



TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council in Tutbury Village Hall held on Monday 16th March 2026 at 7.30 p.m.

Present Chair Cllr F Crossley
Vice Chair Cllr. D. Morris
Cllr L. Crossley
Cllr M Upton
Cllr G Hough
Cllr P Steadman

Also present: Mrs K. Duffill – Parish Clerk

03/2026 1.0 Apologies for absence

Cllr. K. England
Cllr A Hall
Cllr M Bladon
Cllr D Bull
Cllr. C. Smedley (Borough and Parish Cllr)
(Borough Cllr Russell Lock)

032026 2.0 Minutes

RESOLVED

Members confirmed the minutes of the Meetings were accurate.

Tutbury Parish Full Council, 16th February 2026 Planning Committee meeting 2nd March 2026.

Cllrs voted in favour of approval.

03/2025 3.0 Declarations of Interest

None received.

Signature

Date

03/2026 4.0 Public Participation

No Public present

03/2026 5.0 To adjourn the meeting for the Borough and County Councillor report

No Councillors present.

03/2026 6.0. To reopen the meeting to receive the Clerk's Report including correspondence.

6.1 Highways Update – Bus Route (Monk Street)

The Traffic Commissioner has confirmed that the Tutbury Jinnie bus service is formally registered to operate via Monk Street. This routing allows the service to serve both the Tutbury loop and High Street bus stops. A map submitted as part of the service registration has been provided for reference.

Responsibility for assessing the suitability of the route lies with the bus operator prior to registration. However, following concerns raised, highways officers have asked colleagues to raise the matter with Evolve. The primary issue identified appears to be inconsiderate parking, noting that the service typically operates using a midi bus rather than a full-size vehicle.

Members disagreed that the route required Monk Street stops in the route due to other bus stops on Duke Street and requested this was added to the next Highways Agenda.

6.2 Bus Company Issues Raised

The bus operator has raised accessibility and safety concerns., at the High Street (Derby-bound) stop, the kerb alignment is making it difficult for passengers with wheelchairs and prams to board safely. This issue has been highlighted previously, with concerns that the current stop location is not well suited for safe and accessible use. Members agreed that this needs investigating, and this would be added to the next Highways meeting agenda 23rd April.

03/2026 7.0 To receive the Chair's Report

7.1 Church Wall Repairs: Works will be completed 18th March 2026. The path will reopen. The Church council have arranged for the holy mowers to repair the low wall near the gate.

Signature

Date

7.2 Village Hall bookings and 200 club have moved online. Future improvements will be made to the foyer. The damp issues have been resolved. Other health and safety issues will be addressed. The cleaning hours will be increased.

7.3 A local First Responder has offered to deliver free CPR training sessions for the community. Members agreed this would be highly beneficial, particularly in the Council's role as defibrillator guardians.

It was agreed to proceed with booking a suitable room and to promote the training sessions in the Parish council newsletter to encourage community participation.

03/2026 8.0 To discuss concerns regarding school Crossing patrol on Burton Street

8.1 Members discussed concerns regarding school crossing patrol provision. It was noted that previous issues on Burton Street/Burton Road have now been addressed, with a patrol in place following an appointment made last year. However, a crossing patrol for Ludgate Street has not yet been approved, and concerns remain regarding pedestrian safety at this location. This will be addressed at the forthcoming Highways meeting in April.

03/2026 9.0 To consider and approve Grants for local organisations

9.1 The Mods and Minis Event Co-ordinator has requested a financial contribution of £400 towards event costs. It was noted that the event held last year was successful, attracting significant visitor numbers and supporting local trade. A contribution of £250 had been awarded previously.

Members queried the increase in funding requested, as last year's contribution covered items such as posters and park and ride, and it was unclear what the additional funding would be used for.

Resolution:

A grant of £400 will be awarded. The applicant is to provide details on how the funds have been spent.

03/2026 10.0. To review and approve Equality and Diversity Policy.

10.1 Members reviewed the existing Equality and Diversity policy prepared by the Clerk.

Signature

Date

Resolution:

All members voted in favour to approve the policy.

03/2026 11.0 Review and approve Grievance policy

11.1 Members reviewed the existing Grievance policy prepared by the Clerk.

Resolution:

All members voted in favour to approve the policy.

No members of public or press were present.

03/2026 12.0 To Review and approve Disciplinary Policy.

12.1 Members reviewed the existing Disciplinary policy prepared by the Clerk.

Resolution:

All members voted in favour to approve the policy.

03/2026 13.0 . To Review and approve the IT Policy.

13.1 Members reviewed the new IT policy prepared by the Clerk.

Resolution:

All members voted in favour to approve the policy.

03/2025. 14.0 Consider and approve purchasing a Plaque for the Webb Corbett building

14.1 Members considered the purchase of a blue heritage-style plaque to commemorate the former Webb Corbett Tutbury Crystal site. The proposed plaque (300mm cast aluminium) is quoted at £287.00, inclusive of tax.

Permission to install the plaque has been confirmed by the charity shop manager, the building landlord, and the residents' committee of the flats.

It was noted that the plaque would be ordered through TMF Leicester using section 137 budget allocation, with a metal finish and white boundary. Proposed wording for the plaque was agreed.

Signature

Date

Resolution:

Plaque to be purchased at a cost of £287.00, with all Members in favour.

Members also discussed the potential for a similar plaque to be considered for the Silk Mill/Georgian Crystal site, subject to further investigation and approvals.

03//2026 15.0 To confirm plans for the community Litter Pick

15.1 Members confirmed arrangements for the community litter pick scheduled for 21 March 2026, with several Members indicating they will attend.

East Staffordshire Borough Council will provide 10 litter pickers, and Rolleston Civic Trust will loan a further 10. The event has been promoted on Facebook, and routes will be allocated to volunteers across the village.

The Chair and Clerk will address reported fly-tipping at Ferrers Avenue and arrange for its removal. Litter bags will be collected from the Mill site following the event.

A member suggested contacting the cricket club to attract more volunteers.

03/2026 16.0 To consider and approve items and distribution of a Parish Council Newsletter.

16.1 Members considered the content and distribution of the Parish Council newsletter. Several Topics were discussed included inviting community groups and local businesses to attend the Annual Meeting of the Parish, providing an opportunity to meet the new tenants of the Castle and encourage community engagement and collaboration with the castle.

The Clerk requested that Members contribute to drafting the newsletter, with the aim of completing and distributing it ahead of the Annual Meeting.

Resolution:

Members will contribute content, and the newsletter will be finalised and distributed prior to the Annual Meeting of the Parish.

03/2026 17.0 To approve Accounts for Payment

17.1 Accounts for payment were reviewed and approved. Payment details are listed in the appendices.

Signature

Date

03/2026 18.0 To Discuss the plans for the Annual Meeting of the Parish.

18.1 Members discussed plans for the Annual Meeting of the Parish. The new tenants of Tutbury Castle have been invited to attend.

Concerns were raised that new events at the Castle could potentially impact long-established, community-led events such as the market, Mods and Minis, and the Christmas market. However, Members also highlighted opportunities for collaboration, noting that local groups, including the museum, could contribute valuable historical knowledge to enhance the visitor experience at the Castle.

It was further noted that local traders are reliant on increased tourism to support trade within the village.

Members agreed that the Parish newsletter should be used as an invitation to the wider community, encouraging attendance at the meeting as an opportunity to bring all parties together. The event was considered an ideal networking opportunity for community groups, businesses, and the Castle's new tenants.

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded from the meeting for the following item due to the confidential and commercially sensitive nature of the business:

03/2026 19.0 To consider and Approve Insurance renewal.

19.1 Members considered the insurance renewal for the period 1 April 2026 to 31 March 2027 at a total annual premium of £2,044.81, in accordance with the Council's existing three-year long-term agreement.

Members noted the key aspects of the policy, including:

- A £10,000 flood excess applied to the changing rooms due to the assessed flood risk.
- Updated asset cover, including defibrillators (£10,000 total cover) and **outdoor** gym equipment (£24,094 + VAT).

Members also considered a separate cyber insurance quotation, noting:

- Total annual cost of £361.36.
- Cover provides up to £250,000 per incident.

Signature

Date

- Protection includes costs associated with data breaches, ransomware attacks, IT forensic investigation, legal advice, notification requirements, and system recover

Resolution:

- To renew existing policy in line with 3-year agreement.
- Not to proceed with the separate cyber insurance policy at this time, as Members considered the risk to be low and felt the additional premium was not justified.
- To investigate flood risk with a view to reviewing insurance terms and flood cover in the future.

Members agreed that resources would be better focused on flood risk at this stage, but that cyber insurance may be reconsidered should risk levels or guidance change. The clerk is undergoing further training in this area.

03/2026 20.0 Review tenders received for the Changing Rooms Refurbishment Project, consider the evaluation results, and resolve to appoint the preferred contractor.

20.1 The chair reported that 11 tenders were received following site visits. A tender evaluation panel assessed submissions using a Most Advantageous Tender (MAT) scoring system (40% price / 60% quality).

The top three scoring tenders (Quote 1, Quote 2 and Quote 3) were considered, with Members reviewing key strengths and weaknesses including cost, experience, programme and delivery approach. All three quotes were within a similar range (£35,451 – £38,225) with an estimated 6-week programme.

Members also considered the option of an Air Source Heat Pump (ASHP). While potential environmental benefits were noted, advice from contractors highlighted concerns regarding suitability for an intermittently used building, potential additional insulation requirements, and uncertain cost efficiency. It was therefore agreed not to progress ASHP at this stage.

Resolution:

- To appoint Contractor 1, subject to confirmation of grant funding and Building Control approval.

Actions:

- Clerk to progress the Building Control application.
- Clerk to provide additional information requested by Staffordshire FA to support the grant funding application.
- Clerk to appoint the preferred contractor upon confirmation of grant funding.

Signature

Date

- Clerk to notify unsuccessful contractors.

03/2026 21.0 To consider plans for a bus shelter on Burton Street

21.0 to be added to the next agenda due to time constraints of the meeting.

03/2026 22 Items for the Next Agenda

- Update on Changing room refurbishment.
- Policy updates.
- Bus shelter location
- Newsletter
- Speed watch- purchase of permanent signage
- Highway concerns – Monk Street bus route

03/2026 23.0 Dates of Next Meetings

- **Open space Committee Charity House, Duke St Tues 7th April 2026**
- **Planning Committee Charity House, Duke St 7th April 2026**
- **Full Parish Council 20th April 2026 Village Hall.**
- **Road Safety Working party with Highways 23rd April**

Meeting ended at 9.45pm

Signature

Date

Tutbury Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 28/02/2026			
	Cash in Hand 01/04/2025			73,599.74
	ADD			
	Receipts 01/04/2025 - 28/02/2026			132,258.74
				205,858.48
	SUBTRACT			
	Payments 01/04/2025 - 28/02/2026			100,195.55
A	Cash in Hand 28/02/2026 (per Cash Book)			105,662.93
	Cash in hand per Bank Statements			
	Petty Cash	31/01/2026	0.00	
	Current Account	28/02/2026	83,803.34	
	Business Instant Account	28/02/2026	19,657.18	
	Business Burial Account	28/02/2026	2,707.42	
				106,167.94
	Less unrepresented payments			505.01
				105,662.93
	Plus unrepresented receipts			
B	Adjusted Bank Balance			105,662.93
	A = B Checks out OK			

Vouc Date	Description	Supplier	Net	VAT	Total	
214 16/03/2026	Room hire	Tutbury Village Hall	473.00	0.00	473.00	
227 16/03/2026	Playing Fields Rent	Tutbury charities	250.00	0.00	250.00	
215 16/03/2026	Hire of Premises 6 months	Tutbury charities	150.00	0.00	150.00	400.00
216 16/03/2026	Legionella Control	Sterilizing Services Ltd	45.00	9.00	54.00	
220 16/03/2026	Clerks Employer Pension	Staffordshire County Pension Fund				
222 16/03/2026	Emplyee Pension Contribution	Staffordshire County Pension Fund				0.00
221 16/03/2026	Clerks Expenses	Karen Duffill				
219 16/03/2026	Clerks Salary	Karen Duffill				0.00
					<u>927.00</u>	
Direct Debits						
218 03/03/2026	Changing Room Electricity Supply	Octopus Energy	40.85	2.04	42.89	
223 16/03/2026	National Insurance	HMRC	250.48	0.00	250.48	
228 03/03/2026	Changing Room Gas Supply	YU Energy	40.96	2.03	43.01	
Card Payment						
217 23/02/2026	Keys	Uttoxeter Shoe repairs	18.70	0.00	18.70	