



# TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council in Tutbury Village Hall held on Monday 17<sup>th</sup> June 2024 at 7.30 p.m.

Present Chair Cllr F Crossley  
Vice Chair Cllr. D. Morris  
Cllr D Bull  
Cllr L Crossley  
Cllr T Adams  
Cllr. P Steadman  
Cllr. K. England  
Cllr. C. Smedley (Borough Cllr and Parish Cllr)

Also present: Mrs K. Duffill – Parish Clerk R Lock (ESBC Borough Cllr)

Nonattendance Cllr A Hall  
Cllr C Dodds

## 06/024 1.0 Apologies for absence

Cllr. M. Upton

## 06/2024 2.0 Minutes

### RESOLVED

Members confirmed the minutes of the Meeting.  
Tutbury Parish Full Council, 20<sup>th</sup> May 2024  
Planning committee 7<sup>th</sup> May, 3<sup>rd</sup> June 2024  
Open Space Committee 3<sup>rd</sup> June 2024

Were accurate and approved.

## **0462024 3.0 Declarations of Interest**

None declared.

## **06/2024 4.0 Public Participation**

4.1 None

## **06/2024 5.0 To adjourn the meeting for the Borough and County Councillor report.**

### **5.1 Borough Cllr C. Smedley Reported:**

- Uncut grass areas on Wakefield Avenue and Holts Lane were identified as the responsibility of the County Council contractor. Despite this, these areas remain uncut, and residents have taken it upon themselves to cut the grass. The Clerk has raised this issue with the Community Highways team to include it in their schedule. Previously, Trent and Dove had maintained this area but are no longer doing so.

### **5.2 Borough Cllr C. Smedley Reported:**

- The public is aware that general bins can be used for dog waste.

### **5.3 Borough Cllr R. Lock Reported:**

- There is an ongoing delay in the transfer of Heritage Park to the Borough Council due to necessary remedial work on the drainage system. Consequently, there is no confirmed date for the adoption of roads and the implementation of road markings.

### **5.4 Clerk Reported:**

- Concerns were raised about the lack of road markings in Heritage Park, leading to unsafe driving at junctions. County Highways confirmed that the roads have not been adopted by the County Council and thus cannot be addressed.

### **5.5 Members Commented:**

- Members expressed disappointment with East Staffordshire Borough Council's handling of the Heritage Park development. Additional houses increased the strain on the drainage system, and Section 106 funds were not maximized following the additional properties and the withdrawal of facilities.

### **Members Enquired:**

- About the allocation of Section 106 grant money. Cllr Lock confirmed that all the grant money had been allocated, but only a third had been spent. Many

projects are delayed due to Heritage Park not being transferred to the Borough Council.

## **06/2024 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.**

### **6.1 Clerk Reported:**

A tree had fallen onto a resident's fence on Elm Lane and has been logged with the Public Rights of Way team for removal.

**6.2** he Authorities Passenger Transport department has approved the marking out of two bus bays on Burton Road/Burton Street.

**6.3** he Clerk has visited potential sites for the Speed Watch team. Suitable streets include Ludgate Street, Park Lane, and Redhill Lane. Many other streets are unsuitable due to parked cars or poor visibility.

**6.4** More volunteers are needed for Speed Watch as some existing volunteers have dropped out. Five people are ideally needed; currently, there are only three. The Clerk will assist in initial speed campaigns. Leaflets will be distributed to recruit more volunteers, and posts have been made on the parish council website and Facebook.

## **6/2024 7.0 To receive the Chair's Report**

### **7.1 Chair Reported:**

Work on the disabled gate access at Cornmill Lane Playing Field is progressing well, with railings and a gate needing installation.

**7.2** The footbridge on the path from the castle has been replaced, and two new stiles have been installed by the Public Rights of Way team.

**7.4** County Cllr P. White has written to the Chair regarding speed concerns in Fauld. County Highways would like the parish council to match-fund a speed reduction project in Fauld. This will be added to a future agenda after public consultation and funding review.

## **06/2024 8.0 To receive a report from Village Vision working party First look at questionnaire feedback**

### **8.1 Clerk Reported:**

- Approximately 230 questionnaires were completed, representing around 10% of the distributed questionnaires, which is considered a successful response. Engagement at Tutbury Market boosted the response rate, with about 50 questionnaires completed on the day. Key concerns included road safety issues like speeding, parking, and potholes. Preferred communication methods were social media and Tutbury Village News.

**Resolution:**

- The Village Vision group will meet to review all comments and compile a list of priorities based on the results.

**9.0 Steps to Improve Council Communication and Engagement**

**9.1 Use of Parish Council Email Addresses:**

- The Clerk requested councillors set up parish council email addresses to protect themselves from data breaches and keep council business separate from personal email. Members had encountered problems setting this up, so the Clerk distributed contact details of the email provider for one-to-one assistance.

**Resolution:**

- Members should contact the email provider to ensure they use Tutbury Council email addresses.

**9.2 Social Media:**

- The Clerk has set up a parish council Facebook page and is posting updates. However, the reach is minimal. Members agreed that posts should be shared with community groups. This will be discussed further at a communication working party meeting.

**9.3 Parish Council Surgeries:**

- A member suggested holding monthly surgeries due to the success of the market stall and surgery at the church. However, members expressed concerns about frequent surgeries raising expectations and leading to unresolved and repetitive issues. It was recommended that other venues be explored, such as Trent and Dove engagement sessions or sessions organized by the Patients Forum in the village hall.

**Resolution:**

- The next surgery will be held in September to provide feedback on the questionnaire results. The venue and attending members will be decided nearer the time.

- **Presentation of questionnaire**

9.4 The Clerk had distributed a PDF document with an overall summary of the responses received so far. The market engagement had significantly boosted the number of responses. Approximately 10% of the questionnaires were returned, which was a successful outcome for a mailshot, with around 230 responses received from approximately 1800 households.

Key findings included:

- Social media was a popular choice for communication.
- Road safety, including issues such as speeding, parking, and potholes, was a high priority for residents.
- The Village News was also a popular source of information about village activities.

The Chair had submitted a summary of his annual report, which had been printed in the recent Village News. Members agreed that the Village News should be used again for further updates on the questionnaire and other matters.

## **Resolution**

The Village Vision group agreed to meet to review all the individual comments raised in the questionnaire and produce a summary of the findings

## **06/2024 10.0 To receive Ward enhancement grant application updates**

### **10.1 Civic Society and Village Improvements**

The Civic Society will hold further meetings to decide on the locations for fingerposts. The museum has established a historical route around the village featuring sites of significant interest. The Chair is investigating the installation of gateway fences at the entrances to the village to improve driver behavior and raise awareness about speeding. The Chair is concerned that planning permission may be required for the gateways as they exceed one meter in height. Permissions from Highways would also be needed for any signage placed on pavements and roads. Further advice from the Borough Council's grant scheme may be required to assist with these issues.

### **10.2 Tutbury Tigers Improvements**

Tutbury Tigers are investigating improvements to the playing fields' driveway and the installation of a new container to increase secure storage for goal posts, which have been subjected to vandalism.

### **10.3 Grant Applications Coordination**

A meeting is required to coordinate members working on grant applications from the different community groups.

## **06/2024 11.0 To consider the impact of online appointment system with Tutbury Practice**

### **11.1 Discussion on GP Appointment System**

A member raised concerns regarding a new online appointment system for booking GP appointments. Those who are unable to use the new app must visit the surgery with a letter requesting an appointment. However, the phone system remains in place. A representative from the surgery informed the member that there have been some technical issues. Other members successfully used the system and received a 72-hour window for appointment confirmation, prioritized based on the importance of the issue.

#### **Resolution**

Members agreed to contact the Tutbury Practice Patient Forum to find solutions to the highlighted problems. Members expressed a desire to advise parishioners experiencing these issues effectively. The Clerk will contact the representative for further advice.

## **04/2024 12.0 To consider and approve the next steps to repair the church wall.**

**12.1** The Chair reported on research conducted regarding the application for a faculty to gain permission for work on the church wall. The online faculty system requires registered users. Ideally, the parish council needs assistance from the quinquennial inspector to advise on obtaining a faculty and securing a contractor for the work. This must be done in compliance with archaeological guidelines and other restrictions applicable to a Grade I listed historical churchyard.

**12.2** Members expressed concerns about the high parish reserve allocated for this repair, suggesting that these funds could be utilized for other areas within the parish.

#### **Resolution:**

Members voted in favor of writing to the Parochial Church Council to take ownership of the issue and secure the faculty, thereby avoiding the closure of the church path due to further deterioration of the wall.

**06/2024 13.0 To approve Accounts for Payment including standing orders/ Direct debits for**

- HMRC
- Staffordshire County Pension Fund

**13.2 Clerk Suggested:**

- Setting up salary payments via direct debit or standing order to ensure prompt payment regardless of meeting dates.

**Resolution:**

- Members voted in favor of approving monthly payments and salary payments via standing order and direct debit.

**0/62024 14.0 To consider and approve an awareness campaign against dog fouling.**

14.1 Members raised concern about dog fouling in Tutbury. Previous pavement stenciling was effective in deterring it.

**14.2 Clerk Reported:**

- Posters to deter dog fouling were distributed for members to review. These will be posted on the website and Facebook page to raise awareness of the campaign.

**14.3 Members Suggested:**

- Spray painting the fouling as other parishes have done, proving to be effective.

**Resolution:**

- Members voted to purchase chalk paint to spray on dog fouling to raise awareness. Each councillor will be issued a spray can for their allocated streets. Borough Cllr R. Lock will request stenciling on specified streets.

**Streets Identified for Action:**

- Ludgate Street
- High Street
- Monk Street
- Cornmill Lane
- Bridge Street
- Wakefield Avenue
- Castle Street

**06/2024 15. To consider and approve grants from local organisations**

15.1 None received

**06/2024 16. To consider and approve replacement locks on 4 Defibrillator cabinets.**

16.1 Clerk Reported that members had problems accessing defibrillator cabinets for monthly checks. Replacement locks for four cabinets will cost £285.33 (including VAT and delivery).

**Resolution:**

- Members voted unanimously in favour of purchasing the locks.

**06/2024. 17. 0 To consider and approve supporting the Lithium battery safety bill**

17.1 Communication had been received from a parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity

Lord Foster and Electrical Safety First are promoting the Bill (a summary of which was distributed to councillors), to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

A member proposed to support the bill

**Resolution**

Members voted in favour to support the bill. The clerk will confirm this.

**06/2024 18.0 To exclude the public and receive and approve employment contract recommendations from the Staffing committee.**

18.1 The committee had not met, this will be referred to the next agenda.

**06/2024 19.0 Items for the Next Agenda**

19.1

- Report from Staffing committee



- Ward enhancement scheme
- Church wall
- Report from Village Vision working party
- Report from communication working party
- Reduction of the speed limit through Fauld

**06/2024. 19.0 Dates of Next Meetings**

- Open space Committee Charity House, Duke St 8th July
- Planning Committee Charity House, Duke St 8th July
- Full Parish Council 15thh July2024 Village Hall.
- Village Vision Working Party 25<sup>th</sup> June
- Communication working party 25<sup>th</sup> June 2024

Code	Date	Description	Supplier	Net	VAT	Total	
Subscription	20/5'24	Subscription	Rural Services Network		20	20	unpaid vat
Clerk's Expenses	17/06/2024	Clerks Expenses	Karen Duffill	26.00	0.00	26.00	
Clerk's Salary	17/06/2024	Clerks Salary	Karen Duffill	1,141.62	0.00	1,141.62	1,167.62
Employees Pensio	17/06/2024	Emplyee Pension (	Staffordshire Coun	173.62	0.00	173.62	
Pension	17/06/2024	Clerks Employer P	Staffordshire Coun	315.89	0.00	315.89	489.51
Changing Room M	17/06/2024	Legionella Control	Sterilizing Services	64.00	12.80	76.80	
Employer's Nation	17/06/2024	National Insurance	HMRC	103.35	0.00	103.35	
Street & Bus Shelt	17/06/2024	Street cleaning and	Art Quality Cleanin	440.00	88.00	528.00	
	2,390.59						2,385.28
Direct Debits							
Changing Room P	22/05/2024	Changing Rooms \	Source for Busines	30.00	0.00	30.00	
Changing Room P	03/06/2024	Changing Room El	Octopus Energy	33.70	1.68	35.38	
Changing Room P	04/06/2024	Changing Room G	Yu Energy	47.42	2.37	49.79	
Card payments							
Stationery	03/06/2024	Stationery Corresp	Amazon	14.99	0.00	14.99	

## Tutbury Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 31/05/2024</b>		
	Cash in Hand 01/04/2024		38,750.75
	<b>ADD</b> Receipts 01/04/2024 - 31/05/2024		40,466.98
			79,217.73
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/05/2024		8,437.60
<b>A</b>	<b>Cash in Hand 31/05/2024</b> (per Cash Book)		<b>70,780.13</b>
	Cash in hand per Bank Statements		
	Petty Cash	28/02/2023	0.00
	Current Account	31/05/2024	53,913.30
	Business Instant Account	31/05/2024	19,357.10
	Business Burial Account	31/05/2024	2,666.11
			<b>75,936.51</b>
	Less unrepresented payments		5,156.38
			70,780.13
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>70,780.13</b>
	<b>A = B Checks out OK</b>		