

TUTBURY PARISH COUNCIL

[Clerk: Karen Duffill](#)

Telephone:
07486
406045

theclerk@tutburyparishcouncil.gov.uk

www.tutburyparishcouncil.gov.uk

Thursday, 08 January 2026

Dear Councillors

An open meeting will commence at 7.00pm to receive an update from the Duchy of Lancaster on the future plans of Tutbury Castle.

You are summoned to attend a full parish council meeting of Tutbury Parish Council to be held at Tutbury Village Hall, Monk Street, Tutbury, **Monday 19th January 2026 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 19th January 2026

1. Apologies	1
2. Minutes of the meeting held on 5 th January 2025 Planning Committee and 15 th December full Parish Council	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	15

meeting. Members of the public may not take part in the Council meeting itself.	
5. To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy.	5
6. To receive and record the Declaration of Acceptance of Office from the newly elected councillor.	1
7.0 To adjourn the meeting for the Borough and County Councillor report.	
8. To reopen the meeting to receive the Clerk's Report including correspondence	5
9. To receive a Chairs report.	5
10.0 To consider the next steps for tree works following the tree survey received.	15
11.0 To consider and approve the Dignity at Work policy	10
12. 0To review and approve the Rent amendment clause for the Ferrers Avenue playing Field Lease	5
13.0 To review and approve an IT Policy	5
14. To consider and approve a Community Engagement policy and schedule engagement activities.	10
15. To approve Accounts for Payment	2
16. To review and approve Code of Conduct	5
17 To consider and approve the Health and Safety Policy	5
18.0 To consider and approve the signing of a Sealed Knot Promoter agreement for the event to be held 20th-21st June 2026, subject to financial risk and insurance approval.	
19. To approve date and agenda for the Annual Meeting of the Parish.	5
20 Items for the Next Agenda	2
21.0 Dates of Next Meetings	2
<ul style="list-style-type: none"> • Open space Committee Charity House, Duke St 2nd Feb 2026 • Planning Committee Charity House, Duke St 2nd Feb 2026 • Full Parish Council 16th February 2026 Village Hall. 	

Yours faithfully
Karen Duffill Clerk