



TUTBURY PARISH COUNCIL

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

Present Chair Cllr F Crossley
Cllr M Upton
Cllr P Steadman
Cllr. K. England
Cllr. C. Smedley (Borough and Parish Cllr)
Late Arrival Cllr. G Hough - Chairs Report

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

12/2025 1.0 Apologies for absence

Cllr L. Crossley
Cllr A Hall
Cllr D Bull

None Attendance
Vice Chair Cllr. D. Morris

12/2025 2.0 Minutes

RESOLVED

Members confirmed the minutes of the Meetings were accurate.
Tutbury Parish Full Council, 17th November 2025
Cllrs voted in favour of approval.

12/2025 3.0 Declarations of Interest

None received.

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12/2025 4.0 Public Participation

A member of the public representing The Sealed Knot, attended the meeting to answer questions relating to the grant application for financial assistance towards the planned event in June 2026. He advised that he intended to approach Richard Wakefield School to offer an educational session on the history of the siege of the castle in connection with the proposed event.

12/2025 5.0. To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy.

5.1 The co-option candidate did not attend due to illness. The item will be deferred until January.

12/2025 6.0. To receive and record the Declaration of Acceptance of Office from the newly elected councillor.

6.1 The co-option candidate did not attend due to illness. The item will be deferred until January

12/2025 7.0 To adjourn the meeting for the Borough and County Councillor report

7.1 Borough Councillor Smedley reported that hedges had been cut back and vegetation around the Holts Lane bus shelter and the litter bin had been replaced.

7.2A replacement bin has also been installed on Ferrers Avenue, to replace the missing bin from the lamp post.

7.3 Food waste collection tags will be added to household bins to inform residents of the new food waste collection service starting in March next year. Each household will receive a kitchen caddy and a larger green bin. Collections will commence on 30 March, with food waste collected weekly. Bin bags will be provided, and the collected food waste will be used to generate renewable energy.

7.4 It was reported that litter pick bags from a recent litter pick had not been collected and this has been highlighted for action.

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12/2025 8.0 To reopen the meeting and consider the next steps for tree works following the tree survey received.

8.1 The Clerk reported on the recommendations of a recent arboricultural survey. These included severing ivy on a number of trees to allow clearer inspection, felling one tree due to poor condition and structural defects, crown lifting over a footpath to maintain 3m clearance, reducing an over-extended limb overhanging the highway, and crown reducing an ash tree at Cornmill Lane Playing Field.

Resolution:

Members discussed the ecological benefits of ivy and queried whether its removal remained good practice. It was resolved to seek clarification from the surveyor on the need to cut back ivy, while proceeding with all other recommended tree works in the meantime.

12/2025 9.0 To reopen the meeting to receive the Clerk's Report including correspondence.

9.1:

- **Ludgate Street:** Concerns were raised by a resident regarding increased HGV and bus traffic, pedestrian safety at the narrow section near The Vine, and parking pressures. Requests included consideration of a 7.5-tonne weight restriction and marked parking bays on Ludgate St. Noted for further consideration.
- **Hedge Cutting:** A resident thanked the Council for hedge cutting along the jitty between Iron Walls and Park Pale. The Clerk confirmed the works had been requested by the parish council and thanks were passed to East Staffordshire Borough Council.
- **PCSO Review:** Staffordshire Police are revising PCSO roles and shift patterns from summer 2026 to improve visibility, with later evening cover and no reduction in hours. The Parish Council has been invited to a stakeholder briefing.
- **Tutbury Castle:** The Duchy of Lancaster has entered a new partnership with Bespoke Inns, with plans to reopen the Castle to the public by summer. Attendance at a future Parish Council meeting was offered.
- **Tutbury Parish Charities:** Trustees approved a new container for Tutbury Tigers, subject to planning and Parish Council requirements, and agreed to re-enactment use of the land subject to traffic management and site clearance.

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- **NALC Guidance:** The Clerk attended a NALC briefing on Assumption 10 audit guidance, GDPR and IT policy updates. Website accessibility improvements are required, with a new IT Policy to be presented at the next meeting.

12/2025 10.0 To receive the Chair's Report

7.1

- The Chair advised that the previous tenant of Tutbury Castle has contacted the Parish Council regarding a 25-year archive of weddings conducted with photographs, ashes records and memorial rose tree records. The Chair has emailed the museum to explore the possibility of these being held there.
- The Chair and Cllr Hough attended the SPCA conference and met with a Football Association representative regarding grant funding. Guidance was received on the application process, including registration, building regulations requirements and the need for two quotations. It was noted that an original quote of £37,000 has been received and that an application for £25,000 (approximately two-thirds of the cost) will be submitted, with a 10% contingency requested to reflect predicted inflation. Cllr Hough received information regarding the refreshed Best Kept Village competition.
- A museum representative has recommended wording for a plaque to mark the former glassworks site at the charity shop. Permission has been granted by the landowner, Freil Homes, and discussions will take place with residents of the adjacent flats. The proposed location is to the left of the charity shop doorway.
- Thanks were recorded to Tim and Anne Spencer Smith and Rob Bates of RB Landscapes for assistance with decorating, delivering and erecting the Christmas tree, and for returning after the storm to re-level it.
- The Christmas Lights Festival was reported as successful; however, it was noted that publicity did not reference Parish Council grant funding, including in the Village News.
- The Chair updated members on progress in resolving damp course issues at Charity House. An agreement is in place for the adjacent property owner to construct a retaining wall and carry out associated remedial works.

12/2025 11.0. To consider and approve a grant application for financial assistance towards the Sealed Knot event in June 2026.

A briefing note prepared by the Sealed Knot representative was circulated to members outlining the proposed plans for the event scheduled for June next year. A grant of £1,500 was requested to contribute towards the costs of chemical toilets, waste disposal, and security. It was noted that water would be required from the changing

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rooms to serve the camping field and that use of the changing room toilets was also requested.

Resolution:

A member proposed that the grant be awarded, and it was **resolved** to approve the grant. The football team would be informed of the arrangements.

12/2025 12.0 To Approve Accounts for Payment

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

12/2025 13.0 To receive and approve draft budget for financial year 2026_2027

9.1 The Clerk distributed the draft budget, including the current reserves position, a five-year reserves forecast, and an end-of-year financial projection. The proposed budget remains largely in line with the current financial year, with increases allocated for the Clerk's salary and the changing rooms maintenance budget.

The draft budget has been adjusted based on the increase in changing rooms budget to £15000.00

The employer pension rates have been provided for the next 5 years received from Staffs county Pension fund and the employer pension budget has been increase £200 to 4700.00

Additional bench requested can be purchased out of existing budget for this £754.49.

Resolution:

Members voted in favour of approving the draft budget, including the increase of the changing rooms budget to £15,000 and an allocation of £3,000 for the purchase of a defibrillator..

12/2025. 14.0 To discuss and approve the earmarked reserves and precept for financial year 2026_2027.

14..1 The Clerk distributed a five-year reserves budget, which included an increase in the bus shelter budget to £20,000 and retention of the road safety budget for Highways matters, including the Traffic Regulation Order and Speed Indicator Signs. The proposed reserves were intended to support planned projects, including further highways safety initiatives.

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Resolution:

Members voted in favour and approved the budget, agreeing that it should be reviewed at the start of the next financial year.

12/2025 15.0 To consider and approve the precept for the 2026_2027 financial year.

15.1 The clerk distributed proposed precept rates based on recommendation received from East Staffs Borough Council.

Resolution:

Members reviewed the option of keeping the parish rate unchanged, noting that this would result in a slight decrease in the precept. Members **unanimously voted** to protect current reserves and allow for inflation, agreeing to increase the precept by 1%.

Net Expenditure	ESBC Grant	Precept	Tax Base	Parish Rate
98987.785	- 2001	= 96987	÷ 1385	= 70.05

12/2025 16.0 To review and approve the Model Standing Orders

NALC has issued updated Model Standing Orders 2025. The only substantive changes are to Standing Orders 14 (Code of Conduct Complaints) and 18 (Financial Controls & Procurement), which have been updated to reflect modern monitoring officer practice and the new Procurement Act 2023. Minor clarifications and gender-neutral terminology have also been introduced across the document.

Resolution:

Members voted to approve the updated Standing orders.

12/2025 17.0 To review and approve updated procurement thresholds and any associated amendments to the Financial Regulations.

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17.1 The Clerk highlighted that the Council's current formal tender threshold of £2,000 is significantly below sector norms and NALC guidance, creating unnecessary administrative burden and limiting accessibility for local suppliers. It was **resolved** to increase the threshold to **£30,000**, aligning with current procurement practices while maintaining financial control.

12025 18.0 To review and approve a work specification for an air source heat pump for the changing rooms and agree an evaluation criteria and timescale.

18.1 The Clerk had prepared a draft work specification and researched the opportunity to apply for a boiler upgrade grant, noting that the existing changing room boiler is over 20 years old and a recent condition survey recommended replacement. Members questioned the need for the grant and suggested a gas boiler replacement, noting that an air source heat pump may be unsuitable for intermittent use in a changing room setting. It was agreed to seek further professional advice before obtaining quotes from certified MCS contractors to progress the matter.

12/2025 19.0 To review and approve a work specification for the changing rooms refurbishment and agree an evaluation criteria and timescale

The Clerk reported that she had attended procurement training, sought advice, and registered on the Find a Tender website to advertise the changing rooms upgrade in line with changes to procurement legislation. A work specification and scoring scheme had been prepared to meet the legislative requirements.

Members agreed that the works should be scheduled to commence during the closed football season and after the Sealed Knot event. Members queried the inclusion of a 30-day payment term and suggested the addition of a retention clause to address snagging items.

Resolution:

The work specification be approved, subject to the inclusion of a retention clause, and that the tender be advertised for a period of 30 days.

12/25 20. To review the Speed watch campaign and consider steps in increasing participation.

20.1 Members reviewed the Speed Watch campaign and ways to increase participation. An update was given on current activity, noting that limited volunteer numbers are

restricting the number of sessions that can be delivered. One new recruit has limited availability due to work patterns, and two further volunteers are awaiting training.

It was noted that Speed Watch is primarily an educational initiative and that drivers are observed to slow down during campaign sessions. Members agreed that, when the next training session is planned, greater effort should be made to recruit additional volunteers to attend the session to boost participation. More awareness of the benefits of the sessions should be shared with the community.

12/2025 21.0. Items for the Next Agenda

20.1

- Solar Defibrillator update
- Co-option of Council member
- Highway issues

12/2025 16. 0 Dates of Next Meetings

- **Full Parish Council 19th January 2026 Village Hall.**
- **Meeting with Duchy of Lancaster TBC Castle update**
- **Planning Committee and Open Space 5th January 2026**

Meeting ended at 9.40pm

Signature

Date

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Tutbury Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/11/2025			
	Cash in Hand 01/04/2025		73,599.74
	ADD Receipts 01/04/2025 - 30/11/2025		131,385.78
	SUBTRACT Payments 01/04/2025 - 30/11/2025		204,985.52
A	Cash in Hand 30/11/2025 (per Cash Book)		86,247.74
			118,737.78
	Cash in hand per Bank Statements		
	Petty Cash 28/09/2023	0.00	
	Current Account 30/11/2025	96,937.88	
	Business Instant Account 10/11/2025	19,628.93	
	Business Burial Account 15/09/2025	2,703.53	
			119,270.34
	Less unpresented payments		532.56
			118,737.78
B	Adjusted Bank Balance		118,737.78
	A = B Checks out OK		

Tutbury Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/11/2025 and 31/03/2026)

9 December 2025 (2025-2026)

		Last Year 2024-2025				Current Year 2025-2026				Next Year 2026-2027					
Administration		Receipts		Payments		Receipts				Payments			Receipts	Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
14	Insurance			1,800.00	1,996.70				1,800.00			2,000.00	2,000.00		200.00
15	Stationery			120.00	54.52				560.00	137.59	500.00	637.59		600.00	
16	Advertisements/Printir			2,000.00	1,123.17				1,000.00	195.36		195.36		1,000.00	
17	Printing/Photocopying			57.09					100.00	14.99	15.00	29.99			
18	Hire of Premises			770.00	933.00				770.00	150.00	800.00	950.00		1,000.00	
19	Audit Charges			600.00	498.40				500.00	187.90	312.00	499.90		500.00	
20	Bank Charges/Legal F			4.25						30.25	21.25	51.50		60.00	
21	Subscriptions			900.00	883.00				900.00	812.45		812.45		850.00	
22	Publications			100.00					100.00						
23	Cllr's Expenses														
24	Cllr Training			300.00	30.00				300.00	70.00		70.00		250.00	
25	Clerk's Training			250.00	35.00				250.00	70.00	200.00	270.00		250.00	
26	IT Maintenance/Websi			300.00	237.49				500.00	368.05		368.05		150.00	
27	Accounts Software			400.00	345.60				400.00		345.60	345.60		485.00	
28	Neighbourhood Devel														
64	Refund														
68	Payroll Service			200.00	146.40				165.00	221.40		221.40		150.00	
SUB TOTAL				7,740.00	6,344.62				7,345.00	2,257.99	4,193.85	6,451.84		5,495.00	

		Last Year 2024-2025				Current Year 2025-2026				Next Year 2026-2027					
Capital		Receipts		Payments		Receipts				Payments			Receipts	Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
63	Street furniture				830.34										
66	IT Equipment														

Tutbury Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/11/2025 and 31/03/2026)

9 December 2025 (2025-2026)

SUB TOTAL

830.34

Earmarked		Last Year 2024-2025					Current Year 2025-2026					Next Year 2026-2027			
		Receipts		Payments		Receipts			Payments		Receipts		Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Payments
52	Admin Contingency														
53	TOSCA/Community Pl														
54	Election														
57	Parish Projects														
58	Planter purchase														
59	Earmarked Road safety														
60	Changing room boiler														
61	Footpath Developmen														
62	Flag Brackets and Pol			2,800.00						2,800.00					
65	CCurch wall mainten				264.00						2,252.00		2,252.00		3,000.00
SUB TOTAL				2,800.00	264.00					2,800.00	2,252.00		2,252.00		3,000.00

Highways, Footpaths & Bus		Last Year 2024-2025					Current Year 2025-2026					Next Year 2026-2027			
		Receipts		Payments		Receipts			Payments		Receipts		Payments		
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Payments
29	Street & Bus Shelter C			6,000.00	5,324.68					5,500.00	3,740.00	2,420.00	6,160.00		5,800.00
30	Bus Shelter Maintenar			3,000.00	300.00					1,000.00					1,000.00
31	Rights of Way Mainter			2,000.00	650.00					1,000.00	257.00	100.00	357.00		700.00
32	Planter Maintenance			1,800.00	1,642.08					1,800.00	895.67	1,015.00	1,910.67		2,000.00

Tutbury Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/11/2025 and 31/03/2026)

9 December 2025 (2025-2026)

SUB TOTAL		12,800.00	7,916.76		9,300.00	4,892.67	3,535.00	8,427.67		9,500.00
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Last Year 2024-2025

Current Year 2025-2026

Next Year 2026-2027

Income		Receipts		Payments		Receipts				Payments				Receipts		Payments		
		Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Payments	
1	Precept			73,396.53	73,396.53			96,026.52	96,026.52		96,026.52					96,026.52		
2	ESBC Tax Support			2,001.00	2,001.00			2,001.00	2,001.00		2,001.00					2,001.00		
3	Interest			132.00	245.16			200.00	98.56		98.56					100.00		
4	Playing Fields Charge																	
5	Other Grants/Donation			12,722.00		2,721.81		26,594.00		26,594.00		34,594.00	34,594.00		34,594.00			
6	VAT Reclaim																	
SUB TOTAL				75,529.53	88,364.69			2,721.81	98,227.52	124,720.08		124,720.08	34,594.00	34,594.00		34,594.00		98,127.52

Last Year 2024-2025

Current Year 2025-2026

Next Year 2026-2027

Parks & Open Spaces		Receipts				Payments				Receipts				Payments				Receipts		Payments	
		Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Payments				
33	Playing Fields Rents					1,430.00	1,255.00					1,430.00	250.00	1,000.00	1,250.00		1,430.00				
34	Playing Field Maintenance					1,000.00	1,804.15					1,000.00	1,622.82		1,622.82		1,000.00				
35	Playing Fields Mowing					2,700.00	2,325.00					2,700.00	1,860.00	620.00	2,480.00		2,700.00				
36	Changing Room Maint					1,000.00	1,442.84					1,000.00	2,194.53		2,194.53		15,000.00				
37	Defibrillator maintenance					1,000.00	774.77					300.00	220.00	80.00	300.00						
38	Changing Room Power					1,500.00	1,413.19					1,500.00	1,232.37	500.00	1,732.37		1,500.00				
39	Closed Church Yard M					1,760.00	1,137.50					1,760.00	1,075.00	325.00	1,400.00		1,700.00				
40	Churchyard Maintenance					2,000.00	709.15					3,000.00	120.00	790.00	910.00		2,000.00				
41	Elm Lane					220.00	36.00					220.00	7.45		7.45		200.00				
42	Triangle Maintenance					250.00						250.00	380.00		380.00		250.00				
67	Parks and Open Spac					1,100.00						1,100.00	280.00		280.00		1,000.00				

Tutbury Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 01/11/2025 and 31/03/2026)

9 December 2025 (2025-2026)

SUB TOTAL		13,960.00	10,897.60		14,260.00	9,242.17	3,315.00	12,557.17		26,780.00
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Section Charities & 137	Last Year 2024-2025					Current Year 2025-2026					Next Year 2026-2027			
	Receipts		Payments		Receipts			Payments						
	Code	Title	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Payment
43	Grants				3,000.00	2,620.00			3,000.00	870.00	500.00	1,370.00		3,000.00
44	Flower & Bulb Planting				300.00	200.00			300.00		220.00	220.00		300.00
45	Christmas Decorations				500.00	240.49			1,000.00					
46	Tutbury Events/Comm				500.00	400.00			500.00		320.00	320.00		400.00
47	Remembrance Day													
48	Town Twinning LGA 18													
51	Best Kept Village													
SUB TOTAL			4,300.00	3,460.49					4,800.00	870.00	1,040.00	1,910.00		3,700.00

Staff Costs	Last Year 2024-2025					Current Year 2025-2026					Next Year 2026-2027			
	Receipts		Payments		Receipts			Payments						
	Code	Title	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Payment
7	Clerk's Salary				14,500.00	14,486.83			17,000.00	9,222.52	6,473.20	15,695.72		15,700.00
8	Clerk's Expenses				380.00	372.00			380.00	227.42	162.44	389.86		400.00
10	Employer's National Insurance				1,350.00	1,463.90			2,730.00	1,903.91	1,331.40	3,235.31		3,100.00
11	Employees Pension				2,200.00	2,134.78			2,200.00	1,878.00	1,484.30	3,362.30		3,600.00
12	Pension				4,040.00	4,010.91			4,450.00	2,641.72	1,886.95	4,528.67		4,700.00
13	Clerk's Overtime				500.00									
SUB TOTAL			22,970.00	22,468.42					26,760.00	15,873.57	11,338.29	27,211.86		27,500.00

Detailed Budget Summary

All Cost Centres and Codes (Between 01/11/2025 and 31/03/2026)

Summary

TOTAL	75,529.53	88,364.69	64,570.00	54,904.04	98,227.52	124,720.08	124,720.08	99,859.00	69,982.40	23,422.14	93,404.54	98,127.52	75,975.00
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5 year plan Reserves	<u>Current Balance</u> 2024_2025	25/26 Budget	26/27 Forecast bal	27/28	28/29	29/30	30/31
Capital							
Street Furniture							
	1,584.83		754.49	754.49	0.00	0.00	0.00
Total Capital	348.42		754.49	754.49	0.00	0.00	0.00
Earmarked							
Election	-32.24		2000.00	2000.00	4000.00	5000.00	1000.00
Road Safety	4,000.00		8000.00	8000.00	8000.00	4000.00	6000.00
Boiler replacement	0.00		2500.00	2500.00	2500.00	0.00	0.00
TOSCA community pledge	1,500.00		1500.00	1500.00	1500.00	1500.00	1500.00
Additional bus shelter	0.00		4000.00	10000.00	20000.00	25000.00	
Footpath Development	1,000.00		1000.00	1000.00	500.00	500.00	500.00
Defibrillator and cabinet					3000.00		
Church wall maintenance	9,500.00		9500.00	6,984.00	6,984.00	1000.00	0.00
Parish Plan projects	0.00		10000.00	3500.00	10000.00	20000.00	10000.00
Total Earmarked	16,316.18		39254.49	36238.49	56484.00	57000.00	19000.00
Contingency reserve	21,198.16		45000.00	45000.00	48000.00	48000.00	50000.00
TOTAL RESERVE GENERAL FUND	37,514.34		84,254.49	81,238.49	104,484.00	105,000.00	69,000.00
TOTAL FUNDS	73,804.05		151019.49	111238.49	179484.00	180000.00	149000.00
20.1.25	Income		98027.52				
	forecast bal		53500.00				
			151527.52				

Vouch	Date	Description	Supplier	Net	VAT	Total
169	15/12	Legionella Control	Sterilizing Services Ltd	219.00	43.80	262.80
167	15/12	Tree Survey	Arb Innovators Ltd	40.50	0.00	795.50
181	15/12	Street cleaning and	Art Quality Cleaning Service	440.00	88.00	528.00
172	15/12	maintenance	RB Landscaping	81.25	16.25	313.50
168	15/12	Planter Maintenance	Firs Farm Nursery	707.50	141.50	849.00
176	15/12	Clerks Salary	Karen Duffill			
177	15/12	Clerks Expenses	Karen Duffill			0.00
179	15/12	Employee Pension C	Staffordshire County Pension Fund			
178	15/12	Clerks Employer Pe	Staffordshire County Pension Fund			0.00
						2,748.80

Direct Debits

153	18/11	bank charges	Lloyds Bank	4.25	0.00	4.25
166	27/11	Insurance	Information Commission Off	47.00	0.00	47.00
180	15/12	National Insurance	HMRC	123.88	0.00	123.88
170	09/12	Changing Room Ele	Octopus Energy	31.27	1.56	32.83
171	15/12	Changing Room Ga	Yu Energy	46.37	2.70	49.07