



# TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council  
in Tutbury Village Hall held on Monday 20<sup>th</sup>  
October 2025 at 7.30 p.m.

Present Chair Cllr F Crossley

Cllr. G Hough

Cllr L. Crossley

Cllr M Upton

Cllr. K. England

Cllr A Hall

Cllr P Steadman

Cllr. C. Smedley (Borough and Parish Cllr)

Also present: Mrs K. Duffill – Parish Clerk  
(Borough Cllr Russell Lock)

## 10/2025 1.0 Apologies for absence

Vice Chair Cllr. D. Morris

Cllr D Bull

## 10/2025 2.0 Minutes

### RESOLVED

Members confirmed the minutes of the Meetings were accurate.

Tutbury Parish Full Council, 15<sup>th</sup> September 2025

Planning committee 6<sup>th</sup> October 2025,

Open Space Committee 6<sup>th</sup> October 2025

Cllrs voted in favour of approval.

## 10/2025 3.0 Declarations of Interest

Signature

Date

1 | Page

Cllrs P Steadman, L Crossley and F Crossley expressed an interest in the grants due to connections with the committees and Tutbury Arts Group. Members resolved that they could remain on the room but not vote on the motion.

## **10/2025 4.0 Public Participation**

None

## **10/2025 5.0. To adjourn the meeting for the Borough and County Councillor report**

- 5.1 Borough Councillor R. Lock's Report  
It was noted that a Community and Civic Fund (CCF) grant of £350 has been awarded to support the Tutbury Christmas Festival.
- 5.2 Cllr Smedley reported that borough councillors will be attending an Extraordinary Council Meeting to receive an update on the Devolution proposals.

## **10/2025 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.**

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

- The Clerk encouraged members to complete the Staffordshire County Council 'Let's Talk Transport' consultation, which has been publicised on the Parish Council website and Facebook page.
- The Christmas tree for the Triangle has been ordered.
- A road safety concern was reported regarding the lack of a pedestrian crossing at the end of High Street near the mini roundabout, and vehicles parking on double yellow lines near the Cask and Pottle, which restrict visibility for pedestrians. The Clerk advised that the Parish Council does not have the powers or budget to install crossings and that the matter has been raised previously with Staffordshire County Council Highways. It remains an ongoing area of concern.
- A member raised a concern on behalf of residents regarding the significant congestion in Hatton caused by roadworks on the A38. It was noted that additional three-way temporary traffic lights are due to be installed on the same through roads between Hatton and Hilton, and that the congestion is affecting all nearby routes used as alternative access points from the A38. It was requested that these concerns be fed back to Derbyshire County Council.

## **10/2025 7.0 To receive the Chair's Report**

### **7.1**

#### **Cornmill Lane Playing Fields**

A gate post repair has been completed by a Tutbury Tigers representative and now the gate post is aligned, the gate is secure and locked.

- A site visit was carried out with the contractor to provide a quote for installing a post, removing a trip hazard, and carrying out a repair to the broken corner of the concrete ramp at the changing rooms.
- The Clerk and Chair met with the owner of Little Park Farm to discuss a potential location for a new defibrillator. The owner is considering the proposal. A member is investigating the removal of the cabinet from the Park Lane store as no Defibrillator is located there.
- Council members represented the Parish Council at the Health and Wellbeing event. Refreshments were provided. The event was well attended. However, a parish council banner would have improved the council's presence at this event.
- The chair attended a Museum Committee meeting. The Museum wishes to establish a display room in the Charity House meeting room, which is also used by the Parish Council for committee meetings. The Parish Council contributes to room hire fees, supporting Tutbury charities income. The museum proposal will be discussed at the next Charities Committee meeting.
- The Remembrance Day wreath has been ordered, and a piper has been booked at a cost of £300. The parade will commence from the Village Hall at 10:15am, followed by the Act of Remembrance at 10:30am and the service at 10:45am. Eight seats have been reserved for Parish Councillors in St Marys church.
- The Chair and Clerk met with MP Jacob Collier, who advised that interviews for new Tutbury Castle tenants were in the final stages, with a planned reopening next summer. The Clerk has informed the Duchy of Lancaster of the planned Sealed Knot event in June, and this will be passed on to the new tenants. Public access to the Castle grounds remains a key consideration, and it is hoped that arrangements will be confirmed once the new tenants are appointed.

## **10/2025 8.0. To consider and approve a Co-option policy party**

8.1 The clerk distributed a Co-option policy ahead of the vacancy appointment.

## **Resolution**

No changes were proposed, and members voted unanimously to approve the Co-Option policy. The policy is included in the appendices.

## **10/2025 9.0 Approve Accounts for Payment**

9.1 Accounts for payment were reviewed and approved. Outstanding projects will be authorised upon completion. Payment details are listed in the appendices.

## **10/2025. 10.0 To appoint members to a changing rooms grant working party/ committee.**

10.1 Following the recent condition survey of the changing rooms for the forthcoming grant application, the Clerk suggested forming a new working party or committee to progress the time-consuming task of obtaining quotes and collating data for two grant applications to carry out the recommended upgrades.

A member suggested delaying the refurbishment and consider a longer-term improvement plan and exploring opportunities for future sports grants.

The Chair proposed that the Open Spaces Committee take a lead role, noting that as the Parish Council owns the building, the Council should submit the main grant application, working closely with the football team on any wider sports funding opportunities.

It was agreed that the working party would be open to additional members to assist with the grant process.

## **Resolution:**

The working party, including members of the Open Spaces Committee, will meet on 27 October at 7.30pm at Tutbury Club, ahead of the next Open Spaces Committee meeting.

## **10/2025 11.0 To consider and approve speed indicator locations and purchase of signs.**

11.1 Members met to agree on proposed Speed Indicator Device (SID) locations at Belmot Road, Redhill Lane, Park Lane, and Ludgate Street.

SIDs require approximately 300 metres of straight road within the speed limit zone for accurate monitoring and are best positioned at village entrances. The Clerk will send the exact proposed locations to Cllr Hall to check for underground utilities before progressing with a licence to dig application.

Signature

Date

4 | Page

## **Resolution:**

It was proposed to purchase Elan City SIDs, which are currently offering a £500 discount to offset installation costs. Members voted unanimously in favour of purchasing two solar signs to rotate between the four approved locations. The Clerk will continue to liaise with County Highways to confirm site approvals prior to purchase, as poles must be installed before delivery due to the two-year warranty on the signs.

### **10/2025 12.0 To confirm litter pick details and actions**

12.1 The next community litter pick will take place on Saturday 15 November. The event has been advertised in the Parish Newsletter. Volunteers will meet at the Mill site and be split into pairs to cover designated routes between 10.30am and 12.30pm.

All collected litter will be bagged at the Mill site. The Borough Council has 25 sets of equipment available. The Chair will collect the equipment on Friday 14 November and return it on the following Monday.

### **10/2025 13.0 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.**

13.1 Three quotes have been received for the proposed work. However, only two were presented at the Open space committee. The third quote was positioned between the two original quotes. The third contractor had previously surveyed the trees.

## **Resolution:**

Members voted in favour to appoint the lowest quote. The clerk will appoint the contractor to carry out the tree survey work.

### **10/2025 14.0 To receive a draft budget and review required changes.**

14.1 Due to the production of the newsletter and clerk workload the item will be moved to the next agenda.

**10/2025 15.0 To note the receipt of the completed Annual Governance and Accountability Return (AGAR) for the financial year ending 2024/25, confirming a clean audit with no qualifications or comments.**

- 15.1 The completed Annual Governance and Accountability Return (AGAR) was received on 3rd October 2025. A clean audit was confirmed with no qualifications or comments. The statutory notice of completion has been published in accordance with regulations.

**10/2025 16.0 To consider and approve the appointment of Kim Squires as the internal auditor for the financial year 2025/26.**

**Resolution:**

Members voted in favour to re-appoint the existing internal auditor based on the clerk's recommendation.

**10/2025 17. 0 To consider and approve a grant request for the Tutbury Christmas Festival**

17.1 A grant application has been received from the Tutbury Christmas Lights Event Committee requesting £300 to purchase improved tree lights for the village festive display. The funding would help replace previous solar lights, which were found to be insufficient.

A community bank account statement received

**Resolution:**

A unanimous vote to award the grant was taken to award £300 to the festival committee.

Cllr P Steadman was excluded from the vote.

**10/2025 18.0 To consider and approve a grant request for the Tutbury Winter wonderland**

- A Tutbury business owner has contacted the Parish Council requesting a £150 contribution towards a festive Winter Wonderland initiative at Tutbury Mill Mews. The event aims to raise funds for local children in Tutbury and Hatton, supporting groups such as the Tutbury Arts Group. Planned activities include Mews decorations, a Tutbury Village Elf Hunt, a community bauble tree raffle, and a

Letters to Santa post box. The initiative is being coordinated in collaboration with the Tutbury Christmas Festival. Committee Grant to be paid to Tutbury Arts Group

**Resolution:**

A unanimous vote to award the grant was taken to award £150.00 to the Tutbury Arts Group.

Cllr P Steadman, L Crossley and F Crossley were excluded from the vote.

**10/2025 19.0 Items for the Next Agenda**

- To Receive a draft budget for approval
- Contract update from Staffing Committee
- Speed indicator sign update

**10/2025 20.0 Dates of Next Meetings**

- **Open space Committee Charity House, Duke St 3<sup>rd</sup> November 2025,**
- **Planning Committee Charity House, Duke St 3<sup>rd</sup> November 2025**
- **Full Parish Council 17<sup>th</sup> November 2025 Village Hall.**
- **Staffing Committee 27<sup>th</sup> Oct 6.30pm Charity House**
- **Changing room refurbishment working party 27<sup>th</sup> Oct 7.30**

## Tutbury Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 30/09/2025</b>		
	Cash in Hand 01/04/2025		73,599.74
	<b>ADD</b> Receipts 01/04/2025 - 30/09/2025		131,363.04
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/09/2025		204,962.78
			66,581.03
	<b>Cash in Hand 30/09/2025</b> (per Cash Book)		<b>138,381.75</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 28/09/2023	0.00	
	Current Account 30/09/2025	142,776.85	
	Business Instant Account 30/09/2025	19,608.94	
	Business Burial Account 30/09/2025	2,700.78	
			<b>165,086.57</b>
	Less unrepresented payments		26,704.82
			138,381.75
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>138,381.75</b>
	<b>A = B Checks out OK</b>		



Voucher	Date	Description	Supplier	Net	VAT	Total	
Invoices for payment							
129	15/10/2025	Clerks Salary	Karen Duffill				
130	15/10/2025	Clerks Expenses	Karen Duffill				
133	15/10/2025	National Insurance	HMRC	266.28	0.00	266.28	
131	15/10/2025	Clerks Employer Pension	Staffordshire County Pension F	377.39	0.00	377.39	
132	15/10/2025	Employee Pension Contribution	Staffordshire County Pension F	296.86	0.00	296.86	940.53
121	20/10/2025	Legionella Control	Sterilizing Services Ltd	36.00	7.20	43.20	
122	20/10/2025	Street cleaning and maintenance	Art Quality Cleaning Services	550.00	110.00	660.00	
140	20/10/2025	Dog bags Cornmill Lane	Mary Upton Cllr expense	41.34	0.00	41.34	
118	20/10/2025	Payroll Service	Sue Bradley	75.00	15.00	90.00	
126	20/10/2025	Churchyard tree maintenance	RB Landscaping	280.00	56.00	336.00	
128	20/10/2025	Mowing	RB Landscaping	522.50	104.50	627.00	963.00
134	20/10/2025	Church Wall repair	E.R Scrivener	856.00	0.00	856.00	
135	20/10/2025	Church Wall repair	E.R Scrivener	418.00	0.00	418.00	1,274.00
Card Payments							
118	45918	Batteries for card reader	b and Q				
123	30/09/2025	Microsoft office 365	Amazon	78.74	15.75	94.49	
127	07/10/2025	Elm Lane expenses	Hm Lnd Registry	7.00	0.00	7.00	
141	14/10/2025	printing	Printerland.co.uk	195.36	39.07	234.43	
Direct Debits							
124	07/10/2025	Changing Room Gas Supply	Yu Energy	43.01	2.15	45.16	
125	07/10/2025	Changing Room Electricity Supply	Octopus Energy	59.59	0.00	59.59	
Grant approvals							
	45950	Xmas festival grant	Xmas IFestival committee	300		300	
		Xmas festival grant	Tutbury Aers Group	150		150	