



## TUTBURY PARISH COUNCIL (TPC)

The Annual meeting of the Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 18<sup>th</sup> May 2026

Those present were,  
Cllr F Crossley (Chairperson)  
Cllr D Morris, (Vice Chair)  
Cllr C Smedley (Parish Cllr, ESBC Borough Cllr)  
Cllr A Hall  
Cllr L Crossley  
Cllr M Upton  
Cllr P Steadman

In attendance, Karen Duffill (Clerk)  
Borough Cllr R Lock

### **05/26 1.0 ELECTION OF CHAIRMAN**

Nominations for chairperson were invited, and Cllr F Crossley was proposed and seconded.  
Cllr F. Crossley was elected following a unanimous vote.

### **05/26/2.0 CHAIRPERSON'S DECLARATION OF ACCEPTANCE OF OFFICE**

2.1 The declaration of acceptance of office was signed by the chairperson Cllr F Crossley and the clerk.

Signature

Date

### **05/26 3.0 ELECTION OF VICE-CHAIR**

3.1 Nominations for chairperson were invited, Cllr D Morris was proposed and seconded. Cllr D Morris was elected following a unanimous vote.

### **05/26 /4.0 VICE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**

.4.1 The declaration of acceptance of office was signed by the vice chairperson Cllr D Morris and the clerk.

### **05/26 5.0 Formation of Council committees/ working parties and review relevant terms of reference**

#### **RESOLVED**

- 5.1 The committee structure was revised see appendix.
- 5.2 Cllrs voted in favour to amend the terms of reference for the open space committee to raise the limit of delegation for the committee to match the contingency provision for the changing rooms refurbishment. All other terms of reference were approved with no amendments

### **05/25 6.0 Confirmation of street representatives**

6.1 No changes were made to the Allocated Street representative. See the appendix for the Street Representative Allocation.

### **05/26 7.0 To review and approve the updated**

Data Protection Policy  
Data Audit policy

Signature

Date

7.1 The Clerk recommended adopting the Parish Council Association Data Audit policy. The privacy policy has been changed inline with the IT policy and assertion 10 requirements for audit purposes. The internal auditor has reviewed policies and confirmed that they were acceptable to comply with assertion 10 of the audit requirements.

**RESOLVED**

No further amendments were suggested, and members voted in favour of adopting the policies.

**05/26 8.0 To approve the continued use of existing policies**

**RESOLVED**

8.1 Members voted in favour to approve the existing policies.

**05/26 9.0 Apologies**

9.1 Cllr G Hough  
Cllr K England

**05/26 10.0 Minutes of the Planning, Committee meeting, 30th March and 5th May 2026, Full council meeting 20th April, Annual meeting of the Parish 11th May 2026**

**RESOLVED**

10.1 Cllrs voted in favour of approval.

**05/2611.0 Declarations of Interest & Dispensation requests**

10.1 Cllr F Crossley declared an interest in approving the accounts due to an association with a contractor's invoice

Signature

Date

## **05/26 12.0 Public Participation:**

12.1 No public present.

## **05/26/ 13.0 Clerks Report including correspondence.**

### **13.1 Grit Bins – Staffordshire County Council Audit**

13.1 The Clerk informed Members that Staffordshire County Council is undertaking an audit of all County Council-maintained grit bins. The Council has requested details of any Parish Council-owned grit bins, advising that any unregistered bins may be removed.

Members were informed that a schedule of charges had been issued for public liability insurance and winter refill costs. All Parish Council-owned grit bins must be registered by 31 July 2026 to be included in the winter refill programme.

Members commented that some grit bins had not been refilled for several years and requested that a list of all known grit bin locations be compiled. It was noted that an interactive map was available, and Members agreed to check grit bins in their respective areas to confirm whether they were full and to identify any additional Parish-owned bins not currently listed as County Council assets.

## **05/26 14.0 To discuss and approve annual subscriptions to**

- Staffordshire Playing Field Association
- Society of Local Clerks

### **RESOLVED**

Cllrs voted in favour of approval.

Signature

Date

## **05/26 15.0 End of Year Accounts and audit.**

### **15.1 To review the internal Auditor Report**

Accounting processes had been followed. The auditor recommended that all members use their parish council email addresses to uphold data protection protocol.

### **15.2 To approve the Annual Governance Statement 2025\_2026**

Members voted in favour of approving that financial procedures had been followed for the previous financial year 2025-2026. The chair and clerk signed the Annual Governance statement to approve that the financial procedures had been followed.

### **15.3 To approve the Accounting Statement 2025/26**

Members considered the Accounting Statement for the financial year 2025/26. It was resolved to approve the end-of-year financial figures as presented. Following approval, the Accounting Statement was signed by the Chair and the Clerk.

### **15.4 To approve the public consultation period for the AGAR.**

Members considered the proposed public consultation period for the Annual Governance and Accountability Return (AGAR). It was resolved that the public inspection period would commence on 3 June 2026. Members unanimously approved the proposed dates.

## **05/26 16.0 To adjourn the meeting to receive a Borough and County Councillor report,**

16.1 Borough Councillor C Smedley informed the Council that Monica Holton had been appointed as the new Mayor of East Staffordshire Borough Council.

Signature

Date

16.2 Cllr Smedley has requested a bench at Cromwell Close play area to be installed by ESBC and is awaiting a response.

16.3 Cllr Russell Locke provided an update on funding opportunities available through East Staffordshire Borough Council, including the reopening of the Community Regeneration Fund (CRF) and Councillor Community Fund (CCF). Members were informed that CRF grants are available from £1,000 to £10,000 for projects that tackle deprivation and require 20% match funding. Community groups applying must have a constitution and bank account in place. The CCF provides grants of up to £1,500.

Members were informed that Heritage Park has been adopted and open spaces within the inner ring of the outlining road boundary will be maintained by ESBC, while the outer verges are still awaiting adoption confirmation from Staffordshire County Council.

It was noted that the Open Spaces Officer, M Hovers, may consider permission for a Parish Council noticeboard within the area.

An update was also provided that installation of bins remains pending.

### **05/26 17.0 To receive a chair's report.**

17.1 The Chair reported that a new lock and fire alarms had been installed at Charity House.

17.2 At the Annual Parish Meeting, attended by the new Tutbury Castle tenants, Bespoke Inns, the Chair raised ongoing concerns regarding lorries becoming stuck near the Castle Street triangle approaching the castle entrance, an issue previously discussed at the Road Safety Meeting.

Members were informed that a “No Through Road” sign could cost approximately £2,000–£3,000 due to highways design, consultation, and installation requirements. Bespoke Inns advised they would consider the matter further, including possible funding support for signage.

### **05/26 18.0 To receive an update on the Cornmill Lane Changing rooms refurbishment.**

18.1 Members received an update on the Cornmill Lane Changing Rooms refurbishment project. Neutral wood finishes had been selected

Signature

Date

for the cubicles, and a green floor colour was being considered. Members discussed the women's toilet provision, with comments made that the facility should operate as a unisex toilet. A quotation is also being sought for the installation of a disabled shower within the accessible toilet.

Members were informed of a roof leak in the gents' toilet, believed to be caused by ivy affecting the lead flashing around pipework. Ivy removal will take place before refurbishment works commence. Members requested that the ivy be fully treated to prevent regrowth and that brambles be removed at the roots.

It was reported that a leak from a shower valve had been resolved through installation of an isolation valve, with the Chair arranging the work.

Members were informed there would be no access to the building during the refurbishment works. It was agreed that the Open Spaces Committee Terms of Reference should be amended to allow delegated authority to spend from the contingency budget while the project is ongoing.

An energy assessment of the building will also be undertaken. Works are scheduled to commence on 23 June for approximately six weeks. The football team has been informed that no access will be permitted during this period and that the contractor will change the padlocks for the duration of the works.

## **05/26 19.0 To receive a Highways report.**

19.1 Members received a Highways update and welcomed confirmation that the school crossing patrol near the Post Office has been approved. The vacancy for the Burton Street crossing patrol is now being advertised, and the Parish Council agreed to help promote the role locally. Members noted that a formal pedestrian crossing on Burton Street would cost approximately £40,000 and is therefore not currently viable.

Members were advised that Staffordshire County Council policy for Speed Indicator Devices (SIDs) has changed, with a highways speed assessment now required prior to licensing at a cost of £300 per site.

Signature

Date

Concerns regarding speeding on Cornmill Lane were discussed. Members noted that the previous request to relocate the 30mph sign from beneath the bridge had not yet been addressed and agreed the matter should continue to be pursued. Cornmill Lane will also be reconsidered as a potential Community Speed Watch location, with members attending Speed Watch training to raise the matter with Staffordshire Police.

Members also discussed the Park Lane monitoring report, which concluded enforcement was not required. Members disagreed with the findings and requested that the survey data be circulated to councillors. It was agreed that the matter would be added to the next agenda, alongside consideration of a petition and further review of SID priorities.

It was further agreed that monitoring reports should be requested for all four previously identified SID locations, with the addition of Cornmill Lane.

### **05/26 20. To approve Accounts for Payment**

20.1 Members voted to approve the payments. See the appendix for the list of payments approved.

### **05/26 21.0 To consider and approve reduction to the speed limit contained in the Traffic regulation order for Fauld.**

21.1 Members reviewed the revised design for the Fauld Traffic Regulation order to reduce the speed limit through Fauld and the approach into Tutbury.

### **RESOLVED:**

Tutbury Parish Council supports the proposed 30mph speed limit through Fauld but objects to the revised design at Inset G, as it increases the extent of the 40mph section beyond that originally requested.

Signature

Date

The Parish Council reiterated its original request for the 30mph restriction to be extended further towards Fauld past the farm entrance when leaving Tutbury, in order to reduce vehicle speeds before the bend, improve safety at the farm access with restricted visibility, and reduce the length of the 40mph section near Castle Point Business Park.

**05/26 22.0 To consider and approve installation of a noticeboard at Heritage Park**

22.1 The clerk informed members that a suitable free-standing noticeboard that could be placed at Heritage Park would cost around £1300 plus installation and delivery. There are no funds allocated in the budget for this project. Permission may be granted by East Staffs Borough Council to locate it on the green space area.

22.2 A member suggested that when the new bus shelter is installed on Burton Street near Ironwalls Lane that noticeboards can be erected inside to cater for the residents who live in the Burton Road area. The cost of this would be incorporated into the bus shelter costs and would be around £100.

**RESOLVED**

Members voted in favour to purchase Notice boards that would be installed into the new Burton Road bus shelter.

**05/26 23.0 Items for the next agenda  
23.1**

- Changing rooms Refurbishment update
- Speed signs petition
- Speed watch signs
- Co -option

Signature

Date

- History board and heritage walk.
- Sealed knot event

### **05/26 24.0 Dates of Next Meeting**

- Planning Committee Charity House, Duke St 1<sup>st</sup> June 2026
- Full Parish Council 15th June 2026 Village Hall.

### **Appendices**

Committee Structure

Street Representatives

Bank Reconciliation

Accounts for Payment

Fauld Traffic Regulation Order Design.

Signature

Date

## Committee Structure May 2026

Name	Type	Responsible for	Chair	Members
Planning	Committee 6 members Quorum 4	Planning applications Planning Consultations	F Crossley	A Hall Vacancy M Upton C Smedley G Hough
Staffing	Committee 5 members Quorum 3	Clerk Appraisal Staffing matters Salary review	TPC chair TPC Vice Chair	P Steadman Vacancy M Upton
Open Space	Comm 6 Quorum 4 Includes a Church Woking party	Playing Fields Changing room maintenance Footpaths Closed Churchyard	F Crossley	M Upton D Morris L Crossley P Steadman G Hough M Bladon
Village Vision	Working Party	5 year Parish Plan		P Steadman G Hough L Crossley F Crossley D Bull M Bladon
Community engagement	Working Party	Events Castle Tutbury Traders Surgeries		F Crossley C Smedley M Upton D Bull P Steadman G Hough
Road Safety	Working Party	Speeding Parking Highways- Bus Shelters		D Morris C Smedley F Crossley G Hough
Church	Working Party	Church matters		C Smedley M Upton G Hough F Crossley

Tutbury Twinning	Lead Cllr	Tutbury Twinning	P Steadman	
Elm lane	Volunteer Working party	Maintenance of the Elm Lane Footpath.	Parishioner to be confirmed	

## **Councillor Street Responsibilities**

Alex Hall	Cornmill Lane (Close Bank) Burton Road, Tudor Gardens, Sycamores, Burton Street (Dove View), Rolleston Lane
<b>EMAIL</b>	<a href="mailto:alexhall@tutburyparishcouncil.gov.uk">alexhall@tutburyparishcouncil.gov.uk</a>
Francis Crossley	Church Street (Castle Court), Bridge Street, Monk Street, Hawthorn Grove, Hillside.
<b>EMAIL</b>	<a href="mailto:franciscrossley@tutburyparishcouncil.gov.uk">franciscrossley@tutburyparishcouncil.gov.uk</a>
Max Bladon	Fauld, Fauld Owens Bank, Castle Hayes, Redhill Lane, Rolleston Park, Bushton Lane
<b>EMAIL</b>	<a href="mailto:maxbladon@tutburyparishcouncil.gov.uk">maxbladon@tutburyparishcouncil.gov.uk</a>
Mary Upton	High Street, Lower High Street Ludgate Street, Needwood Court) Duke Street
<b>EMAIL</b>	<a href="mailto:maryupton@tutburyparishcouncil.gov.uk">maryupton@tutburyparishcouncil.gov.uk</a>
Pete Steadman	Norman Road, Queens Rise, Hillcrest Belmont Road, The Park Pale
<b>EMAIL</b>	<a href="mailto:petersteadman@tutburyparishcouncil.gov.uk">petersteadman@tutburyparishcouncil.gov.uk</a>
Gill Hough	Portway Drive, Pinfold Close. Babbington Close, Cromwell Close, , Primrose Drive, Tulip Road, Holly Road
<b>EMAIL</b>	<a href="mailto:gillianhough@tutburyparishcouncil.gov.uk">gillianhough@tutburyparishcouncil.gov.uk</a>
Ken England	Bluebell Way, Poppy Close Magnolia Close, Lavendar Way, Foxglove Close, Heather Close
<b>EMAIL</b>	<a href="mailto:kenengland@tutburyparishcouncil.gov.uk">kenengland@tutburyparishcouncil.gov.uk</a>
Dave Morris	Holts Lane (Bourne Close, Rushton Close), Wakefield Avenue, Silk Mill Lane. Tudor Court
<b>EMAIL</b>	<a href="mailto:davidmorris@tutburyparishcouncil.gov.uk">davidmorris@tutburyparishcouncil.gov.uk</a>
David Bull	Chatsworth Drive, Green Lane, Ironwalls Lane, Lodge Hill, Tutbury Road,
<b>EMAIL</b>	<a href="mailto:davidbull@tutburyparishcouncil.gov.uk">davidbull@tutburyparishcouncil.gov.uk</a>
Chrys Smedley	Lancaster Drive, Priory Close, Ferrers Avenue.
<b>EMAIL</b>	<a href="mailto:chryssmedley@tutburyparishcouncil.gov.uk">chryssmedley@tutburyparishcouncil.gov.uk</a>
Lydia Crossley	Castle Street (Castle Hill House), Park Lane (The Close), Fishpond Lane (Croft Terrace, Hillside,
<b>EMAIL</b>	<a href="mailto:lydiacrossley@tutburyparishcouncil.gov.uk">lydiacrossley@tutburyparishcouncil.gov.uk</a>

Voucher	Date	Description	Supplier	Net	VAT	Total
28	18/05/2026	Open Space contract	RB Grounds Care Ltd			679.2
31	15/05/2026	Clerks Salary	Karen Duffill			
33	15/05/2026	Clerks Expenses	Karen Duffill			
34	15/05/2026	Employee Pension Contrib	Staffordshire County Pension Fund			
32	15/05/2026	Clerks Employer Pension	Staffordshire County Pension Fund			
25	18/05/2026	Annual Subscription	Society of Local C	253.00	0.00	253.00
30	18/05/2026	Internal Audit Visit	Kim Squires Intern	195.90	0.00	195.90
29	18/05/2026	Legionella Control	Sterilizing Service:	36.00	7.20	43.20
<b>Total</b>						<b>3,172.07</b>
43	18/05/2026	Subscription	Playing Field Assc	20.00	0.00	20.00
44	18/05/2026	shower naintenance	LC Plumbing	80	0	80.00
<b>Card Payments</b>						
36	28/04/2026	refreshment's	lidl	5.23	0.00	5.23
42	23/04/2026	refreshment's	Willows Tea room:	7.50	0.00	7.50
45	18/05/2026	Blue Plaque Glass works		287	0	287
<b>Direct Debit</b>						
26	13/05/2026	Changing Room Electricit	Octopus Energy	46.02	2.30	48.32
27	07/05/2026	Changing Room Gas Sup	Valda Energy	26.11	1.31	27.42
40	18/05/2026	bank charges	Lloyds Bank	4.25	0.00	4.25
<b>Quarterly Direct Debit Collection</b>						
35	15/05/2026	National Insurance	HMRC	267.54	0.00	267.54

## Tutbury Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/04/2026</b>		
	Cash in Hand 01/04/2026		97,846.61
	<b>ADD</b> Receipts 01/04/2026 - 30/04/2026		49,503.39
			147,350.00
	<b>SUBTRACT</b> Payments 01/04/2026 - 30/04/2026		6,584.31
<b>A</b>	<b>Cash in Hand 30/04/2026</b> (per Cash Book)		<b>140,765.69</b>
	Cash in hand per Bank Statements		
	Petty Cash	28/09/2023	0.00
	Current Account	30/04/2026	118,650.35
	Business Instant Account	30/04/2026	19,673.07
	Business Burial Account	30/04/2026	2,709.61
			<b>141,033.03</b>
	Less unrepresented payments		267.34
			140,765.69
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>140,765.69</b>
	<b>A = B Checks out OK</b>		