



TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council
in Tutbury Village Hall held on Monday 14th April
2025 at 7.30 p.m.

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

Also present: Mrs K. Duffill – Parish Clerk
Three members of the public

04/2025 1.0 Apologies for absence

Cllr T Adams
Cllr. K. England
Cllr M Upton

04/2025 2.0 Minutes

RESOLVED

Members confirmed the minutes of the Meetings were accurate.
Tutbury Parish Full Council, 17th March 2025
Planning committee 7th April 2025,
Open Space Committee 7th April 2025

Cllrs voted in favour of approval.

04/2025 3.0 Declarations of Interest

None Declared.

04/2025 4.0 Public Participation

4.1 A representative of the local Mini Club spoke about the upcoming Mods and Minis event on 13th July 2025. Last year's event attracted 1,000 visitors and was funded through stall fees, but this year there is less space for stalls, making funding more difficult.

An application to ESBC for funding was unsuccessful, citing concerns around inclusivity and environmental impact. Additional costs have been incurred for licences and safety measures. The Tutbury Civic Society has donated £300, but no sponsorship has been secured from local businesses.

The event will feature 100 Minis, 2 scooter clubs, a DJ, and a retro singer. All necessary event paperwork, licences, and first aid provision are being arranged.

The group plans to work with local organisations and will submit a formal grant application to the Parish Council, requesting £300–£400 to support the event.

04/2025 8.0 To Review condition of the Changing rooms at Cornmill Lane

8.1 The Chair addressed the representative from Tutbury Tigers and reiterated that the proposed 10-year agreement remains on hold due to the condition of the changing rooms. At the last inspection, it was noted that the changing rooms still required a deep clean, and items such as cardboard and the line marking machine had been moved.

The representative from Tutbury Tigers reported:

- A date for the deep clean has not yet been provided, but the club will notify the Clerk this week once a date is confirmed.
- The cleaning will remove paint and will be carried out more frequently going forward.
- The line marking machine, previously moved from the changing rooms to the top of the container, is now stored inside the container.
- Painting is needed on the floors and walls.
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8.2 The Parish Council will require access to the building during the off-season to carry out necessary works.

8.3 Tarmac Road:

It was reported that recent tarmac work has been completed in line with the agreed

specification. However, a member raised concern about the joint between the new surface and existing road, questioning whether it is watertight and whether water ingress could lead to cracking. It was requested that a guarantee of the work be obtained from the contractor.

04/2025 5.0 To adjourn the meeting for the Borough and County Councillor report.

5.1 Cllr Smedley reported the following:

- Ferrers Avenue Layby Work: The resurfacing work has been completed.
- Community Litter Pick: Recently held and went well, with support from East Staffordshire Borough Council. It was recommended that the event be repeated.
- Old Bank Building: A member raised concerns about recent works to the former bank, including cladding and painting with plywood, which were considered inappropriate and out of keeping with the building. It was suggested that the Conservation Officer be asked to investigate.
- Devolution: No consultation has taken place with parish councils regarding proposed changes. A press release outlining plans for a South Staffordshire unitary council, expected to be completed by November 2028, has been issued to East Staffordshire Borough Council staff but not shared directly with parish councils. Ward councillors have not been briefed on how these plans may affect their wards.
- Town Hall and Heritage Items: Concerns were raised about the future of Burton Town Hall and the possibility that artefacts may be sent to the Staffordshire Heritage Centre. It was felt these should remain in Burton.

04/2025 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.

6.1. *The Clerk provided the following updates:*

Elm Lane Update Tree Works

Tree works by Staffordshire County Council's Rights of Way Team were completed on 10–11 April, including:

- Removal of a conifer with a split trunk behind 40 Portway Drive (part of the trunk retained at the resident's request).
- Removal of a failed silver birch.

- Removal of a fallen elder tree.
- Removal of a diseased elm near Green Lane.

The resident at Portway Drive with ongoing garden works backing onto Elm Lane confirmed:

- The fence will be reinstated in its original position.
- Two fruit trees will be planted to replace dead ones.
- The site will be cleared following completion of garden works.

6.2 Website Update

- The council's website has now transferred to: tutburyparishcouncil.gov.uk.
- Work is ongoing to set up new email accounts.

6.3 VE Day Beacon Lighting

- The mayor has requested to attend the event.
- Cllr Steadman will liaise to ensure the event is accessible, as the beacon lighting will take place on a steep incline at Tutbury Castle.

04/2025 7.0 To receive the Chair's Report

7.1 . Unveiling of the Plaque

- The unveiling will take place on Tuesday, 6th May at 6:30pm.

7.2 Churchyard Wall

- A vehicle has collided with a section of the churchyard wall on the church side.
- The church will be responsible for covering the repair costs.
- The Church requested that the same contractor undertaking the next section of wall repairs be asked to quote for this additional work.
- The quote will be forwarded to the Church Council for their consideration.

7.3 Fauld Defibrillator

The defibrillator at Fauld Industrial Estate had now been installed and was available for use and registered with the ambulance service.

04/2025 9.0. Budget Update and End of Year Accounts Summary

9.1 The Clerk provided members with a reserves balance report and an accounts summary, see appendices.

- The 2024/25 precept had been raised to improve the council's reserve ratio, as recommended by the internal auditor.
- A £4,000 reserve has been set aside to match fund a proposed Traffic Regulation Order (TRO) for Fauld with Staffordshire County Council. A further £4,000 will be added from the 2025/26 budget.
- £10,000 in grant funding has been received for the new tarmac road, allocated for use in 2025/26, resulting in a higher general reserve carried forward.
- £2,721 grant was received as grant income for the disabled gate access.
- A member noted that no reserves had been set aside for new planters or bus shelter provision.
- The 2025/26 budget includes:
 - £4,000 allocated for a bus shelter on Burton Street.
 - £10,000 for parish projects, including road safety initiatives such as speed indicator signs.
- It was also noted that road safety was identified as a priority in the recent parish survey.
- Further agenda items are to be considered to allocate reserves for 2025/26.

4/2025 10.0 Data Protection Policy and Training

The Clerk presented the Data Protection Policy for review and approval and advised that recent audit guidance recommends the use of gov.uk email domains to support GDPR compliance.

Councillors were asked to view a data protection training video, which the Clerk will circulate by email.

The Clerk will undertake further training covering:

- Freedom of Information procedures, and
- Data protection responsibilities related to lawful data processing and documentation.

The Clerk clarified that the Parish Council does not retain personal data such as allotment holders or burial records, nor does it process or pass on information about

members of the public. This limits councillors' exposure to data protection breaches. The policy primarily relates to the processing of staff personal information.

Resolution

It was proposed and seconded to adopt the Data Protection Policy without modifications, and all members voted in favour.

The policy was approved unanimously.

04/2025 11.0 Review and Approval of Financial Regulations

The Clerk distributed the updated Financial Regulations, which have been revised by NALC to align with the latest audit guidelines. The updated regulations provide greater clarity on the operational procedures for parish councils, particularly regarding online procurement processes and banking.

Any financial thresholds or specific details relevant to the parish council were highlighted in yellow for ease of reference.

Resolution

It was proposed and seconded to adopt the updated Financial Regulations as presented, with the NALC recommended modifications. The policy was approved unanimously.

04/2025 12.0 Review and Approval of Device Policy

The Clerk distributed the Device Policy, which had not been amended since the previous review. The Clerk reminded members of the importance of this policy, particularly in relation to the updated audit guidelines, the Data Protection Policy, and associated training requirements.

Resolution

It was proposed and seconded to adopt the Device Policy as presented, with no modifications.

The policy was approved unanimously.

04/2025 13. 0 Review and Approval of Tree Management Policy

The Clerk distributed the Tree Management Policy to members. The policy aims to formalise and document the current procedures undertaken by the Parish Council regarding the management of trees.

It was noted that tree inspections are carried out on a three-year rolling basis, with inspection dates staggered across different areas of responsibility. Trees currently surveyed are located at:

- Chatsworth Drive,
- The Closed Churchyard, and
- The Triangle on Castle Street.

Resolution:

It was proposed and seconded to adopt the Tree Management Policy as presented, with no modifications. The policy was approved unanimously.

During discussions, a member raised concerns regarding the condition of the hawthorn trees at the Mill site. The Clerk clarified that these trees fall under the responsibility of the Borough Council. A request for a survey had been submitted to them a few months ago following a resident's enquiry. The Clerk agreed to follow up with East Staffordshire Borough Council to seek further clarification and ensure that the trees in this area are being monitored appropriately.

4/2025 14.0 Consideration of Tree Root Concerns – Sycamore Trees on Chatsworth Drive

14.1 A resident of Chatsworth Drive has raised concerns regarding potential damage to their sewerage pipes, allegedly caused by the roots of two Sycamore trees maintained by the Parish Council. The trees in question were last surveyed in August 2024, and no risks or issues were identified at that time.

The Clerk advised that, should the resident be able to provide written and photographic evidence of the damage, the Parish Council could recommend that the resident contact their home insurance provider to investigate the issue. If required, the Parish Council would then follow up with its own insurers.

A member also noted that the resident may wish to contact Severn Trent Water, as they may be responsible for repairs to the affected sewerage pipes.

Resolution:

Members agreed, following the advice of the Clerk and the Council's insurance provider,

that a letter be sent to the resident requesting written and photographic evidence of the alleged damage. The resident will also be advised to contact their home insurance company in the first instance and may wish to seek advice from Severn Trent Water regarding responsibility for sewerage repairs.

4/2025 15.0 Consideration and Approval of Contribution to Milepost Maintenance Programme – Proposal by Berkswich Parish Council

15.1 Correspondence was received from Berkswich Parish Council proposing a joint initiative between local councils to support the maintenance of historic mileposts, due to limited funding and support from the Highway Authority.

Members noted that the milepost in Tutbury is currently obscured by overgrowth and not visible from the road. Staffordshire County Council is due to carry out clearance works, but this is pending traffic management arrangements. Once cleared, an assessment of the milepost's condition can be made.

It was also suggested that grant funding may have previously been awarded for the maintenance of a milepost in Outwoods Parish.

Resolution:

Members agreed to defer a decision on contributing to the proposed maintenance programme until the Tutbury milepost has been made accessible and its condition assessed

4/2025/16.0 16. Update on Devolution

The Clerk provided a brief summary of a recent webinar on local government devolution, which highlighted ongoing discussions about devolving more powers and responsibilities to parish and town councils. Key points included the importance of communication, clarity around responsibilities, and equitable resourcing.

A member reflected that the current devolution discussions felt like a return to the structure prior to local government reorganisation in 1974, when the Rural District Council comprised the parishes of Tutbury, Stretton, and Rolleston, without a borough council. It was noted that those parishes were much smaller at the time, and that it is now essential for parish councils to be kept informed and actively consulted throughout the process.

Concern was raised that in previous boundary reviews, contributions from Tutbury Parish Council had not been taken into account. The Clerk informed members that

South Staffordshire Council had already written to their parish councils about devolution and were actively engaging them in the process.

Resolution:

Members agreed that the Clerk should write to the Chief Executive of East Staffordshire Borough Council to request information about the devolution process and to ask that parish councils be actively engaged and kept informed.

04/2025 17.0 To consider purchasing and installing the Solar RTPI Display

17.1 The Clerk reported receipt of an email from Staffordshire County Council regarding a new solar-powered Real-Time Passenger Information (RTPI) display developed in partnership with JMW. The display shows live bus times, is self-powered, and can be installed at any bus stop without external works.

As part of the Bus Service Improvement Plan (BSIP), a unit is planned for installation at the Chemist bus stop on High Street. The Clerk proposed requesting additional units for the Dog and Partridge bus stop and the Holts Lane shelter, subject to funding availability within the BSIP.

It was agreed that the Clerk would invite a County Council representative to attend the June meeting to provide further information. The Clerk would also advise the representative to contact East Staffordshire Borough Council Planning Department to check for any implications relating to the Conservation Area.

Resolution:

The Clerk will request consideration of additional RTPI displays through the BSIP, invite a representative to the June meeting, and advise them to consult with the Borough Council Planning Department regarding Conservation Area considerations.

4/2025 18.0 To approve Accounts for Payment.

18.1 Accounts for payment were reviewed and approved.

Payment details are listed in the appendices.

4//2025 19.0 19. Review and Approve Modifications to the Outdoor Gym Project Funded by the Borough Council Grant

19.1 Cllr England was not present to provide an update. Cllr Smedley had contacted East Staffordshire Borough Council but reported that no progress had been made in obtaining authorisation for the project. The item will be moved to the next agenda.

4/2025 20.0 To consider purchasing a speed indicator sign and a location to install it.

20.1 The Clerk reported contact with a supplier of mobile SIDs, who advised that each unit includes two batteries requiring replacement approximately every three weeks, raising concerns over ongoing charging costs and administrative burden. Insurance implications were also raised, particularly in the absence of a fixed Highways licence and whether the unit would be covered if damaged by a vehicle.

A longer-term solution would be a solar-powered unit, which could be installed at suitable locations with existing poles. The cost for such a unit is estimated at £4,500–£5,000 plus installation and licensing. With £10,000 allocated to parish projects following the recent precept increase, this could be a potential use of funds.

Members discussed the ongoing Traffic Regulation Order (TRO) proposal in Fauld and questioned its likelihood of progressing post-county council elections. It was suggested that the SID decision be deferred pending results from the Community Speed Watch campaign and confirmation of the TRO outcome.

Resolution:

To defer the decision and add the item to a future agenda following the county council elections.

4/2025 21.0 To receive an update on the speed watch campaign.

21.1 Training has taken place with four volunteers for the Community Speed Watch campaign. Monitoring sites include Park Lane, Ludgate Street, and Redhill Lane. Each session requires a minimum of three volunteers. Volunteers record vehicle registration, make, model, colour, mobile phone use, and speed.

Drivers exceeding the speed limit receive an advisory letter. If a driver is recorded a third time, Staffordshire Police will visit the address to issue a warning.

At the first practical session on Park Lane, six vehicles were recorded exceeding the speed limit. Sessions typically last between 30 minutes to an hour. The next training course will be held in Uttoxeter.

Speed data will be collected, and a further update will be provided at a future meeting once volunteers have completed additional sessions.

04/2025 22.0 To consider and approve the appointment of the internal auditor for 2025_2026.

22.1The clerk had received a quote from the existing internal auditor and the cost had risen by the current inflation rate which was within the allocated budget. The clerk recommended that the internal auditor was reappointed.

Resolution

Members voted unanimously to reappoint the existing internal auditor.

04/2025 23.0 Items for the Next Agenda

- Tutbury Tigers user agreement and changing rooms update.
- Devolution
- Outdoor gym project
- Grant to local organisations

4/2025 23.0 Dates of Next Meetings

24th April Coffee Connect parish council surgery Village Hall
Open space Committee Charity House, Duke St – 6th May 2025
Planning Committee Charity House, Duke St 6th May2025
Unveiling of the Plaque 6th May
Annual Meeting of the Parish 12th May Tutbury Village Hall
Full Parish Council – 19th May2025 Village Hall.

Meeting ended 9.35pm

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 31/03/2025			
	Cash in Hand 01/04/2024			38,750.75
	ADD			
	Receipts 01/04/2024 - 31/03/2025			93,767.94
				132,518.69
	SUBTRACT			
	Payments 01/04/2024 - 31/03/2025			58,918.95
A	Cash in Hand 31/03/2025 (per Cash Book)			73,599.74
	Cash in hand per Bank Statements			
	Petty Cash	29/02/2024	0.00	
	Current Account	31/03/2025	53,024.36	
	Business Instant Account	31/03/2025	19,531.97	
	Business Burial Account	31/03/2025	2,690.19	
				75,246.52
	Less unrepresented payments			1,646.78
				73,599.74
	Plus unrepresented receipts			
B	Adjusted Bank Balance			73,599.74
	A = B Checks out OK			

Tutbury Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration			0.00 (N/A)	30,710.00	28,813.04	1,896.96 (6%)	1,896.96
Capital			0.00 (N/A)		830.34	-830.34 (-83034)	-830.34
Earmarked			0.00 (N/A)	2,800.00	264.00	2,536.00 (90%)	2,536.00
Highways, Footpaths & Bus Shelter:			0.00 (N/A)	12,800.00	7,916.76	4,883.24 (38%)	4,883.24
Income	75,529.53	88,364.69	12,835.16 (16%)		2,721.81	-2,721.81 (-27218)	10,113.35
Parks & Open Spaces			0.00 (N/A)	13,960.00	10,897.60	3,062.40 (21%)	3,062.40
Section Charities & 137			0.00 (N/A)	4,300.00	3,460.49	839.51 (19%)	839.51
NET TOTAL	75,529.53	88,364.69	12,835.16 (16%)	64,570.00	54,904.04	9,665.96 (14%)	22,501.12
Total for ALL Cost Centres		88,364.69			54,904.04		
V.A.T.		5,403.25			4,014.91		
GROSS TOTAL		93,767.94			58,918.95		

Tutbury Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Street Furniture	1,584.83		830.34		754.49
Total Capital	1,584.83		830.34		754.49
Earmarked					
Laptop					0.00
Election	-32.24				-32.24
Road Safety		4,000.00			4,000.00
Playing Field equipment					0.00
TOSCA community pledge	2,000.00	-500.00			1,500.00
Tutbury Community Fund	3,500.00	-3,500.00			0.00
Parking project					0.00
Footpath Development	1,000.00				1,000.00
Admin Contingency	14,140.42	7,057.74			21,198.16
Church wall maintenance	9,500.00		264.00		9,236.00
Planter purchase					0.00
Total Earmarked	30,108.18	7,057.74	264.00		36,901.92
TOTAL RESERVE	31,693.01	7,057.74	1,094.34		37,656.41
GENERAL FUND					35,943.33
TOTAL FUNDS					73,599.74

Voucher	Date	Description	Supplier	Net	VAT	Total
1	14/04/2025	Cllr Training	Staffordshire Pa	35.00	7.00	42.00
7	14/04/2025	Legionella Cont	Sterilizing Servic	36.00	7.20	43.20
8	14/04/2025	Annual Subscrip	Society of Local	190.00	0.00	190.00
12	15/04/2025	Clerks Salary	Karen Duffill	1,340.32	0.00	1,340.32
13	15/04/2025	Clerks Expense	Karen Duffill	26.00	0.00	26.00
14	15/04/2025	Clerks Employee	Staffordshire Co	365.87	0.00	365.87
15	15/04/2025	Emplyee Pensio	Staffordshire Co	193.90	0.00	193.90
4	03/04/2025	playing field mai	RB Landscaping	425.00	85.00	510.00
2	14/04/2025	playing field mai	RB Landscaping	170.00	34.00	204.00
						2,915.29
3	14/04/2025	Defibrilator mair	V IX Electrical S	220.00	0.00	220.00
6	14/04/2025	Annual Subscrip	CPRE	36.00	0.00	36.00
10	14/04/2025	Playing field ma	RB Landscaping	10,500.00	2,100.00	12,600.00
17	45,761.00	Subscription	SPCCA	561.95	0	561.95
						16,333.24

Direct Debits

5	07/04/2025	Changing Room	Octopus Energy	66.90	3.34	70.24
9	11/04/2025	Changing Room	Yu Energy	44.34	2.22	46.56
16	15/04/2025	National Insurar	HMRC	264.95	0.00	264.95
11	18/04/2025	bank charges	Lloyds Bank	4.25	0.00	4.25
	15/03/2025	Phone	Asda	5	0	5
	15/03/2025	Subscription	Staffordshire wil	3.5	0	3.5
	22/03/2025	Water	Dource for busir	23.5	0	23.5