

# TUTBURY PARISH COUNCIL (TPC)



The Annual meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 20<sup>th</sup> May 2024

Those present were,  
Cllr F Crossley Chairperson)  
Cllr D Morris, (Vice Chair)  
Cllr C Smedley (Parish Cllr, ESBC Borough Cllr)  
Cllr A Hall  
Cllr L Crossley  
Cllr C Dodds  
Cllr M Upton  
Cllr T Adams  
Cllr K England

In attendance, Karen Duffill (Clerk)  
3 members of Public  
Borough Cllr R Lock

## **05/24 1.0 ELECTION OF CHAIRMAN**

Nominations for chairperson were invited, and Cllr F Crossley was proposed and seconded.  
Cllr F. Crossley was elected following a unanimous vote.

## **05/24/2.0 CHAIRPERSON'S DECLARATION OF ACCEPTANCE OF OFFICE**

Chairperson.....Date.....  
.....

2.1 The declaration of acceptance of office was signed by the chairperson Cllr F Crossley and the clerk.

### **05/24 3.0 ELECTION OF VICE-CHAIR**

3.1 Nominations for chairperson were invited, Cllr D Morris was proposed and seconded. Cllr D Morris was elected following a unanimous vote.

### **05/24/4.0 VICE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**

.4.1 The declaration of acceptance of office was signed by the vice chairperson Cllr D Morris and the clerk.

### **05/24 5.0 Formation of Council committees/ working parties and review relevant terms of reference**

5.1 The following membership was agreed

Name	Type	Responsible for	Chair	Members
Planning	Committee 6 members Quorum 4	Planning applications Planning Consultations Planning Matters	To be appointed at the first meeting	Chris Dodds Alex Hall Ken England Francis Crossley Chrys Smedley
Staffing	Committee 5 members Quorum 3	Clerk Appraisal Staffing matters Salary review	Francis Crossley TPC Vice Chair	Ken England Pete Steadman
Open Space	Committee Members 6 Quorum 4 Includes a Church Working party (3 members)	Playing Fields Changing room maintenance Footpaths Closed Churchyard	To be appointed at first meeting	Chris Dodds Ken England David Morris Lydia Crossley Pete Steadman Mary Upton

Chairperson.....Date.....  
.....

				Francis Crossley
Church	Working Party	Churchyard matter		M Upton C Smedley K England
Parish Strategy	Working Party	5-year Parish Plan		Pete Steadman Chris Dodds Francis Crossley David Bull Tina Adams
Communication	Working party	Website Social Media Community engagement		Pete Steadman David Bull Francis Crossley Lydia Crossley
Road Safety	Working Party	Speeding Parking Highways- Bus Shelters		Ken England David Morris Francis Crossley Interested parishioners
Tutbury Twinning	Lead Cllr	Tutbury Twinning		Pete Steadman
Elm lane	Volunteer Working party	Maintenance of the Elm Lane Footpath.	Parishioner to be confirmed	

5.2 The existing terms of reference were approved.

5.3 The road safety working party remit would be reviewed following analysis of the parish questionnaire.

5.4 A member raised concern regarding the number of Cllrs on committee/working parties and the decision being predetermined before full council approval. However, it was agreed that this formation had been successful in getting things done. Committees could make the relevant decision, only working parties made recommendations. All meetings were open to all members. Some committee meetings had not been quorate despite the numbers on the committees.

Chairperson.....Date.....  
.....

**05/24 6.0 Confirmation of street representatives**

6.1 A member raised a concern regarding the streets assigned to her, noting that some were not included in the recent questionnaire delivery. The Clerk clarified that the assigned streets were intended to ensure a fair distribution, balancing the number of houses and demographic diversity. Efforts will be made to deliver questionnaires to the remaining streets.

See the appendix for the Street Representative Allocation.

**05/24 7.0 To review and approve the updated**

- Training Policy
- Freedom of Information Publication scheme
- Model Financial Regulations

7.1 The Clerk recommended that the updates to the financial regulations be closely aligned with the council's current practical procedures for compliance.

**Resolution**

No changes were suggested, and members voted in favour of adopting the policies.

**05/24 8.0 To approve the continued use of existing policies**

**Resolution**

8.1 Members voted in favour to approve the existing policies.

**05/24 9.0 Apologies**

9.1 Cllr P Steadman Personal Commitment

Chairperson.....Date.....  
.....

**05/24 10.0 Minutes of the Planning, Playing Fields Committee meeting and Full council meeting 15<sup>th</sup> April 2024**

**Resolution**

10.1 Minutes were approved and signed by the chair as an accurate record.

**05/24 11.0 Declarations of Interest & Dispensation requests**

None Declared.

**05/24 12.0 Public Participation:**

The meeting will be adjourned for up to 15 minutes to allow for public participation. Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public wishing to raise issues which are not on the Agenda are asked to notify the Clerk before the meeting. Members of the public may not take part in the Council meeting itself.

12.1 A question and answer session was held before the meeting with a Borough Council Representative Johnathon Percival regarding the ward enhancement scheme grant.

12.2 A member of Rolleston Parish Council came to observe the meeting

**05/24/ 13.0 Clerks Report including correspondence.**

13.1 Disabled parking changes require a Traffic regulation order. They cannot be changed without this.

Chairperson.....Date.....  
.....

13.2 Highway signs outside the pre-school have been changed to make it safer for the children and parents.

13.3 A lottery grant has been awarded for the Disabled Gate Access project, and work is scheduled to commence in June 2024.

13.4 The lock was broken on the defibrillator cabinet at Park Lane. A new one has been purchased and John Bridges has fitted it and replaced the defibrillator into the cabinet. The defibrillator was taken out of service while the work was being completed. This is now back in operation.

**05/24 14.0 To discuss and approve annual subscriptions to**

- Rural Services Network £120.00
- Staffordshire Wildlife £42.00
- Staffordshire Playing Field Association £20.00
- Staffordshire Parish Council Association £533.00
- CPRE Campaign to Protect Rural England £36.00

**Resolution**

Members voted in favour to continuing the subscriptions

**05/24 15.0 End of Year Accounts and audit.**

15.1 To review the internal Auditor Report

Accounting processes had been followed. The auditor recommended that all members use their parish council email addresses to uphold data protection protocol.

The level of the general reserve was low. However, the clerk explained that when the increase in precept has been

Chairperson.....Date.....  
.....

received and the reserves are reviewed. The admin contingency would be moved to the general reserve and therefore adhering to an acceptable ratio of general reserve.

15.2 To approve the Annual Governance Statement 2023/2024

Members voted in favour of approving that financial procedures had been followed for the previous financial year 2023-2024. The chair and clerk signed the Annual Governance statement to approve that the financial procedure and been followed.

15.3 To approve the Accounting Statement 2023/24

Members unanimously voted to accept the end-of-year figures for the financial year 2023-2024. Following this, the Clerk and Chair signed the form to officially approve the financial statement.

15.4 To approve the public consultation period for the AGAR.

Regarding the public consultation period for the Annual Governance report, it was agreed that it will commence on June 4th, 2024. Members unanimously supported this decision to initiate the consultation period.

**05/24 16.0 To adjourn the meeting to receive a Borough and County Councillor report,**

16.1 The following updates were received from the Borough Councillors

- A damaged bin on High Street has been replaced.
- An unsafe drain cover next to the public toilets in Duke Street car park has now been made safe.
- A recommendation that the Duke Street car park is allocated three EV charging points has been made by

Chairperson.....Date.....

.....

the Borough Council. However, the ward Cllrs did not think that 3 spaces were currently required due to the lack of parking spaces in the car park. This is still to be confirmed and installed by the Borough Council.

- A member enquired why grass cutting had not been carried out in Wakefield Avenue and Holts Lane. Cllr Smedley would investigate.
- A member raised concern about the near misses at the junctions on Heritage Park. The roads have not been adopted and line markings have not been completed. A letter would be sent to the County Council to raise this. A member raised concern regarding the level of dog fouling and asked if all dog owners were aware that waste could be deposited in general bins, not just dog bins. This issue will be added to the next agenda.

**05/24 17.0 To receive a chair's report.**

17.1 The chair and Cllr Bull held the first parish council surgery at St Mary Church on May 11<sup>th</sup>. The issues raised included parking, roads, and pavements. The chair invited other councillors to attend the next one when the date has been arranged. The events would be quarterly.

17.2 The chair attended the civic society meeting. A working group has been set up to work on a grant proposal for the ward enhancement scheme. Members of the group are from the civic society, church and museum. Fingerpost signs and QR codes would be placed around the village signposting key places and historical landmarks. The chair is investigating the installation of gateways at the entrance of the village on the Fauld road suggested by Staffs County Highways to change driver behaviour



17.3 Vandalism of football goals has been reported at the playing field and Tutbury Tigers are investigated increased security measures.

17.4 Members praised the success of the Tap into Tutbury beer festival, noting its ability to draw numerous visitors to the local pubs where entertaining events were hosted 05/24

**18.0 To consider the next steps for a grant application to the Ward enhancement scheme.**

18.1 Community groups including the Civic Society, St Marys Church and Tutbury Tigers met with Johnathon Percival representing the East Staffs Borough Ocuncil for the enhancement scheme. Questions were asked as to the suitability of grant proposals such as,

- Improvements to the church, installation of a car park and church wall repairs.
- Mill Fleam
- Driveway and floodlights, repairs or equipment for sports teams
- Bus shelter
- Installation of fingerposts and QR codes throughout the village, also enhancements to gateway entrances to the village.

Mr Percival committed to addressing any queries raised to ensure maximum accessibility to the grant for potential applicants.

He also provided an update on the remaining budget, indicating approximately £600k remained unallocated. However, given the deadline for completion by March 2025, it was advised to verify

Chairperson.....Date.....  
.....

contractor availability before submitting applications.  
Additionally, seeking planning permissions prior to applying.

Points would be awarded in the grant awarding process for working collaboratively with the Parish Council and community groups. Supporting emails and evidence of community involvement would be required.

Members voted in favour of supporting community groups in accessing the funds.

The chair would attend the next Civic Society meeting and update the council on the development of a grant application.

**05/24 19.0 To consider and approve a grant to Richard Wakefield PTA for a fundraising event.**

19.1 The grant was required towards the costs of marquee hire for a PTA fundraising event that would benefit the children of the school.

19.2 Members discussed the sum being quite a large proportion of the £3k budget. This would reduce the possibilities for future applications.

**Resolution**

Members voted in favour to award £500 to Richard Wakefield PTA.

Chairperson.....Date.....  
.....

**05/24 20. To approve Accounts for Payment**

20.1 Members voted to approve the payments. See the appendix for the list of payments approved.

**05/24 10 .Items for the next agenda**

- Dog fouling campaign
- Replacement locks for Defibrillators
- Ward enhancement scheme grant updates
- Village Vision update
- Next steps for Church wall repair.

**05/24 22.0 Date of Next Meeting**

- Open space Committee Charity House, Duke St 8th July

Planning Committee Charity House, Duke St 8th July

Full Parish Council 15th July 2024 Village Hall.

Appendices

Street representative

Accounts for Payments

Chairperson.....Date.....

.....

Voucher	Date	Description	Supplier	Net	VAT	Total
14	29/04/2024	printing	Reflex Print And Design	392.70	78.54	471.24
14	29/04/2024	printing	Reflex Print And Design	82.38	0.00	82.38
24	20/05/2024	Clerks Expenses	Karen Duffill	26.00	0.00	26.00
22	20/05/2024	Clerks Salary	Karen Duffill	1,141.62	0.00	1,141.62
19	20/05/2024	Payroll Service	Sue Bradley	146.40	29.28	175.68
17	20/05/2024	Cllr Training	Staffordshire Parish Council Association	533.00	0.00	533.00
16	20/05/2024	Legionella Control	Sterilizing Services Ltd	36.00	7.20	43.20
26	20/05/2024	National Insurance	HMRC	103.35	0.00	103.35
25	20/05/2024	Employee Pension Contribution	Staffordshire County Pension Fund	173.62	0.00	173.62
23	20/05/2024	Clerks Employer Pension	Staffordshire County Pension Fund	315.89	0.00	315.89
21	20/05/2024	Mowing contract	RB Landscaping	310.00	62.00	372.00
21	20/05/2024	Mowing contract	RB Landscaping	162.50	32.50	195.00
21	20/05/2024	Mowing contract	RB Landscaping	50.00	10.00	60.00
34	20/05/2024	Street Cleaning	Art Quality Cleaning	550.00	110.00	660.00
						4,352.98
Meeting resolutions						
	20/05/2024	Subscription	Rural Services Network	100		
	20/05/2024	Grant	Ricahrd Wakefield PTA	500.00		
34	20/05/2024	Inreral Audit	Kim Squires Audit	183.40		
Direct Debits						
29	22/04/2024	Changing Rooms Water Supply	Source for Business (Pennon Water )	30.00	0.00	30.00
15	08/05/2024	Changing Room Electricity Supply	Octopus Energy	38.74	1.93	40.67
18	11/05/2024	Changing Room Gas Supply	Yu Energy	51.79	2.59	54.38
Card payemnts						
30	29/04/2024	defib locl	Turtle Engineering Ltd	63.81	12.76	76.57
31	24/04/2024	refreshment's	Home Bargains	6.03	0.00	6.03
20	07/05/2024	Charity House Flag	Newton Newton Flag Makers Ltd	0.00	0.00	0.00

### Councillor Street Responsibilities

Alex Hall                      Cornmill Lane (Close Bank) Burton Road, Tudor Gardens,  
Sycamores, Burton Street (Dove View), Rolleston Lane

**Phone**            07742215894

Francis Crossley            Church Street (Castle Court), Bridge Street, Monk Street,  
Hawthorn Grove, Hillside.

**Phone**            01283 812054

Mary Upton                      Fauld, Fauld Owens Bank, Castle Hayes, Redhill Lane,

**Phone**            07703053903

Tina Adams                      High Street, Lower High Street Ludgate Street, Needwood  
Court) Duke Street

**Phone**            01283 810620

Pete Steadman                Norman Road, Queens Rise, Hillcrest Belmont Road, The Park  
Pale

**Phone** 01283 812937

Chris Dodds,                      Portway Drive, Pinfold Close. Babbington Close, Cromwell  
Close, Rolleston Park, Bushton Lane, Primrose Drive, Tulip Road,  
Holly Road

**Phone**            01283 520654

Ken England                      Bluebell Way, Poppy Close Magnolia Close, Lavendar  
Way, Foxglove Close, Heather Close

**Phone**            01283 354008

D Morris                              Holts Lane (Bourne Close, Rushton Close), Wakefield  
Avenue, Silk Mill Lane. Tudor Court

**Phone**            01283 815020

David Bull                              Chatsworth Drive, Green Lane, Ironwalls Lane, Lodge  
Hill, Tutbury Road,

**Phone**            01283 813499

Chrys Smedley                      Lancaster Drive, Priory Close, Ferrers Avenue.

**Phone**            01283 814218

Lydia Crossley                      Castle Street (Castle Hill House), Park Lane (The  
Close), Fishpond Lane (Croft Terrace, Hillside,

**Phone**            07344227995