04/2021 - 31/03/2022			25,698.62
A	Cash in Hand 31/03/2022		86,187.08
	(per Cash Book)		
	Cash in hand per Bank Statements		
Petty Cash	09/04/2021	0.00	
Business Account	09/09/2021	2,627.39	
Instant Access Account	09/09/2021	19,075.81	
Current Account	30/09/2021	67,653.37	
			89,356.57
	Less unrepresented payments		3,169.49
			86,187.08
	Plus unrepresented receipts		
B	Adjusted Bank Balance		86,187.08

Net Position by Cost Centre and Code

Cost Centre Name

Administration		Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	Budget	Actual	Budget	Actual	Budget
27	Accounts Software			300.00		300.00
16	Advertisements/Promotions			800.00		800.00
19	Audit Charges			455.00	417.00	38.00
20	Bank Charges/Legal Fees					
8	Clerk's Expenses			350.00	223.73	126.27
13	Clerk's Overtime					
7	Clerk's Salary			11,446.28	6,753.33	4,692.95
25	Clerk's Training			250.00	30.00	220.00
24	Cllr Training			500.00	250.00	250.00
23	Cllr's Expenses					
11	Employees' Pension			2,000.00	1,147.44	852.56
10	Employer's National Insurance			1,245.48	738.65	506.83
18	Hire of Premises			650.00	300.00	350.00
14	Insurance			1,400.00		1,400.00
26	IT Maintenance/Website			200.00		200.00
28	Neighbourhood Development Plan					
12	Pension			3,200.00	2,082.64	1,117.36
17	Printing/Photocopying			350.00	19.00	331.00
22	Publications			120.00		120.00
64	Refund	220.00	1,214.63			994.63
15	Stationery			120.00	10.20	109.80
21	Subscriptions			800.00	207.00	593.00
		220.00	£1,214.63	24,186.76	£12,178.99	13,002.40
Capital		Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	Budget	Actual	Budget	Actual	Budget
63	Picnic tables			2,000.00		2,000.00
				2,000.00		2,000.00

Contingency		Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	Budget	Actual	Budget	Actual	Budget
52	Admin Contingency			4,113.59		4,113.59
65	Church wall maintenance			10,000.00		10,000.00
56	Earmarked Laptop			1,000.00		1,000.00
59	Earmarked Road safety			15,000.00		15,000.00
54	Election			5,000.00		5,000.00
61	Footpath Development			1,000.00		1,000.00
58	Parking Project					
60	Playing fields equipment			2,500.00	519.06	1,980.94
53	TOSCA/Community Pledge LGA 1976 s19			4,000.00		4,000.00
57	Tutbury Community support fund			4,000.00	500.00	3,500.00
				46,613.59	£1,019.06	45,594.53

Highways, Footpaths & Bus Shelters		Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	Budget	Actual	Budget	Actual	Budget
30	Bus Shelter Maintenance			1,000.00		1,000.00
32	Planter Maintenance			2,000.00	689.68	1,310.32
31	Rights of Way Maintenance			2,500.00	475.00	2,025.00
29	Street & Bus Shelter Cleaning			4,000.00	2,444.00	1,556.00
				9,500.00	£3,608.68	5,891.32

Income		Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	Budget	Actual	Budget	Actual	Budget
2	ESBC Tax Support	2,001.00	2,001.00			
3	Interest	11.00	1.08			-9.92
5	Other Grants/Donations					
4	Playing Fields Charges	500.00				-500.00
1	Precept	45,846.08	45,741.42			-104.66
6	VAT Reclaim					
		48,358.08	£47,743.50			-614.58

Parks & Open Spaces

<u>Code</u>	<u>Title</u>	Receipts		Payments		Current Balance
		Budget	Actual	Budget	Actual	Budget
37	Caretaker Contract					
36	Changing Room Maintenance			2,000.00	548.00	1,452.00
38	Changing Room Power & Water			850.00	385.78	464.22
40	Churchyard Maintenance			3,000.00	550.00	2,450.00
39	Closed Church Yard Mowing			3,000.00	900.00	2,100.00
41	Elm Lane			200.00	158.35	41.65
34	Playing Field Maintenance			3,000.00	394.46	2,605.54
35	Playing Fields Mowing Contract			3,200.00	2,500.00	700.00
33	Playing Fields Rents			1,300.00	500.00	800.00
42	Triangle Maintenance			1,000.00		1,000.00
				17,550.00	£5,936.59	11,613.41

Section Charities & 137

<u>Code</u>	<u>Title</u>	Receipts		Payments		Current Balance
		Budget	Actual	Budget	Actual	Budget
51	Best Kept Village					
45	Christmas Decorations			200.00		200.00
62	Flag Brackets and Poles			2,600.00		2,600.00
44	Flower & Bulb Planting					
43	Grants			5,000.00	2,000.00	3,000.00
47	Remembrance Day			400.00		400.00
48	Town Twinning LGA 1972 s144			1,000.00		1,000.00
46	Tutbury Events/Commemoration s137			1,500.00		1,500.00
				10,700.00	£2,000.00	8,700.00

NET TOTAL

48,578.08	£48,958.13	110,550.35	£24,743.32	86,187.08
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