



# Annual Meeting



## TUTBURY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish  
in Tutbury Village Hall held on Monday 11<sup>h</sup>  
May 2026 at 7.30 p.m.

Present Chair Cllr F Crossley  
Cllr D Bull  
Cllr A Hall  
Cllr. K. England  
Cllr. M. Upton  
Cllr M Bladon  
Cllr G Hough  
Cllr. C. Smedley (Borough Cllr and Parish Cllr)

73 members of the public

Also present: Mrs K. Duffill – Parish Clerk  
Kimberley Chell - Bespoke Inns  
Vicki Matthews- Duchy Of Lancaster  
Charlotte Eccles North Staffordshire Community Rail Partnership

Late Arrival None

### **AM/026 1.0 Apologies for absence.**

Cllr. P Steadman  
Vice Chair Cllr. D. Morris  
Cllr L Crossley  
Borough Cllr R Lock

### **AM/2026 2.0 Tutbury Parish Council Annual Report.**

**2.1** The Chair presented the Annual Report, highlighting key achievements and milestones for each month over the past year. (See Appendix).

**2.2** The chair thanked Council members and the clerk for all their hard work throughout the year.

**2.3** The Chair thanked Cllr Ken England following his resignation for his service for the council.

## **AM/2024 3.0 End of Year Financial Report**

5.1 The clerk distributed a copy of the End of year accounts and summarised the accounts. (See appendix) A higher level of expenditure was due to the grant money received and the installation of an outdoor Gym. The parish council has a good level of reserve which has been earmarked to support several projects for the next financial year including road safety, changing room refurbishment and a new bus shelter.

## **AM/2026/4.0 Borough Council Annual Report**

4.1 Cllr Chrys Smedley provided a summary of the Borough Council activities in Tutbury.  
(See appendices).

## **AM/2026 4.0 Presentation provided by Bespoke Inns**

4.1 Kimberley Chell a marketing representative apologised that the progress and update regarding the Castle opening was limited due to ongoing planning permissions and archaeological work whilst essential, has hindered progress with the business plan for Bespoke inns. However invited questions and suggestions from the community.

## 4.2 Question and Answer session

During the question-and-answer session with Bespoke Inns, a range of topics relating to the future use and accessibility of Tutbury Castle were discussed.

Residents asked about potential future events, including bonfire night celebrations, seasonal events, and battle re-enactments. Questions were also raised regarding evening noise restrictions and the importance of considering the impact of events on nearby residents.

Bespoke Inns advised that an events programme cannot yet be confirmed until access to the castle is available. It was also noted that arrangements regarding entrance fees have not yet been confirmed. School visits are expected to continue.

Questions were raised regarding parking arrangements, including the retention of the existing car park, and whether the church may be able to use the car park for funerals when available.

Concern was raised regarding whether there would be adequate toilet facilities during events and if additional toilets had been installed. It was confirmed that the existing toilet arrangements currently remain the same, although additional temporary toilet facilities may be brought in for larger events if required.

Discussion also took place regarding preserving and promoting the historical importance of the castle, including the possibility of historical interpretation boards and ensuring the site remains a community asset accessible to local residents and groups. The clerk asked about progress on a temporary event structure to replace the former wedding marquee.

Bespoke Inns confirmed they would consider holding an open day for local groups prior to opening to the wider public.

Residents were encouraged to send comments, concerns and suggestions, directly to Bespoke Inns via customer services at [customerservices@bespokeinns.co.uk](mailto:customerservices@bespokeinns.co.uk).

## **AM/2026 5.0 Presentation by Vicki Matthews – Duchy of Lancaster Operations and Restoration Update**

Vicki Matthews provided an update on the ongoing restoration and operational works at Tutbury Castle. It was reported that extensive restoration works have been undertaken over the past four years, including repointing, lead work repairs, replacement of lead flashing, repairs to leaks, removal of modern interventions and false walls, paving improvements, drainage repairs, and replacement of damaged flagstones.

Metal estate fencing is to replace sections of wooden perimeter fencing, and works to the moat and surrounding areas are ongoing. Conifer trees are due to be removed to improve views and increase natural light to outdoor café areas, following

discussions with Historic England. Archaeological building recording works have been undertaken by University of Leicester, with archaeologists monitoring any soil disturbance during works.

Historic features, including fireplaces, have been reinstated where possible. Residents were advised that historical and archaeological information gathered during the restoration process may be shared in the future.

It was confirmed that the Duchy would retain responsibility for the structure and fabric of the castle, while Bespoke Inns would manage day-to-day operations.

Questions were raised regarding reopening the former pedestrian entrance and the potential for an arboretum or moat walk. Residents requested consideration be given to reinstating a pedestrian path from the previous entrance to improve access and reduce reliance on the narrow single-track drive to the John of Gaunt gate. It was noted that accessibility improvements would be considered where possible, although works must remain sensitive to the historic nature of the site. A rural surveyor and forestry team will continue to review access arrangements.

Paving works in front of King's Lodge have been completed. Archaeological surveys are required before works can proceed on the proposed car park improvements and EV charging installation. Current proposals include approximately 50 parking spaces and four EV charging points.

CCTV has now been installed due to previous security and anti-social behaviour concerns. Residents were advised that the majority of scaffolding is expected to be removed by 13 June, with final works on site anticipated to conclude in August.

Discussion also took place regarding a replacement structure for the former marquee. It was noted that groundworks are complicated by archaeological requirements and specific planning considerations involving Historic England.

Representatives from Tutbury Museum advised they have developed a virtual reality reconstruction of the original castle based on archaeological evidence and expressed an interest in collaborating further with the Duchy and Bespoke Inns.

A question was also raised regarding whether a lay-by or passing place could be installed along the narrow access road to help alleviate traffic issues associated with the car park. The Duchy agreed to review the request.

The Duchy could not confirm at this stage if the towers would be reopened.

## **AM/2026 6.0 Community Engagement with local groups.**

### *6.1 Charlotte Eccles – North Staffordshire Community Rail Partnership*

Charlotte Eccles provided an update on community engagement projects linked to Tutbury and Hatton Railway Station and the Crewe to Derby rail line. The partnership is involved in community gardening projects, arts initiatives, and the installation of

local history boards in collaboration with Tutbury Parish Council, Hatton Parish Council, and Tutbury Museum.

Residents interested in becoming station volunteers at Tutbury and Hatton Station were encouraged to contact the partnership. Charlotte also advised that the partnership is involved in producing and promoting heritage walk leaflets linking the station to local attractions and would welcome discussions with residents regarding the village's history and points of interest.

## *6.2 Church Representative Update*

The church representative updated residents on upcoming events, volunteering opportunities, and fundraising activities taking place within the parish. Regular activities include Holy Mowers and churchyard volunteering sessions, Priory Crafters on Thursday mornings, and the Saturday Priory Pantry café, where refreshments are sold to support church fundraising.

Residents were advised that approximately £1,500 in grant funding is still required towards pathway improvement works within the church grounds.

Upcoming events confirmed are listed in the appendices

Residents were also advised that previously unidentified war graves have been uncovered, with ongoing work to record and preserve them where possible.

Volunteers, donations, and continued community support for church activities and fundraising events were welcomed.

## *6.3 Jill Page – Local Events Update*

Jill Page promoted several upcoming community events, including a 7k village walk taking place on 24 May in aid of the Scouts.

An update was also provided on the Mods and Minis event scheduled for 12 July. Residents were advised that the event has received a £400 contribution from Tutbury Parish Council; however, further sponsorship and funding support is still being sought. Business sponsorship, raffle prizes, and donations from local organisations, including the Civic Society, have been received, although additional support would be welcomed.

## *6.4 Richard Wakefield – PTA Update*

Richard Wakefield updated residents on fundraising activities and future projects. Residents were advised that the PTA is seeking to raise approximately £10,000 during the year, including funding towards the installation of a new sensory area. Approximately £6,000 has already been raised.



# Annual Meeting

Preparations are ongoing for the Summer Fete scheduled for 4 July. Sponsorship, volunteers, raffle prizes, donations, and further funding support are being sought to help support the event and associated projects.

Refreshments were served.

Appendix meeting papers

## REPORT OF THE PARISH COUNCIL CHAIR 2025 – 2026

MAY – Our year began as the previous one had ended with questions over the devolution process. Early indications are that services as we know them will no longer be as local as we have been used to. Our meeting was attended by a resident who is involved with the sealed knot English civil war re-enactors. He was asking for our backing to hold a re-enactment of the siege of Tutbury castle next year, which will be an anniversary of the original siege. With the castle unavailable an idea was suggested to use Cornmill Lane playing fields as an alternative venue. We are also being contacted by reporters regarding the peacocks in the village.

JUNE – Interest is starting to grow with the peacock reports, generated by on-line coverage. This has also lead to newspaper reporters visiting Tutbury to see them and interview residents. Our meeting was attended by several residents who were concerned about what the Parish Council stance might be. We made it clear that we have no obligations with regards to the peacocks. We had been in touch with DEFRA and the RSPCA, their advice was to discourage parishioners from feeding them. The Fauld traffic regulation order is currently at design stage. The County Council also recorded no excessive speeding on Park Lane or Ludgate Street. We will be meeting with them shortly to discuss our concerns. Members received feedback from the chair and clerk regarding a devolution meeting attended on-line. There are concerns that Parish Council workloads could increase. It was decided that we form a Parish Strategy Committee to consider our response to the devolution process. We are also considering the overall standards of the changing rooms at Cornmill Lane with upgrades in mind.

JULY – The sealed knot representative attended our meeting with a proposed event in Tutbury to take place on 20<sup>th</sup> and 21<sup>st</sup> June next year. With the castle still closed the preferred option will be Cornmill Lane. A camp will be set up and skirmishes arranged. There may also be a procession through High Street. The tender process has begun for a new lease at the Castle, we have requested an update from our MP Jacob Collier. The Council are currently looking into FA guidance for our changing room improvements and other grant opportunities. ESBC has

invited Parish Councils to attend a Devolution Forum in August. A purchase order has been raised for the outdoor gym equipment for Park Pale and the Mill Site.

AUGUST – The chair gave feedback from the Devolution Forum which was attended by other Parish Council chairs and the ESBC Chief Executive. The latest information is that talks are in motion but assets cannot be passed to Parish Councils or other groups at this stage. County and Borough Councils will devolve into Unitary Authorities creating a two tier local government system with Parish Councils at local level. During the month County highways had carried out road resurfacing work, some of which we had reported. Overgrowth was cleared around the milestone on Burton Road also by the County Highways team. We had a Road Safety meeting with County Council representatives and discussed Fault straight and traffic calming within the village. We also discussed the fact that the Parish Council is looking at purchasing speed indicators.

SEPTEMBER – The outdoor gym equipment has now been sited at Park Pale and the Mill Site, including a new path at Park Pale for gym equipment access. The dry stone waller has returned to the churchyard for three more weeks and completed the rebuild of two more of the sections. Back with the Devolution process news is filtering out. ESBC favour a North /South Staffordshire split and the County favour an East/West split. We are told that we will know more in November. In Tutbury we have selected four positions for speed indicators. The County Council will be consulted for advise and feasibility.

OCTOBER – The dry stone waller has completed the next two sections of the churchyard walls and left site until he returns next year. Myself and Karen met with Jacob Collier MP to discuss updates on the castle. We were told that there is now a shortlist of four possible candidates. Our third newsletter has now been delivered to residents homes, one item advertised the co-option of a Parish Councillor following a resignation.

NOVEMBER – We have been informed that the castle shortlist is now between two possible candidates. The Borough Council met on the 10<sup>th</sup> November to discuss their preferred option of the devolved areas of local Government. It was streamed live and the option of a north/south split was their preferred option. At this point we do not yet know how the Parish Council will be affected.

DECEMBER – Myself and Councillor Gill Hough attended a Staffordshire Parish Councils Association meeting at Uttoxeter Town Hall. We met with speakers who were involved with Local Council websites, Best Kept Village Competition and Staffordshire FA. We spoke about grants to upgrade the changing rooms at Cornmill Lane and the revamped Best Kept Village Competition. We have now also been informed who the successful candidate is who will be in partnership with the Duchy at the Castle. They are Bespoke Inns who have agreed to attend our next meeting in January. We are currently advertising for interested parties to carry out the improvement works to the changing rooms. These now have to be advertised on a Government Hub.

JANUARY – The year began with building companies expressing an interest in quoting for the changing room upgrades work. During the month myself and Karen met several contractors who came to view the building. We set the date to return quotes for February 10<sup>th</sup>.

Representatives of Bespoke Inns and the Duchy attended our meeting to update us on progress of repairs and access to the Castle once reopened during the summer. Meanwhile back in the churchyard the dry stone waller returned to begin the repairs on the final two sections of wall areas. We also welcomed a new Parish Councillor, Max Bladon was co-opted at our January meeting.

FEBRUARY – The work is still ongoing on the dry stone walling areas and at times hampered by bad weather. We reviewed the traffic regulation order to reduce the speed limits through Fauld on the approach to Tutbury. We also reviewed and responded to the Local Government reorganization consultation. A sub-committee met twice during the month to read through the 11 quotes for the changing rooms refurbishment work. It proved to be a large task but we concluded with a shortlist of 3 preferred quotes to recommend to full council. At this stage we are ready to apply for a Football Association grant.

MARCH – The dry stone walling in the churchyard has now been completed and path re-opened. We held another community litter pick on March 21<sup>st</sup> which amassed 20 bags of litter from around the village and fly tipping at Ferrers Avenue. We approved a grant to support the Mods and Minis event to be held in the village. We also approved the purchase of a plaque to commemorate the former Webb Corbett/Tutbury Crystal factory site. We approved the content for our fourth newsletter which will be delivered to all residents. We discussed and resolved which tender to accept for the changing rooms refurbishment work.

Building Control and Staffordshire FA will be notified with the relevant information.

APRIL – Our latest newsletter is now being delivered around the village by members of the Parish Council. We discussed the siting of a new bus shelter, the site chosen is at the top of Burton Street adjacent to the school playing field. The Council approved blue speed watch area signs to be sited at the 7 village entrances. On April 23<sup>rd</sup> the Road Safety Committee met with County Council officers and our County Councillor. We discussed various issues raised by residents regarding road safety and other maintenance concerns. We also discussed safer road crossings for school children and the siting of the new bus shelter. The grant for the changing rooms refurbishment work has now been approved by Staffordshire FA. Karen and I met with the successful contractor on site on April 25<sup>th</sup>.

MAY – Finally a notice of vacancy will be advertised during the month due to the departure of one of our fellow Councillors.

**Francis Crossley – Chair, Tutbury Parish Council.**

## Accounts for Year from 01/04/2025 to 31/03/2026

Box No.	Description	Year ending	
		31/03/2025 £	31/03/2026 £
1	Balances brought fwd	38,750.75	73,599.74
2	Annual precept	73,396.53	96,026.52
3	Total other receipts	20,371.41	36,240.80
4	Staff Costs	22,096.42	26,822.00
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	36,822.53	81,198.45
7	Balances carried forward	73,599.74	97,846.61
8	Total Cash and Short Term Investments	73,599.74	97,846.61
9	Total Fixed Assets and Long Ter	187,475.14	205,007.10
10	Total Borrowings	0.00	0.00

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

## Reserves Balance report

<u>Reserves Earmarked</u>	<u>Opening Balance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Laptop					0.00
Election	-32.24	2,000.00			1,967.76
Road Safety		4,000.00			8,000.00
Changing room boiler	4,000.00	2,500.00			2,500.00
TOSCA community pledge	1,500.00				1,500.00
New Bus Shelter		10,000.00			10,000.00
parish project		10,000.00			10,000.00
Footpath Development					1,000.00
Street Furniture	1,000.00 754.49				754.49
Admin Contingency		-21,198.16			0.00
Church wall maintenance	21,198.16		5,392.00		3,844.00
Planter purchase	9,236.00				0.00
<b>Total Earmarked</b>	<b>37,656.41</b>	<b>7,301.84</b>	<b>5,392.00</b>		<b>39,566.25</b>
<b>TOTAL RESERVE</b>	<b>37,656.41</b>	<b>7,301.84</b>	<b>5,392.00</b>		<b>39,566.25</b>
<b>GENERAL FUND</b>					<b>58,280.36</b>
<b>TOTAL FUNDS</b>					<b>97,846.61</b>

## Bank Reconciliation 2025-2026

	<b>Bank Reconciliation at 31/03/2026</b>			
	Cash in Hand 01/04/2025			73,599.74
	<b>ADD</b> Receipts 01/04/2025 - 31/03/2026			132,267.32
				205,867.06
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/03/2026			108,020.45
				<b>97,846.61</b>
<b>A</b>	Cash in Hand 31/03/2026 (per Cash Book)			
	Cash in hand per Bank Statements			
	Petty Cash	31/01/2026	0.00	
	Current Account	25/03/2026	76,624.67	
	Business Instant Account	10/03/2026	19,664.72	
	Business Burial Account	10/03/2026	2,708.46	
				<b>98,997.85</b>
	Less unrepresented payments			1,151.24
				97,846.61
	Plus unrepresented receipts Adjusted Bank Balance			<b>97,846.61</b>
<b>B</b>				

## East Staffordshire Borough Council

Your borough councillors, of which there are three of us for this area liaise and help with issues arising from the parish council meetings that are borough responsibilities. We enjoy a close working relationship with Tutbury Parish Council and have assisted in handling numerous issues over the past year, including graffiti, lighting, abandoned vehicles, empty properties and trees (both the procurement of new trees and maintenance on existing ones). In addition, we have dealt directly with many parishioners and local community groups directly on matters involving benches, grass cutting, road safety, event bins and planning applications.

We would like to emphasise that there are grants available up to £1500 for local groups, from the community councillor funds. We have had considerable success in the Ward with these, including a recent application in relation to the Christmas light switch on in Tutbury. Details can be found on the ESBC website or indeed please contact one of the councillors for guidance.

Finally, it has been a very unsettling time for councillors as we are awaiting final announcements from the government as to whether devolution of councils will take place and as to what areas will be decided.

If devolution does happen, local councillor representation will certainly be reduced.

## St Marys Church Events Update

Holy Mowers who care for and maintain the Churchyard and volunteer every Wednesday

Tutbury Church crafters who meet every Thursday morning

Priory pantry, a church cafe we run every Saturday from 10-12

We are always raising money to maintain our beautiful 11th century building but also this year we would like to introduce a new footpath in the churchyard and are looking for support from the community to help pay for it.

Our upcoming fundraising events include;

Sat 16th May - Plant sale

Sat 23rd May - Uttoxeter choral society concert

Mon 25th May - Roger's Pipes in the Priory bank holiday organ concert

Sat 6th June - Military veterans Priory pantry fundraiser

Sat 27th June-Sat 4th July - Rick Nuth putting together an exhibition to commemorate the battle of the Somme and the anniversary of the rededication of the war memorial

Sat 15th August - Tutbury day concert

Sat 5th Sept - Murder mystery in conjunction with Tutbury Arts Group