

# TUPTON PARISH COUNCIL

*Improving the quality of life for all those who live and work in Tupton*

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## MINUTES OF THE MEETING OF TUPTON PARISH COUNCIL VIRTUAL MEETING held on Wednesday 10<sup>th</sup> February 2021 at 6:30 pm

### P R E S E N T

Councillor C Ramshaw (in the Chair) Councillors J Ahern, N Dart, C Goodyer, D Hancock, J Hancock, S Peters, R Shipman, K Windley and P Windley.

In attendance – R Price (Parish Clerk & RFO)

T Woodhead, Rachel Resident Liaison Officer ( Woodhead Group)

G Watters (Tupton Community Group), Sandra Crawley (Tupton Celebrates Together), David Parmley and 12 members of the public

### 543/2020 Apologies for Absence

An apology for absence was received from Councillor C Pollendine

### 544/2020 Declaration of Interests and requests for Dispensations

There were no declarations of interest or requests for dispensation

### 545/2020 Minutes

**RESOLVED unanimously**, by each councillor indicating by raising their hand, that, the minutes of the meeting held on 13<sup>th</sup> January 2021 be confirmed as a correct record and signed by the Chair, subject to the following amendment

Councillor C Ramshaw (in the Chair) Councillors J Ahern, N Dart, C Goodyer, D Hancock, J Hancock, S Peters, C Pollendine, R Shipman, K Windley and P Windley.

### Ankerbold Road Development

T Woodhead and Rachel the Resident Liaison Officer attended the meeting on behalf of the Woodhead group. Mr Woodhead gave an update on the two week look ahead. He had attended the site and looked at the issues raised. It had taken a little longer than anticipated to get things in place but sandbagging had now been sorted. They had pumped out the most extreme corner where the run off had caused the most issues. This had been drained down and added to the monitoring programme. The signage had been placed at Station Road end advising that no access to Pond Lane. However residents said there was still an issue with traffic using that access for the care home and that this needed to be added to the signage.

Mr Woodhead advised that the road closure had been extended to 5<sup>th</sup> March for highways and drainage works. The tree removal works were subject to planning permission approval. Members urged that replacement trees should be mature. He would like to provide some idea of what the phasing of the building programme would look like. He explained that areas of concern were checked on a daily basis. Arrangements had been made to meet with Lee Rowley MP on site on 19<sup>th</sup> February. He explained that they had access to spare pumps in the event of any breakdown and that the installation of attenuation tanks would be a big step forward and would allow them to better manage the excess water and greatly improve the situation. He was eager to create a more open channel of communication with the residents.

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## **Updates from District and County Councillors**

Councillor R Shipman reported that a survey was to be carried out on the land at Ankerbold Road and he had had a positive conversation with NEDDC about the future of the proposed orchard. He further reported that NEDDC had now adopted an Investment Strategy whereby it had been resolved that they would not invest in unethical investment funds. The local elections were still scheduled to go ahead but people were being encouraged to vote by post. Councillor Hancock reported that the District Council had re-launched their grant scheme for community groups.

## **Matters raised in Public Participation**

None

## **546/2020 Urgent Items**

No urgent items were raised.

## **547/2020 To determine which items, if any, from the agenda should be taken with the public and Press excluded.**

It was Proposed, Seconded and Resolved that the public be excluded from the meeting in accordance with Paragraph 1 of Schedule 12A of the Local Government Act 1972 (Local Government (Access to Information) Act 1985) during discussion of Item 17 on the agenda due to its confidential nature.

## **548/2020 Report of the Clerk**

The Clerk submitted the following report:

### **a) Birkin Avenue Play Areas, Footpaths and Sensory Garden**

The Parish Council have now received the S106 monies in respect of the Birkin Avenue play development. Wicksteed are now on schedule to commence work week commencing 1<sup>st</sup> March subject to the weather! A specification, design and costing proposal for the Sensory Garden had now been received. Once work had started on the play areas a meeting of the Working Group would be arranged to consider this along with the estimates for the footpaths.

### **b) Tupton Community Hub**

Following a chase up e-mail to DCC a response had been received explaining that a report had been sent through for approval some time ago but there had been changes to the management systems which had delayed the approval process. It was understood that it is currently 'working its way through' the approval process.

### **c) Land at Nethermoor Road**

Unfortunately problems were still being experienced in obtaining details of title from the solicitors. No response had been received, despite contacting them on three occasions by phone and email.

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## **d) Garden, Grounds and Winter Maintenance**

The Parish Council currently have arrangements in place for the maintenance of the community garden by a contractor. His services so far have been excellent and his charges are very competitive. During the recent bad weather he has also maintained all the grit bins, collecting grit from the suppliers and from the village hall and distributing around all the grit bins. He has also taken delivery of the new grit bin for Nethermoor Road/Station New Road (approved at the last meeting) and installed it. He has undertaken all the work at the same rate, responding within 24 hours. Members will also recall that he maintained the grassed area off Nethermoor Road - again at a very competitive rate, within a short time scale and to an excellent standard. This area will now require maintenance throughout the growing season.

Members considered the creation of a Garden, Grounds and Winter Maintenance contract with the contractor covering the Community Garden, Maintenance of Grit Bins and Grounds Maintenance as required, in the parish, including the area of land at Nethermoor Road. This would provide the Parish Council with a guaranteed service for these essential works in the parish.

The footpath between Farm View and Ward Street was in need of maintenance. The contractor has submitted an estimate of £200 which included chipping all the overgrowth and laying back down as mulch.

It was Proposed, Seconded and Resolved that the contractor, Lees Garden Services, be contracted to undertake Garden, Grounds and Winter Maintenance and that this be reviewed on an annual basis.

It was further Proposed, Seconded and Resolved that the estimate of £200 for the work to the footpath at Farm View/Ward Street be accepted and the work commissioned.

A request has been received for the installation of a grit bin at the junction of Pond Lane and Ankerbold Road. It was agreed that this was not known as a high risk area and that an offer be made to provide some bags of grit, if required, but not to install a bin at this time.

## **e) Flying of Flag**

It was reported that the flag was placed at half mast to mark the death of Captain Sir Tom Moore

Funeral of John Lilleyman (date to be confirmed)

## **f) Damage to Bus Shelters**

Work had been commissioned to two bus shelters on Queen Victoria Road and Green Lane as agreed at the last meeting

## **g) Annual Parish Council Meeting**

Following discussion it was agreed that the Annual Parish Meeting be held prior to the next meeting of the Parish Council held on 10<sup>th</sup> March 2021 and that a decision on the date of the Annual Parish Council meeting be deferred to the next meeting.

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## **h) Community Orchard**

Councillor Shipman reported that NEDDC wished to test the land before they committed to any lease agreement. He had had several residents contact him about becoming involved in the project.

## **i) Live and Local**

The Clerk circulated copy of information outlining services which could be provided by 'Live and Local'. It was agreed that the information be placed on Facebook and on the website.

## **j) Complaint to Severn Trent Water**

Councillor D Hancock submitted the following - There have been a couple of instances of burst water mains over the cold spell. Not unusual at this time of year, but Severn Trent has been really poor in terms of (a) time to get them repaired and (b) provision of water for those houses affected. Some were without water or very low pressure for best part of week. They provided bottled water for drinking – but insufficient for washing and flushing. It was agreed that the Parish Council raise a formal complaint in terms of their inadequate support to the residents.

## **k) Quote for work to tree on allotments**

A complaint had been received from the resident of 8 Uppercroft concerning a tree which was overhanging from the allotments. A quote had been received from Truemans to crown clean and remove dead wood at a cost of £360 including VAT. It was Proposed, Seconded and Resolved that the work be carried out but that some checks be made as to the work previously carried out on the tree in 2019 (Minute 290/19)

## **l) Stevenson Trust Fund**

The Clerk had carried out some research as to whether payments were still due to the parish council from the Stevenson Trust Fund. The Fund was administered independently from any parish council although 4 parish councils benefited on behalf of their residents. The Clerk of North Wingfield Parish Council had followed this up, as the administrator was unfortunately suffering a critical illness. The result was that the parish council had now received a cheque for £400 from the Trust. These payments were normally made around October of each year and this payment related to 2020.

## **m) Commemorative Bench**

It was agreed at the last meeting that some costs be looked at for the purchase of a commemorative bench in memory of those residents who lost their lives in the Tupton Bombing which occurred 80 years ago this year. Members considered 3 samples but asked the Clerk to look for a more decorative design and it was Proposed, Seconded and Resolved that the Clerk select a design and place an order within a budget of £600.

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## **n) Parish Council Insurance**

The Clerk had reviewed the Parish Council's insurance and amended the property schedule to better account for the Parish Council assets. This has resulted in an increase on the premium of £91.82

## **549/2020 Report from Representatives on Outside Bodies and Working Parties**

### Community Speed Watch

There had been no activity recently due to the lockdown but as soon as regulations were lifted they would be continuing their work

### Tupton Foodbank

It was reported that the foodbank was continuing to keep busy.

### Tupton Community Group

Gill Watters attended the meeting and reported on the work that the group continued to do. Following the last meeting the group were trying to find things that could be done to lessen the impact of the current situation on the community. They were putting in place a calendar of events which would take place within the restrictions in place at that time. This would be published on social media as well as doing a door to door drop. The group had linked up with a Wingerworth Group and they were benefitting from sharing experiences, liaising and sharing ideas. Gill detailed some of the plan they had in place for the upcoming months, including a zoom quiz and Easter Egg hunt as well as celebrations for the centenary of the Royal British Legion, 10<sup>th</sup> anniversary of Tupton Ivanhoes and the delayed 50<sup>th</sup> anniversary of Tupton Rugby Club. As well as supporting the Carnival with a parade a Party in the Park was in the planning for the 7<sup>th</sup> August

### Tupton Celebrates Together

Sandra Crawley reported on the activities arranged by Tupton Celebrates Together. She explained that they were hoping that the Carnival would be able to go ahead in some form on 17<sup>th</sup> July. They were also hoping to run some events on 15<sup>th</sup> August for the VJ day celebrations delayed from last year. All plans were being made in recognition of restrictions which may be in place.

### Tupton Bombings

David Parmley attended the meeting and members considered his report regarding the graves of the Tupton villagers killed in 1941 With assistance he is hoping to identify the exact locations of the 2 unmarked graves He has received permission from Clay Cross Parish Council and the Rev. Colin Cooper (subject to design approval) to erect headstones in the Danesmoor and North Wingfield cemeteries, at the 2 unmarked graves and to repair the 3 graves which have fallen into disrepair.

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The approximate cost of a headstone is in the range of £850 to £1000 each and an approximate cost to repair 3 graves is £500. Part of the lead lettering is missing on 2 of the graves. This is not yet costed

In order to get some village involvement, he was proposing to set up a crowdfunding project towards the costs. At this point the project information was to be available for publicity. At the end of April, it would be evident how much had been raised and what shortfall exists.

It was Proposed, Seconded and Resolved that the actions be fully supported and that the Parish Council meet any shortfall in the funding of this project up to a maximum of £2500 and in addition that a maintenance fund of £250 per year be set aside to ensure their maintenance and upkeep.

## **550/2020 Community Recognition Scheme**

No nominations had been received

## **551/2020 Planning**

**RESOLVED** that no comments be raised on the planning applications that have been received

## **552/2020 Discretionary Grants Application**

There were no applications submitted. Members were very conscious of the difficult times being experienced by voluntary groups in the current circumstances and were keen to remind them of the availability of funding of up to £500 from the Parish Council

## **553/2020 Finance**

### Budget Report

**It was Proposed, Seconded and RESOLVED** unanimously, by each Councillor giving their vote by show of hands, that the Budget Report be accepted and countersigned by a member of the Council.

### Accounts for Payment

**It was Proposed, Seconded and RESOLVED** unanimously, by each Councillor giving their vote by show of hands, that the following accounts be approved for payment:-

AML (Midland) Ltd	365 and AVG (23202)	£12.78
Salaries	February	£1500.17
HMRC	PAYE & NI	£207.81
Eon	CCTV electric	£34.56
Personnel Solutions	Personnel Advice	£120.00
O2	Mobile phones	£54.22

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Lees Garden Services	Community Gardening (14 hours), survey of grit bins, collecting rock salt and distributing to and filling all grit bins, receiving, transporting and installing new grit bin, new padlocks Nethermoor Road , mileage	£210.00 £289.99
Came and Company	Additional insurance premium	£91.82
Safety Buyer.com	Purchase of grit bin and salt	£332.33
NEDDC	Rent of land to rear of Northside	£5.00
Shelter Maintenance	Cleaning of bus shelters January 2021	£82.10

## **554/2020 Date and Time of Next Meeting**

It was agreed that the next meeting of the Parish Council would take place on Wednesday 10<sup>th</sup> March 2021 at 6.30 p.m.

## **555/2020 Exclusion of Public**

It was Proposed, Seconded and Resolved that the public be excluded from the meeting in accordance with Paragraph 1 of Schedule 12A of the Local Government Act 1972 (Local Government (Access to Information) Act 1985) for the following item of business due to its confidential nature.

## **556/2020 Minutes of the HR Committee 27<sup>th</sup> January 2021**

It was Proposed, Seconded and Resolved that all recommendations of the HR Committee, as detailed in the minutes distributed to all members,(as attached) be accepted, approved and adopted.

There being no other business the meeting closed at 9:55 pm

Signed .....

Date.....

## NOT FOR PUBLICATION

### MINUTES OF THE MEETING OF H R COMMITTEE VIRTUAL MEETING Held on Wednesday 27<sup>th</sup> January 2021 at 5:30 pm

#### P R E S E N T

Councillor P Windley (in the Chair) , Councillors D Hancock and C Pollendine  
R Price - Parish Clerk

#### **HR10/2020 Apologies for Absence**

An apology for absence was received from Councillor S Peters

#### **HR11/2020 Declaration of Interests and requests for Dispensations**

There were no declarations of interest

#### **HR12/2020 Exclusion of Public**

The public were excluded from the meeting in accordance with Paragraph 1 of Schedule 12A of the Local Government Act 1972 (Local Government (Access to Information) Act 1985) during discussion of the following items of business due to their confidential nature

#### **HR13/2020 Minutes of HR Committee 2<sup>nd</sup> November 2020**

It was Resolved that the minutes of the meeting of the HR Committee held on 2<sup>nd</sup> November 2020 be confirmed as a correct record

#### **HR14/2020 Future Proofing the Parish Council – To consider the recommendations from the Staffing and Budgetary Review.**

Members considered a draft scoping document which had been submitted by Councillor D Hancock.

During 2020 the HR Committee was tasked with reviewing the necessary job roles going forward as part of the Future Proofing the Parish initiative. Additionally, a full budget review was undertaken by the Finance Committee which included staffing costs.

The document collated the findings of those reviews and proposed relevant recommendations.

#### **SALARY AWARDS**

Media speculation suggested that, in the economic climate, local authority employees could be looking at little or no salary increase over the next few years.

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## **It was Proposed, Seconded and Resolved to Recommend to Council**

That Council should formally adopt a policy of awarding at least the amount recommended by any independent pay review body, but not be limited by it.

### **COMPANY PENSION SCHEME**

Historically, the Parish Council had offered the LGPOS (Local Government Pension Scheme) administered by Derbyshire County Council to all employees. The average employer contribution to local government pension schemes is around 19%. While this is viable for larger authorities it places a huge financial burden on small and medium sized parish councils. Since the advent of auto-enrolment, many town and parish councils have adopted the national NEST scheme as their pension provider.

## **It was Proposed, Seconded and Resolved to Recommend to Council**

That Council formally adopt the NEST scheme as its pension provider and adhere to national requirements for Employer Pension Contributions (currently 3%). This provision be adopted for all future employees, while existing employees remain on the current DCC scheme.

### **DISCRETIONARY PAY AWARDS**

Council adopted the principle of a discretionary pay award as part of the budget report; however, definitive criteria for its implementation needed to be adopted. It was considered that any Discretionary Pay Award should be made as a single lump sum rather than a nominal monthly increase to provide employees with a tangible benefit after tax.

## **It was Proposed, Seconded and Resolved to Recommend to Council**

- That Discretionary Pay Awards be implemented and the following criteria adopted:
- That payment be included with the November salary which is halfway through the municipal year; and allows for council to address any grievance an employee may have raised following their annual appraisal
- No award will be payable unless an employee is recognised as attaining at least a satisfactory performance in all areas of their job description during their annual appraisal.

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- An employee will be considered eligible for an award where they consistently and evidentially exceed performance in all areas identified in their job description. Awards will be granted based on the number of areas where an employee exceeds expectations:
  - 1-25% of areas exceeded
  - 26-50% of areas exceeded
  - 51-75% of areas exceeded
  - 76-100% of areas exceeded
  
- An additional 1% award may be granted where an employee has attained at least a satisfactory performance in all areas of their job and then supported another colleague

## **JOB SPECIFICATIONS**

### **Community Support Worker**

The purpose of the Community Support Worker role was initially to support the Road Sweeper/Handyman role – to provide that function over the weekend and during absences. Since the Road Sweeper Handyman role now no longer exists it is important to develop a proper definition for this role

The job description for a similar role in another parish was used as a reference point. Council has already agreed an increase of 2 hours per week during the year 2021/22.

### **It was Proposed, Seconded and Resolved to Recommend to Council**

- (i) That this role is re named Parish Warden
- (ii) That Council formally adopt (with appropriate consultation) the following revised job description for the Parish Warden:

### **Overall Responsibilities**

To undertake a range of duties within Tupton, providing high quality and responsive services that improve the environment.

The Parish Warden will be managed by the Parish Clerk.

The Parish Warden will be required to work throughout the parish.

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## **Hours of Work**

The Parish Warden will work 22 hours per week. The role allows some degree of flexibility as to which days/times can be worked – which, given the outdoor nature of most duties, enables the postholder to organise their hours around suitable weather.

Occasional weekend and evening working will be required.

## **Specific Duties**

### **a. Grounds Maintenance**

- Removal and control of weeds, moss and other vegetation from areas around older residents' bungalows and the Parish Hub
- Strimming and mowing of grass adjacent to the community garden
- Clearance of litter, fallen leaves and dog faeces from council land and pavements
- Gritting and snow clearance
- Litter picking and removing fly posters & graffiti

### **b. Street Furniture Maintenance**

- Minor repairs and maintenance of council owned property for eg. bus shelters, notice boards, benches, street furniture play equipment, noticeboards, signs and fences
- Empty Council owned bins
- Support Cleaning and minor repairs of Parish Hub

## **Health & Safety**

- Legionella checks at Parish Hub
- Condition checks of car parks, footpaths & railings
- Safety checks of playground equipment and area
- Gritting and snow clearance
- Report any faults, safety defects in the Village to the Parish Clerk

## **Administrative**

- To work within supplied risk assessments and safety requirements, completing any necessary documentation
- To maintain a diary of tasks/worksheet, noting key points and adhering to deadlines
- To attend any training necessary for the role
- Maintain a record of equipment used so regular servicing of tools and equipment can be scheduled

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- Comply with Health and Safety Regulations and Council policies and procedures

## **Administrative Assistant**

This position is currently still proposed.

### **It was Proposed, Seconded and Resolved to Recommend to Council**

Given that the role is designed to provide support and, ultimately, succession planning for the parish clerk, it is recommended that the Clerk draft the job description.

## **ABSENCE MANAGEMENT**

### **Support**

All employers have a duty of care to their staff and it remains the objective of Tupton Parish Council to provide genuine support to ensure the wellbeing of its employees. However, as a relatively small authority we lack funding to provide the same level of financial support as District and County Councils.

### **It was Proposed, Seconded and Resolved to Recommend to Council**

- That (subject to appropriate consultation) Council reduce the period of sickness leave from six months at full pay to three months at full pay.
- That Council ensure proactive support is provided to all employees on long term sick leave (>7 days) in terms of early intervention occupational health referrals and/or referrals to Trent Psychological Therapies Service

### **Monitoring**

Early intervention is essential both in supporting employees' well-being and the public purse. The Council does not have a proactive monitoring system to identify trigger points.

### **It was Proposed, Seconded and Resolved to Recommend to Council**

The Bradford Factor is the international standard recognised for monitoring sickness absence. It is therefore recommended that Council adopt this for monitoring sickness. Full details can be found at

<https://www.bradfordfactorcalculator.com/>

The meeting closed at 6.45 p.m