



TUTBURY PARISH COUNCIL

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4th September 2025

Dear Councillors

You are summoned to attend a meeting of Tutbury Parish Council to be held at Tutbury Village Hall, Monk Street, Tutbury, **Monday 15th September 2025 at 7.30pm** at which the following business will be transacted. Any councillor unable to attend should forward their apologies either to the Clerk or Chairman.

AGENDA 15th September 2025

1. Apologies	1
2. Minutes of the meeting held on 4th August, 1st Sept 2025 planning committee minutes 4th August, 1st Sept 2025 Open Space Minutes, full Parish Council 21st July 2025	2
3. Declarations of Interest & Dispensation requests: a) Register of Interests: Councillors are reminded of the need to keep their register entry up to date. b) To declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and/or any Non-Registerable Interests (NRI) in items on the agenda and their nature. Councillors who have declared a DPI, or an ORI must, where relevant, leave the room for the specified item.	2
4 Public Participation: The meeting will be adjourned for up to 15 minutes to allow for public participation. Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public wishing to raise issues which are not on the agenda are asked to notify the Clerk before the meeting. Members of the public may not take part in the Council meeting itself.	15
5.To adjourn the meeting for the Borough and County Councillor report	5
6. To reopen the meeting to receive the Clerk's Report including correspondence	5
7. To receive a Chairs report.	5

8. To receive a report from the Road Safety working party.	5
9. To receive an update on Devolution, review assets, and consider engagement with the proposed Unitary Council	5
10. To consider and approve a data and retention policy	5
11. Approve Accounts for Payment	5
12. To consider attending the Tutbury Practice Patient Forum Health and Wellbeing Event Thursday 16th of October 12.30pm - 3pm. Coffee Connect meeting Thursday, 25th September 2025, between 11.30pm and 1pm	5
13. To consider and approve quotes for data audit, shredding and scanning of council archive documentation.	5
14. To review the Condition and energy survey and approve next steps.	5
15. To consider and approve the commissioning of a tree survey covering the following parish council sites: the closed churchyard at St Mary's, the East Path Triangle, Chatsworth Drive, and Cornmill Lane playing fields, and to agree the appointment of a contractor to undertake the work.	
16. To receive a budget update approve required changes considerations for financial year 2025_2026	
17. To consider delegating the review and updating of the Clerk's contract, including adoption of the recommended model contract (Green Book conditions) and associated salary and leave implications, to the Staffing Committee.	5
18. Items for the Next Agenda	2
19. Dates of Next Meetings Open space Committee Charity House, Duke St 6th October 2025, Planning Committee Charity House, Duke St 6th October 2025 Full Parish Council 20th October 2025 Village Hall.	2

Yours faithfully
Karen Duffill Clerk