

TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council in Tutbury Village Hall held on Monday 19th February 2024 at 7.30 p.m.

Present Chair Cllr F Crossley
 Vice Chair Cllr. D.
 Morris Cllr P
 Steadman
 Cllr. K. England
 Cllr D Bull
 Cllr A Hall
 Cllr. M. Upton
 Cllr. C. Dodds
 Cllr L Crossley

Also present: Mrs K. Duffill – Parish Clerk

Late Arrival None

02/2024 1.0 Apologies for absence

Cllr. C. Smedley Borough Council Meeting
(Borough Cllr and
Parish Cllr)

Cllr. T. Adams Personal reason

02/2024 2.0 Minutes

RESOLVED

Members confirmed the minutes of the Meeting.
Tutbury Parish Full Council, 15th January 2024
Planning committee 4th February
Open Space 4th February 2024

Were accurate and were approved.

01/20243.0 Declarations of Interest

Cllr Bull declared an interest in the agenda item Tutbury Market

He would speak but would not vote. Cllrs agreed.

02/2024 4.0 Public Participation

4.1 no public attended.

02/2024 5.0 To adjourn the meeting for the Borough and County Councillor report.

5.1 No Borough Councillors present

5.2 No report had been received regarding the flooding. There were many potholes in Tutbury that had not been completed.

5.3 No update on requested signage outside Tutbury Preschool from the County Council had been received.

01/2024 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.

6.1 All tree works have been carried out on Elm lane. Two damaged trees have been removed. The risk assessment distributed to the lead volunteer in anticipation of the work commencing in spring.

6.2. Speed watch training will be held at the Village Hall Feb 29th. All equipment had been ordered.

6.3 Cllr Steadman had contacted the volunteers at Tutbury and Hatton Station who will be happy to attend the Annual meeting of the Parish to talk about their work. No contact had been made by Hatton Parish Council, but the contact details would be passed onto them.

02/2024 7.0 To receive the Chair's Report

7.1 A meeting had occurred with the guardian of the defibrillators. He demonstrated what was required and offered for the Cllrs who would be doing the checks to contact him so he could show what is required. The clerk will co-ordinate the checks. Cllrs had volunteered to check 3 out of the 5 and further volunteers were required for the remaining two. These were assigned.

7.2. The chair would attend the Trent and Dove coffee morning and enquire about the bench that is being gifted to the Parish Council.

7.3 A meeting had been requested by County Cllr P White, Highways representatives regarding a traffic Regulation Order in Fauld. Members agreed to meet Monday 18th March at 2 pm. A member suggested that the potholes could be addressed at the meeting as work does not seem to be progressing as required.

02/2024 8.0 To consider and approve entry to the best Kept Village Competition.

8.1 Entry deadline was 31st March, there was no entry fee. The competition required evidence of communication and collaboration with the community about the competition. Deadline for the entries to competitions for children and adults was 1st June. It was felt that the work required to comply with the requirements could not be achieved before March 31st. This could be looked at in the Autumn in advance of next year's competition.

02/2024 9.0. To review and approve Media Policy

9.1 No changes had been made to the policy.

Resolution

Members voted in favour of approval of the media policy.

01/2024 10.0 To review and approve Social Media Policy and accept Civility and respect guidance.

10.1 No changes were required to the policy or guidance.

Resolution

Members voted in favour too approve the Social Media Policy.

02/2024 11.0 To consider launching a Parish council social media platform and approve a specification to secure training.

12.1 The clerk and chair had attended a social media training course to find out how to approach social media from a council perspective and how to achieve a good level of engagement.

Recommendations from the training included.

- Creating a page not using a personal profile
- Using images and videos with all posts.
- Consider using graphic software to create interesting posts.
- Don't broadcast but invite comments. Negative users can be blocked and not all posts have to be noted. All engagement is useful in spreading the reach of the page.
- Have a strategy in who you want to target, what the council want to say.
- Consider using Facebook and Instagram to target a wider audience,

Members suggested that posts from councillors should be approved by the clerk or the chair. All posts must conform to the social media policy.

Resolution

A unanimous vote was taken to adopt Facebook and Instagram. Members did not request further training.

02/2024 12.0 To consider and approve engagement activities and associated costs.

- **Parish council surgeries**

12.1 The clerk had distributed some guidance in setting up surgeries. Members agreed that this was a good idea. Venues and frequency of the surgeries were discussed.

Resolution

Members voted in favour to contact the church council about holding a surgery in the church on a Saturday morning at their coffee morning. This would be held in May and quarterly going forward. Members involved would include A Hall, L Crossley, F Crossley, D Bull, M Upton, K England

- **Attendance at Tutbury Markets**

12.2 April 28th Tutbury Market engagement event for launching the village vision initiative in advertising a strategy for the council based on parish feedback. Members discussed the need for a gazebo, display boards and a banner to demonstrate that it was a parish council stall. At least 4 members would be required to attend the event.

Resolution

Members voted in favour to attend the event and agreed to enquire about borrowing the required equipment from other community groups who would not be attending the market. Members who agreed to attend the event were A Hall, L Crossley, F Crossley, and M Upton.

- **Parish Questionnaire**

12.3 The clerk had done some research and had acquired some sample questions for a parish questionnaire. Most parish councils carry out this engagement for the purpose of a neighbourhood plan. However, this would be a village plan to ascertain priorities and a 5 year financial plan.

Resolution

Members voted in favour to conduct the survey and questions would be open and formulated by the village vision working group.

- **Parish plan leaflet distribution**

The clerk had contacted a local printing business to enquire about the most economical way of distributing 2000 leaflets that would include a parish council introduction information and a questionnaire. Etwall parish council had done a similar activity and produced an A3 folded into A5 leaflet, printed in black and white on coloured paper. The most accessible colour would be yellow but the printer suggested blue. The cost of this was £370.63. Other online printing quotes were around between “184 and £400 but no assistance could be sought for the formatting.

Members raised concern over the level of response from the distribution to each household. However, it was felt that this was the only way to ensure that parishioners received it. Not all residents visit the local shops. Distribution of the questionnaire could also be done at the Tutbury Market if more copies were ordered. The clerk confirmed that £1000 had been allocated to advertising and printing for this purpose.

Resolution

Members voted in favour to print and distribute a parish questionnaire.

02/2024.13.0 To approve Accounts for Payment

13. The clerk distributed payments due. Cllrs voted in favour to authorise the payments.
See Appendix

02/2024 14.0 To receive a report from the Open Space Committee

14.1 Repairs had been made to the guttering and roof of the changing rooms.

14.2 Steel goal posts require removal, this will be actioned when the weather improves and the ground is more accessible.

14.3 Cardboard has been left by the football team, this will be followed up by the open space chair who will meet with the football team to discuss grant opportunities and joint applications.

14.4 The blue plaque that would be erected on the changing rooms when the weather improves.

14.5 Long term drainage needs to be addressed. The pitch is not accessible with flooded area for a larger amount of the winter making the area inaccessible. The soil is clay based and planting water thirsty trees will not be sufficient in the winter. Consideration could be made to drainage gullies.

01/2024 15.0 To consider and approve disabled access to Cornmill Lane Playing field.

15.1 The chair had secured two quotes for a new pedestrian gate to be installed next to the vehicle gate. A ramp would be built to link the gate to the track. Two quotes were received for the same work by contractors that have been used by the council before. The quotes were very similar in price.

Members questioned why this work was being considered when there was a considerable amount of development that would be planned over a five-year period. The committee saw that this was the first step in that five-year plan.

The chair recommended contractor B £2,721.81.

Resolution

Members voted in favour to accept the chair's recommendation. The work would go ahead subject to securing grant funding from either the CCF, through the Borough Council or an alternate grant awarding body such as co-op, Sport England or Princes Trust.

02/2024 16. To review survey feedback and agree on next steps for the Ward Enhancement grant.

16.1 The clerk had distributed the results from the questionnaire. The results stated that the most requested equipment was benches and swings. The most visited play area was the Castle Mill Site. This area had the most responses requested for improvements. However, the Park Pale area was very similar in the number of responses to improve it.

16.2 Comments were received regarding all the play areas were grass based making them very muddy in the winter months resulting in play areas out of the area to be used in preference,

16.3 A member suggested that the Park Pale play area was located nearer to younger residents and this made the play area well used and was in need of improvement. The fenced area would need increasing to incorporate more equipment such as a basket swing and benches.

Resolution

Members voted in favour to improve the Park Pale play area and apply for a grant of £40k through the ward enhancement scheme. The clerk and chair would meet with suitable providers and the Borough council to ascertain the options for new equipment and ground surface.

02/2024. 17.0 To approve the delegation of authority to the staffing committee to review the updated Model Clerk Employment contract.

Cllrs K England, P Steadman and the chair were part of the staffing committee.

Resolution

Members voted in favour to delegate the authority to consider and approve the updated model clerk contract to the staffing committee.

Members voted to extend the meeting by 15 minutes.

02/2024 18.0 1 To receive an update from the Church working Party.

18.1 The clerk and chair attended a church working party. The following points were discussed/

- The church wall would require a church faculty before work could commence. The church council agreed to contact the church architect to ascertain which contractors could install a gabion wall behind the dry-stone wall to secure the bank.
- A church faculty is required to repair the vault and graves in the closed churchyard. This was due to the existing agreement made in 1896 that excluded vaults and walled graves from the responsibility of the parish council in the closed churchyard.
- The area at the rear of the open churchyard that the church were thinking if closing due to it being inaccessible with vegetation is slowly being cleared by the holy mowers voluntary group.

- The church was now reconsidering closing this area and would consider this being a wild flower area and a place for wildlife with mowed paths as an alternative suggested by the chair.

02/2024. 19.0 To consider and approve delegation to the clerk to secure the gas contract for Cornmill Lane.

19.0 The gas contract was due for renewal on March 18th. The existing supplier is no longer supplying gas. A new supplier will need to be appointed.

Energy prices changed on a daily basis. Business energy comparison providers require telephone contact. Therefore, the clerk suggested the delegation to appoint the supplier based on the lowest tariff and standing charge.

Resolution

Members voted in favour to delegate the appointment of the gas supplier to the clerk.

02/2024 20.0 To consider and approve Business Risk Analysis 2024

20.1 The clerk distributed the Business risk analysis that had been produced in a new format recommended by the internal auditor.

Resolution

Members voted to approve the Business Risk Analysis.

02/2024 21.0 To review Street Cleaning contract and approve renewal.

21.1 The current supplier had submitted a quote to continue the service at the same rate. The existing contract was for 5 hours a week. The budget had been increased to £6000. To continue the contract within the budget would allow 5 hours a week.

Resolution

Members voted in favour to approve continuation of the existing contractor for the next financial year commencing 1st April 2024.

02/2024 22.0 Items for the Next Agenda

22.1

- To set the agenda for the Annual meeting of the parish.
- To receive and update from the village vision working party regarding the questionnaire.

02./2024 23.0 Dates of Next Meetings

- Open space Committee 4th March Charity House, Duke St
- Planning Committee 7th March Charity House, Duke Street.
- Full Parish Council 18th March Village Hall.
- Village Vision Working Party Thursday 29th February.
Meeting concluded 9.40pm

N.o.	Date	Description	Supplier	Net	VAT	Total	Pay total
196	13/02/2024	Street cleaning and mainten	Art Quality Cleaning Services	440.00	88.00	528.00	
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197	13/02/2024	changing room maintenance	Fauld Property Maintenance	820.00	0.00	820.00	
179	19/02/2024	Clerks Salary	Karen Duffill	1,135.81	0.00	1,135.81	
181	19/02/2024	Clerks Expenses	Karen Duffill	26.00	0.00	26.00	
191	19/02/2024	Stationery Correspondence	Karen Duffill	1.49	0.00	1.49	1,163.30
184	19/02/2024	National Insurance	HMRC	109.16	0.00	109.16	
183	19/02/2024	Employee Pension Contributi	Staffordshire County Pension Func	173.62	0.00	173.62	
180	19/02/2024	Clerks Employer Pension	Staffordshire County Pension Func	329.27	0.00	329.27	502.89
182	19/02/2024	Legionella Control	Sterilizing Services Ltd	36.00	7.20	43.20	
195	19/02/2024	Tree maintenance	Canopy Tree Services	295.00	59.00	354.00	
Total online payment						4,048.55	
199	19/02/2024	Community Speed watch	Speed watch training and equipme	498.33	0	498.33	
Card Payments							
193	24/01/2024	litter picking equipment	Amazon	8.12	1.63	9.75	
194	24/01/2024	litter picking equipment	Amazon	30.95	0.00	30.95	
192	29/01/2024	litter picking equipment	Amazon	13.32	2.66	15.98	
Direct Debits							
178	22/01/2024	Changing Room Gas Supply	Opus Energy	65.64	3.28	68.92	
188	22/01/2024	Changing Rooms Water Sup	Source for Business (Pennon Wat	30.00	0.00	30.00	
186	19/02/2024	Changing Room Electricity	Octopus Energy	58.01	2.90	60.91	