



# TUTBURY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish in  
Tutbury Village Hall held on Monday 29<sup>th</sup> April  
2024 at 7.30 p.m.

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

Borough Cllr R Lock  
19 members of the public

Also present: Mrs K. Duffill – Parish Clerk

Late Arrival      None

## **AM/024 1.0 Apologies for absence.**

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

Vice Chair Cllr. D. Morris

## **AM/2024 2.0 Minutes**

### **RESOLVED**

Members confirmed the minutes of the Annual Meeting.  
of the Parish 16<sup>th</sup> May 2023

Were accurate and approved.

### **AM/2024 3.0 Members of the North Staffordshire Community Rail Partnership and volunteers for Tutbury and Hatton Station presentation.**

A talk from this community group informed the parish about their work and projects,

Key points covered.

- The group has 70 volunteers in total, with 7 for Tutbury and Hatton station.
- The role of the partnership is to enhance the local stations with planting and artwork making them look presentable and safe., and to campaign for improved rail services. Most recently to reinstate the timetables to pre-COVID levels. The weekday service is now only missing one train, but the weekend timetables have 6 missing trains.
- The volunteer group would like to advertise and get more involved in the community and asked for suggestions on how to achieve this,
- The Tutbury and Hatton station has 9 fence planters, two planters at the entrance to both platforms provided by Nestle.
- Nestle has now installed a water tap to help with watering. The group has a large water container that they would like to donate to a local group, and suggestions of community groups were made by the public.
- Volunteers would be required to help with planting twice a year and to water the planters in dry conditions on a rota basis.
- The group would like to engage with the cubs again who helped develop the bee-friendly garden area of the station.
- The Tutbury and Hatton group has been awarded a silver award for their work.
- If people would like to join the group, they need to email the North Staffordshire Community Partnership,
- Leaflets were available for the public to take away.

### **AM/2024 4.0 Tutbury Parish Council Annual Report.**

4.1 The chair presented the Annual report of the parish council see appendix.

### **AM/2024 5.0 Borough Council Annual Report**

5.1 Cllr Lock provided a summary of the Borough Council activities in Tutbury. (See appendices). Cllr Lock emphasized that grant money was available from community groups to enhance the ward and encouraged applications to be submitted to secure the funding in Tutbury. Rolleston had secured funding for community improvements.

### **AM/2024 6.0 End of Year Financial Report**

5.1 The clerk distributed a copy of the End of year accounts and summarised the accounts. (See appendix)

### **AM/2024 7.0 A presentation of the Village Vision Parish.**

7.1 Cllr Dodds presented a summary of the work of the Village Vision working party, (see appendix)

## 7.2 Questions raised by the public included.

- Q. What lines of communication available with the police to tackle illegal parking on High Street.
- A. Enforcement can be requested by the County Council and reports of anti-social and illegal parking can be made to Staffordshire police through the website or calling 101 to report it. The more incidents logged would result in more enforcement by the police. The local PCSO can assist periodically.
- Q. When would the final plan be presented to the public ?  
A. The deadline for the questionnaire feedback is 31<sup>st</sup> May so by midyear further feedback will be presented to the public with possible future engagement. Parish council surgeries will be held starting from May 11<sup>th</sup> in St Marys church for parishioners to talk to the council for more updates.
- Q. Can the Mill fleam be improved?  
A. After meeting with the environmental agency, it was reported that maintenance of the fleam was no longer achievable by the environmental agency due to resources. Maintenance and enhancement are down to the landowner. However, in the past when the eco project permission for improvements were denied.
- Q, Can the council form a group to ensure that money is secured through the ward enhancement scheme.?  
A. The parish council initially wanted to improve play areas with the available grant money. However, the borough council have withdrawn the eligibility of this grant for parks. The Parish Council will now engage with the Civic Society and support a grant application with a suitable project. Successful grant applications are more likely driven by community groups and backed by the parish council.

The meeting was adjourned, and refreshments served to allow informal engagement with councillors and members of the public.

Meeting ended 9:30pm.

REPORT OF THE PARISH COUNCIL CHAIR 2023 – 2024

MAY – Following the Parish Council elections in May the new council sat for the first time with myself as the new chairperson and Cllr D Morris as vice chair. Policies were agreed and working parties formed, including two new committees which are Road Safety and Village Vision.

JUNE - Myself and the Clerk had an induction meeting with the first-time new Councillors, Dave Bull, Tina Adams, Alex Hall, and Lydia Crossley. Cllr Dodds and I met with tree surgeon companies to inspect the trees in the churchyard and the triangle on Castle Street.

JULY – With our attention turned to the stone walls in the churchyard I met with Chris to inspect them and take photos as we went. I contacted a structural engineer and passed on all the information that we had gathered; he agreed to inspect the walls and compile a report. A heavy downpour caused flooding in Tutbury with many low-lying properties being damaged. Councillors Lydia Crossley and Alex Hall visited door to door in these areas to show support and gather information. The following weekend I did the same and encouraged those affected to attend our next meeting, where the subject would be on the agenda. Our decision at that meeting was that we would gather all the information that we had and pass it up the report chain to, the County Councillor, Chief Executive, Director of Environmental Services, Severn Trent, and our local MP. The County Council began their drain investigations as part of the flooding review to follow. The Road Safety Committee met and formed a list of aspirations on road traffic measures and area hot spots.

AUGUST – The structural engineer came back to me with his report, which cost £500 on the churchyard walls with recommendations. The Open Spaces committee agreed the quote for the churchyard and triangle tree works. Chris and I met with the Environment Agency at the mill site. We walked the watercourse to the weir and discussed improvement ideas.

SEPTEMBER – The Road Safety committee reported back to full council with a 5-point plan proposal which was agreed. The bus shelter repairs were carried out by a local contractor with an additional quote for the roof replacement on the Burton Road shelter. The Parish Council was given a power point presentation by John Bridges of the patient's forum regarding defibrillators in the village. He was proposing that the Parish Council adopt them going forward. We adopted some new policies regarding use of own devices for council business and approved the use of new council emails in future.



OCTOBER – The bus shelter repairs have been completed and the new bench in the Burton Road shelter fitted. Trent and Dove offered us a metal bench if we could find a suitable location. The Road Safety committee met with County Councillors Philip White and highways officer Richard Rayson to discuss traffic calming plus a new bus shelter location. The Parish Council was given a talk by representative of the CPRE covering housebuilding and hedgerow replacements. We agreed to adopt the defibrillators following training from John Bridges. We also looked at forming a bid with the civic society from the regeneration fund at the ESBC.

NOVEMBER – Myself and Dave Morris have been investigating the new position of the bench offered to be placed outside the chemists on high street. The owners have been contacted and the position agreed. The Parish Council agreed to purchase a plaque in memory of William Crossley which is to be placed on the changing room building at Cornmill Lane. We agreed on a Parish Council logo and the Village vision group reported back with the first draft of the Village vision document. The Parish Council Christmas tree was erected and decorated on the triangle.

DECEMBER – We agreed to carry out maintenance works on the changing room roof at Cornmill Lane, and the memorial plaque was ordered. The Village Vision group met again regarding the village plan and a joint ward enhancement grant bid with the civic society.

JANUARY – Vandalism and litter had become a problem on Ferrers Avenue playing field. We decided to remove all the debris and leaflet drop the residents living nearby. Vehicle damage on Redhill Lane and Castle Hayes Road were becoming an issue due to potholes. I reported the concerns to our County Councillor Philip White who indicated that repairs are in the pipeline to be done soon and resurfacing later in the year. We decided to raise the precept by its largest ever amount due to budgetary requirements. A community engagement policy was adopted and will work in conjunction with the Village plan. The

Open Spaces committee agreed to obtain quotes for a disabled access on Cornmill Lane.



FEBRUARY – Speed watch training began for the volunteer group, with equipment paid for by the Parish Council. John Bridges met with the volunteer councilors to be directed on how to record and inspect the defibrillators. Myself and the Clerk attended a Social media course. The Parish Council resolved to hold quarterly surgeries. Saturday mornings at the church and to have a stall on Aprils Sunday market, to launch the village vision. We resolved the questionnaire content and to have parish plan leaflets printed. A quote was agreed for the disabled access at Cornmill Lane, and the Clerk has applied for a lottery grant. We resolved to review the Clerks employment contract and a new street cleaning contractor was approved.

MARCH – We met with the County Councillor and highways officer again to discuss road safety issues. The idea of Speed reduction along Fauld Straight was mentioned. It will cost £15,000 to implement with the Parish Council being asked to meet half of that cost next year. The Village vision group finalized the document and questionnaire to go to print. I attended a Business Engagement meeting in the village on behalf of the Parish Council. The speakers were from the Borough and County Councils who informed those present about grants that could be applied for. They were aimed at small businesses and shop owners and encouraging greener ways of working. I spoke to Mark Wright from ESBC regarding the Ward Enhancement grant scheme, he indicated that he would be prepared to attend one of our meetings and discuss the issues. C Dodds and I met with a representative of Tutbury Tigers who we are working closely with, to discuss the user agreement for Cornmill Lane playing fields. The Parish Council

held a special public meeting with Staffordshire Crime Commissioner Ben Adams to discuss policing and crime issues. Finally in March the Parish Council Facebook page has been launched.

APRIL – We sent out messages to two landowners regarding land drainage being required to combat water lying on the roads at Redhill Lane and Cornmill Lane. The County Council will follow these with letters from highways if it persists. Grants that we agreed to award were to Tutbury Allotments, Christmas festival and the Pre-school group for IT equipment. The Parish Council stall on the Sunday market gave us a response of forty-eight questionnaires being filled out on the day. I agreed to attend a meeting at Fauld, British Gypsum on behalf of the Parish Council on 29<sup>th</sup> April.

Francis Crossley – Chair, Tutbury Parish Council.

## Appendix B Borough Council Annual report

### **Annual Borough Councillor Report (Cllr Chrys Smedley, Cllr Russell Lock, Cllr Simon Gaskin)**

The last 12 months have seen several activities underway in Tutbury in which we have supported.

We have ensured the creation of new parking spaces in Duke Street Car Park, moving the litter bin in the process. We arranged for the litter bin at Holts Lane to be replaced and moved to the bus stop. We have also worked on the addition of dog poo bins in the Ward, most recently at the boundary with Rolleston on Dove on Cornmill Lane.

We have supported Tutbury market events in terms of arranging event bins. We have also requested additional street cleaning as needed on Bridge Street in dealing with the autumn leaves.

We also pitched for the addition of an outdoor chess board for Tutbury, as part of a Department for Culture, Media, and Communication funding call.

We have reported building safety issues as necessary in the Ward, most recently relating to the Marigold restaurant site, and have liaised with the ESBC planning department in terms of the ongoing issues with the transfer of the Heritage Park estate.

Finally, we have encouraged applications to the Ward Enhancement Programme, which in our Ward most recently received money in Rolleston on Dove for improvements on the Jinny trail.



**Tutbury Parish Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres**

**Appendix C End of Year financial Report 2024**

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration			0.00 (N/A)	29,162.00	26,978.94	2,183.06 (7%)	2,183.06
Capital			0.00 (N/A)		415.17	-415.17	-415.17
Earmarked			0.00 (N/A)	6,083.04	6,083.04	0.00 (N/A)	0.00
Highways, Footpaths & Bus			0.00 (N/A)	12,600.00	11,333.32	1,266.68 (10%)	1,266.68
Income	50,745.72	50,857.27	111.55 (0%)			0.00 (N/A)	111.55
Parks & Open Spaces			0.00 (N/A)	21,300.00	15,900.01	5,399.99 (25%)	5,399.99
Section Charities & 137			0.00 (N/A)	7,000.00	1,023.45	5,976.55 (85%)	5,976.55
<b>NET TOTAL</b>	<b>50,745.72</b>	<b>50,857.27</b>	<b>111.55 (0%)</b>	<b>76,145.04</b>	<b>61,733.93</b>	<b>14,411.11 (18%)</b>	<b>14,522.66</b>
<b>Total for ALL Cost Centres</b>		50,857.27			61,733.93		
<b>V.A.T.</b>					3,958.97		
<b>GROSS TOTAL</b>		<b>50,857.27</b>			<b>65,692.90</b>		

## Reserves

	Opening Balance	Transfers	Spend	Receipts	Closing Balance
<b>Capital</b>					
Street Furniture	2,000.00	0.00	415.17	0.00	1,584.83
<b>Earmarked</b>					
Laptop	132.98	-132.98	0.00	0.00	0.00
Election	2,640.86	2,359.14	5,032.24	0.00	-32.24
Road Safety	15,000.00	-15,000.00	0.00	0.00	0.00
Playing Field equipment	3,485.94	-3,485.94	0.00	0.00	0.00
TOSCA Community pledge	2,000.00	0.00	0.00	0.00	2,000.00
Tutbury Community Fund	3,500.00	0.00	0.00	0.00	3,500.00
Parking project	0.00	0.00	0.00	0.00	0.00
Footpath Development	1,000.00	0.00	0.00	0.00	1,000.00
Admin Contingency	1,859.58	12,831.64	550.80	0.00	14,140.42
Church wall maintenance	10,000.00	0.00	500.00	0.00	9,500.00
Planter purchase	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RESERVE</b>	41,619.36	-3,428.14	6,498.21	0.00	<b>31,693.01</b>
<b>GENERAL FUND</b>					7,057.74
<b>TOTAL FUNDS</b>					<b>38,750.75</b>

## Bank Reconciliation at 31/03/2024

Cash in Hand 01/04/2023 53,586.38

### ADD

Receipts 01/04/2023 - 31/03/2024 50,857.27

104,443.65

### SUBTRACT

Payments 01/04/2023 - 31/03/2024 65,692.90

**Cash in Hand 31/03/2024** **38,750.75**

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/03/2024 0.00

Current Account 31/03/2024 18,880.81

Business Instant Account 31/03/2024 19,316.49

Business Burial Account 31/03/2024 2,660.51

**40,857.81**

Less unrepresented payments 2,107.06

**Appendix C Village Vision Plan**

# Tutbury Parish Council

## ▶ Village Plan

Initial Draft v0.A

November 2023

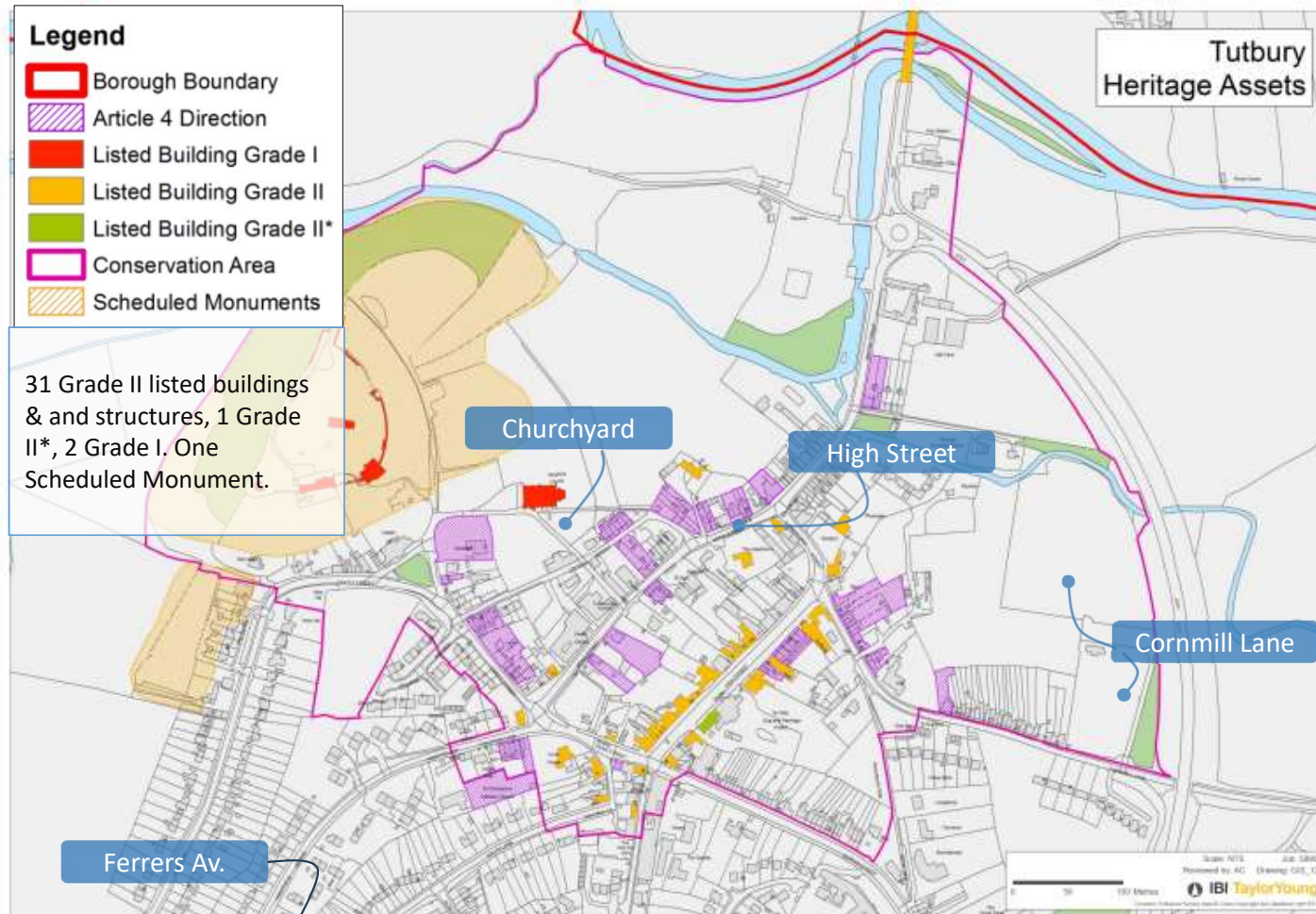
# Village Plan ▶ Introduction

Tutbury Parish Council are your civil local authority who are at the lowest tier of local government. Our aims are to represent the village community, deliver services to meet local needs, and improve quality of life and community well-being.

The Village Plan is designed to provide an overview of the services provided and the supporting parish organisation. It also offers a provisional blueprint of improvement ideas for Tutbury which will require consultation with the community to determine priorities.

# Village Plan ▶ Current Parish Council Services

The Parish Council administer local services for all of Tutbury which is also a Conservation Area.



## Village Plan ► Current Parish Council Services

- Parish Meetings
- Minutes & Reporting
- Quotations, Purchase Orders
- Public Meetings & Communications
- Contracts & Lease Agreements
- ESBC & SCC Interactions
- Accounts & Banking
- Grant Applications

- Public Meetings/ Communication
- Resident Engagement
- Escalation & Issue Resolution
- Grant Awards

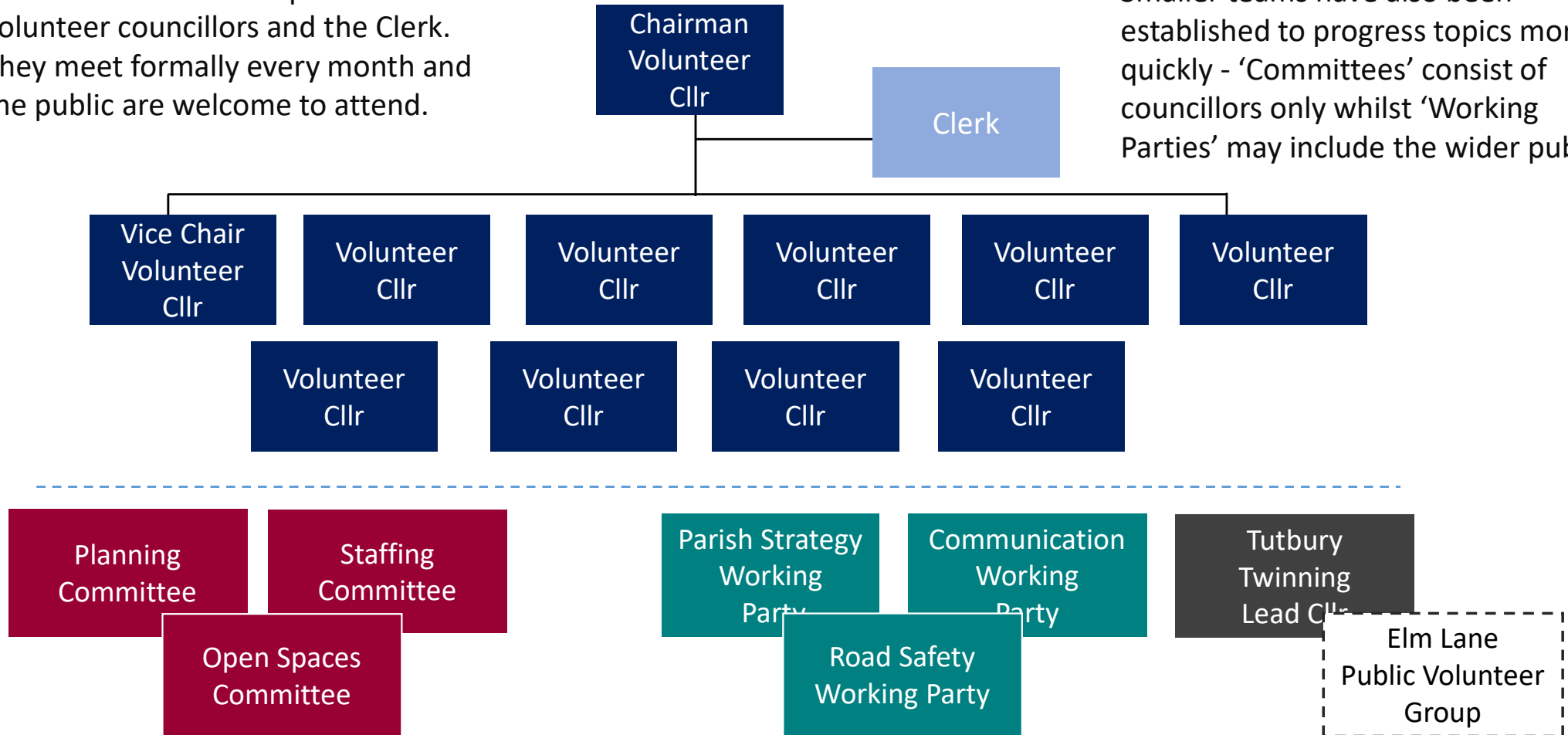
- Planning Consultations
- Street & Bus Shelter Cleaning
- Bus Shelter Maintenance
- Rights of Way Maintenance
- Planter Maintenance

- Mowing Contract Management
- Hedge Cutting / Boundary Repair
- Arboriculture Care
- Changing Room Maintenance
- Churchyard Maintenance
- Triangle Maintenance

# Village Plan ▶ Parish Council Governance

The Parish Council comprises of 11 volunteer councillors and the Clerk. They meet formally every month and the public are welcome to attend.

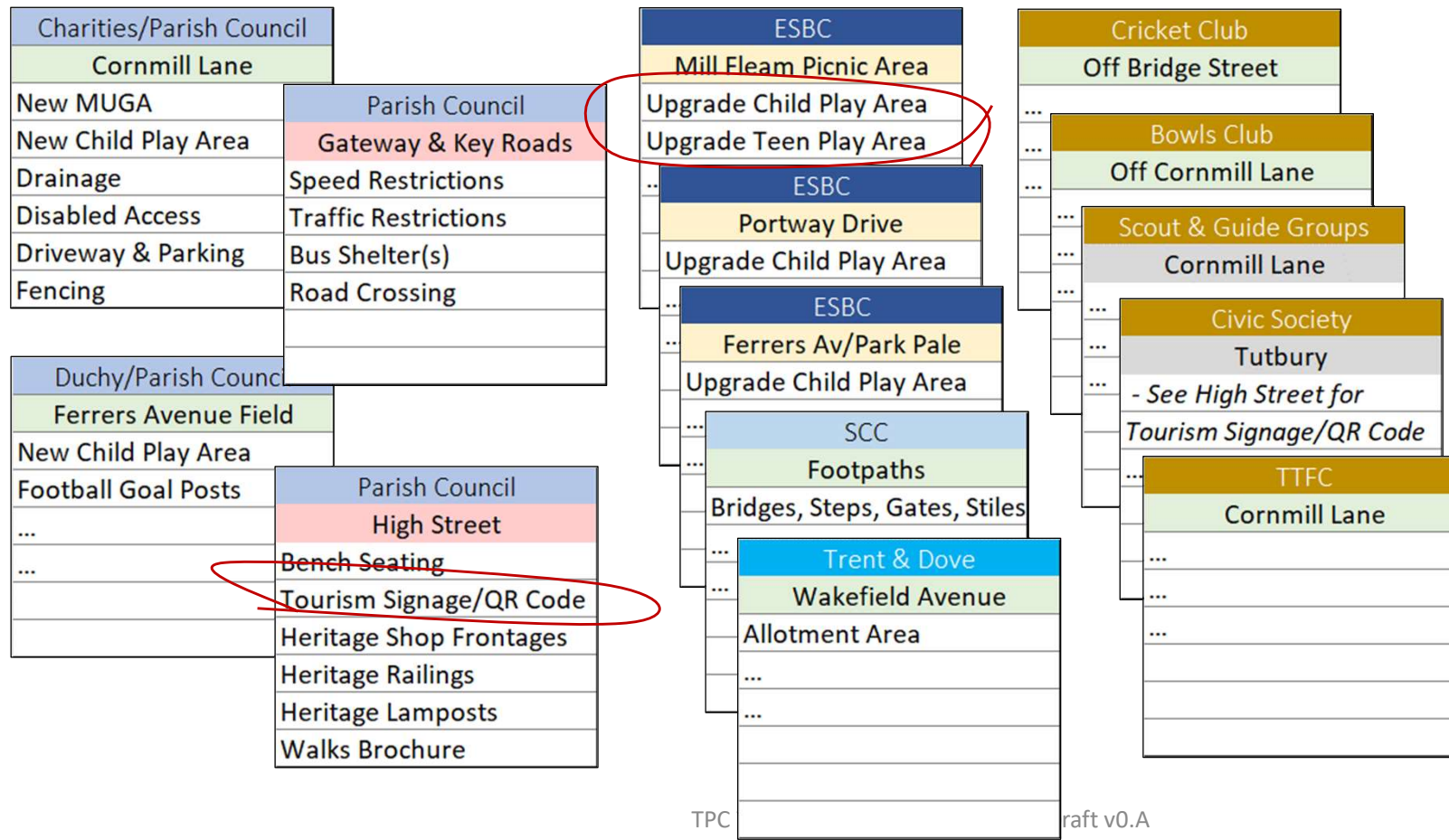
Smaller teams have also been established to progress topics more quickly - 'Committees' consist of councillors only whilst 'Working Parties' may include the wider public.





# Village Plan ▶ Opportunities

There have been a variety of suggestions for improving the village but not all are within the jurisdiction of the Parish Council.

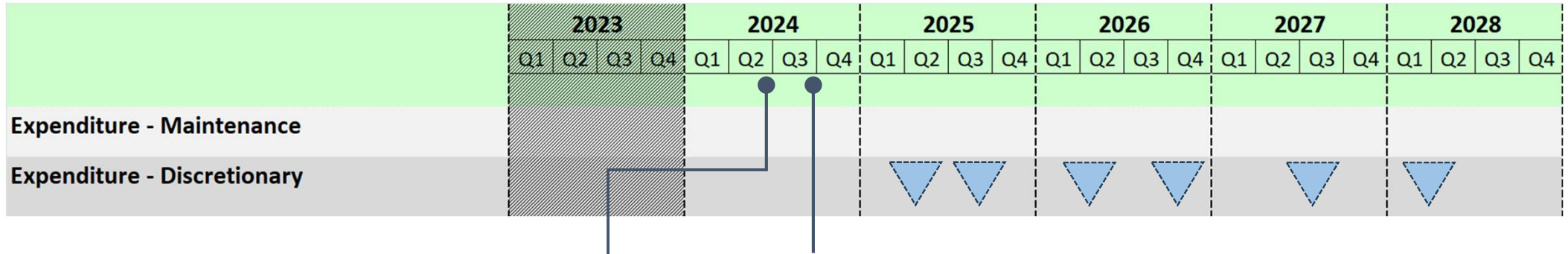


- To formulate a plan, these ideas (and others), need to be prioritised by the community and costed.
- In the short term, owing to the timescales of an ESBC grant scheme, the items circled in red are being included in a grant application(s) being submitted by TPC and the Civic Society.

# Village Plan ▶ Finance

	2023				2024				2025				2026				2027				2028			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<p><b>Budget</b>                      TPC receive a budget each year from the 'Precept'. They may also apply for 'Grants'. See description below.</p>	£ Precept				£ Precept				£ Precept				£ Precept				£ Precept				£ Precept			
<p><b>Expenditure - Maintenance</b>                      TPC manage non-discretionary or 'fixed' expense each year to maintain property and services. This includes yearly and periodic charges for things such as electricity, grass cutting and bus shelter refurbishment.</p>	£ Maintenance				£ Maintenance				£ Maintenance				£ Maintenance				£ Maintenance				£ Maintenance			
<p><b>Expenditure - Discretionary</b>                      Once non-discretionary expenses have been provisioned, TPC may assign budget to initiatives such as commemorative or seasonal events, new street seating or tree planting.</p>	£ Discretionary				£ Discretionary				£ Discretionary				£ Discretionary				£ Discretionary				£ Discretionary			
<p><b>Precept &amp; Grant Description</b>                      The principal source of funding for Tutbury Parish Council (TPC) each year is the "<b>Precept</b>". Each household pays Council Tax which is levied by ESBC as the '<i>collecting authority</i>'. A proportion of the council tax, known as the precept, is allocated each year to TPC as a '<i>precepting authority</i>'. Precepting authorities manage local expenditure which is not within the scope of services provided by the collecting authority.                      TPC seek supplementary investment from other organisations, including but not limited to ESBC, in the form of "<b>Grants</b>". Grants provide an important source of capital for improvement projects within the local community. Grants augment the TPC budget and are applied for on a case by case basis.</p>																								

# Village Plan ▶ Priority Setting



TUTBURY PARISH COUNCIL  
 9 PINFOLD CLOSE  
 TUTBURY  
 BURTON UPON TRENT  
 DE13 9NJ

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**PLEASE HELP US TO HELP YOU**  
 Resident Questionnaire

Dear resident,

TPC formulate plan including;

- Costs
- Budget
- Grants
- Procurement

**Progressive Improvement**