



TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council
in Tutbury Village Hall held on Monday 21st
October 2024 at 7.30 p.m.

Present Chair Cllr F Crossley
Vice Chair Cllr. D. Morris
Cllr D Bull
Cllr L Crossley
Cllr A Hall
Cllr. M. Upton
Cllr. P Steadman
Cllr. K. England
Cllr. C. Smedley (Borough Cllr and Parish Cllr)

Also present: Mrs K. Duffill – Parish Clerk
Borough Cllr Russell Lock
Members of the Public 0

10/2024 1.0 Apologies for absence

None received.
Non-attendance Cllr T Adams

10/2024 2.0 Minutes

RESOLVED

Members confirmed the minutes of the Meeting were accurate.
Tutbury Parish Full Council, 16th September 2024
Emergency Castle Meeting 26th September 2024
Planning committee not quorate
Open Space Committee 7th October 2024

Cllrs voted in favour of approval.

10/2024 3.0 Declarations of Interest

Cllr Steadman declared an interest regarding the VE day budget agenda item.

10/2024 4.0 To adjourn the meeting for the Borough and County Councillor report.

4.Report from Borough Cllr C. Smedley

1. **Litter Bins** Borough Cllrs requested more frequent collection of litter bins due to consistent overloading. In response, it was agreed that additional bins would be installed on Tutbury High Street to help address the issue.
2. Borough Councillors attended a Scrutiny meeting and received an update on the Ward Enhancement Programme, ahead of the final round of grant allocations. A total of £242,000 remains in the grant fund, with 56 applications already approved. The awarded amounts for each category are as follows:
 - o Category A: £365,000
 - o Category B: £254,000
 - o Category C (which includes Tutbury): £102,000

There are still outstanding applications from the final meeting, and these will receive allocations from the remaining budget.

3. **Play Areas Funding** Borough Councillors confirmed that funds for play area improvements have been earmarked within the programme. However, it remains unclear which specific play areas will benefit from this funding.

4.2 Report from Borough Councillor R. Lock

Borough Councillor Russell Lock informed the Parish Council that East Staffordshire Borough Council (ESBC) is currently in a legal dispute with Peverill Homes regarding the transfer of ownership of open space land to the Borough Council. No further updates are available at this time.

County Council Matters

Road and Drainage Issues

A member suggested raising the issue of newly installed kerbing on Rolleston Lane with the County Councillor. Since this improvement has been made in one location, the member asked if similar work could be done on Redhill Lane to help mitigate ongoing

flooding issues. It was noted that the farm's landowner has not taken any action to address the problem.

County Councillor Philip White informed the Chair that the drains on Castle Street are scheduled to be unblocked this week, and that the drains on Fishpond Lane have already been cleared.

10/2024 5.0 Public Participation

No public attendance.

10/2024 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.

6.

1. Consultations

The Clerk asked if any members had feedback on the consultations that were previously distributed. No comments were made.

2. Tutbury Tigers Grant Application – Ward Enhancement Programme

A representative from Tutbury Tigers attended a virtual meeting to discuss our joint bid for funding through the Ward Enhancement Programme. The representative presented financial details for Tutbury Tigers and reviewed the different quotes submitted for the proposed tarmac track project.

- The grant request was for a tarmac track with kerb edging for a more durable solution, but only £12,500 was awarded. This amount would only cover a basic tarmac track without kerbs.
- The Chair suggested holding a meeting to discuss whether Tutbury Tigers have any reserves to contribute toward the installation of a higher-specification track with kerbs.
- It was also suggested that additional grant sources should be explored, such as Toyota, British Gypsum, or the Co-op.
- Another member proposed using the current grant to install the tarmac track and applying for future funding to add a pavement with kerbs. The project must be completed by March 2025.
- The Clerk recommended inviting Tutbury Tigers to the next Parish Council Open Space meeting to discuss this further.

3. Parking concerns will be addressed in an upcoming Road Safety meeting Nov 13th 2pm

4. Climate Change Meeting

The Clerk asked if any members would like to attend the ESBC Climate Change meeting on 21st November, from 6:30–8:00 pm on Zoom. The Chair and Councillor Steadman expressed an interest.

5. A 15FT Christmas tree has been ordered and will be available the last week in November.

10//2024 7.0 To receive the Chair's Report

7.1 Remembrance Day Wreath the Chair confirmed that a wreath has been purchased for Remembrance Day, which he will lay during the ceremony.

7.2 Park Lane Bus Shelter

Repairs to the roof of the Park Lane bus shelter have been completed by the council's existing contractor.

7.3 Flooding and Drainage

The flood report has now been published, and it was noted that the Mill Fleam area has not improved since the flooding in July. Members raised concerns that Highways have not addressed the drainage infrastructure along the Tutbury Bypass, which is contributing to ongoing water drainage issues. This matter will be escalated to the County Council for action.

A member asked how frequently the road sweeper visits Tutbury; it was noted that it usually visits every three months. While parts of Tutbury have already been cleaned, concerns were raised that this was done too early, as leaves are now falling and blocking drains. Additionally, some drains that were reported still have not been cleared.

7.4 Church Wall

Of the five contractors specializing in dry stone walling contacted for repairs to the church wall, three responded, and two provided quotes for the high-priority section, Section 6:

7.4 One semi-retired contractor quoted £1,800 for 6 meters of wall. Another contractor quoted £264 and could complete the work fairly quickly. However, other sections of the wall would take 18 months to two years to finish, depending on availability.

7.5 The Chair suggested meeting with the church in November to confirm the repair for Section 6 as soon as possible and to report back at the next Parish Council meeting to resolve the completion of the remaining sections.

It was noted that due to the limited availability of specialist contractors, the financial regulations may need to be suspended to proceed with just two quotes.

The contractor may be able to complete repairs to Section 4 (on the corner of the war memorial) within the next 12 months. No weep holes are required, as dry-stone walls are designed to let water through and can last up to 200 years.

The church meeting is scheduled for 16th November at 10:30 am.

7.6 Noticeboard

A new noticeboard has been installed in the High Street bus shelter for Parish Council and approved community notices.

10/2024/8. 0 To review and approve council member changes

- **committee structure membership**
- **co-option to the council**

8.1 Co-option. Members agreed to co-opt a new member in the November meeting. One application has been received. Notices have been posted in the notice board, website and Facebook.

8.2 **Committees** would be reviewed once a new member has been appointed.

10/2024 9.0 To Review and Approve Modifications to the Outdoor Gym Project Funded by the Borough Council Grant

9.1 To secure an alternative site for the outdoor gym equipment grant, the Parish Council requires a Cabinet Member to make an executive decision to relocate the equipment to a different ESBC site.

9.2 Councillor England will approach the Borough's Open Space team for advice on suitable relocation sites.

9.3 A play equipment provider will visit to provide a new quote for the gym equipment. Ideally, more information from the Open Space team would be required prior to the visit.

Members discussed which Borough site would most benefit from the outdoor gym equipment. The Parish Council's survey indicated that the Mill Site and Ferrers Avenue require updates and would benefit from this equipment. This topic will be added to a future agenda once more information is available.

10/2025 10. To consider and approve budget provision for VE day 2025

10.0 Councillor Steadman declared an interest in this agenda item.

10.1 VE Day Budget

Councillor Steadman has held a community meeting with those interested in organizing a VE Day event on 8th May. The group will form a separate constitution from the Parish Council.

10.2 Previous events cost £3,856 and £3,279, and it was suggested that the Clerk's proposed budget of £1,000 would not be sufficient.

9.2 The Clerk suggested that a constituted group could access more funding, such as the ESBC Tourism Grant or private sponsorships.

9.3 Other potential grants include the ESBC Councillor Community Fund, which could offer up to £1,500.

9.4 Councillor Steadman will attend the next community group meeting to gather more information on the event requirements and report back.

10/2024 11. To receive an update regarding the future of Tutbury Castle

10 Future of the Castle

The elected co-chairs of the committee leading the initiative to keep the castle open have been elected. The MP Jacob Collier has sent a letter to the Duchy of Lancaster, along with a petition containing 400 signatures, expressing public support for keeping the castle accessible. No response has been received.

10.2 Media attention has been drawn to the issue, including a TV interview with East Midlands News on 19th October. The MP and a Parish Council member also spoke about the issue on local radio.

10.3 The CEO of the Duchy of Cornwall has been approached regarding the castle's closure, but no response has been received.

10/2024 13. To approve Accounts for Payment.

13.1 Accounts for payment were reviewed and approved.

See list in the appendices.

10/2024/ 14. To consider and approve the 3-year lease for Ferrers Avenue Playing fields

14.1 Following the request from the Duchy of Lancaster to set out the terms of the lease, which was authorized in the previous Open Space Committee meeting, was presented for final review. The full terms of the lease have now been received.

The Chair noted and corrected a spelling mistake in his name.

Members voted in favour of signing the lease. A suggestion was made to contact the new Duchy of Cornwall to request a longer-term lease in the future, as the current short-term lease makes securing grant funding for land development challenging.

It was also observed that the lease terms appear more suited to a property rather than a playing field, which may require further discussion or negotiation in the future.

The Clerk signed the lease, with the Vice Chair acting as a witness. The Vice Chair's details were duly recorded.

Resolution

The Clerk will return the signed 3-year lease as agreed.

10/2024 15. To consider and approve next steps for questionnaire feedback.

It was agreed that a Village Vision Meeting will be scheduled to discuss the next steps regarding the questionnaire feedback. The meeting will take place on **Tuesday, 5th November at 7:30 PM.**

10/2024 16. To consider and approve steps to improve the cleanliness of the village

16.1 Resident Concerns: Street Cleanliness

Several residents have raised concerns about the cleanliness of the village, specifically regarding overflowing bins, litter, and cigarette butts—particularly outside the Vine Inn.

The Parish Council is currently funding street and bus shelter cleaning for 5 hours a week, but some businesses are not maintaining the cleanliness of their frontages.

Resolution

Members voted in favour of writing a letter to all local businesses, outlining that while the Parish Council pays for street cleaning, businesses are encouraged to do their part in keeping the village clean and tidy.

10/2024 17. Items for the Next Agenda

- Village Vision Working party update
- Road safety Working party update
- Church working Party update – Church Wall
- Relocation of Outdoor Gym equipment
- VE day event budget
- Setting the 2025_2026 budget.
- Update on the Future of Tutbury Castle
- Grants to Local Organisations
- Ward Enhancement grant update

10/2024. 19.0 Dates of Next Meetings

- Open space Committee Charity House, Duke St 4th November
- Planning Committee Charity House, Duke St 4th November
- Village Vision Working party 5th Nov 7.30pm
- Full Parish Council 18th November 2024 Village Hall.
- Road safety Working Party 13th November 2pm venue to be confirmed.
- Church meeting Nov 16th 10.30 at the church coffee morning.

The clerk and public were excluded for the following agenda item.

10/2024 20.T0 o receive an update from the staffing committee and approve proposals.

20.1 The Staffing Committee provided an update for consideration:

- Details of the clerk's hourly rate were distributed to members.
- The committee reviewed the clerk's performance and tasks completed.
- The Chair consulted with a neighbouring parish that has similar demands on clerical time.
- Following this review, the Staffing Committee proposed increasing the clerk's weekly hours from 18 to 21.

This increase will affect the next financial year's budget, requiring a rise in the precept. The current £500 overtime budget allows for approximately 21 extra hours, which would cover roughly 1 additional hour per week for the remainder of this financial year.

Resolution:

Members voted in favour of increasing the clerk's weekly hours by 3 (from 18 to 21) starting next financial year. The precept will be raised accordingly to fund this increase. In the meantime, the overtime budget will be used to cover 1 extra hour per week for the remainder of the current year.

Meeting closed at 9.45pm

Tutbury Parish Council

17 October 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
108	Stationery	24/09/2024		Current Account		Stationery Correspondence	Amazon	S	2.91	0.59	3.50
110	Advertisements/Printing	24/09/2024		Current Account		Noticeboard	Amazon	S	104.83	20.96	125.79
109	Printing/Photocopying	24/09/2024		Current Account		Stationery Correspondence	Amazon	S	22.06	4.42	26.48
107	Printing/Photocopying	24/09/2024		Current Account		Printer Ink	Amazon	S	9.12	1.82	10.94
111	Changing Room Power & Wate	08/10/2024		Current Account		Changing Room Electricity Supj	Octopus Energy	L	56.57	2.81	59.38
114	Changing Room Power & Wate	14/10/2024		Current Account		Changing Room Gas Supply	Yu Energy	L	45.35	2.27	47.62
119	Clerk's Salary	15/10/2024		Current Account		Clerks Salary	Karen Duffill	X	1,141.62		1,141.62
121	Clerk's Expenses	15/10/2024		Current Account		Clerks Expenses	Karen Duffill	X	26.00		26.00
120	Pension	15/10/2024		Current Account		Clerks Employer Pension	Staffordshire County Pensi	Z	315.89		315.89
123	Employer's National Insurance	15/10/2024		Current Account		National Insurance	HMRC	Z	103.35		103.35
122	Employees Pension	15/10/2024		Current Account		Emplyee Pension Contribution	Staffordshire County Pensi	E	173.62		173.62
112	Subscriptions	21/10/2024		Current Account		subscription	Staffordshire Playing Fields	E	20.00		20.00
115	Rights of Way Maintenance	21/10/2024		Current Account		Mowing contract	RB Landscaping	S	50.00	10.00	60.00
115	Playing Fields Mowing Contract	21/10/2024		Current Account		Mowing contract	RB Landscaping	S	310.00	62.00	372.00
113	Changing Room Maintenance	21/10/2024		Current Account		Legionella Control	Sterilizing Services Ltd	S	36.00	7.20	43.20
115	Closed Church Yard Mowing	21/10/2024		Current Account		Mowing contract	RB Landscaping	S	162.50	32.50	195.00
124	Street & Bus Shelter Cleaning	21/10/2024		Current Account		Street cleaning and maintenanc	Art Quality Cleaning Servic	S	440.00	88.00	528.00
Total									3,019.82	232.57	3,252.39

Tutbury Parish Council

17 October 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
Administration		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
7	Clerk's Salary			13,000.00	13,577.43					14,500.00	6,849.72	6,849.72	13,699.44		
8	Clerk's Expenses			372.00	362.00					380.00	156.00	156.00	312.00		
10	Employer's National In			2,000.00	1,362.16					1,350.00	620.10	620.10	1,240.20		
11	Employees Pension			2,100.00	2,083.44					2,200.00	1,041.72	1,041.72	2,083.44		
12	Pension			4,000.00	3,951.23					4,040.00	1,895.25	1,895.25	3,790.50		
13	Clerk's Overtime			450.00						500.00		150.00	150.00		
14	Insurance			1,735.00	1,942.06					1,800.00		1,800.00	1,800.00		
15	Stationery			100.00	9.64					120.00	30.39		30.39		
16	Advertisements/Printir			1,000.00	50.74					1,000.00	585.94	585.94	1,171.88		
17	Printing/Photocopying										57.09	57.09	114.18		
18	Hire of Premises			750.00	594.00					770.00	300.00	300.00	600.00		
19	Audit Charges			455.00	664.90					600.00	183.40	300.00	483.40		
20	Bank Charges/Legal F														
21	Subscriptions			800.00	798.07					900.00	842.00		842.00		
22	Publications			100.00						100.00					
23	Cllr's Expenses				10.00					100.00	30.00	30.00	60.00		
24	Cllr Training			550.00	330.00					300.00	30.00	150.00	180.00		
25	Clerk's Training			250.00	62.68					250.00		124.98	124.98		
26	IT Maintenance/Websi			1,200.00	834.99					300.00	70.99	70.99	141.98		
27	Accounts Software			300.00	345.60					500.00					
28	Neighbourhood Develo														
64	Refund														
68	Payroll Service				498.33						146.40		146.40		
SUB TOTAL				29,162.00	27,477.27					29,710.00	12,839.00	14,131.79	26,970.79		

Tutbury Parish Council

17 October 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
63	Street furniture				415.17										
66	IT Equipment														
SUB TOTAL					415.17										

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
52	Admin Contingency			550.80	550.80										
53	TOSCA/Community Pl														
54	Election			5,032.24	5,032.24										
57	Tutbury Community su														
58	Planter purchase														
59	Earmarked Road safe														
60	Playing fields equipme														
61	Footpath Developmen														
62	Flag Brackets and Pol			2,600.00						2,800.00					
65	CChurch wall mainten			500.00	500.00										
SUB TOTAL				8,683.04	6,083.04					2,800.00					

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
29	Street & Bus Shelter C			4,600.00	3,895.99					6,000.00	2,524.68	2,524.68	5,049.36		

Tutbury Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

30	Bus Shelter Maintenan	6,000.00	5,025.00		3,000.00			
31	Rights of Way Mainter	400.00	350.00		2,000.00	840.00		840.00
32	Planter Maintenance	1,600.00	1,564.00		1,800.00	821.04	821.04	1,642.08
SUB TOTAL		12,600.00	10,834.99		12,800.00	4,185.72	3,345.72	7,531.44

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
Income		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept	48,624.72	48,624.72			73,396.53	73,396.53	73,396.53	146,793.06						
2	ESBC Tax Support	2,001.00	2,001.00			2,001.00	2,001.00	2,001.00	4,002.00						
3	Interest	120.00	231.55			132.00	134.68	134.68	269.36						
4	Playing Fields Charge														
5	Other Grants/Donatior						2,722.00		2,722.00		2,721.81		2,721.81		
6	VAT Reclaim														
SUB TOTAL		50,745.72	50,857.27			75,529.53	78,254.21	75,532.21	153,786.42		2,721.81		2,721.81		

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
Parks & Open Spaces		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
33	Playing Fields Rents			1,300.00	1,235.00					1,430.00	500.00	7,500.00	8,000.00		
34	Playing Field Maintena			5,500.00	4,922.96					1,000.00	414.15	414.15	828.30		
35	Playing Fields Mowing			2,400.00	2,170.00					2,700.00	1,550.00		1,550.00		
36	Changing Room Maint			4,000.00	2,216.53					1,000.00	253.00	253.00	506.00		
37	Defibrillator maintenar									1,000.00	315.77	315.77	631.54		
38	Changing Room Powe			2,100.00	1,598.24					1,500.00	649.08	649.08	1,298.16		
39	Closed Church Yard M			1,600.00	1,137.50					1,760.00	812.50	880.02	1,692.52		
40	Churchyard Maintenan			3,000.00	2,160.00					3,000.00					

Tutbury Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2024 and 31/03/2025)

41	Elm Lane	200.00	144.78	220.00	36.00	109.98	145.98
42	Triangle Maintenance	200.00	65.00	250.00			
67	Parks and Open Spac	1,000.00	250.00	1,100.00			
SUB TOTAL		21,300.00	15,900.01	14,960.00	4,530.50	10,122.00	14,652.50

Section Charities & 137		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
43	Grants			3,000.00	570.00					3,000.00	620.00		620.00		
44	Flower & Bulb Planting														
45	Christmas Decorations			300.00						300.00		300.00	300.00		
46	Tutbury Events/Comm			600.00	6.47					500.00	240.49	500.00	740.49		
47	Remembrance Day			500.00	446.98					500.00		500.00	500.00		
48	Town Twinning LGA 19														
51	Best Kept Village														
SUB TOTAL				4,400.00	1,023.45					4,300.00	860.49	1,300.00	2,160.49		

Summary

TOTAL	50,745.72	50,857.27	76,145.04	61,733.93	75,529.53	78,254.21	75,532.21	153,786.42	64,570.00	25,137.52	28,899.51	54,037.03
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Tutbury Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 26/09/2024			
	Cash in Hand 01/04/2024		38,750.75	
	ADD			
	Receipts 01/04/2024 - 26/09/2024		83,657.46	
			122,408.21	
	SUBTRACT			
	Payments 01/04/2024 - 26/09/2024		26,837.83	
A	Cash in Hand 26/09/2024 (per Cash Book)		95,570.38	
	Cash in hand per Bank Statements			
	Petty Cash	28/09/2023	0.00	
	Current Account	26/09/2024	73,768.75	
	Business Instant Account	26/09/2024	19,434.86	
	Business Burial Account	26/09/2024	2,676.82	
			95,880.43	
	Less unrepresented payments		310.05	
			95,570.38	
	Plus unrepresented receipts			
B	Adjusted Bank Balance		95,570.38	
	A = B Checks out OK			