TUTBURY PARISH COUNCIL

A meeting of the Parish Council was held in the Charity Office, Duke Street, Tutbury Monday 18\textsuperscript{th} April 2016.

Those present were Cllrs F Crossley (Chairman), W Crossley (Vice Chair), P Steadman, M Guest, T Spencer-Smith, S Williams, D Morris, S Adams, Borough Councillors Cllr D Goodfellow, in attendance, Karen Duffill (Clerk)

1/1.0 APOLOGIES

1.1 Apologies were received from Parish Councillors, C Smedley, A Allen, County Councillor B Fraser, Borough Cllr S Gaskin

2/2.0 MINUTES OF THE MEETING HELD ON 21\textsuperscript{st} March 2016

Minor errors were noted in the minutes Cllr W Crossley proposed that they were a true record, the chairman signed them.

3/3.0 MATTERS ARISING

3.1 Residents in Queens rise do not have access to an area outside their homes to park vehicles. Borough Cllr D Goodfellow has not requested for the fence to be removed but may reconsider if the residents can show in the deeds their right to access and park their vehicles. The clerk will write to the residents requesting further details of their deeds.

3.2 Park Pale - A letter has been received from the parish council’s solicitors who are willing to progress with the land transfer. However, the resident with the fence in need of repair, has requested that the parish council fund the repair of the fence. He states this land is owned by them. The clerk will write to request details of the deeds.

3.3 Residents raised concern regarding the overgrown area and tall trees at the rear of the properties on Park Pale, on Belmot Road. The clerk has contacted County Highways to ascertain the ownership of this land this is being investigated. The clerk requested that the trees and vegetation are cut back when the Community Highways team visit the area.

3.4 The clerk requested a meeting with County Councillor B Fraser to address safety concerns of children running onto Redhill Lane. This is due to an area of raised earth and gravel forming a bridge, left between the drainage ditches. This allows an informal entry and exit to the playing fields. Cllrs agreed that County Highways should be contacted again to alert them of the safety concerns with a view to possibly removing the raised area so the ditch acts as a barrier to the road. No response has been made by the County Council. It was reported that some children use the access to avoid the road without a pavement.

3.5 The clerk purchased an upgrade of software to include Outlook and cloud storage, Office 365. Cllr S Williams has installed this.
3.6 A parishioner has raised concern over potholes in Redhill Lane. Cllr Guest believed that this has been completed. The clerk will clarify.

3.7 It was resolved to purchase a public notice slot in the Burton Mail for the Annual Parish Meeting at Richard Wakefield School 7.30 Thursday May 12th. The clerk will arrange Tea and Coffee at the meeting.

3.8 The clerk will inform the Pension regulator of the chosen Local Government pension as well as the Staffordshire branch of the Local Government pension.

3.9 Appointment of Auditor. Cllrs agreed to appoint Mr Topliss and an audit date is now, set 29th April.

3.10 Cllr Morris requested a dog waste bin to be placed on Ludgate Street. Cllr Gaskin has requested an additional general rubbish bin. However, no bin has yet been installed.

3.11 Borough Cllr D Goodfellow reported that the mile marker on Burton road would need to be maintained by the county highways team. The clerk requested this on their next visit to Tutbury.

3.12 The problem with a drain on Belmot Road has been ongoing for several years. The resident that raised this, informed the clerk that sewerage has been connected into the storm drain which is causing it to block and become a health risk. The clerk will escalate this to the County Council Highways.

3.13 Work requests were sent to the County Neighbourhood Team. It was agreed that the vegetation on Belmot Road required cutting back; the coach sign on Burton Road needed tidying up; the vegetation at the top of the bypass at the rear of The Baulk needed cutting back; Street signs on Redhill and Holts lane needed cleaning and a repair to the grass verge in Wakefield Avenue. The grass verge has been repaired and posts have been added to prevent parking on it. However, this is causing some traffic problems for the buses and refuse collectors. No other work appears to have been completed.

3.14 An email has been received regarding a joint meeting with Parish Councils and the County Council. Two representatives from each parish can attend. The proposed date is May 19th 7PM in the evening at Draycott in the Clay Village Hall. Cllr S Williams and Cllr T Spencer Smith agreed to attend.

4/4.0 BOROUGH AND COUNTY COUNCILLORS REPORT

4.1 Borough Cllr D Goodfellow reported that an appeal had been made from the shop Drinks direct to remove their advertising sign on the shop window. Further work has taken place on this building in the High Street. This has been investigated and will be monitored by the Borough Council. Cllr Morris raised concern regarding the shop workers parking in the allocated parking for the bank. He questioned if further parking restrictions should be made. However, parking fines have been issued and the problem still persists.
4.2 Borough Cllr D Goodfellow reported that objectors would be invited to the planning meeting to discuss the Application of Rolleston Park Farm to remove cattle sheds and erect a large warehouse. It was resolved that the clerk should attend to represent the parish council's objections to this application.

5/5.0 ACCOUNTS FOR PAYMENT

5.1 The following accounts proposed for payment by Cllr W Crossley and Cllr Guest.

<table>
<thead>
<tr>
<th>Accountant</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Hollis</td>
<td>Bus shelter/St cleaning contracts</td>
<td>£323.33</td>
</tr>
<tr>
<td>K Duffill</td>
<td>Clerks Salary</td>
<td>£885.43</td>
</tr>
<tr>
<td>K Duffill</td>
<td>Expenses</td>
<td>£78.34</td>
</tr>
<tr>
<td>K Duffill</td>
<td>Microsoft Office 365</td>
<td>£70.97</td>
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<tr>
<td>Sterilizing services</td>
<td>Legionella control monthly check</td>
<td>£43.20</td>
</tr>
<tr>
<td>Aucuba Landscapes</td>
<td>Churchyard contract</td>
<td>£201.24</td>
</tr>
<tr>
<td>Tutbury Parish Charities</td>
<td>Rent for charity house and Cornmill Lane playing field</td>
<td>£400</td>
</tr>
<tr>
<td>Tutbury Civic Society</td>
<td>Tutbury Village News</td>
<td>£30</td>
</tr>
<tr>
<td>Society of Local Clerks</td>
<td>Annual Subscription</td>
<td>£179.00</td>
</tr>
</tbody>
</table>

6./6.0 END OF YEAR ACCOUNTS

6.1 The clerk distributed the end of year accounts and asked the councillors to raise any questions. An accounting statement will also be produced for the annual meeting. The annual return will be completed on the basis of the information distributed, once it has been internally audited. Procedures have changed in displaying the notice around the public inspection of the accounts and will be discussed further at the next meeting.

6.2 The clerk requested if overtime could be paid for the extra work that has been involved in producing this information and for dealing with problems at the changing rooms. Cllr W Crossley proposed and Cllr P Steadman seconded that an overtime payment of £60 (£45 previously) should be paid monthly (and backdated to April) as agreed with the previous clerk for secretarial support in administrating the increase of work required of the parish council on an ongoing basis. It was agreed that this should be implemented and added to the next agenda for a resolution. Cllr W Crossley also suggested that the clerk's salary scale should also reviewed to make sure that the correct increments were in place.

7/7.0 GRANTS TO LOCAL ORGANISATIONS

7.1 Cllr S Williams proposed that a grant should be awarded to the Tutbury Patients Forum of £600 to purchase an external cabinet for a defribulator in the village, based on the information supplied at the March meeting 2016. Cllr Guests seconded the decision. The clerk will write to the applicants.
7.2 A grant application has been received from Tutbury Twining’s Association for £1000 to subsidise costs for the forthcoming trip to Olainville with the young football teams. This is a committee of the parish council and money had been allocated in the budget. Cllr W Crossley proposed and Cllr S Williams seconded the decision to award the grant.

8/8.0 PLANNING MATTERS
8.1 The following applications were received

P/2016/00315
Proposal: Construction of a ménage on existing grazing land, including drainage, post and rail fencing and lighting and change of use of land for the riding of horses
Location: Dormer Cottage, Bushton Lane, Tutbury, Staffordshire, DE13 9HH
Comment: No Objection

P/2016/00414
Proposal: Conversion and single storey extension to existing outbuilding to form kitchen and living area
Location: Riverdale, Lower High Street, Tutbury, Staffordshire, DE13 9LU
Comment: No Objection

P/2016/00476
Proposal: Listed Building application for the conversion and single storey extension to existing outbuilding to form kitchen and living area to include alterations to north elevation.
Location: Riverdale, Lower High Street, Tutbury, Staffordshire, DE13 9LU
Comment: No Objection

P/2016/00352
Proposal: Retention of fencing up to a maximum height of 2.2 metres
Location: Castle View, 7 Fishpond Lane, Tutbury, Staffordshire, DE13 9NB
Comment: No Objection

8.2 A Validation criteria document had been received for consultation from the Borough Council. Cllr W Crossley has reviewed this and has some comments that he will send to the clerk for submission to the planning department.

9/9.0 CHUCH MATTERS

9.1 A meeting was held at the church with Reverend Ian Whitehead and members of the Parochial Church Council. Matters regarding the church wall, car parking, burial ground and the war memorial wreath holders were discussed. Cllrs felt that there were some areas of disagreement regarding these matters. Full parish council minutes will be approved at the next meeting. Reverend Whitehead had issued notes made at the meeting. The church will inform the parish council when the faculty notice has been issued for the wreath holders, in order to submit objections.
Cllr W Crossley reminded the council that if a faculty is issued to change an area or structure of the churchyard, the church will take full responsibility for maintaining it.

10/10.0 QUEENS 90th BIRTHDAY

10.1 Cllr Steadman updated the council on the plans for the Street Party and the other programme of events that were taking shape.

10.2 Queens Birthday flags had arrived and were due to be erected in the High Street.

10.3 The clerk has ascertained the number of pre-school children. Baby and toddler group children, and school children from Richard Wakefield and De Ferrers. Some remaining coins can be distributed to children not attending these organisations and the remainder sold at the street party. Cllr Morris proposed that 500 celebration coins should be ordered for the children, Cllr Spencer Smith seconded the decision.

11/11.0 BURTON ROAD COMMUNITY CENTRE

11.1 The proposed building would be a similar size hall to Carver Road. Cllr Steadman was unable to confirm that it would be suitable for the scouts. However, it was agreed to send the revised plan to Peverill Homes for approval and to progress the plan.

11.2 It was agreed to produce an A5 flyer for the new residents informing them about the Parish Council Cllr Smedley will distribute the flyers.

12/12.0 COMMUNITY PATH INITIATIVE

12.1 It was agreed that the stile on footpath No.3 to the castle should be considered. The application requires details of costs and match funding. The clerk has contacted the County Council Rights of Way officer. He has stated that his application will not be supported by the County Council as they believe it was already fit for purpose. The rambling association also agrees. It was resolved that no further application would be made due to the time constraints. However, another area of concern raised was the footpath near the weir which has a significant amount of barbed wire erected by the new land owner. Cllrs would investigate who the new land owner was. It was suggested that a kissing gate should be erected in that area.

13/13.0 BEST KEPT VILLAGE

13.1 Areas of concern for this year’s competition were the Mill Fleam as the water level was low and it needed clearing out of litter. A request to the Borough Cllrs would be made to address this.

13.2 A letter will be sent to practice managers at the surgeries to keep the building clean and tidy. Cllr Steadman would organise the scouts to tidy up their flower bed on the triangle.
13.3 Children at Richard Wakefield would be invited to enter the poster completion again this year. The clerk will organise this.

13.4 Cllr S Adams agreed to distribute some posters of the event. Some will be given to community groups to display on their notice boards.

13.5 It was suggested that the broken slabs on the church Triangle could be addressed, in addition to the benches being painted. Ivy should be removed. The clerk will arrange this.

14/14.0 CO-OPTION OF A CASUAL VACANCY

14.1 An Application had been received to join the Parish council. Cllr W Crossley proposed that the application was accepted due to the lady being a member of the council in the past. Cllr Morris seconded the decision. Mrs Jayne Hale was appointed. The clerk will reply to her request.

15/15.0 CORRESPONDENCE

15.1 A cheque had been returned to Tutbury Parish Council made out to Messy church 2012 as the organisation is no longer running and the bank account closed.

15.2 Staffordshire County Council has written to inform the Parish Council about moving towards a social action and voluntary control way of working, rather than County Council funded control in maintaining the parish. A business Case will be completed in June mapping out a suggested future for working in this way over the next few years.

An email had been received from Tutbury Tigers Football team informing the council of a leak in the changing rooms. The clerk has had this repaired by Cripwells.

16/16.0 ITEMS FOR THE NEXT AGENDA

- Queen’s 90th Birthday
- Churchyard Matters
- End of Year accounts
- Best Kept Village
- Election of Chairman and Vice Chair

17/17.0 DATE OF THE NEXT MEETING

17.1 Annual Parish Meeting May 12th at 7.30pm
Parish Meeting May 16th at 7.30pm