



TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council
in Tutbury Village Hall held on Monday 16th
December 2024 at 7.30 p.m.

Present Chair Cllr F Crossley
Cllr D Bull
Cllr L Crossley
Cllr A Hall
Cllr. P Steadman
Cllr. G Hough
Cllr. K. England
Cllr. C. Smedley (Borough Cllr and Parish Cllr)

Also present: Mrs K. Duffill – Parish Clerk
Members of the Public 0

12/2024 1.0 Apologies for absence

Cllr T Adams
Cllr. M. Upton
Vice Chair Cllr. D. Morris

12/2024 2.0 Minutes

RESOLVED

Members confirmed the minutes of the Meeting were accurate.
Tutbury Parish Full Council, 18th November 2024
Planning committee 2nd December 2024
Open Space Committee 2nd December 2024 it was
noted that Cllr A Hall attended the open Space
Committee but was not included in the minutes.

Cllrs voted in favour of approval.

12/2024 3.0 Declarations of Interest

Cllr Smedley declared an interest regarding the Tutbury Parish Charities loan proposal

Cllr F Crossley declared an interest regarding the Tutbury Parish Charities loan proposal

Cllr D bull declared an interest regarding the Tutbury Parish Charities loan proposal

Members resolved to allow members to remain in the room but, Cllrs did not vote on this agenda item.

Cllrs D Bull and G Hough did not vote on the agenda item regarding the 10 year user agreement for Tutbury Tigers

12/2024 4.0 To adjourn the meeting for the Borough and County Councillor report.

2024 40.Report from Borough Cllr C. Smedley

- Borough Councillor C. Smedley reported that planning officers had visited the Vine Inn pub, located in the conservation area. They reviewed both historical and recent photographs of the new windows installed at the pub. The officers are currently determining whether planning permission is required for the alterations.
- **Community Councillor Fund (CCF):**
The fund currently has £8,800 available, which must be allocated before the end of January. Unspent funds will be lost. Applications are invited for one-off projects. The deadline is January 31st.
- **Community Regeneration Fund:**
The deadline for applications is the end of the month, with remaining funds still available to be allocated.
- **Application Eligibility:**
While parish councils are not eligible to apply, local community groups can submit applications. The clerk suggested adding information about these funding opportunities to the parish council's website and social media to raise awareness among eligible groups. A direct link to the borough council's application process will also be included.
- **Councillor Support:**
Councillors S Gaskin and R Lock (Dove Ward) can support grant applications. However, Councillor C. Smedley is on the panel for these funds and would not be able to back specific applications.

Other Parish Issues

- A member suggested the installation of an additional bin at the top of the drive on Cornmill Lane, as increased foot traffic has been observed near this entrance/exit. Councillor C. Smedley will enquire with East Staffordshire Borough Council (ESBC) about this.
- A member raised concerns about the length of grass on Park Pale play area, which is contributing to increased dog fouling. The play area requires an additional grass cut. Councillor C. Smedley will follow up with ESBC regarding this matter.
- A member highlighted concerns to the Borough Cllr about the degrading gypsum rock and its potential impact at the Mill play area.
- No report was received from Borough Councillor R. Lock.

Staffordshire County Council Update

- The clerk reported that County Councillor P. White had addressed a safety concern by arranging for the trimming of a dangerous overhanging bush on Fauld Straight Road.

12/2024 5.0 Public Participation

6.1 No public present

12//2024 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.

1. Consultation

The parish Council were invited to complete a survey regarding the precept for Police Fire and rescue. The clerk encouraged the public and Councillors to complete the consultation online.

- **Bridge Street Bus Stop Concerns**

The clerk reported receiving correspondence from the bus company regarding safety concerns at the Bridge Street bus stop (Derby-bound). The issues highlighted include:

- Homeowners parking on double yellow lines along Lower High Street/Bridge Street, making the road difficult to navigate safely. Buses are being forced onto the wrong side of the road near a semi-blind bend, increasing the risk of accidents.
- The buses are not stopping for passengers.
- Accessibility concerns were raised for wheelchair users and people with prams, as the current stop location does not allow safe access.
- Passengers are waiting further towards the Mill area and flagging the bus down in an inappropriate spot.

Response:

County Councillor Philip White has been contacted and has suggested arranging more parking enforcement. The clerk proposes that the Highways department considers requesting the relocation of the bus stop further towards the A511 to improve safety and accessibility for customers.

2. Road Safety Project for Over-60s

Staffordshire County Council is launching a road safety project aimed at mature residents (aged 60 and over). The project will include workshops that cover:

- General road safety advice for older drivers, pedestrians, cyclists, and mobility scooter users.
- Guidance on “Planning Your Driving Retirement.”

The workshops will be delivered to pre-existing groups of mature residents (30-40 participants) at local venues. SCC will provide the presentation along with tea and biscuits, and the sessions will last approximately 2 hours (including a 30-minute break).

Action:

The clerk has forwarded the information to known groups.

12/2024 7.0 To receive the Chair’s Report

7.1

- **Allotment Association Flower and Vegetable Show:**
The Chair reported that the Allotment Association had raised £550 in profit from their recent Flower and Vegetable Show. This amount has been donated to the Air Ambulance charity. A thank-you letter has been received from the Allotment Association, expressing gratitude for the grant awarded by the parish council to support this successful event.
- **Dry Stone Wall (Section 6 Church wall):**
A purchase order has been raised for the repair work on Section 6 of the dry-stone wall. The work is anticipated to commence in February, subject to contractor availability.
- **Conifer Tree Removal (Churchyard):**
A purchase order has been issued for the removal of the conifer tree in the churchyard. The contractor is awaiting planning permission before proceeding with the work.
- **Cornmill Lane Changing Room Alarm:**
Residents had reported issues with the alarm at the Cornmill Lane changing rooms, which had been triggered repeatedly. A contractor attended and identified a faulty sensor in the kitchen as the cause. The sensor, the oldest in the system, had short-circuited due to condensation forming during cold nights followed by warmer conditions. The faulty sensor has been removed, and a quote for its replacement is awaited. The invoice for the call-out has not yet been received.

- **Defibrillator at Fauld:**

The Patient Forum has now secured funding to purchase a defibrillator for the Fauld area.

12/2024 8.0 To receive a declaration of acceptance of Office from newly elected councillor.

8.1 Following her co-option to the council, Councillor Gillian Hough signed the Declaration of Acceptance of Office, which was duly countersigned by the Proper Officer.

12/2024 9.0 To Review and Approve Modifications to the Outdoor Gym Project Funded by the Borough Council Grant

9.1 Two parish council members met with a representative from the Borough Council's Open Space Team to discuss recommendations for outdoor gym equipment to be installed at the Mill site and Park Pale play areas. Following this meeting, suppliers were invited to review the requirements, provide advice, and submit updated quotes.

Two quotes have now been received, with one being the clear preference based on the specification of equipment and price.

- Based on the space available at the Park Pale play area and the Mill site, as well as advice from the Borough Council, £18,000 is allocated for this project. This amount leaves a significant balance that could potentially be used to:
 - Fund additional equipment at Heritage Park.
 - Improve access tracks and address the boggy areas where the equipment will be placed.
- Park Pale play area was assessed, and it was suggested to split the site into two zones to maximize usage. It was noted that there is no current footpath; however, funds are available within the budget to improve the surface with gravel or similar materials to ensure accessibility around the equipment.

Next Steps:

1. Councillor England will seek permission from East Staffordshire Borough Council (ESBC) to amend the original grant award based on the updated specifications and quotes.
2. Another site visit will be arranged with the Borough Council's Open Space Team to finalise plans and ensure all permissions and requirements are in place.
3. Installation of the gym equipment is expected to take approximately 2–3 days.

12/2024 10. To Consider and approve migrating to a .gov.uk domain and email addresses.

10.1 The clerk reported receiving quotes for transferring the council's website to a .gov domain. Options for migrating email addresses were also discussed, with varying costs depending on the chosen email package. A basic option would involve members manually integrating new email addresses into their existing email platforms. Alternatively, a more advanced solution using a centrally managed email system is available but comes at a higher cost.

The clerk will continue to investigate these options and provide a detailed update at the next meeting.

Budget Allocation:

£500 has been allocated in the 2025 budget to cover the migration costs. One provider has indicated that both the website transfer and an email package can be delivered within this budget. There are limited £100 one off funding grants available.

12/2024 11.0 To receive an update regarding the climate change forum

11.1 Two members provided an update from the recent Climate Change Forum, which focused on addressing the target to limit global temperature increases. Discussions included the impact of various environmental factors, such as cement production and emissions, on this target.

- The UK aims for net-zero emissions by 2050, with a 43% reduction in emissions already achieved since 2010.
- Local initiatives were highlighted, including:
 - **Winshill Parish Council:** Planting trees, mapping ongoing efforts, encouraging community engagement, creating wildflower areas, planting native trees, and applying for SCC climate action grants.
 - **Tatenhill Parish Council:** Purchasing land for tree planting.
 - **Tutbury Parish Council:** Can contribute through the planning process by supporting applications for green energy and biodiversity initiatives.
- Encouraging sustainable practices:
 - Installation of electric vehicle charge points, including SCC's use of electric vehicles by AMEY contractors, and cable gullies for charging.
 - Community recycling programs, bug hotels, allotments, and participation in garden awards and "In Bloom" competitions.
- Energy efficiency improvements:
 - Borough Council measures, such as reducing heating in the local swimming pool, were noted as steps to lower energy consumption.

Next Steps:

- Future forums will include in-person, roundtable discussions to foster collaboration.
- Parish councils are encouraged to adopt climate targets, engage with the community, and explore funding opportunities to support local environmental projects.
- Tutbury Parish Council will use their influence through commenting on planning applications to encourage sustainability.

12/2024 12.0 To consider and approve a 10 year user agreement for Cornmill Lane Playing Fields

12.1 The Clerk presented a draft user agreement to the Open Space Committee. Following review and discussion, amendments were made, and the updated version was circulated to the full council for consideration.

A vote was held, resulting in a majority approval, with two abstentions due to declared connections with Tutbury Tigers Football Club.

Resolution:

The council resolved to enter into a 10-year user agreement with Tutbury Tigers Football Club. A meeting will be arranged with the football club to finalise and implement the agreement.

12/2024/13.0 To approve Accounts for Payment.

13.1 Accounts for payment were reviewed and approved.

Payment details are listed in the appendices.

12/2024 14.0 To consider and approve a proposal from Tutbury Parish Charities to accept a loan of £10,000 for a term of two years, subject to Tutbury Tigers receiving additional grant funding, to support the resurfacing of the driveway at Cornmill Lane.

14.1 Tutbury Parish Charities convened an emergency meeting and agreed to propose a loan of £10,000 to the Parish Council for a two-year term. This loan would be conditional on Tutbury Tigers Football Club repaying the amount directly to the Parish

Council. The proposal was seen as a compromise to support the tarmac drive project at Cornmill Lane.

The Clerk advised that the arrangement is legal and could be facilitated using the General Power of Competence. This was confirmed by both the Society of Local Council Clerks and the auditor. Two agreements would be required:

1. Between Tutbury Parish Charities and the Parish Council.
2. Between the Parish Council and Tutbury Tigers Football Club.

Concerns were raised about the risks involved, including:

- If the football club fails to repay the loan, the Parish Council would remain liable for the debt.
- The possibility of the club dissolving, leaving the council with financial responsibility.
- Setting a precedent: Concerns were raised about creating a precedent for other clubs seeking similar loans.

Councillors discussed whether the existing grant received by Tutbury Tigers could be sufficient to improve the tarmac drive without the additional £10,000 loan, potentially by omitting the kerb edging from the project.

- **Alternative solutions:** Councillors suggested rejecting the loan offer and asking the football club to complete the road using the grant they already received by accepting the lowest quote for the project.

Resolution:

Three councillors abstained from voting due to their connections with Tutbury Parish Charities. The remaining members voted in favour of rejecting the loan offer. The council would call a meeting to advise Tutbury Tigers Football Club. Tutbury Parish Council would like to proceed with completing the tarmac drive project at Cornmill Lane using the lowest available quote.

12/2/2024 15. To consider and approve installing bleed kits in the village.

15.1 Bleed Kits:

It was noted that Uttoxeter Town Council can potentially secure a discount or free kits under a scheme for outlying villages. The council approved a budget of £600 from the administration fund to purchase bleed kits.

11/202416 To consider and approve the precept for the 2025/2026 financial year.

16.1 The Clerk presented a draft five-year financial plan aimed at building reserves for bus shelter improvements and road safety initiatives. It was also noted that the boiler at the changing rooms is approaching the end of its lifecycle and would need replacement in the near future.

To implement the proposed increase in reserves, the Clerk advised that an 18% rise in the precept would be required. However, without any planned improvements, a 5% increase would still be necessary to account for rising operational costs of the council.

The Clerk informed members that a parishioner had expressed concern about increasing the precept without holding a public meeting or distributing leaflets to notify the community. While acknowledging the feedback, the Clerk explained that such measures were not feasible within the time constraints. It was emphasized that all council meetings are open to the public, providing transparency in decision-making.

The Clerk also noted that confirmation from the Borough Council regarding the Band D council tax base and the Tutbury-specific rate had not yet been received. This information is essential for calculating the impact of the precept increase on individual property bands. Consequently, it was recommended to delay the decision until more accurate data could be considered.

- **Tangible Improvements:** Councillors emphasized the need for visible enhancements to parish facilities and road safety measures, such as speed indicator signs, to justify any precept increase.
- **Historical Context:** A member highlighted that previous years finances had been kept low for several years, resulting in a current need for a more significant increase to address overdue repairs and improvements.
- **Speed Surveys:** The Chair reiterated the importance of escalating speed survey requests with the County Council to support road safety initiatives.

A member proposed a 30% precept increase to allocate significant funds for tangible projects and reserve-building. However, it was suggested to defer the decision to the January meeting.

Resolution:

It was resolved to defer the decision on the precept rate to the January meeting. The majority of members voted in favour of this proposal.

12/2024 17.0 |Items for the Next Agenda

- Relocation of Outdoor Gym equipment
- Ward Enhancement grant update next steps for the tarmac road.
- Seats for bus shelters
- Budget and precept setting

- Best Kept Village
- Tutbury Castle update
- Feedback from Tutbury Tigers meeting regarding the 10 year user agreement.
- Bench on Burton Street.

12/2024. 180 Dates of Next Meetings

Open space Committee Charity House, Duke St 6th Jan 25

Planning Committee Charity House, Duke St 6th Jan 25

Full Parish Council 20th January 2025Village Hall.

Road Safety

Meeting ended 9.45pm

Tutbury Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/11/2024		
	Cash in Hand 01/04/2024		38,750.75
	ADD		
	Receipts 01/04/2024 - 30/11/2024		83,695.64
			122,446.39
	SUBTRACT		
	Payments 01/04/2024 - 30/11/2024		35,593.79
A	Cash in Hand 30/11/2024 (per Cash Book)		86,852.60
	Cash in hand per Bank Statements		
	Petty Cash	30/11/2023	0.00
	Current Account	30/11/2024	64,505.63
	Business Instant Account	30/11/2024	19,468.42
	Business Burial Account	30/11/2024	2,681.44
			86,655.49
	Less unrepresented payments		292.40
			86,363.09
	Plus unrepresented receipts		
B	Adjusted Bank Balance		86,363.09
	Error A does NOT equal B		
	ERROR IS	£489.51	

Tutbury Parish Council

10 December 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
149	Advertisements/Printing	26/11/2024		Current Account		printing	www,printpond.co.uk	S	214.89	42.98	257.87
141	Insurance	27/11/2024		Current Account		Data Protection Cover	Information Commission O	E	35.00		35.00
151	Changing Room Power & Wate	13/12/2024		Current Account		Changing Room Gas Supply	Yu Energy	L	45.11	2.26	47.37
155	Clerk's Salary	15/12/2024		Current Account		Clerks Salary	Karen Duffill	X	1,281.59		1,281.59
157	Clerk's Expenses	15/12/2024		Current Account		Clerks Expenses	Karen Duffill	X	26.00		26.00
158	Employees Pension	15/12/2024		Current Account		Emplyee Pension Contribution	Staffordshire County Pensio	E	182.52		182.52
156	Pension	15/12/2024		Current Account		Clerks Employer Pension	Staffordshire County Pensio	Z	354.07		354.07
159	Employer's National Insurance	15/12/2024		Current Account		National Insurance	HMRC	Z	138.62		138.62
154	Street & Bus Shelter Cleaning	16/12/2024		Current Account		Street cleaning and maintenanc	Art Quality Cleaning Servic	S	440.00	88.00	528.00
147	Street & Bus Shelter Cleaning	16/12/2024		Current Account		Street cleaning and maintenanc	Art Quality Cleaning Servic	S	440.00	88.00	528.00
153	Rights of Way Maintenance	16/12/2024		Current Account		Chatsworth Drive Footpath Mai	RB Landscaping	S	25.00	5.00	30.00
152	Playing Field Maintenance	16/12/2024		Current Account		Hedge Cutting	RB Landscaping	S	565.00	113.00	678.00
150	Changing Room Maintenance	16/12/2024		Current Account		Legionella Control	Sterilizing Services Ltd	S	219.00	43.80	262.80
163	Clerk's Expenses	16/12/2024		Current Account		phone top up	Asda	E	5.00		5.00
161	Subscriptions	16/12/2024		Current Account		subscription	Staffordshire Wildlife Trust	Z	3.50		3.50
160	Playing Fields Rents	16/12/2024		Current Account		Solicitor Ferrers lease advise	Karen Duffill	E	5.00		5.00
153	Playing Fields Mowing Contract	16/12/2024		Current Account		Chatsworth Drive Footpath Mai	RB Landscaping	S	155.00	31.00	186.00
162	Changing Room Power & Wate	16/12/2024		Current Account		Changing Rooms Water Supply	Source for Business (Penn	Z	23.50		23.50
153	Churchyard Maintenance	16/12/2024		Current Account		Chatsworth Drive Footpath Mai	RB Landscaping	S	81.25	16.25	97.50
Total									4,240.05	430.29	4,670.34

5 year plan Reserves	<u>CurrentBalance</u> 2024_2025	25/26	26/27	27/28	28/29	29/30
Capital						
Street Furniture	1,584.83	1584.83	0.00	0.00		0.00
Total Capital	1,584.83	1584.83	0.00	0.00	0.00	0.00
Earmarked						
Election	-32.24	2000.00	2000.00	1000.00	1000.00	3000.00
Road Safety	4,000.00	8000.00	2000.00	4000.00	6000.00	8000.00
Boiler replacement	0.00	2500.00	5000.00	0.00	0.00	0.00
TOSCA community pledge	1,500.00	1500.00	1500.00	1500.00	1500.00	1500.00
Additional bus shelter	0.00	4000.00	8000.00	12000.00	16000.00	18000.00
Footpath Development	1,000.00	1000.00	1000.00	1000.00	1000.00	1000.00
Church wall maintenance	9,500.00	9500.00	500.00	500.00	500.00	500.00
Paeish Plan projects	0.00	4000.00	8000.00	14000.00	20000.00	25000.00
Total Earmarked	17,552.59	34084.83	28000.00	34000.00	46000.00	57000.00
Contingency reserve	21,198.16	35000.00	30000.00	35000.00	40000.00	45000.00
TOTAL RESERVE GENERAL FUND	38,750.75 43,724.38	69,084.83 66765.00	58,000.00 70000.00	69,000.00 75000.00	86,000.00 80000.00	102,000.00 85000.00
TOTAL FUNDS	82,475.13	135849.83	128000.00	144000.00	166000.00	187000.00

Budget Summary

24/25		24/25		
Precept inc tax	cash total	Forecast	Reserves	General
75,597.53	114,347.53	47,894.02	17,552.59	48,900.92
brought forward				
	38,750			

25/26	cash in hand	Forecast	reserves	total	Required
73,396.53	123,397.53	66,765.00	69,084.83	135,849.83	-12,452.30
	2,001.00				
b/forward					
	48,000.00				

guidance level of general fund would be onerecommended 50%

Precept rise	73,396.53	Grant	Total income		total cash
1%	733.9653	2001	76,131.50		124,131.50
2%	1467.9306	2001	76,865.46		124,865.46
5%	3669.8265	2001	79,067.36	stay the same	127,067.36
10%	7339.653	2001	84,205.11		132,205.11
15%	11009.48	2001	86,407.01		134,407.01
16%	11743.461	2002	87,141.99		135,141.99
18%	13211.375	2001	88,608.91	with projects	136,608.91
20%	14679.306	2001	90,076.84		138,076.84
25%	18349.133	2001	93,746.66		141,746.66
30%	22018.959	2001	97,416.49		145,416.49
35%	25688.786	2001	101,086.32		149,086.32
40%	29358.612	2001	104,756.14		152,756.14
45%	33028.439	2001	108,425.97		156,425.97
50%	36698.265	2001	112,095.80		160,095.80