



TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council
in Tutbury Village Hall held on Monday 17th
March 2025 at 7.30 p.m.

Present Chair Cllr F Crossley
Vice Chair Cllr. D. Morris
Cllr A Hall
Cllr. G Hough
Cllr. K. England
Cllr D Bull
Cllr M Upton

Also present: Mrs K. Duffill – Parish Clerk

03/2025 1.0 Apologies for absence

Cllr. C. Smedley (Borough Cllr and Parish Cllr)
Cllr T Adams
Cllr L. Crossley
Cllr P Steadman

03/2025 2.0 Minutes

RESOLVED

Members confirmed the minutes of the Meetings were accurate.
Tutbury Parish Full Council, 17th February 2025
Planning committee 3rd March 2025, Open Space
Committee 3rd March 2025

Cllrs voted in favour of approval.

0/2025 3.0 Declarations of Interest

None Declared.

03/2025 4.0 To adjourn the meeting for the Borough and County Councillor report.

4.1 In the absence of the Borough Councillor C Smedley, the following update was received and noted:

That the bench on Duke Street had been repaired. Additionally, changes had been made to existing funding programmes within the Borough Council.

03/2025 5.0 Public Participation

5.1 No public participation.

03/2025 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.

6.1. *Devolution in Staffordshire*

Staffordshire County Council has outlined proposals for restructuring local government in response to the English Devolution White Paper. Key proposals include:

- Establishing a Mayoral Strategic Authority covering the entire county, including Stoke-on-Trent.
- Creating a Staffordshire unitary council to take over services currently managed by the County Council and District/Borough councils.

The aim is to unlock additional funding, boost economic growth, and improve service delivery. However, members expressed concerns that the County Council **may not** adequately consult parish councils and questioned whether merging governance tiers would truly benefit local communities.

It was agreed that devolution updates will be included on every agenda, **and letters will** be sent to SLCC and SPCA requesting parish council involvement in the engagement process.

2. Metal Detecting Request

A parishioner has requested permission to carry out metal detecting on the playing fields at Ferrers Avenue and Cornmill Lane. Members advised that landowner permission should be sought.

3. Speed Watch Training

Training will be held on 27th March. All participants must register with Staffordshire Police for a security check before attending.

03/2025 7.0 To receive the Chair's Report

7.1 . Burton Street Road Marking: Bus stop markings completed at the top of Burton Road, but one is missing halfway up Burton Street. Duke Street bus stop also missing. Road markings needed on Holts Lane and Ferrers Avenue. The Chair will contact Cllr White to request these for the next round of markings.

7.2 Churchyard Wall: Wall work completed; payment due. Next section scheduled for August, with a date to be confirmed before winter. The Confider tree has been removed from the churchyard.

7.3 The Bin on Cornmill Lane: The Bin has been moved near to the new gate. Clerk to inform ESBC.

7.4 Open Space Committee: £1,000 moved from the budget to fund newsletter printing.

7.5 Charity House Repairs: Work to the back room has been completed. Damp issues with chimney and toilet wall being addressed. New museum display unit to be installed.

7.6 Commonwealth Flag Raising: Cllr Hough attended the civic event at the Town Hall. Thanks were made to GH for representing Tutbury Parish Council

03/2025 8.0 To Review condition of the Changing rooms and approve Signing of the 10-year user agreement.

8.1 Tutbury Tigers: Invited to the meeting but no response received. No representative present. Concerns raised about facility cleanliness:

- Changing rooms not cleaned, lights left on, cardboard boxes, paint, lining machine, and dirt left in the home changing rooms.
- Kitchen and corridors unclean, not swept.

- 14 days are being given to clean the facility. If not addressed, the 10-year agreement may be jeopardized.

User Agreement Review: Concerns about offering a long-term 10 year user agreement. A review of the current user agreements will take place by the end of June, with a decision made on whether to remove or renew the agreement. The current agreement's expiry date will be checked.

Future charges for the following season will be reviewed, taking into account cleaning costs and increased energy usage.

Resolution

A letter will be sent to the Chair and Treasurer of Tutbury Tigers, giving them a 14-day notice to clean the facility and outlining the resolution made. A unanimous agreement was made to proceed.

8.2 Cornmill Lane playing field Tarmac Road: Liaise with users about the upcoming work. A letter has been sent to inform residents about the work's potential impact on parking and access to the playing fields. A Facebook post will also be made to inform residents of any potential inconvenience during the week starting March 31st.

3/2025 9.0. To consider and approve Grants for local organisations

9.1 Tutbury Preschool is seeking financial assistance for forest school equipment, requesting £250.

Resolution

The Chair and Vice Chair proposed to award this grant, and members voted unanimously in favour of awarding the grant.

3/2025 10.0 To review and approve the Equality and Diversity Policy

The Equality and Diversity Policy was reviewed by the members. No changes were proposed, and it was agreed that the policy remains suitable.

Resolution

Signature

Date

4 | Page

The policy was approved unanimously.

03/2025 11.0 Review and approve the Grievance Policy

The Grievance Policy was reviewed by the members. No changes were proposed, and it was agreed that the policy remains suitable.

Resolution

The policy was approved unanimously.

03/2025 12. To review and approve the Disciplinary Policy

The Disciplinary Policy was reviewed by the members. No changes were proposed, and it was agreed that the policy remains suitable.

Resolution

The policy was approved unanimously.

03/2025 13. To review and approve the Code of Conduct

The Code of Conduct was reviewed by the members. No changes were proposed, and it was agreed that the code remains suitable.

Resolution

The Code of Conduct was approved unanimously.

3/2025 14.0 To consider and Approve Insurance renewal.

14.1 A long-term agreement is in place to protect the renewal price. The Clerk has requested that the value of the defibrillator cover be increased. The cost for renewal was £1,961.70. Two members proposed to approve the renewal.

Resolution

Members voted unanimously in favour. To renew the existing insurance policy.

3/2025 15.0 To review and confirm plans for the community litter pick

15.1 Cllr Smedley will collect litter picking equipment. Cllr Hough will store the equipment prior to the event. Routes have been identified to cover the main routes into the village. A post will be put on Facebook to advertise the event. The Clerk asked members to distribute as many newsletters as possible to help advertise the event, as

not many volunteers had signed up. Risk assessment details will be distributed to volunteers, and a member will take a first aid kit with them.

3/2025/16.0 To Review and confirm details and distribution of the parish council Newsletter

16.1 Each member will be assigned a box of newsletters to distribute based on their street representative areas. Cllr Adams is unavailable to complete this, so members agreed to take on some of her assigned streets for distribution. The Chair will organize this. Cllr Hall will cover Ludgate Street.

03/2025 17.0 To approve Accounts for Payment.

17.1 Accounts for payment were reviewed and approved.

Payment details are listed in the appendices.

3/2025 18.0 Review and Approve Modifications to the Outdoor Gym Project Funded by the Borough Council Grant

18. The project, funded by the Borough Council Grant, includes changes at Mill Site and Ferrers Avenue, such as a new path around the equipment. Quotes have been sent to Sara Gummerson at ESBC for approval.

ESBC is unable to transfer the land at Heritage Park from Peverill, so further authorization from Cllr Walker is needed. No update has been received yet. We await approval of £25k for alternative sites (Ferrers Avenue and Mill Area), leaving £10k for Heritage Park equipment once the land transfer is complete.

Cllr K England will email our Borough Councillors to follow up on this.

3/2025 19.0 To consider purchasing a speed indicator sign and a location to install it.

19.1 A mobile tripod unit is being considered as an alternative to a permanent speed indicator sign to reduce installation costs. The supplier will be contacted for a free trial of a mobile unit that can be moved around the village.

County Cllr P White confirmed that Park Lane, Ludgate Street, and Castle Street will be monitored using speed strips to collect data.

3/2025 20.0 Consider and approve repairs to the bench on the triangle.

20.1 The item will be moved to the next agenda when a quote has been received.

3/2025 21.0 To receive an update on defibrillators.

21.1 There are four operational defibrillators in the village. All have been serviced, updated with the correct software, and now display accurate battery levels. The pads will be replaced in November.

Members must check monthly that cabinets have an electricity supply to keep the cabinets temperature controlled therefore, extending battery and pads life. The Tutbury Club defibrillator had no power, which needs addressing. The Park Lane Store defibrillator also lacks electricity, and its cabinet needs relocating to a powered site.

An inquiry will be made with the first responder to secure an electricity supply from BT and potentially relocate the defibrillator near the bus shelter

03/2025 22.0 Items for the Next Agenda

- Year-end accounts
- Defibrillators
- Tutbury Tigers user agreement and changing rooms update
- Speed indicator signs
- Devolution
- Outdoor gym project
- Repairs to Triangle bench Castle Street

3/2025 23.0 Dates of Next Meetings

Open space Committee Charity House, Duke St – 7th April 2025

Planning Committee Charity House, Duke St 7th April 2025 7

Full Parish Council – 14th April 2025 Village Hall.

Annual meeting of the parish 12th May 2025

Meeting ended 9.25pm

Voucher	Date	Description	Supplier	Net	VAT	Total	
219	14/03/2025	Clerks Salary	Karen Duffill	1,240.01	0.00	1,240.01	
221	14/03/2025	Clerks Expenses	Karen Duffill	26.00	0.00	26.00	1266.01
222	14/03/2025	Employee Pension Contribution	Staffordshire County Pension Fund	180.56	0.00	180.56	
220	14/03/2025	Clerks Employer Pension	Staffordshire County Pension Fund	345.68	0.00	345.68	526.24
213	17/03/2025	changing room maintenance	Cripwell Building Services	460.84	92.17	553.01	
215	17/03/2025	Legionella Control	Sterilizing Services Ltd	45.00	9.00	54.00	
228	17/03/2025	Street cleaning and maintenance	Art Quality Cleaning Services	440.00	88.00	528.00	
Total						2,927.26	
229	17/03/2025	Grant	Tutbury Pre-School	250.00	0.00	250.00	
230		Closed Churchyard tree removal	Stockley Park Tree Services	600	120	720	
Card Payments							
218	11/03/2025	printing	www,printpond.co.uk	322.34	64.47	386.81	
212	18/02/2025	churchyard maintenance	Amazon	27.90	5.58	33.48	
Direct Debits							
216	03/03/2025	Changing Room Gas Supply	Yu Energy	64.66	3.23	67.89	
217	04/03/2025	Changing Room Gas Supply	Yu Energy	51.79	2.59	54.38	
223	14/03/2025	National Insurance	HMRC	141.66	0.00	141.66	
						4,581.48	

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 28/02/2025		
	Cash in Hand 01/04/2024		38,750.75
	ADD		
	Receipts 01/04/2024 - 28/02/2025		93,750.91
			132,501.66
	SUBTRACT		
	Payments 01/04/2024 - 28/02/2025		52,119.57
A	Cash in Hand 28/02/2025 (per Cash Book)		80,382.09
	Cash in hand per Bank Statements		
	Petty Cash	29/02/2024	0.00
	Current Account	28/02/2025	58,448.08
	Business Instant Account	28/02/2025	19,517.00
	Business Burial Account	28/02/2025	2,688.13
			80,653.21
	Less unrepresented payments		271.12
			80,382.09
	Plus unrepresented receipts		
B	Adjusted Bank Balance		80,382.09
	A = B Checks out OK		