



TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council
in Tutbury Village Hall held on Monday 20th
January 2025 at 7.30 p.m.

Present Chair Cllr F Crossley
Vice Chair Cllr. D. Morris
Cllr T Adams
Cllr A Hall
Cllr. G Hough
Cllr. K. England
Cllr. C. Smedley (Borough Cllr and Parish Cllr)

Also present: Mrs K. Duffill – Parish Clerk
Borough Cllr R Lock
Members of the Public 2

01/2025 1.0 Apologies for absence

Cllr. M. Upton
Cllr D Bull
Cllr L Crossley
Cllr. P Steadman

01/2025 2.0 Minutes

RESOLVED

Members confirmed the minutes of the Meeting were accurate.
Tutbury Parish Full Council, 16th December 2024
Planning committee 6th January 2025

Cllrs voted in favour of approval.

01/2025 3.0 Declarations of Interest

Cllr. A. Hall and Cllr. F. Crossley declared an interest in the 80th VE Day grant request proposal

Members resolved to allow Cllrs. A. Hall and F. Crossley to remain in the room but both Cllrs. abstained from voting on the 80th VE Day grant request proposal.

01/2025 4.0 To adjourn the meeting for the Borough and County Councillor report.

.Report from Borough Cllr C. Smedley

4.1 White lines have been marked around damaged areas in Ferrers Avenue layby. Repairs are expected by Staffordshire County Highways.

4.2 Request for additional grass cutting at Ferrers Avenue playing field was refused as the current schedule of 10 cuts per year is consistent with other sites.
Enforcement action for dog fouling in the area has been initiated.

4.3 Members noted an increase in dog fouling along Duke Street, Monk Street, and Green Lane but a reduction on High Street.

4.4 Fallen leaves on Wakefield Avenue were reported, causing complaints of slips and falls. Borough Council team to investigate.

4.6 Cornmill Lane Bin Request

- Request for an additional bin near the driveway (not on the field) raised.
- Moving the existing bin was discussed, but no suitable post is available.
 - The current post, a leaning 30mph sign, remains unaddressed by Staffordshire County Council.
 - Suggestion made to mount the bin on the new railings if feasible. Contractor to investigate.

4.7 Vine Window: No enforcement action required for replaced glass. It is deemed in keeping, and the frame was not replaced.

4.8 Gypsum Stone: A broken piece at the mill will be removed and cleaned up.

Borough Councillor Russell Lock's Report

Signature

Date

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4.9. Heritage Park Dispute: The legal dispute regarding Heritage Park maintenance is ongoing. Evidence has been presented to Peveril. If unresolved, court proceedings may follow.

- The Borough Council will not adopt the housing development until outstanding maintenance works are completed.

4.10 A plaque request for a memorial bench on Duke Street was raised to commemorate a Dove ridge resident who frequently visited Tutbury. Correspondence to be sent to Russell Lock.

County Council Matters

4.11 Concerns were raised about deteriorating pavements on Wakefield Avenue (Catholic Church to No. 20). The poor condition poses a trip hazard. This will be reported to Staffordshire County Highways.

12/2024 5.0 Public Participation

6.1 No public participation.

01//2025 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.

6.1 Newsletter Feedback: Numerous positive responses were received regarding the newsletter and councillors' efforts. Suggestions for improvement and other matters raised will be addressed by the clerk and discussed at the next Village Vision meeting.

other Parish Matters received in the feedback:

- Speeding concerns on Park Lane.
- Overgrown area on Belmot Road.

6.2 Training Opportunities:

- Health and Wellbeing course offered by SPCA (Feb 3rd at 7 PM or Feb 4th at 10 AM).

6.3 Resident Concerns:

- Objection to proposed precept increase and request for public consultation.
- Fault speed limit: Resident suggested enforcement or physical measures (e.g., speed cushions) rather than lowering the limit.

- Bus shelters: Resident proposed costs should be borne by bus companies, possibly generating income for the council.

6.4 Invitation:

- Rural Housing event at Abbots Bromley on January 23rd.

6.5 Cherry Tree Scheme: Registered interest in future supply as current demand exceeded availability.

6.6 Bleed Kits:

- Six kits delivered to be installed in defibrillator cabinets, with stickers purchased for identification.
- A dual cabinet for Fauld will house both a defibrillator and a bleed kit. Total cost: £459.

6.7 Speed Watch Training: Scheduled for February 27th for six volunteers.

6.8 Community Engagement Dates:

- **Surgeries (Parish Pantry, St. Mary's Church):**
 - February 15th, 2025
 - September 14th, 2025
- **Trent and Dove Coffee Connect:**
 - April 24th, 2025
 - July 17th, 2025
 - November 20th, 2025
- **Newsletter:** March and October 2025.
- **Annual Meeting of the Parish:** May 12th, 2025.

Newly elected member Gillian Hough confirmed her attendance at the church surgery dates. Other members will confirm their attendance closer to the other dates.

01/2025 7.0 To receive the Chair's Report

7.1 Defibrillator (Park Lane): Removed temporarily due to cold temperatures affecting the pads and batteries in the unheated cabinet. Relocation to a site with an electricity supply will be considered.

7.2 Mill Fleam Flooding: High water levels reported. County Councillor P. White arranged for the Environment Agency to clear a blockage, but the area remains silted.

7.3 Christmas Tree: Removed

Signature

Date

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7.4 Church Path Maintenance: Leaves on the east path have been cleared by the contractor.

7.5 Parish Council records:

We have given permission for archived Council material located at Stafford to be temporarily transferred to Burton library. This will give easier access to the archives for museum members to research. Also, any additional material currently stored at the clerks home can be added and returned to Stafford with the archives.

01/2025 8.0 To discuss and approve the earmarked reserves and precept for financial year 2025- 2026.

8.1 Earmarked Reserves and Precept

The clerk presented a plan to gradually build reserves for projects over five years. However, members expressed the need to prioritize initiatives identified in the village questionnaire, emphasizing that Tutbury had fallen behind neighbouring parishes in terms of parish assets.

A 30% precept increase was proposed to allocate £10,000 for Village Vision projects, including a new bus shelter and road safety initiatives, aiming for timely progress.

Resolution

The motion for a 30% increase was proposed, seconded, and carried unanimously.

Key details:

- **Precept:** £96,026.52
- **ESBC Grant:** £2,001.00
- **Total Income:** £98,027.52
- **Band D Property Annual Cost:** £68.65 (an increase of £15.84 per year, or £1.32 per month).

1/2025 9.0 To Review and Approve Modifications to the Outdoor Gym Project Funded by the Borough Council Grant

9.1 Cllr. England arranged a site visit with ESBC on Wednesday, January 22nd, to discuss a suitable path at Ferrers Avenue play area, surrounding the proposed gym equipment and improving access from the road. The Chair confirmed attendance.

Following the site visit, discussions will take place with the equipment supplier to determine costs.

Cllr. R. Lock advised that any modifications to the grant project must be approved by Paul Waller, who will make the final decision on grant allocation.

1/2025 10.0 To consider and approve the updated Dignity at Work policy to encompass legislative changes regarding sexual Harassment.

10.1 The clerk distributed the updated policy

Resolution

Members voted in Favour to adopt the updated Dignity at Work policy

1/2025 11. To receive an update regarding the future of Tutbury Castle

11.1 No update available. However, restoration work continues.

1/2025 12. To receive a report from Tutbury Tigers meeting

- **To approve a 10-year user agreement with Tutbury Tigers**
- **Receive update regarding upgrade to tarmac track at Cornmill Lane**
- **Approve permission for Tutbury Tigers to apply for grant funding to improve changing room kitchen.**

12.1 The Clerk presented a draft user agreement to Tutbury Tigers, with relevant dates included. Tutbury Tigers are expected to return two signed copies, which will then be signed by the Parish Council.

12.2 The ESBC grant funding for the tarmac drive remains outstanding, with no further updates available.

12.3 Tutbury Tigers requested permission to apply for grant funding to upgrade the kitchen area in the changing rooms.

12.4 A broken alarm sensor in the kitchen is due to be repaired

Resolution:

The Parish Council resolved to grant permission for Tutbury Tigers to apply for funding to upgrade the changing room kitchen.

1/2025/13.0 To approve Accounts for Payment.

13.1 Accounts for payment were reviewed and approved.

Payment details are listed in the appendices.

1/2025 14.0 To consider and approve entering the Best Kept Village Competition.

14.1 Cllr Bull requested this to be added to the agenda and has agreed to attend the virtual roadshow in January to find out what is involved.

1/2025 15. To consider and approve organising a village litter pick.

15.1 Cllr. Smedley suggested organising a community litter pick to enhance the village's appearance. Members agreed to consider this as part of the Best Kept Village initiative.

The Clerk noted that high-visibility vests and litter-picking equipment would be needed. Cllr. Smedley agreed to enquire with the Borough Council about obtaining the necessary equipment.

1/2025 16.0 To consider and approve a grant request from a local organisation.

16.1 The Parish Council received a funding request of £1,500 from Tutbury Arts Group to support a four-day program of events commemorating 80 years since VE Day. Planned activities include:

- Tutbury Band performance
- Community walk
- Church bells ringing
- Beacon lighting
- Tribute bands

Resolution:

The proposal was put forward and seconded, with a unanimous vote in favour. The Chair and Cllr. Hall abstained from voting.

1/2025 17.0 To consider and approve installing benches.

17.1 The Parish Council considered installing benches at the following locations:

- Holts Lane Bus Shelter
- Park Lane Bus Shelter
- High Street

The cost for benches, like those on High Street and Burton Road, was quoted at £419 each, with a £100 installation fee per bench. The remaining budget of £1,584 could accommodate two benches.

Discussion on a High Street bench suggested a location outside the Dog and partridge but noted that its cost, approximately £1,200 (plus extra if personalized), exceeds the current budget.

Resolution:

- Benches for Holts Lane and Park Lane bus shelters were approved within the budget.
- The High Street bench requires further research and funding and will be reconsidered in the next financial year

1/2025 18.0 Review and approve TPC Standing Orders

18.1 The clerk distributed the current standing orders to review, no updates had been made.

Resolution:

Members voted to approve the Standing orders.

1/2025 19.0 To Consider and approve Community Engagement policy and schedule engagement activities.

19.1 The clerk distributed the current Community Engagement policy to review minimal updates had been made.

Resolution:

Members voted to approve the Community Engagement Policy.

1/2025 20.0 To Consider and approve the next steps in the plaque installation at Cornmill Lane.

20.1 The plaque has been successfully installed, and new trees have been planted at Cornmill Lane.

The Chair suggested taking photos once the tarmac road is installed and the weather improves. These photos can then be featured in the upcoming Spring Council newsletter.

1/2025 21.0 To Consider and approve migrating to a .gov.uk domain and email addresses.

21.1 The Parish Council considered migrating to a .gov.uk domain and email addresses. The council can retain its existing provider for the .gov.uk domain and email services.

To proceed, the council will need to register for a .gov.uk domain through an accredited company. Once registered, the current supplier will transfer the website and email accounts to the new domain.

The Clerk will gain access to an administration account to manage email accounts, including adding and deleting members.

Existing email account settings will need to be updated. Those who have not integrated their parishcouncil.co.uk addresses into their email accounts can either book an online session with the provider for remote setup or use the web-based version of the email accounts. There will be no charge from the supplier for this service.

A forwarding service will be added to the website and email accounts, with the old domain remaining active until the migration is complete.

Resolution:

The migration to a .gov.uk domain was approved, with a £25 registration fee for the domain.

01/2025 22. Items for the Next Agenda

22.1 village hall wifi.

Best kept village/ litter pick

Speed indicator signs.
Outdoor gym grant modification
Tutbury Tigers/ Cornmill Lane update

1/2025 23.1 Dates of Next Meetings

Open space Committee Charity House, Duke St - 3rd February 2025 7.25
Planning Committee Charity House, Duke St 3rd February 2025 7.25
Full Parish Council – 17th February 2025 Village Hall.

Meeting ended 9.12pm

Tutbury Parish Council

16 January 2025 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
165	Playing Field Maintenance	19/12/2024		Current Account		Tree planting	RB Landscaping	S	825.00	165.00	990.00
166	IT Maintenance/Website	23/12/2024		Current Account		Website domain fees	JKE Web Design	E	130.00		130.00
181	Changing Room Power & Wate	25/12/2024		Current Account		Changing Rooms Water Supply	Source for Business (Penn	Z	23.50		23.50
168	Changing Room Power & Wate	02/01/2025		Current Account		Changing Room Electricity Supj	Octopus Energy	L			
169	Changing Room Power & Wate	02/01/2025		Current Account		Changing Room Electricity Supj	Octopus Energy	L	42.35	2.12	44.47
171	IT Maintenance/Website	06/01/2025		Current Account		Website domain fees	JKE	E	11.50		11.50
172	Changing Room Power & Wate	06/01/2025		Current Account		Changing Room Gas Supply	Yu Energy	L	44.46	2.22	46.68
173	Changing Room Power & Wate	06/01/2025		Current Account		Changing Room Gas Supply	Yu Energy	L			
175	Clerk's Salary	15/01/2025		Current Account		Clerks Salary	Karen Duffill	X	1,250.81		1,250.81
177	Clerk's Expenses	15/01/2025		Current Account		Clerks Expenses	Karen Duffill	X	26.00		26.00
176	Pension	15/01/2025		Current Account		Clerks Employer Pension	Staffordshire County Pensio	Z	345.68		345.68
183	Clerk's Expenses	15/01/2025		Current Account		phone top up	Asda	E	5.00		5.00
179	Employer's National Insurance	15/01/2025		Current Account		National Insurance	HMRC	Z	130.86		130.86
178	Employees Pension	15/01/2025		Current Account		Emplyee Pension Contribution	Staffordshire County Pensio	E	180.56		180.56
182	Subscriptions	16/01/2025		Current Account		subscription	Staffordshire Wildlife Trust	Z	3.50		3.50
188	Churchyard Maintenance	16/01/2025		Current Account		changing room maintenance	Cripwell Building Services	S	192.00	38.40	230.40
164	Street & Bus Shelter Cleaning	20/01/2025		Current Account		install cigarette bin	RB Landscaping	S	50.00	10.00	60.00
167	Christmas Decorations	20/01/2025		Current Account		Christmas Tree	Firs Farm Nursery	S	200.00	40.00	240.00
170	Changing Room Maintenance	20/01/2025		Current Account		Legionella Control	Sterilizing Services Ltd	S	36.00	7.20	43.20
174	Defibrillator maintenance	20/01/2025	12/2024/15.1	Current Account		Defibrillator maintenance	Turtle Engineering Ltd	S	459.00	91.80	550.80
180	Street & Bus Shelter Cleaning	20/01/2025		Current Account		Street cleaning and maintenanc	Art Quality Cleaning Servic	S	550.00	110.00	660.00
187	Playing Fields Rents	20/01/2025		Current Account		Playing Fields rent	Duchy of Lancaster	S	750.00	150.00	900.00
Total									5,256.22	616.74	5,872.96

Tutbury Parish Council

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

Date: _____

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

Date: _____

A	Bank Reconciliation at 24/12/2024		
	Cash in Hand 01/04/2024		38,750.75
	ADD Receipts 01/04/2024 - 24/12/2024		83,712.63
	SUBTRACT Payments 01/04/2024 - 24/12/2024		122,463.38
	Cash in Hand 24/12/2024 (per Cash Book)		41,169.96
			81,293.42
B	Cash in hand per Bank Statements		
	Petty Cash	30/11/2023	0.00
	Current Account	24/12/2024	60,105.16
	Business Instant Account	24/12/2024	19,483.35
	Business Burial Account	24/12/2024	2,683.50
			82,272.01
	Less unrepresented payments		1,421.02
		80,850.99	
	Plus unrepresented receipts		
	Adjusted Bank Balance		80,850.99
	Error A does NOT equal B		
	ERROR IS	£442.43	

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 38,920.11	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	77,670.86	135849.83	128000.00	144000.00	166000.00	187000.00

Precept Calculatins 2025_2026

2024_2025

Precept	Grant	Total income	tavbase	Parish rate
73396.53	2001.00	75397.53	1389.80	52.81

2025_2026

Precept	Grant	Total income	Taxbase	Parish rate
73866.55	2001.00	75867.55	1398.70	52.81

Increase		Precept	Grant	Total income	Parish Rate	total increase	increase	Annual	month inc	month cost
1%		74605.21	2001.00	76606.21	53.34	1208.68	0.53	53.34	0.04	4.44
2%		75343.88	2001.00	77344.88	53.87	1947.35	1.06	53.87	0.09	4.49
5%		77066.36	2001.00	79067.36	55.45	3669.83	2.64	55.45	0.22	4.62
10%		81253.21	2001.00	83254.21	58.09	7856.68	5.28	58.09	0.44	4.84
15%		84946.53	2001.00	86947.53	60.73	11550.00	7.92	60.73	0.66	5.06
18%		87162.53	2001.00	89163.53	62.32	13766.00	9.51	62.32	0.79	5.19
20%		88639.86	2001.00	90640.86	63.37	15243.33	10.56	63.37	0.88	5.28
25%		92333.19	2001.00	94334.19	66.01	18936.66	13.20	66.01	1.10	5.50
30%		96026.52	2001.00	98027.52	68.65	22629.99	15.84	68.65	1.32	5.72
35%		99719.84	2001.00	101720.84	71.29	26323.31	18.48	71.29	1.54	5.94
40%		103413.17	2001.00	105414.17	73.93	30016.64	21.12	73.93	1.76	6.16

Neighbouring Parishes parish rates 2024_2025

	Precept	Parish rate	Taxbase
Rolleston on Dove	94706.00	63.70	1472.10
Stretton	203004.00	61.85	3282.00
Abbotts bromley	33638.00	39.56	850.30
Barton under Needwood	81444.47	41.15	1979.00
Branston	115000.00	31.94	3600.60
Outwoods	27858.63	20.61	1351.70