

## TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, 22th April 2022. Those presents were, Cllr R Lock (Chairperson/ Borough Councillor), Cllr T Spencer Smith, Cllr M Upton, Cllr K England (Vice Chair, chaired the meeting item 5), Cllr C Smedley, Cllr W Crossley, Cllr F Crossley, Cllr P Steadman, Cllr D Morris, Cllr C Dodds.

In attendance Karen Duffill Clerk

7 Members of the public

04/22. 1.0 Apologies

Cllr L Anderson, Late Arrival

### 04/22 2.0 Minutes of the meeting held on 21st March 2022 17th February Meeting with Borough Cllr G Allen meeting.

17th February the chair informed Councillors that there was a breach of the standing orders in the prior resolution that a Cllr could rewrite the minutes of the 17th of February rather than approving the existing clerk provided ones. No inaccuracies were reported in the original minutes. All Cllrs voted in favour to accept the minutes as an accurate record.

21st March minutes 5 members voted in favour to approve the minutes as an accurate record. However, a member requested that he thought it would read better if the names of the people that requested dispensation were mentioned in item 7.2 the allotment grant. Although this was not an inaccuracy the chair added a line when signing it to refer to the dispensation request section of the minutes.

21st March point 16.2 A member asked if the charities could be thanked for flying the Ukraine flag.

### 04/22 3.0 Declarations of Interest & Dispensation

3.1 Russel Lock declared an interest in item 5 but did not request dispensation and left the room for that item.

### 04/22 4.0 Public Participation

4.1 The chair read out the public participating statement from the agenda to clarify that the public had 3 minutes to speak each. A member questioned why it was 3 minutes as he did not think that was enough.

4.2 A member of the public questioned how many emails had been received from the cricket club questioning the reallocation of the Tutbury grant fund the minutes stated 6. The clerk said she would have to check as it would depend at what time the emails had been received; only ones before the clerk's report was issued would be recorded in the minutes. The member asked the parish council to reconsider accepting their grant offered for outdoor gym equipment and questioned the validity of the grant. A member clarified the process that was taken.

4.3 A member of the public suggested that if required the details of the bid may be available through requesting more detail of the grant application. The parameters of the grant process are also available. Why if the grant was applied for would they not want to install the gym equipment as it is not in the parish council's power to redistribute the funds to other groups.

4.4 A member said that the parish council is repeatedly being asked to redistribute the funds. The project may not require the total amount £35k installing equipment on one site and not three that were originally requested. The total is estimated to be £15k for equipment on one site and may return the unspent grant. However, a Cllr suggested that members of the public were thought to be bullying the parish council into not accepting the funds.

4.5 A member stated that as a point of order he did not feel bullied, and it was not appropriate to not hear what the public have to say. A member considered that point of order 2 was breached because the chair stopped the member of the public speaking for more than 3 minutes. However, the member stated that he felt that the chair was disrupting the meeting. The chair did not agree that the standing order 2 was breached.

4.6 A member of the public asked if the £15k was spent will the rest be returned? A member clarified any unspent funds in September 2023, would be allocated by the Borough Council to use for community-based projects in a 2-mile radius of Tutbury. However, it would depend on how much was unspent as to how the Borough Council reallocate it.

4.7 Members of public felt general upset that the parish council put in a bid that was accepted when this competed against other local groups who were not awarded the funds. A member of the public did not agree with the way the meeting was being run and felt disgruntled.

4.8 The chair clarified that the parish council were not responsible for the allocation of the funds and people are able to submit complaints to the Borough Council.

Cllr Russell Lock left the room for the next item

Cllr L anderson arrived during this agenda item.

04/ 22 5.0 To consider and remove the abeyance of the implementation of the outdoor gym at Heritage Park grant.

5.1 The vice chair chaired the agenda item and stated that the implementation of the grant funding was put on hold while members of the parish council could meet with the borough Council and ask questions regarding the process. The questions and answers have been published and members were asked why the grant application could not go ahead.

5.2 A member asked why the vice chair who submitted the bid did not declare an interest.

The vice chair clarified that he had followed the guidance of the ESBC monitoring officer, that he had no personal interest, and that he was submitting the bid on behalf of the Parish Council. the clerk has sought guidance from the monitoring officer before the meeting with Borough Councillor George Allen on all members interests prior to the meeting.

5.3 A member questioned if the standing orders had been breached, and why the clerk did not submit the bid. The clerk clarified that the decision on how the bid would be submitted was resolved at a face-to-face meeting before the bid was submitted.

5.4 Cllr W Crossley and Cllr F Crossley wanted it known that they were not in favour of the bid being submitted.

5.5 A member reiterated the bids that were submitted with the intention of improving the area of Tutbury. Justified bids were made. However, due to pressure from some community groups should the abeyance remain in place and a future agenda item be called to resolve the matter.

5.6 A member suggested a negotiation process with the Borough Council to resolve the issues.

5.7 A member said that the parish council would not be doing their role if they did not want to take the opportunity to improve the facilities at the playing fields. There is a lack of facilities in Tutbury for the community. Members are frustrated and felt criticised by members of the public attending the meetings.

5.8 Members want to move forward, and the bids were submitted in good faith. However, the ESBC process was flawed but that was outside of the parish council power. The Parish council were not aware of the other bids that were submitted and have no control how the money was allocated or how unspent money is redistributed. If grant applications did not satisfy the criteria and were inadequate, then the money would not be awarded, this was outside of the parish council's control.

5.9.A member stated that members had put in a lot of time and effort in good faith to improve the village and negative and derogatory comments on social media from the public were unjustified.

5.10 |A member suggested that the gym equipment funds were raised through the precept not the grant fund. The clerk clarified that this would raise the tax for Tutbury residents, and there were other ways available.

Resolution

7 Cllrs voted against removing the abeyance on the gym equipment grant. 3 members abstained.

04/22 6.0 To consider and approve the request from Tutbury WI to plant a June berry tree on the Triangle next to the WI bench.

6.1 A request has been made by the WI to plant a Tree to commemorate the Queen’s platinum Jubilee near the WI bench. The tree is called June Berry, very appropriate for the time. This is a Hardy tree which features snow White flowers and bronzed leaves with good autumn colour it will mature to 10-16 feet and have edible berries.

6.2 A member raised concerned about the condition of the ground for a tree and if this would set a precedence of other members of the public to come forward to plant commemorative trees. Trees require regular surveys and maintenance, and this would fall onto the parish council. It would be better placed in the Churchyard.

6.3 I A member noted that this was a worthwhile request and the parish council had not had a problem with requests in the past so the jubilee would be a good reason to grant permission for the tree. A suitable place would need to be confirmed to enable the tree to thrive.

Resolution

7 Cllrs voted in favour to grant permission for the June berry tree to be planted and 3 abstained.

04.22 7.0 To adjourn the meeting to receive a Borough and County Council Report.

7.1 Nothing to report from Borough Council Lock and the County Cllr was not present.

7.2 A member requested if the parish council find out what the update is on the pedestrian exit on Green Lane.

7.3 A member asked why Tutbury Borough Cllrs voted for George Allen to be elected as council leader. Cllr R lock stated that George Allen was the deputy and was the obvious choice for the role.

7.4 A member asked about the Borough vote on the Burton market proposal? Cllr Lock stated that Borough Cllrs voted to save as much money from the scheme as possible for a regeneration project in Burton following the rejection of the initial proposal.

7.5 A member raised concern about potholes in the village and the standard of work being done to repair them. The chair reminded him not to use derogatory language. The member requested that the County Councillor should attend the meetings to provide updates on this.

7.6 A member was concerned about the rates on the recent council tax bill and the subsequent budgets that would be set. He was concerned how the rates had been set for adult and social care. The clerk advised him to contact the County Councillor to respond to the questions.

7.7 Borough Cllr R Lock confirmed that new bins for Elm Lane were on order.

7.8 A member raised concern about a manhole cover on Burton Street that he had tried to log a fault against but was unable to, Cllr Lock agreed to log this on his behalf.

## 04/22 8.0 Clerk's Report including correspondence.

### 8.1 . Correspondence

3 emails have been received requesting Tutbury Parish council community grant fund is reallocated to the cricket club.

An email from Cllr G Allen regarding the Tutbury community Fund was received to confirm the process and the details of how unspent funds would be dealt with.

A police report has been received from the PCSO it was recorded that crime has increased and anti-social behaviour had decreased

The public are encouraged to use the smart alert app to keep updated on police matters

### 8.2 East Staffs Borough Council Planning Decisions

P/2021/00828

Formation of a driveway and parking area including associated engineering works

High View, Ludgate Street, Tutbury, Staffordshire, DE13 9NG

PERMITTED

P/2021/00886

Remodelling of existing dwelling to include two storey side extension and single storey front bay extensions, raising of ridge height and front and rear dormer windows to facilitate loft conversion (Amended Scheme)

High View, Ludgate Street, Tutbury, Staffordshire, DE13 9NG

PERMITTED

P/2022/00206

Felling of 1 Beech tree. 1 Castle Street, Tutbury

PERMITTED

P/2021/01663

Erection of a detached bungalow and detached garage to serve existing property and alterations to vehicular access

60 Monk Street, Tutbury, DE13 9NA

PERMITTED

Planning Applications received no objections

Application Number	Site Address	Development Description
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P/2022/00337

26 Castle Street Tutbury Staffordshire DE13 9JF	Felling of 1 Ash and 1 Norway Maple to the front of the property
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2022/00300	1 Castlegate Tutbury Staffordshire DE13 9NT	Replace the existing ground floor window with level access door and external ramp to allow wheelchair access
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Suggested comment for P.2022/00337

It would be in keeping with the local conservation area if a small tree such as a Cherry Blossom or Acer that could be kept under control would help reduce the front brutalistic brick view to improve and enhance the front view of the property for the owner and residents passing by along with increasing properties kerb appearance and saleability if the owner wishes to sell in the future.

8.3 a member questioned why the clerk had not included the support for Ukraine visitors of wat was not on the agenda. The clerk clarified that if it had budget implications it would be better placed on a following agenda due to the large number of procedural matters required before the Annual meeting of the council in May.

## 04/22 9.0 9. To approve Accounts for Payment

Cllrs voted in favour to approve the payments

11/04/2022	subscription	Staffordshire Parish Council Association	227.02	0.00		
			227.02			
11/04/2022	publication	Lexis Nexis	147.24	0.00	147.24	
11/04/2022	Amazon High St Flags	Pete Steadman	219.95	0.00	219.95	
11/04/2022	Playing Fields rent	Tutbury charities	250.00	0.00	250.00	
11/04/2022	Room hire	Tutbury charities	150.00	0.00	150.00	
11/04/2022	Legionella Control	Sterilizing Services Ltd	36.00	7.20	43.20	
11/04/2022	Mowing contract	RB Landscaping	55.00	11.00	66.00	
11/04/2022	Chatsworth Drive Footpath Maintenance	RB Landscaping	50.00			
			10.00	60.00		
11/04/2022	Street cleaning and maintenance	M Guest	338.00	0.00	338.00	
11/04/2022	subscription	Society of Local Clerks	171.00	0.00	171.00	
11/04/2022	Clerks Employer Pension	Staffordshire County Pension Fund	302.71			
			0.00	302.71		
11/04/2022	Employee Pension Contribution	Staffordshire County Pension Fund				
			165.04	0.00	165.04	
11/04/2022	Clerks Salary	Karen Duffill	969.81	0.00	969.81	
11/04/2022	National Insurance	HMRC	111.51	0.00	111.51	
11/04/2022	Clerks Expenses	Karen Duffill	31.00	0.00	31.00	
			3,252.48			

Debit card payment

23/03/2022	Microsoft office 365	Amazon	54.75	10.95	65.70	
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Direct debits

15/03/2022	subscription	Staffordshire Wildlife Trust	3.50	0.00	3.50	
11/04/2022	Changing Room Electricity Supply	Opus Energy	20.88	1.04	21.92	
23/03/2022	Changing Rooms Water Supply	Pennon Water	21.50	0.00	21.50	

PAYE

Chair signature.....Date.....

04/22 10.0 To witness the signing of the lease for Ferrers Avenue playing Fields

10.1 A member of the public witnessed the chair and clerk sign the 3-year Lease for Ferrers Avenue playing field.

04/22 11. 0 To discuss and approve the date and agenda for the annual meeting of the parish.

11.1 The clerk suggested that the Annual meeting of the Parish be held immediately before the Annual meeting of the council. Members discussed the need for a guest speaker, it was suggested that the details of the jubilee could be presented to the public.

11.2 It was suggested that a community engagement event with a guest speaker could be held later in the year when the levels of covid in the parish was reduced.

Resolution

The majority of Cllrs voted in favour 1 voted against and 1 abstained to hold the meeting on Monday 16th May 6.30pm with a reduced agenda without a guest speaker

04/22 12.0 To review and approve the grant awarding policy and Covid grant policy

12.1 A member suggested that on the Covid Grant policy it should be amended to include the constitution and bank statement requirements.

Resolution

The majority of members voted in favour to adopt both grant policies.

04/22 13.0 To review and approve the Media Policy

13.1

Resolution

The majority of members voted in favour to adopt the Media policy.

04/22 14.0 To review and approve the social media Policy

14.1 A member suggested that the email address and clerks' hours were updated on the policy

[Resolution](#)

Members voted in favour to adopt the social media policy.

04/22 15.0 To review and approve the complaints procedure

[Resolution](#)

Members voted in favour to adopt the complaints policy.

04/22 16.0 16. To review and approve the grievance policy

16.1

[Resolution](#)

Members voted in favour to adopt the grievance policy.

04/22 17.0 To consider and approve the formation of a staffing committee and a term of reference.

17.1 The clerk had distributed a term of reference for a staffing committee based on the Society of Clerks template and suggestions from a council member.

17.2 A member questioned why this was required as there was only one member of staff A member suggested that a committee would ensure that employment law was followed, and it would be able to deal with employment and sensitive issues faster being a smaller number of people. A committee could review performance formally

[Resolution](#)

17 Members voted in favour to form a staffing committee, Cllr D Morris was against this committee. The members would be appointed in the May meeting

It was proposed and seconded that the meeting should be extended for 20 minutes.

04/22 18.0 To agree work specification and approve the reduction of a conifer Tree in St .Marys Closed Churchyard.

18.1 Estimates to reduce a large conifer by a third have been received

### Resolution

Cllrs voted in favour to accept the quote for £300 to reduce the tree by a third and obtain planning permission.

04/22 19.0 To appoint a lead councillor and if necessary, approve a bid for the Best Kept Village Competition.

19.1A member suggested that due to the amount of work involved in the application for the Best Kept village competition there would not be enough time to submit an application this year.

### Resolution

Cllrs voted not to enter the best Kept Village 2022

04/22 20. Items for the Next Agenda

- Conservation Area Update
- Appointment of Committees
- Jubilee update
- Ukraine war assistance
- Annual Governance and accounting statements

04/22 21.0 Date of Next Meeting

Annual meeting of the parish 6.30 16th May 2022

Annual meeting of the council to follow the Annual parish Meeting

Meeting was closed at 9.35pm