



TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council
in Tutbury Village Hall held on Monday 15th
September 2025 at 7.30 p.m.

Present Chair Cllr F Crossley
Vice Chair Cllr. D. Morris
Cllr. G Hough
Cllr D Bull
Cllr L. Crossley
Cllr M Upton
Cllr. K. England
Cllr. C. Smedley (Borough and Parish Cllr)

(Borough Cllr Russell Lock)

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

09/2025 1.0 Apologies for absence

Cllr A Hall
Cllr T Adams
Cllr P Steadman

09/2025 2.0 Minutes

RESOLVED

Members confirmed the minutes of the Meetings were accurate.
Tutbury Parish Full Council, 21st July 2025
Planning committee 4th August 2025,
Open Space Committee 4th August 2025
Planning committee 1st September 2025,
Open Space Committee 1st September 2025

Cllrs voted in favour of approval.

Signature

Date

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09/2025 3.0 Declarations of Interest

None received.

09/2025 4.0 Public Participation

A representative of the Sealed Knot updated members on plans for a proposed battle re-enactment. The event is expected to cost around £2,600, with sponsorship and grant options being explored. Borough Councillors advised the East Staffordshire Borough Council Tourism Grant as a potential source of funding. The Sealed Knot charity has confirmed its support, and around 160 members are expected to attend. A short road closure will be required for a parade from the car park to Cornmill Lane. Parking, toilet provision, and camping arrangements remain under discussion, with camping subject to approval from Tutbury Parish Charities as landowner.

A resident reported repeated graffiti on lamp posts from Ludgate Street steps to Chatsworth Drive, and on BT boxes along Ironwalls Lane. The resident has removed the graffiti but it has reappeared. The Clerk will notify the Police Community Support Officer. Members thanked the resident for his efforts.

Concerns were raised regarding use of an illegal electric bike and scooter being ridden recklessly at high speeds in Tutbury, Hatton, and Rolleston. Members noted that the police are aware of the issue but stressed the risk of a serious accident.

09/2025 5.0. To adjourn the meeting for the Borough and County Councillor report

5.1 Borough Councillors reported that Community and Cultural Fund (CCF) grants of up to £1,500 are available for local groups and encouraged Tutbury organisations to apply.

The Borough Council is aware of the broken lamp outside the church; E.ON has been notified, and a replacement is awaited.

Staffordshire County Council have released a devolution proposal, which suggests splitting Staffordshire into East and West, with East Staffordshire placed in the East grouping alongside Stoke, Staffordshire Moorlands, and Tamworth. This may affect the proposed transfer of Burton Town Hall to a unitary authority.

The hedge on Redhill Lane/Ferrers Avenue, owned by the Lichfield Diocese, is scheduled to be maintained.

A car abandoned on Cornmill Lane will be reported to the Police Community Support Officer.

Councillors discussed the Cornmill Lane car park and noted that work could potentially be carried out by a volunteer group with East Staffs Borough council contributing with equipment.

The Borough Council were not aware of weed removal work carried out at Heritage Park.

09/2025 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.

The Clerk re-opened the meeting and presented their report, including recent correspondence:

6.1.

- ESBC Budget Consultation – survey closed 7 August; parish council shared link with residents.
- Planning Enforcement (Burton Street Indian Restaurant) – ESBC investigating signage; parking issues fall under SCC highways. Concerns raised on parking impact, appearance, and incomplete works.
- **Flood Resilience Survey** – clerk submitted response highlighting July 2023 flood impacts and drainage issues.
- **Devolution Survey** – circulated to members; residents encouraged to respond via website/Facebook.
- **Road Safety Proposal** – resident suggestion on speeding/SID referred to Road Safety Working Party.
- **Highways** – work order raised for Ludgate Street pavement.
- **Staff Pay Award** – 54p/hour increase processed.
- **Play Equipment** – damage at Portway Drive/Cromwell Road play area repaired by ESBC.
- **Vandalism** – mini roundabout near post office reported; SCC will act when resources permit.
- **Footpath 13 (Pinfold Close to Elm Lane)** – steps logged with PROW, ref. 250931823.

☐ Trees & Grounds Maintenance –

- Overhanging trees logged at playing fields access drive (ref. 4448421).
- Trees overhanging Baulk footpath logged with PROW (ref. 250781384).
- Contractor instructed to cut Cornmill Lane hedge.
- Trees at Holts Lane reported encroaching on garage and power lines.

Signature

Date

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- **Heritage Park** – weeds cleared by ESBC after Peverill Homes' contact with residents.
- **Chatsworth Drive** – tree root damage case closed by insurers; resident requests further survey.
- **Outdoor Gym** – installation at two ESBC sites scheduled from 3 September.
- **Cornmill Lane Changing Rooms** – condition survey and energy assessment completed; report awaited.
- **Park Lane Stile** – Civic Society agreed contractor to carry out repairs.
- **Castle Update** – meeting with MP arranged for 2 October.

Castle – Issues to Raise with MP

Members requested that the Clerk and Chair raise the following concerns at the forthcoming meeting with the MP:

- Significant drop in castle footfall leading to reduced village trade (businesses reporting up to 30% losses).
- Public access must remain a priority.
- Clarification on the length of any new tenancy agreement.
- Concern that private operation may restrict school visits, local events, and wider community use.
- Recognition of the historic significance of the site.
- Need for improved communication with businesses and residents.
- Request for involvement of the County Councillor.
- Request for public consultation on future arrangements.

09/2025 7.0 To receive the Chair's Report

7.1

- **Churchyard Wall** – Chair met with dry stone waller; approx. three weeks' work required on section by central path. Path will remain open. PCC informed. May require delivery of one tonne of stone.
- **Outdoor Gym & Path** – Outdoor gym installed and well-used. Path at **Ferrers Avenue play area** scheduled for installation on 25 September. Chair met contractors to confirm arrangements and water access (with Cllr England's assistance).
- **Cornmill Lane Ramp** – Recently repaired, but damaged again after completion. Photos taken of finished work. Options discussed: bollard installation and yellow lining to prevent further vehicle damage.
- **Cornmill Lane Gate Post** – Dropped and requires resetting. Quotes to be sought from a local contractor.
- **Changing Rooms** – Skip and portable toilets placed on site during football tournament without prior parish council consent. Concerns raised about loss of bollards around the car park and pitch area, leading to risk of vehicles parking on grass. Tutbury Tigers to be invited to the **Open Spaces meeting on 6 October** to discuss permissions, future use, and their year agreement.

- **Defibrillators** – Replacement pads required by November. Clerk has distributed pads to members and will send a video guide to assist with installation during October checks.
- **Community Engagement** – Cllrs Upton and Hough attended Church Surgery. Issues raised included:
 - Positive feedback on gym equipment.
 - Concerns about surfacing for the new path at Ferrers Avenue play area/.
 - Overgrown Park Pale ditch narrowing the path (to be reported to Borough Council).
 - Query on whether the replacement church lamp will be like-for-like.
- **Newsletter & Litter Pick** – October newsletter to include details of a **parish litter pick in November** (Saturday morning, date TBC).
- **Newsletter Ideas Meeting** – Monday 22nd Sept at the New Inn 7.30pm.
- **Flower and Vegetable Show**
The recent Flower and Vegetable Show raised approximately **£500–£600** in support of the Air Ambulance. Thanks were expressed to the Parish Council for their support.

09/2025 8.0. To receive a report from the Road Safety working party.

- 8.1 – TRO (Traffic regulation Order) to reduce speed to 40mph in progress; design and consultation underway. Funding secured, with installation expected summer 2026.
- **Highways** – Resurfacing concerns on Redhill Lane and Fauld; sinkhole on Castle Street to be inspected; gully works ongoing on Rolleston Lane.
- **Burton Road** – Milepost uncovered and bypass roundabout cleared.
- **Speed Monitoring & Speed Watch** – Recent data shows speeds within limits, though concerns remain at Park Lane and Belmot Road. No Speed Watch sessions held over the summer due to member commitments; one new volunteer recruited.
- **SIDs** (Speed indicator Device)– County policy requires parishes to fund and manage. Mobile solar unit recommended, rotating between Ludgate Street, Belmot Road, and Park Lane (priority). Working party (FC, GH, KE, DM) to meet **Wednesday 24 September, 11am at Ludgate Street (bottom of steps)** to decide locations. Cllr White intends to allocate £7,000 next year towards speeding measures.
- **Belmot Road** – Proposal to reduce limit to 40mph not supported by data. Alternatives: gateways and possible SID.
- **Monk Street Parking** – Parking opposite The Leopard causing obstruction. Reinstating yellow lines requires costly TRO. Officers to assess other options (markings, bays).

- **One-Way System** – Previously rejected for Ludgate/Monk/High Street due to emergency access, speeding, and bus route issues. Alternative engineering measures to be considered.
- **Devolution / Grass Mapping** – Grass-cutting maps have now been received from County Council to assist parish planning under potential unitary authority.

Actions Agreed

- County to: inspect Castle Street sinkhole; assess Monk Street parking; review Redhill Lane and Fauld surfaces; confirm SID locations; supply Fauld TRO plans.
- Parish to: explore SID purchase; consider gateways for Park Lane/Belmont Road; investigate Speed Watch signage (Cllr Hough); SID working party to agree sites on 24 September.

09/2025 9.0 To receive an update on Devolution, review assets, and consider engagement with the proposed Unitary Council

9.1 Chair attended a Devolution meeting on Teams with other Parish Chairs and the ESBC Chief Executive; report is based on Chair's notes.●

Key Points:

- New Mayoral Unitary Authorities will deliver day-to-day functions; Parish Councils remain structurally unchanged.
- Authorities must demonstrate efficiency, deliverability, community engagement, and support for devolution.
- Target implementation: March 2028.
- Neighbourhood Area Committees will include Parish Council members, local partners, and likely Police representatives; local neighbourhood plans to be harmonised with new authorities.
- Follow-up meeting scheduled for November when proposals are finalised.

□ Latest LGR Proposals (Staffordshire County Council):

- East/West split of the county:
 - **West Staffordshire Unitary:** Stafford, South Staffordshire, Newcastle-under-Lyme, Cannock Chase
 - **East Staffordshire Unitary:** Tamworth, Stoke-on-Trent, Lichfield, Staffordshire Moorlands, East Staffordshire
- No formal consultation planned by the County Council; Newcastle-under-Lyme is running an active consultation open to all Staffordshire residents.

- A member noted that the Park Pale ditch was not recorded on the Open Space map provided by the Borough Council.

09/2025. 10.0 To consider and approve a data and retention policy

- 10.1 The Clerk presented a draft Records Management and Retention Policy to ensure compliance with GDPR, data protection legislation, audit requirements, and Freedom of Information requests.
- The policy covers all parish council records, including paper files and electronic records on OneDrive, and sets out storage, security, retention periods, disposal, and annual review processes.
- The Clerk noted the large volume of historical correspondence and suggested limits to reduce storage requirements and future shredding/scanning costs.

Resolution:

- The Council adopted the Records Management and Retention Policy.
- Historical correspondence of parishioner queries and other non-essential records will be retained for 5 years.
- Councillor Registers of Interests will be retained for 2 years.
- Members noted that future consideration should be given to shredding/scanning historic records. The chair and clerk will purchase a suitable filing cabinet for legally required financial and legal documents within a £500 budget.

09/2025 11.0 To approve Accounts for Payment.

11.1 Accounts for payment were reviewed and approved. Outstanding projects will be authorised upon completion.

Payment details are listed in the appendices.

09/2025 12. 0To 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**

Resolution:

Cllrs Upton, F Crossley, L Crossley and C Smedley will attend these events.

09/2025 13.0 To consider and approve quotes for data audit, shredding and scanning of council archive documentation.

13.1 The Clerk reported that estimated costs of around £500 had been obtained for scanning and shredding historic correspondence. Members noted there is no provision in the current budget, and Clerk time would still be required to assess which records should be retained. It was agreed this work be deferred to the next financial year, once further data audit work has been completed.

Members confirmed that priority should be given to providing secure storage for financial and legal records. As resolved under Item 10, the Chair and Clerk are authorised to purchase a filing cabinet within the Chair's spending limit of £500. A member suggested sourcing a recycled cabinet from a local office supplier.

Resolution:

To defer scanning and shredding of archive correspondence to the next financial year and to proceed with the purchase of a filing cabinet as previously resolved

09/2025 14.0 To review the Condition and energy survey and approve next steps.

14.1 An assessor has visited the changing rooms, but the parish council are waiting for the completed survey. This will be added to the next agenda to consider.

09/2025 15.0 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.

15.1 The Clerk reported that quotes for the tree survey had been requested but none had yet been received. Members agreed To defer this item and add it to the next agenda.

09/2025 16.0 To receive a budget update

- **approve required changes**
- **considerations for financial year 2025_2026**

The Clerk circulated the budget and reserves updates, together with the August bank reconciliation (see appendices). It was noted that:

- Playing field expenditure appeared to exceed budget; however, costs had been allocated to the previous financial year, leaving funds available for further maintenance. If ramp works exceed the remaining budget, virements can be made from other open space cost centres.
- Office requirements: a new printer had been funded from the IT budget, and a shredder purchased from the stationery budget. No budget allocation had been made for data audit work.
- Members suggested reallocating the unused flag bracket budget for the data audit, with replenishment in the next financial year.
- Financial considerations for 2025/26 should include provision for a new bus shelter.
- General reserves will be used to support the purchase of Speed Indicator Devices this year.

Resolution:

1. To approve virements from the flag bracket allocation to cover data audit costs.
2. To note the reserves and bank reconciliation reports.
3. To give early consideration to a new bus shelter in 2025/26 budget planning.

09/2025 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.

17.1 Resolution:

- To delegate the review and updating of the Clerk's contract to the Staffing Committee.
- The Staffing Committee will meet Thursday 9th October at 7:30pm, to review the contract and financial implications.
- The Clerk has distributed the contract details to the Staffing Committee for consideration.
- The Staffing Committee will report back to full council with recommendations for approval.

09/2025 18.0 Items for the Next Agenda

- Tutbury Tigers user agreement and changing rooms update.
- Devolution update
- Consideration of Speed indicator signs.
- Newsletter
- Litter pick
- Changing rooms Condition and Energy survey
- Tree survey approval
- Contract update from Staffing Committee
- Elm Lane boundary query

09/2025 19.0 Dates of Next Meetings

- **Open space Committee, Village Hall 6th October**
- **Planning Committee, Village Hall 6th October**
- **Speed working party 24th September 11am**
- **Newsletter Working Party 22nd September 7.30 pm**
- **Staffing Committee 9th October 7.30pm**
- **Full Parish Council 20th October 2025 Village Hall.**
- **Coffee Connect, 25th September ,11.30pm - 1pm**
- **Tutbury Practice Patient Forum Health and Wellbeing Event Thursday 16th of October 12.30pm - 3pm.**

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 31/07/2025		
	Cash in Hand 01/04/2025		73,599.74
	ADD Receipts 01/04/2025 - 31/07/2025		82,322.83
	SUBTRACT Payments 01/04/2025 - 31/07/2025		155,922.57
			30,546.09
	Cash in Hand 31/07/2025 (per Cash Book)		125,376.48
B	Cash in hand per Bank Statements		
	Petty Cash 28/09/2023	0.00	
	Current Account 31/07/2025	103,438.16	
	Business Instant Account 31/07/2025	19,585.69	
	Business Burial Account 31/07/2025	2,697.58	
			125,721.43
	Less unrepresented payments		344.95
			125,376.48
	Plus unrepresented receipts		
	Adjusted Bank Balance		125,376.48
	A = B Checks out OK		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 15/09/2025)

		Last Year 2024-2025				Current Year 2025-2026								Next Year	
Administration		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
7	Clerk's Salary			14,500.00	14,486.83					17,000.00	7,927.88		7,927.88		
8	Clerk's Expenses			380.00	372.00					380.00	156.00		156.00		
10	Employer's National In			1,350.00	1,463.90					2,730.00	1,637.63		1,637.63		
11	Employees Pension			2,200.00	2,134.78					2,200.00	1,581.14		1,581.14		
12	Pension			4,040.00	4,010.91					4,450.00	2,264.33		2,264.33		
13	Clerk's Overtime			500.00											
14	Insurance			1,800.00	1,996.70					1,800.00					
15	Stationery			120.00	54.52					60.00	129.14		129.14		
16	Advertisements/Printir			2,000.00	1,123.17					1,000.00					
17	Printing/Photocopying				57.09					100.00					
18	Hire of Premises			770.00	933.00					770.00	150.00		150.00		
19	Audit Charges			600.00	498.40					500.00	187.90		187.90		
20	Bank Charges/Legal F				4.25						25.50		25.50		
21	Subscriptions			900.00	883.00					900.00	805.45		805.45		
22	Publications			100.00						100.00					
23	Cllr's Expenses										35.42		35.42		
24	Cllr Training			300.00	30.00					300.00	70.00		70.00		
25	Clerk's Training			250.00	35.00					250.00	70.00		70.00		
26	IT Maintenance/Websi			300.00	237.49					500.00	289.31		289.31		
27	Accounts Software			400.00	345.60					400.00					
28	Neighbourhood Develo														
64	Refund														
68	Payroll Service			200.00	146.40					165.00	146.40		146.40		
SUB TOTAL				30,710.00	28,813.04					33,605.00	15,476.10		15,476.10		

All Cost Centres and Codes (Between 01/04/2025 and 15/09/2025)

Highways, Footpaths & Bus		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
29	Street & Bus Shelter C			6,000.00	5,324.68					5,500.00	3,190.00		3,190.00		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 15/09/2025)

30	Bus Shelter Maintenar	3,000.00	300.00	1,000.00		
31	Rights of Way Mainter	2,000.00	650.00	1,000.00	250.00	250.00
32	Planter Maintenance	1,800.00	1,642.08	1,800.00	845.67	845.67
SUB TOTAL		12,800.00	7,916.76	9,300.00	4,285.67	4,285.67

		Last Year 2024-2025				Current Year 2025-2026								Next Year	
Income		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept	73,396.53	73,396.53			96,026.52	48,013.26		48,013.26						
2	ESBC Tax Support	2,001.00	2,001.00			2,001.00	1,000.50		1,000.50						
3	Interest	132.00	245.16			200.00	75.22		75.22						
4	Playing Fields Charge														
5	Other Grants/Donatior		12,722.00		2,721.81		26,594.00		26,594.00		18,454.00		18,454.00		
6	VAT Reclaim														
SUB TOTAL		75,529.53	88,364.69		2,721.81	98,227.52	75,682.98		75,682.98		18,454.00		18,454.00		

Parks & Open Spaces

Parks & Open Spaces		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
33	Playing Fields Rents			1,430.00	1,255.00					1,430.00	250.00		250.00		
34	Playing Field Maintenance			1,000.00	1,804.15					3,000.00	11,314.86		11,314.86		
35	Playing Fields Mowing			2,700.00	2,325.00					2,700.00	1,550.00		1,550.00		
36	Changing Room Maintenance			1,000.00	1,442.84					1,000.00	2,925.15		2,925.15		
37	Defibrillator maintenance			1,000.00	774.77					300.00	220.00		220.00		
38	Changing Room Power			1,500.00	1,413.19					1,500.00	1,108.37		1,108.37		
39	Closed Church Yard Maintenance			1,760.00	1,137.50					1,760.00	912.50		912.50		
40	Churchyard Maintenance			2,000.00	709.15					3,000.00	120.00		120.00		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2025 and 15/09/2025)

41	Elm Lane	220.00	36.00	220.00	7.45	7.45
42	Triangle Maintenance	250.00		250.00	380.00	380.00
67	Parks and Open Space	1,100.00		1,100.00		
SUB TOTAL		13,960.00	10,897.60	16,260.00	18,788.33	18,788.33

Section		Last Year 2024-2025				Current Year 2025-2026								Next Year	
Charities & 137		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
43	Grants			3,000.00	2,620.00					3,000.00	420.00		420.00		
44	Flower & Bulb Planting														
45	Christmas Decorations			300.00	200.00					300.00					
46	Tutbury Events/Comm			500.00	240.49					1,000.00					
47	Remembrance Day			500.00	400.00					500.00					
48	Town Twinning LGA 19														
51	Best Kept Village														
SUB TOTAL				4,300.00	3,460.49					4,800.00	420.00		420.00		

Summary

TOTAL	75,529.53	88,364.69	64,570.00	54,904.04	98,227.52	75,682.98	75,682.98	66,765.00	57,424.10	57,424.10
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Tutbury Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Street Furniture	754.49				754.49
Total Capital	754.49				754.49
Earmarked					
Laptop					0.00
Election	-32.24				-32.24
Road Safety	4,000.00	4,000.00			8,000.00
Playing Field equipment					0.00
TOSCA community pledge	1,500.00				1,500.00
Tutbury Community Fund					0.00
Parking project					0.00
Footpath Development	1,000.00				1,000.00
Admin Contingency	21,198.16	23,801.84			45,000.00
Church wall maintenance	9,236.00				9,236.00
Planter purchase					0.00
Total Earmarked	36,901.92	27,801.84			64,703.76
TOTAL RESERVE	37,656.41	27,801.84			65,458.25
GENERAL FUND					25,012.89
TOTAL FUNDS					90,471.14