

TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in the Charity Office, Duke Street, Tutbury Monday 16th January 2017.

- 1.1 Those presents were Cllrs W Crossley (Chairman), C Smedley, F Crossley, T Spencer- Smith, S Adams, M Guest, P Steadman, Borough Councillor Cllr D Goodfellow, in attendance, Karen Duffill (Clerk)
- 1.2 Councillor candidates M Carr and L Beighton.

147/1.0 APOLOGIES

- 1.3 Apologies were received from, Parish Councillor A. Allen (Vice Chair) Borough Councillor S Gaskin
- 1.4 Non-Attendance Parish Councillors, J Hale, D Morris
- 1.5 County Cllr Bob Fraser,

148/2.0 MINUTES OF THE MEETING HELD ON 19th December 2016

- 2.1 The minutes were agreed that they were a true record, and signed with minor amendments.

149/3.0 DECLARATION OF INTERESTS

None declared.

150/4.0 CLERKS REPORT

4.1 JANUARY 2016

There is a problem with a drain on Belmot Road concerning sewerage that has been connected into the storm drain,

Resolution- Complaints have been submitted to Severn Trent and Highways. Severn Trent have pumped the sewerage out as a temporary measure, Highways are not taking responsibility to unblock and reconnect the sewerage pipe correctly.

Changing Rooms

Jason Midgely and Lynne Smith from Tutbury Tigers are available to discuss the invoice charges on Monday 30th January evening. They have a replacement key for the changing rooms that was lost.

Resolution

A proposed fee of £400 for both teams should be proposed to the football team

PARKING

The shop owner of the off licence on Duke Street raised concern regarding long stay parking outside of his shop reducing access for customers. No resolution made no further update regarding Parking on Holts Lane.

No progress on other Highways issues have been made.

No progress has been made with the fence on the footpath on the Park Pale Chatsworth drive.

Elm Lane

12 trees have been planted on Elm Lane by the contractor that did the clearance work last year.

There is concern regarding cigarette ends on Ludgate street outside the public houses on Ludgate Street.

Resolution It was agreed to monitor the situation as this has improved.

150/5.0 BOROUGH COUNCIL REPORT

- 5.1 Councillor Goodfellow reported is awaiting a parking review by the County Council regarding the issues raised on Holts Lane and will follow this up in May after the election.
- 5.2 Stickers will be placed on brown bins informing residents that no food waste should be thrown in the brown bins, and should now be placed into the black bins, due to cost reductions in disposing of food waste. Replacement blue recycling will not be provided.

151/6.0 ACCOUNTS PAYABLE

Karen Duffill	Clerks Salary and overtime and expenses	864.98
HMRC	Tax and NI Payment	86.12
Staffordshire LGPS	Pension Employer contribution Employee Contribution	373.68
Sterilizing services	Legionella control Annual check inv262.80	43.20
Aucuba Landscapes	Churchyard contract	203.45
Firs farm Nursery	Christmas Tree	£96.00
Arc fire Security	Fire alarm extinguisher and lights service	62.40
CW tree Services	Tree Planting Elm Lane	145.00
James Hollis	Street Cleaning Contract	323.33

The transfer to Daligas from Eon for gas supply is in progress and a termination notice has been given to EON this process will take 30 days and will incur an increase in a standing charge whilst the transfer is going ahead the transfer will commence on 10th Feb.

152/7.0 FINANCE/BUDGETING CONSIDERATIONS

7.1 1% increase Precept Request has been made.
Budgets Proposal updated with comments from December meeting Appendix A
Internal Auditor visited Jan 13th see correspondence for the response.

153/8.0 DEBT BENEFIT AND CONSUMER ADVICE

A £15m gap in the Staffordshire County Council's budget will impact the Debt Benefit and Consumer Advice, currently commissioned from Citizens Advice at an annual cost of £439k. The County council expect that the need for this service will fall. However, due to concern raised, the county council would like to explore whether the District and Borough Councils, Parish Councils, Police and Crime Commissioner and/or NHS would be prepared to contribute to the cost of these services from April 2017. They estimate that around £300k collectively from all partners would be required to maintain some level of service.

Due to being outside of the deadline interest should be directed to the citizens' advice bureau directly.

Resolution

It was agreed the clerk should find out more information regarding the level and proportion other agencies and partners would be expected to contribute, to make a significant difference to this service.

154/9.0 PLANING APPLICATIONS

9.1 Applications

P/2016/01794

Proposal: Erection of an extension to existing porch

Location: 28 Lancaster Drive, Tutbury, DE13 9JT

Comment – No Objection

P/2016/01805

Proposal: Removal of selective branches from 1 Sycamore tree and two Lime trees (TPO 9)

Location: Riverdale, Lower High Street, Tutbury, Staffordshire, DE13 9LU

P/2016/01804

Proposal: Crown lift to 5 m one Holly tree and one Yew tree and crown lift to 3 m one Maple tree

Location: Riverdale, Lower High Street, Tutbury, Staffordshire, DE13 9LU
Grid Ref: 421387 329075

Comment No Objections

9.2 DECISIONS

Cornerstone Belmot Road, Tutbury listed building application for three roof lights to be installed was refused due to not being in character of the building and not enhancing it.

Diesel Power Unit Marchington.

The clerk read out a HM inspector report stating that the Diesel Power Unit application in Marchington had been refused and the appeal had been lost because such a development does not comply with the Local plan and should not be in a rural position.

155/ 10.0 COUNCILLOR VACANCY

10.1 Two candidates applied for the councillor vacancy

Mr Carr one of the candidates recommended that Mrs Beighton took the position due to his own personal constraints and felt that Mrs Beighton would have more time to dedicate to the role. The chairman thanked Mr Carr for his interest in the vacancy and would hope that if a future opportunity arose that Mr Carr would consider it.

Resolution

All parish councillors present voted to elect Lesley Beighton as the new councillor, she received a copy of the code of conduct and the declaration of office to sign.

156/11.0 PENSION POLICY DISCRETIONARY FUNCTIONS.

11.1 Guidance notes and a policy template have been received from Staffordshire Local Government Pension Scheme. Tutbury Parish Council are legally obliged to implement a policy on the types of discretionary benefits such as additional Pension contributions and flexible retirement.

Resolution The chairman in consultation with the clerk had read the guidelines and proposed to accept the applicable policy statements from the recommended list. The clerk will collate these and produce the policy required.

157/12.COMMUNITY BUILDING

12.1 A meeting was held with Paul Stone, James Smith from Peveril Homes Charlotte El Hakiem from the Borough Council. The Community Building will be built when a legal agreement is in place to transfer the ownership of the building. The building will have a covenant attached to be used solely for community use. The Borough council will not take ownership so other than a designated community group this will be transferred to the parish council.

Resolution

It was agreed that a working party is formed to address the issues of consulting with the community and forming a management committee to run the building based on a sound business plan. The internal auditor recommended that the parish council should be a custodial trustee. A meeting

will be held in early February, the members who agreed to attend were PS, FC, MC, LB, MG, SA and CS.

158/13.0 CONTRACT RENEWAL

13.1 Contracts due 1st April quotes need to be received for Feb meeting

Mowing contract for the church yard

Triangle maintenance

Ferrers Avenue Playing fields mowing and hedge contract

Cornmill Lanes mowing and Hedge Contract

Planters supply and maintenance

Insurance renewal due

Street Cleaning and bus shelters

Park Pale strimming.

Resolution

It was agreed to contact the existing contractors for a one year and two-year quote. The contract for the triangle will need some additional requirement to include all the tasks required for that area. Street cleaning will be added to a future agenda.

159/14.0 EQUAL OPPORTUNITIES

14.1 Equal Opportunities proposed policy to be added to the next agenda and a meeting should be arranged with the Parish Charities to discuss the meeting room.

160/15.0 CORRESPONDENCE

- HMRC have requested electronic payments.
 - **Resolution** the financial regulations do not currently cater for electronic banking. A response letter will be sent.
- Battles Over A Nations Tribute 7pm 11th November 2018 100 year after the end of World War One, A request for parish and to light a beacon.
 - **Resolution** This will be added to a future agenda item.
- A letter has been received from the Bishop who has had a meeting with Reverend Whitehead to discuss issues that the parish council have raised he hopes that this can be sorted locally.
 - **Resolution** A response letter will be sent to the Bishop,
- An email report had been sent from the Internal Auditor and read out by the clerk/ He recommended to improve the website to comply with the Transparency Act and updating it with governance documents. He recommended that the risk assessment should be reviewed before the financial year end.
 - **Resolution** Risk assessment to be added to a future agenda and the working party for the new website will investigate the proposal of assistance with the new website.

- Neighbourhood Fund Launch programme and agenda received for 23rd Jan Burton Brewhouse Cllr T Spencer Smith and the clerk will attend.
- Information regarding the Best Kept Village entry was received.

161/16.0 ITEMS FOR THE NEXT AGENDA

- Street Cleaning
- Council Website
- Equal Opportunities
- Community Building
- Contracts
- Risk Assessment
- Best Kept Village

162/17.0 DATE OF THE NEXT MEETING

17.1 Parish Meeting February 20th 2017 7.30pm

APPENDIX A

Code	Item	Proposal 2017/2018										Proposed Precept Calculation	
		Exp 14/15	Year End Inc 14/15	Year End Exp 15/16	Year End Inc 15/16	Income	2017 Budget exp	Exp to date 22/11/16	Expected outturn	Proposed 2017/18			
0	Precept		32008.2		35,886.90	38094.55							38350.02
2	ESBC Tax support		3784		3,194.0	2810							2416.00
3	Interest		9.93		10.56	10							10
4	PF Charges		600		600.00	600							600
5	Other grants/donations				0.00								
6	Misc/refunds		3,932.13		1,500.00					1,500.00			
	Sub Total		40,334.26		41,191.46	41,514.55							41,376.02
	Administration												
7	Clerk's salary			11,950.92			11,300.00			6777.87		11300	11,500
8	Clerk's expenses			481.55			600.00			334.48		500	600
8a	Mobile Phone Employers national						0.00						
9	insurance			737.72			750.00			784.31		1000	750

Clerks salary and expenses and pension		12,432.47	0	0	15,150.00	8,270.34	15,200.00	15,350.00
10	Insurance	1,281.93		1,500.00		1400	1500	
	Pension			2,500.00	373.68	2400	2500	
11	Stationery	43.37		80.00	10.92	50	50	
12	Clerks Overtime	45.00		1,290.00				
13	Advertisements	119.50		150.00	854.69	1290	1300	
	Printing/photocopying	217.86			146.16	150	150	
14	Hire of premises	300.00	0	250.00	46.48	100	220	
15	Audit charges	320.00		300.00	182	320	600	
16	Bank Charges/legal fees	0.00		450.00	240	400	450	
17	Admin, printing and stationery	1045.73	0	0	2070	1480.25	2310	2770
18	Subscriptions	1,131.00		1200	722	800	1200	
19	Publications	0		50	74.45	100	100	
20	Cllr's expenses	0.00		0	65	65	65	
	Clerk's training/subsription	139.00		500.00	406	800	500	
21	Clerks training and subscriptions	1270	0		1,750.00	1267.45	1765	1865

22	IT maintenance/ website					100.00	70.97	80	1000	
23	Neighbourhood development plan					12,199. 14	400.00	0	0	400
24	Contingency		103.56					400	9450	
	Sub Total	16068. 82	16133. 69			33,169. 14	11,089. 01	19,755. 00	30,835.0 0	
	Highways, footpaths and bus shelters									
25	Street & bus shelter cleaning		3,879.9 6			4000	2263.31	4000	3200	
26	Bus shelter maintenance		10.00			1500	0	0		
27	Footpath Maintenance		1,030.0 0			2000	1395.03	1500	2500	
	Elm Lane Planter		1,108.1 2			1200	1355.14	1450	350	1500
28	maintenance									
	Sub Total	5,837.1 8	6,028.0 8			8,700.0 0	5,013.4 8	6,950.0 0	7,550.00	
	Parks & open spaces									
29	Playing field rent		1,200.0 0			1250	1090	1250	1300	
30	Playing field maintenance					800	225	225	800	
32	Playing fields mowing contract		2,185.2 4			3000	67.2	3000	3000	

	3385.2	0	0	5050	1382.2	4475	5100
Playing fields rent and maintenance	4	0	0	0	1382.2	4475	5100
33 Changing room maintenance	3,223.11		2,500.00	673.48	1000	1000	
34 Caretaker contract	283.24			1,000.00		0	
31 Changing room power and water supply	933.62			0	527.00	1000	1000
Changing rooms	4439.97	3500	2,000	1,200.48	2,000	2,000	
35 Church yard mowing contract	2,009.27		2,150.00	1,826.62	2150	2350	
36 Churchyard maintenance/water memorial			3,000.00		0	2000	
Elm Lane Triangle & Park Pale maintenance	778	500	1,000.00	0	0	1000	
Sub Total	14,540.24	10,612.48	18,550.00	8,409.298	12,625.00	16,100.00	00
Section Charities and 137							
38 Grants	533.64		3000		1400	2000	1900
47 TOSCA pledge LGA 1972 s19			1000				1000
Grants and Tosca Pledge	533.64	0	4000	1,400.00	2,000.00	2,900.00	50
40 Flower and bulb planting			50.00				

