



TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council in Tutbury Village Hall held on Monday 20th April 2026 at 7.30 p.m.

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

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

04/2026 1.0 Apologies for absence

Vice Chair Cllr. D. Morris
Cllr L. Crossley

04/2026 2.0 Minutes

RESOLVED

Members confirmed the minutes of the Meetings were accurate.
Tutbury Parish Full Council, 16th March 2026
Cllrs voted in favour of approval.

04/2025 3.0 Declarations of Interest

None received.

Signature

Date

04/2026 4.0 Public Participation

4.1 A member from the sealed knot attended the meeting to update the council on the progress of the Sealed knot event on the weekend of 20-21st June. Plans were in place for

- Waste bins
- Food providers with the help of Tutbury Club
- Extra toilets
- Camping
- Road closure
- Resident engagement

Members requested that traffic cones could be placed on Cornmill Lane to allow chicane access to reduce the effect of one-way traffic due to parked cars.

4.2 proposed timing for the event on both days have been put in place.

- Gates will open at 10:00am on each day.
- Living history displays will commence from 11:00am, including cannon fire. Advance notice as been given to residents to ensure awareness, particularly for those with pets.
- The Royalist army will occupy the village during the event.
- A confrontation between forces is scheduled on the High Street at approximately 1:30pm, followed by a march to the event field.
- A skirmish battle, involving full armour, will take place at 2:30pm.
- Event closes at 4pm

Additional arrangements:

- Promotional posters have been displayed, with a large feature poster to be installed on the roundabout.
- Engagement with the local school is planned, including an educational talk.
- Local shops and businesses have been contacted and are supportive of the event.
- The clerk confirmed that St Johns Ambulance has been booked for the event on behalf of the Parish Council.

Members thanked the Event organiser.

4.3 The police community support officer updated the council on issues raised at the previous meeting.

- Evolve Bus Route

Signature

Date

Members were advised that the Evolve bus route along Monk Street cannot be amended by the bus operator, as the route has been approved by Highways. Access via Monk Street is required to enable service of the Dog and Partridge bus stop in the Burton-bound direction on High Street.

Members noted that the previous route did not serve the High Street, as Duke Street provided a suitable alternative.

The Clerk suggested that the matter be escalated with Highways and raised again at a future Highways meeting.

4.4 Members were advised that Derbyshire Constabulary is aware of the individuals responsible for recent anti-social behaviour in Tutbury. The perpetrators are understood to be from Hatton, and their identities, including names and families, are known to the police. Local schools have also been made aware. No further incidents have been reported at this time.

4.5 With regard to illegal e-bikes, Members were informed that the cyclists involved are also known to Derbyshire Constabulary and have been dealt with. However, it was noted that a rider has recently been seen on Park Pale and in other areas of Tutbury over the past few days.

Members were advised that the Tutbury PCSO has now been reallocated to Uttoxeter and no longer has access to a marked police vehicle. Derbyshire Constabulary may still undertake patrols in marked vehicle in Tutbury, and increased patrols can be requested. Members were encouraged to report incidents via 101 and to provide supporting evidence such as photographs, CCTV, or mobile phone footage where available.

4.6 Recent graffiti on Cornmill Lane had not been reported to the police. The PCSO advised that all instances of criminal damage should be reported via 101 to ensure appropriate action can be taken.

04/2026 5.0 To adjourn the meeting for the Borough and County Councillor report

5.1 The meeting was adjourned to receive reports from Borough and County Councillors.

- The Church Path lamp has been repaired.
- Issues relating to the new food waste collection service have largely been resolved. It was noted that some streets have two collection days, which had led to confusion and missed collections.
- Contact has been made with Trent & Dove Housing regarding rubbish left outside bungalows on Wakefield Avenue, which is negatively impacting the appearance

Signature

Date

of the village. A request has been made for its removal; however, no response has yet been received.

- The Community Climate Fund (CCF) grant scheme has reopened this month, with community groups encouraged to apply.
- Trade bins were provided for the market. A Member suggested retaining them temporarily for use at the Cars and Coffee event on 3 May on the High Street.
- A signage issue has been reported at Heritage Park, where access to properties is unclear. As the roads are unadopted, East Staffordshire Borough Council would need to liaise with the developer, Peveril Homes, to improve street name and house number signage.
- Graffiti at Cornmill Lane has been reported and will be actioned by ESBC.
- Tree planting at Heritage Park has been completed, with the boulevards enhancing the appearance of the area.
- It was reported that food waste bin liners have not been provided to all households. Residents who have not received liners should contact East Staffordshire Borough Council to request supplies.
- Concerns were raised regarding HGVs accessing Castle Street Triangle, a no through access road to the Castle. (six reported occurrences), likely due to satellite navigation directing vehicles along an unsuitable route. It was noted that the road is not suitable for articulated lorries and a “no through road” or advisory sign is required. This matter will be escalated to Highways at a forthcoming meeting.

04/2026 6.0. To reopen the meeting to receive the Clerk’s Report including correspondence.

6.1 The Clerk confirmed that a CPR training session has been arranged for 29 June and has been advertised in the Parish newsletter.

Members noted correspondence from the Staffordshire Parish Councils' Association regarding its response to the Government’s consultation on Local Government Reorganisation. Key points included the need for early engagement with parish councils, adequate resourcing, strengthening local democracy, and partnership working, including the devolution of assets and services where appropriate.

An update was received from Staffordshire County Council regarding surface issues on Norman Road. Poor workmanship at the junction with Ludgate Street has resulted in an uneven surface. The contractor has accepted responsibility; however, repairs will be undertaken as part of a future remedial programme and monitored in the interim.

Members also noted recent resident correspondence, including:

- Reports of new graffiti on the Cornmill Lane flyover.
- Positive feedback on the Parish Council newsletter.
- A request for improved signage at Primrose Drive.

Signature

Date

- Concerns regarding overgrown hedging and uneven footpaths at Ludgate Street/Belmot Road.

All matters raised have been referred to the relevant County and Borough Councils for investigation and action.

04/2026 7.0 To receive the Chair's Report

7.1 The Chair reported that he had met with students undertaking interviews in relation to the Tutbury peacocks. He advised that the Parish Council's position remains that residents should not feed the peacocks, in line with guidance from DEFRA and Staffordshire Wildlife Trust. The students will also be meeting with a peacock expert as part of their final year dissertation research.

7.2 Cllr Gill Hough was nominated as the Parish Council's representative trustee to Tutbury Charities.

Cllr Ken England confirmed his intention to resign from the Council due to relocating outside the centre of the parish. He will remain in post until a replacement is appointed. Members expressed their thanks for his service, particularly his contributions to the outdoor gym project and Speed Watch initiative.

7.3 High Street Flags

A Member enquired whether the Council wished to purchase more suitable flags for display on the High Street in May. It was suggested that, rather than Union Flags, alternative flags more appropriate to the Sealed Knot event be used. Members agreed to review and change the flags this year, noting their limited lifespan.

04/2026 8.0 To approve a response to the Housing Allocations Policy Consultation

8.1 Members considered a proposed response to the Housing Allocations Policy consultation by East Staffordshire Borough Council.

The Parish Council welcomed the opportunity to comment and expressed support for the overall aim of ensuring the policy is fair, transparent, and prioritises those in greatest housing need. In particular, Members supported the emphasis on strengthening local connection criteria to help sustain rural communities such as Tutbury.

The Council's response highlighted the importance of:

Signature

Date

- Robust application of local connection provisions to ensure housing meets the needs of those with a genuine link to the area.
- Maintaining flexibility within the policy to reflect local circumstances, particularly in smaller communities with limited access to affordable housing.
- Ongoing engagement with parish councils to inform housing need and local priorities.

Members also supported continued efforts to improve transparency and consistency in decision-making, alongside the retention of statutory homelessness duties and reasonable preference categories.

Resolution:

Members voted in favour, that the proposed response be approved and submitted.

04/2026 9.0 To receive a budget update and end of year account summary.

9.1 The Council received a budget update and end-of-year accounts summary.

The increase in expenditure relates to the installation of the tarmac drive and outdoor gym. These projects were funded by grants; however, £12,500 of the funding was received in the previous financial year, which accounts for the variance.

It was noted that the administrative contingency reserve transfer has been reallocated from the Administrative Contingency heading into the General Reserve to ensure accurate presentation within the accounts for audit purposes.

Reserves for the forthcoming year have increased in line with previously agreed Council resolutions, reflecting earmarked projects planned for delivery.

The Clerk will transfer the earmarked reserve funds into the interest-bearing account. Please refer to the appendix for detailed budget reports.

04/2026 10.0. To review and approve the General Reserves Policy

10.1 Members reviewed the General Reserves policy prepared by the Clerk.

Resolution:

All members voted in favour to adopt the policy.

04/2026 11.0 To review and approve Data Protection Policy

Signature

Date

11.1 this item will be moved to the May meeting.

04/2026 12.0 To Review and approve Grants Awarding Policy.

12.1 Members reviewed the existing Grants Awarding policy prepared by the Clerk.

Resolution:

All members voted in favour to approve the policy.

04/2026 13.0 . To consider the Council's response to proposed neighbourhood governance arrangements and agree actions to support the role of parish and town councils.

This Council believes:

1. That parish and town councils should play a central and influential role in any new system of neighbourhood governance, reflecting their democratic mandate and deep local knowledge.
2. That any new neighbourhood governance structures should complement, not duplicate or marginalise, existing parish and town councils.
3. That clear guidance from Government is essential to avoid confusion, overlap, and the dilution of local democratic accountability.
4. That parish and town councils are offered the opportunity to join any neighbourhood governance structures created in their area.;

Resolution:

1. **Call on our local Member of Parliament** to press the Secretary of State for Housing, Communities and Local Government to:
 - Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
 - Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
 - Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.

Signature

Date

2. **Write to the MP** enclosing this motion and requesting active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.
3. **Engage with our principal authority** to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.
4. **Publicly communicate this Council's position** to residents, reaffirming our commitment to maintaining strong, local, democratic representation.

04/2025. 14.0 To Review and approve Tree management policy

14.1 Members reviewed the existing Tree management policy prepared by the Clerk.

Resolution:

All members voted in favour to approve the policy.

04/2026 15.0 To consider and approve a location for an additional bus shelter

15.1 The Clerk presented bus stop usage data for the Derby-bound route. The previously proposed Burton Street stop was identified as one of the least used; however, members noted passengers frequently alight there but do not board, likely due to the steep incline.

Members agreed the Ironwalls stop at the top of Burton Street is a more suitable location due to higher usage, including by school and college students.

Resolution:

- To install a bus shelter at the Ironwalls bus stop (Derby-bound), top of Burton Street.
- To install a bench halfway up Burton Street to assist pedestrians.

It was further agreed to raise related bus stop matters with Highways.

04/2026 16.0 To consider and approve the adoption of the Model publication scheme

Signature

Date

16.1 Members reviewed the existing Publication scheme policy and model guidance policy prepared by the Clerk.

Resolution:

All members voted in favour to approve the policy.

04/2026 17.0 To receive an update on Changing room refurbishment.

17.1 The Council noted that a grant has been awarded by The Football Foundation, funded by the Premier League, The Football Association and Department for Culture, Media and Sport.

This funding will enable the refurbishment of the changing rooms, including the installation of new shower cubicles.

The contractor has been formally notified, and works are now able to progress. A meeting has been arranged with the contractor to agree the programme and schedule of works.

04/2026 18.0 To consider purchasing permanent Speed watch signs

18.1 Members considered the purchase of permanent Community Speed Watch signage for seven identified village entry points. It was noted that each sign costs £19.88, with installation estimated at between £100 and £250 per sign depending on location and contractor, giving a total estimated cost of £839.16 to £1,889.16 for all sites. Members agreed that it is worth pursuing the proposal and obtaining accurate quotations for installation costs.

It was further noted that the installation of permanent signage would remove the need for temporary yellow warning signs currently used during sessions. Members welcomed the recruitment of additional volunteers, which will enable an increase in the number of Community Speed Watch sessions in future.

The signage pack will be reviewed for completeness before submission to Staffordshire County Council Highways for approval, after which formal installation costs will be obtained from approved contractors.

04/2026 19.0 To approve Accounts for Payment

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

Signature

Date

04/2026 20.0 To consider the erection of History boards at Tutbury and Hatton station, and development of heritage walk

20.1 The Clerk reported that the Parish Council has been invited by the North Staffordshire Community Rail Partnership (NSCRP) to participate in a heritage project at Tutbury and Hatton Station, including interpretation boards and a “Rails to Trails” station walk.

The project will include heritage boards (using an NSCRP template), a station-to-village heritage walk, and oral history videos. Collaboration is underway with Hatton Parish Council, the local museum, and the Civic Society to ensure historical accuracy. Cllr Bladon will be included in the project content.

NSCRP Project Manager Charlotte Eccles and an East Midlands Railway (EMR) representative will be invited to the Annual Parish Meeting to present the scheme and discuss wider opportunities, including potential heritage signage links with the Castle. A site meeting will be arranged to agree board locations, and NSCRP will progress a funding application once final requirements are confirmed.

A progress meeting is scheduled for 21 May 2026 at 10am.

04/2026 21 Items for the Next Agenda

- Update on Changing room refurbishment.
- Policy updates.
- Noticeboard for Heritage Park
- Audit approval of accounts
- Highway concerns – meeting update
- Data Protection policy
- Update from Borough Council regarding a request for Cromwell Close park bench

04/2026 22.0 Dates of Next Meetings

- **Planning Committee Charity House, Duke St Tues 5th May 2026**
- **Annual Meeting of the Parish 11th May 2026 Village Hall.**
- **Full Parish Council 18th May 2026 Village Hall.**

Signature

Date

Tutbury Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration			0.00 (N/A)	7,345.00	5,889.36	1,455.64 (19%)	1,455.64
Capital			0.00 (N/A)			0.00 (N/A)	0.00
Earmarked			0.00 (N/A)		5,392.00	-5,392.00	-5,392.00
Highways, Footpaths & Bus			0.00 (N/A)	9,300.00	7,799.59	1,500.41 (16%)	1,500.41
Income	98,227.52	124,772.54	26,545.02 (27%)	34,594.00	34,594.00	0.00 (N/A)	26,545.02
Parks & Open Spaces		840.82	840.82	14,260.00	13,400.02	859.98 (6%)	1,700.80
Section Charities & 137			0.00 (N/A)	7,600.00	3,010.00	4,590.00 (60%)	4,590.00
Staff Costs			0.00 (N/A)	26,760.00	27,204.42	-444.42 (-1%)	-444.42
NET TOTAL	98,227.52	125,613.36	27,385.84 (27%)	99,859.00	97,289.39	2,569.61 (2%)	29,955.45

Total for ALL Cost Centres	125,613.36	97,289.39
V.A.T.	6,653.96	10,731.06
GROSS TOTAL	132,267.32	108,020.45

Tutbury Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Street Furniture	754.49				754.49
TotalCapital	754.49				754.49
Earmarked					
Laptop					0.00
Election	-32.24	2,000.00			1,967.76
Road Safety	4,000.00	4,000.00			8,000.00
Changing room boiler		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				1,000.00
Admin Contingency	21,198.16	-21,198.16			0.00
Church wall maintenance	9,236.00		5,392.00		3,844.00
Planter purchase					0.00
TotalEarmarked	36,901.92	7,301.84	5,392.00		38,811.76
TOTAL RESERVE	37,656.41	7,301.84	5,392.00		39,566.25
GENERAL FUND					58,280.36
TOTAL FUNDS					97,846.61

Voucher Date	Description	Supplier	Net	VAT	Total	
18 01/04/2026	Changing room keys	Karen Duffill	40.00	0.00	40.00	
9 15/04/2026	Clerks Salary	Karen Duffill				
11 15/04/2026	Clerks Expenses	Karen Duffill				
10 15/04/2026	Clerks Employer Pension	Staffordshire County Pension Fund				
12 15/04/2026	Employee Pension Contribution	Staffordshire County Pension Fund				
17 20/04/2026	Annual Subscription	Staffordshire Parish Council Association	758.34	0.00	758.34	
1 20/04/2026	CIr Training	Staffordshire Parish Council Association	40.00	8.00	48.00	806.34
19 20/04/2026		Art Quality Cleaning Services	440.00	88.00	528.00	
20 20/04/2026		Art Quality Cleaning Services	550.00	110.00	660.00	1,188.00
4 20/04/2026		RB Grounds Care Ltd	282.50	56.50	339.00	
5 20/04/2026	Legionella Control	Sterilizing Services Ltd	36.00	7.20	43.20	
						2,016.54
20/04/2026	Dog bags	M Upton	41.34	0.00	41.34	
20/04/2026	Remembrance	P Steadman	300.00	0.00	300.00	
					250.00	
					150.00	
Outstanding						
227 17/3/2026	Playing Fields rent	Tutbury Parish Charities	250.00	0.00	150.00	
215 17/3/2026	Playing Fields rent	Tutbury Parish Charities	250.00	0.00	250.00	800.00
6 20/04/2026	Charity House Rent	Tutbury Parish Charities	150.00	0.00		
7 20/04/2026	Playing Fields rent	Tutbury Parish Charities	250.00	0.00		
					0.00	
Direct debits						42.63
15 10/04/2026	phone top up	Asda	0.00	0.00	0.00	
2 09/04/2026	Changing Room Electricity Supply	Octopus Energy	40.60	2.03	267.34	
14 10/04/2026	subscription	Staffordshire Wildlife Trust	0.00	0.00	4.25	
13 15/04/2026	National Insurance	HMRC	267.34	0.00	34.03	
16 18/04/2026	bank charges	Lloyds Bank	4.25	0.00		
8 20/04/2026	Changing Room Gas Supply	Valda Energy	32.41	1.62		
					339.55	
Debit Card						
3 01/04/2026	printing	www,printpond.co.uk	282.96	56.59		

Annual Direct debits for approval

ASDA Mobile phone charges £5 a month

Staffordshire Wildlife subscription £3.50 a month.

Source for Business Water charges£ 23.50 a month

HMRC monthly charges aprox 267. a month variable direct debit