

TUTBURY PARISH COUNCIL (TPC)

The Annual meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 15th May 2023

Those present were;

Cllr P Steadman (Chairperson)

Cllr K England (Vice Chair)

Cllr C Smedley (Parish Cllr, ESBC Borough Cllr)

Cllr A Hall

Cllr L Crossley

Cllr F Crossley

Cllr D Morris,

In attendance, Karen Duffill (Clerk)

3 members of Public

Borough Cllr R Lock

05/23 1.0 ELECTION OF CHAIRMAN

Nominations for chairperson were invited, Cllr F Crossley was proposed and seconded.

Cllr P Steadman was proposed and seconded.

The majority voted in favour to elect Cllr F. Crossley

Members and the clerk thanked Cllr P Steadman for his 1-year term which was a challenging and difficult term to stand.

05/23/2.0 CHAIRPERSON'S DECLARATION OF ACCEPTANCE OF OFFICE

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

Cllr F Crossley

Chairperson.....Date.....

05/23 3.0 ELECTION OF VICE CHAIR

3.1 Nominations for vice chair were invited,

Cllr M Upton was proposed, concern was raised whether Cllr Upton would accept the nomination as she was not present at the meeting. However, Cllr Upton was seconded.

Cllr D Bull nominated himself and was seconded.

The majority of Cllrs voted in favour of Cllr M Upton. Cllr Upton was elected as vice chair subject to her acceptance and signed the declaration of office within the prescribed time. If the nomination was not accepted the parish council would function until a vice chair was elected at the next meeting.

05/23/4.0 VICE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

.4.1 The declaration of acceptance of office would be sent to Cllr Upton to consider, and if accepted would be signed in the presence of the proper officer.

05/23 5.0 CLLRS TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

5.1 Members signed the declaration of acceptance of office.

05/23 6.0 Apologies

10.1

- Cllr C Dodds
- Cllr M Upton
- Cllr T Adams

05/23 7.0 Minutes of the meetings held on 17^h April 2023

7.1 Minutes of the Planning Meeting 17th April, Playing Fields Committee meeting and Full council meeting were approved and signed by the chair as an accurate record.

05/23 8.0 Declarations of Interest & Dispensation requests

None Declared.

05.23 10.0 To review the Committee terms of reference.

10.1 Cllrs voted in favour to accept the Staffing Committee terms of reference.

10.2

- Planning Committee
- Open Space committee

The terms were changed to the membership of these committee to fall in line with the full parish council quorum. Membership was set at 6 members with a quorum of four members. The majority of members voted in favour to accept this change.

05/23 9.0 Formation of Council committees/ working parties.

Name	Type	Responsible for	Chair	Members
Planning	Committee 6 members Quorum 4	Planning applications Planning Consultations Planning Matters	To be appointed at the first meeting	1. Chris Dodds 2. Alex Hall 3. Ken England 4. Francis Crossley 5. Chrys Smedley 6. David Bull
				7.
Staffing	Committee 5 members Quorum 3	Clerk Appraisal Staffing matters Salary review	Francis Crossley TPC Vice Chair	1. Ken England 2. Pete Steadman
Open Space	Committee Members 6 Quorum 4 Includes a Church Working party (3 members)	Playing Fields Changing room maintenance Footpaths Closed Churchyard	To be appointed at first meeting	1. Chris Dodds 2. Chrys Smedley 3. Ken England 4. David Morris 5. David Bull 6. Lydia Crossley 7. Pete Steadman 8. Mary Upton 9. Francis Crossley

Parish Strategy	Woking Party	5-year Parish Plan		<ol style="list-style-type: none"> 1. Pete Steadman 2. Chris Dodds 3. Francis Crossley 4. David Bull 5. Alex Hall 6. Tina Adams
Communication	Woking party	Website Social Media Community engagement		<ol style="list-style-type: none"> 1. Pete Steadman 2. David Bull 3. Francis Crossley 4. Lydia Crossley
Road Safety	Working Party	Speeding Parking Highways- Bus Shelters		<ol style="list-style-type: none"> 1. Ken England 1. David Morris 2. Francis Crossley 3. Alex Hall 4. Interested parishioners
Tutbury Twinning	Lead Cllr	Tutbury Twinning		Pete Steadman
Elm lane	Volunteer Working party	Maintenance of the Elm Lane Footpath.	Parishioner to be confirmed	

05.23 11.0 Appointment of street representatives

11.1

Councillor Street Responsibilities

Alex Hall Cornmill Lane (Close Bank) Burton Road, Burton Street (Dove View), Ludgate Street

Phone 07742215894

Francis Crossley Church Street (Castle Court), Bridge Street, Monk Street, Hawthorn Grove (Needwood Court)

Phone 01283 812054

Mary Upton Fauld, (Fauld Lane, Laburnam Grove) Owens Bank, Castle Hayes, Redhill Lane, Rolleston Park,

Phone 01283 239339

Tina Adams High Sreet, Lower High Street, Hillside,

Phonee 01283 810620

Pete Steadman Norman Road, Queens Rise, Hillcrest Belmont Road, Park Pale

Phone 01283 812937

Chris Dodds, Portway Drive, Pinfold Close. Babbington Close, Cromwell Close,

Phone 01283 520654

Ken England Heritage Park/ Doves Keep

Phone 01283 354008

D Morris Holts Lane (Bourne Close, Rushton Close), Wakefield Avenue, Silk Mill Lane.

Phone 01283 815020

David Bull Chatsworth Drive, Green Lane, Ironwalls Lane, Lodge Hill, Tutbury Road, Rolleston Lane.

Phone 07518 335467.

Chrys Smedley Lancaster Drive, Priory Close, Ferrers Avenue.

Phone 01283 814218

Lydia Crossley Castle Street (Castle Hill House), Park Lane (The Close).

Duke Street, Fishpond Lane (Croft Terrace)

Phone 07344227995

05/23 12.0 To Resolve to evoke the General Power of Competence

12.1 following the election where all members have been elected and the parish council employing a CilCA qualification the parish council voted in favour to evoke the general Power of Competence.

05/23 13.0 To approve policies.

13.1 The following policies were proposed seconded and Cllrs voted in favour to accept them.

- 1. /Model Standing Orders**
- 2. Model Financial regulations**
- 3. Model Code of Conduct**
- 4. Complaints Procedure**
- 5. Media Policy**

- 6. Social Media Policy**
- 7. Equality and Diversity Policy**
- 8. Training Policy**
- 9. Freedom of Information and Model publication scheme**
- 10. Disciplinary Policy**
- 11. Grievance policy**
- 12. Dignity at Work**
- 13. Grant Awarding policies**

- 13.1 Media Policy and social media Policy- Members suggested that these policies could be updated by the Communications working party. Communication with the public and feedback, was key for the parish council.
- 13.2 Training Policy -A member suggested that it was important that all councillors attended the councillor fundamentals and standing orders training that was now on offer in June. The clerk encouraged all members to join these virtual training sessions.
- 13.3 **Freedom of Information and Model publication scheme**
New councillor details need to be updated following the election.
- 13.4 The civility and respect policies that set out how to interact between the clerk and councillors, reiterated that all communication on behalf of the council should be done through the clerk. This will avoid problems that have previously been encountered through procedures not being followed and being respectful.

05/23 14.0 To review the asset Register

14.1 Members confirmed the accuracy of the register and commented that the silver cups should be utilised and awarded to the community.

05/23 16.0 Public Participation

16.1 A member of public wanted to thank the Parish Council for the grant money awarded to the Coronation committee. He reported that the events planned were very successful. The help out day had attracted around 100 volunteers despite the rain.

16.2 The member of public wanted to thank Cllr Pete Steadman for his part in leading the event preparations and the running of the events throughout the weekend. Other members of the public and council members agreed what a success the events were.

05/23 17 Borough and County Councillor report

7.1 Following the local elections Borough Cllr R Lock reiterated that if not all three Cllrs that had been elected were not present, they would communicate

between them to ensure that they were all updated on the wards issues. The following candidates had been elected for the Dove Ward

Cllr S Gaskin

Cllr C Smedley

Cllr R Lock

17.2 Following the election the Borough Council had not nominated a cabinet at present, and due to these changes, the proposed Village enhancement and regenerations schemes could be modified or at worse cancelled until the proposed grant schemes had been ratified with the new cabinet. A member asked if the village enhancement scheme would still be geared towards tourism? However, Cllr R Lock could not guarantee that the scheme would not be modified.

17.3 A site meeting for the Mill Site cannot be set until new cabinet members are in place.

17.4 Borough Cllr C Smedley thank people for voting for her and was confident that the Dove Cllrs would make a good team.

17.5 A member questioned when the Heritage Park development would be signed over to the Borough Council. He questioned when the roads would also be signed off by Highways. The lack of facilities of play equipment and bins was still a problem years after moving into this estate. Cllr R Lock assured him that it was with the solicitors and could not estimate how long the transfer of land from Peverell to The Borough Council would take, it may take up to nine months.

17.6 The member raised concern over the road layout of the development and how this was causing problems for road safety, due to inconsiderate and dangerous parking. Cllr R Lock stated that the Borough Council would have no authority over the road design only to authorise the plan layout that was permitted through planning. County council highways would need to be consulted on the safety of these roads once they are adopted and would handle any requests for double yellow lines.

17.7 A member had been contacted by a member of public regarding the level of dog mess in the village. Despite the posters and pavement marking, dog mess was still a problem and the member enquired about enforcement from the dog wardens? Borough Cllrs commented that the dog wardens would need evidence before enforcement and unfortunately people were reluctant to provide this, even with the increase availability of video footage recorded by doorbells. The dog warden was a limited resource throughout the Borough. The clerk still had more posters to be distributed. However, members commented that the fouling was taking place in the evenings and early hours when they are not spotted so easily.

17.8 A member raised concern about the water in the Mill fleam was no longer flowing and questioned if the fleam gates had been closed again. Cllr R Lock stated that they should be kept open, but the water would not flow unless it has been

dredged and the flow was dependent on the water levels. A member suggested that if the fleam was dug out that there would be concern over the banks collapsing and the impact on flooding in the area if the fleam was not restored correctly.

17.9 A member questioned if the land at Heritage Park had not been signed over to the Borough Council, what impact this would have over the community grant scheme. The money had a deadline to be spent and this would not be able to be progressed if the development had not been signed off. Cllr R Lock was unsure if the other scheme with assigned grant funding had been allowed to commence either. He suggested contacting the grant scheme coordinator Sarah Gummingsome to enquire if preliminary tasks could be started before completion of the handover.

05/23 18.0 To approve Accounts for Payment

18.1 Council members proposed and seconded the accounts were authorised for payment.

A member raised concern over the standard of mowing at Cornmill Lane. The chair suggested that this was referred to the Open Space Committee.

Date	Description	Supplier	Net	VAT	Total
15/05/2023	National Insurance	HMRC	94.84	0.00	94.84
15/05/2023	Clerks Salary	Karen Duffill	1,065.65	0.00	1,065.65
15/05/2023	Clerks Expenses	Karen Duffill	26.00	0.00	26.00
16/05/2023	Employee Pension Contribution	Staffordshire County Pension Fund	169.33	0.00	169.33
16/05/2023	Clerks Employer Pension	Staffordshire County Pension Fund	310.08	0.00	310.08
15/05/2023	Mowing contract	RB Landscaping	162.50	32.50	195.00
15/05/2023	Mowing contract	RB Landscaping	50.00	10.00	60.00
15/05/2023	Mowing contract	RB Landscaping	310.00	62.00	372.00
11/05/2023	Street cleaning and maintenance	M Guest	359.84	0.00	359.84
11/05/2023	Legionella Control	Sterilizing Services Ltd	36.00	7.20	43.20
24/04/2023	Changing Rooms Water Supply	Source for Business (Pennon Water)	28.00	0.00	28.00
11/05/2023	Changing Room Electricity Supply	Opus Energy	28.36	1.42	29.78

05/23 19.0 To receive and ratify planning matters from the committee.

19.1 No comments were submitted.

05/23 20.0 To receive and ratify playing field matters from the committee.

20.1 No updates to report.

05/23 21.0 Items for the next agenda

21.0

- Bus shelter maintenance
- Tutbury Charity nominee
- External Audit Governance statement AGAR
- Budget update and Approval
- Coronation commemoration
- Cllr W Crossley memorial plaque

Open Space Committee Agenda items

- Cornmill Lane Mowing standard.
- Church wall repair
- Church Working Party meeting.

05/23 22.0 To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.

22.1 Members agreed to continue the meeting schedule of the full parish council to be the third Monday of the month 19th June. In the Village Hall 7.30pm

Planning Committee Charity House

1st Monday of the Month 5th June 7pm

22.2 The Open Space committee Charity House would be the first Monday of the Month 5th June 7.30pm

The meeting was concluded at 9.30pm.