

TUTBURY PARISH COUNCIL

Minutes of a full council ordinary meeting of Tutbury Parish Council in Tutbury Village Hall held on Monday 19th October 2026 at 7.30 p.m.

Present Cllr F Crossley (Chair)
 Cllr G Hough
 Cllr M Bladon
 Cllr M Upton
 Cllr S Faulks
 Cllr D Bull
 Cllr L Crossley
 Cllr P Steadman
 Cllr. C. Smedley (Borough and Parish Cllr)

Cllr R Lock Borough Councillor

Also present: Mrs K. Duffill – Parish Clerk

10/2026 1.0 Apologies for absence

Cllr. Morris
Cllr A Hall

10/2026 2.0 Minutes RESOLVED

Members confirmed the minutes of the Meetings were accurate.
Tutbury Parish Full Council 21st September 2026 , Open Space and Planning
committee meetings 6th October 2026
Cllrs voted in favour of approval.

10/2026 3.0 Declarations of Interests.

3.1 Cllr G Hough and Cllr P Steadman declared an interest took no part in the
vote for the grant application request.

10/2026 4.0 Public Participation

4.1 None present.

10/2026 5.0 To adjourn the meeting for the Borough and County Councillor report

5.1 Borough Councillors had nothing to report. A member questioned when the bins would be installed at Heritage Park. Cllr Lock would follow up on this issue.

10/2026 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.

6.1 - Electricity Contract Renewal

The Clerk confirmed that the electricity tariff had been renewed with Octopus Energy on a 24-month fixed-rate contract. As the price differences between providers were minimal, switching supplier was not considered worthwhile given the additional administrative time involved.

6.2 - Bus Service – Trent Barton

Hatton Parish Council had reported receiving complaints from residents regarding the Trent Barton bus service and had asked whether Tutbury Parish Council had experienced similar concerns.

Hatton proposed a joint meeting between Hatton, Tutbury and Hilton Parish Councils to discuss issues and consider making a collective representation to Trent Barton.

Members agreed that Tutbury Parish Council should be included in the proposed discussions and suggested Rolleston parish Council should also be consulted.

6.3 - Heritage Park – Outdoor Gym Equipment

The Clerk confirmed that outdoor gym equipment had been ordered for Heritage Park. One item was out of stock, and the supplier offered the option of permanently replacing the Tai Chi Discs with either a Horse Rider, parallel rails or Double Pull Up equipment at no additional cost.

Members considered the alternatives and agreed that the Horse Rider was the preferred replacement.

6.4- St Mary's Churchyard – Historical Financial Arrangements

Following a request to clarify the previous financial arrangements between the Church and the Parish Council, the Clerk provided a historical summary of the agreements made when the new burial area was established.

6.5- Remembrance Parade

The Clerk confirmed that Cllr Steadman had made preparations for the Remembrance Parade 8th November. The parade would commence at 10.15am from the village hall. £500 had been allocated in the Parish Council's budget to support the event and provide the piper.

Members requested that two bench seats be reserved in the church for members attending the service.

6.6 - The clerk has ordered the Christmas tree for the Castle triangle open space.

10/2026 7.0 To receive the Chair's Report

7.1 The Chair reported that all improvements to the windows and doors at Charity House were now complete and usage of the back room could resume.

7.2 The chair asked members to participate in a community litter pick. A date was agreed for Dec 5th. Cllr Smedley would request the equipment and the chair would collect it. This would be advertised in the Newsletter.

10/2026 8.0 To Review requirements for the Changing rooms refurbishment at Cornmill Lane and approve relevant works.

8.1 Cornmill Lane Changing Rooms – Refurbishment

The Clerk reported that the original contractor had not completed the tiling in the accessible shower. A reduction had been secured to allow a local contractor to complete the outstanding works, which had now been carried out satisfactorily. The site had subsequently been handed over to the Parish Council as complete.

Following removal of the protective plastic sheeting from the shower cubicles, the Clerk discovered a scratch to one of the cubicle walls. The contractor had declined liability for the damage and requested release of the final payment. As the refurbishment budget had been fully utilised, no funds remained to undertake a cosmetic repair.

Members expressed considerable disappointment with the outcome.

Members were invited to attend a PR photograph opportunity with the football team on the morning of 15 November to officially mark the opening of the refurbished changing rooms.

The final payment was approved.

10/2026 9.0 To consider community response actions to flooding and receive an update on flood concerns raised.

9.1 The Clerk reported that County Council Flood Officer Chris Archer had requested an update from the Environment Agency regarding works to the Mill Fleam. No further update had been received.

The Clerk distributed NALC guidance on community flood response, and the Chair outlined possible measures, including a community flood plan, promoting flood warnings and advice through social media and newsletters, appointing street flood wardens, identifying an emergency meeting point and gathering evidence of flooding incidents.

Members noted positive feedback from residents regarding flood doors issued to properties in Cornmill Lane and Bridge Street. Concerns were also raised about blocked gullies in Castle Street and Bridge Street, a loose kerbstone in Monk Street, the lack of gullies on Silk Mill Lane and Holts Lane, and surface water flooding in Duke Street.

Actions:

- The Clerk to chase the Environment Agency for an update on the Mill Fleam.
- The Clerk to report drainage concerns to the County Council Flood Officer.
- Continue engaging with Severn Trent to request additional gullies and a surface water survey.
- Consider a draft letter to residents in flood-risk areas promoting flood warnings, household flood plans and available advice.
- Consider further community flood response measures, including local flood representatives and a community flood plan.

10/2026 10.0 To appoint a defibrillator guardian for Park Lane

10.1 Cllr L Crossley agreed to be the guardian for the new site at Park Lane.

10/2026 11.0 To Approve Accounts for Payment

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

10/2026 12.0 To consider and approve initiatives to tackle loneliness.

12.1 The Clerk summarised government recommendations, encouraging community activities, social connections and partnership working.

Members discussed potential activities, including coffee mornings with IT support, crafts, bridge and games, community lunches, cookery classes, book clubs, badminton and fun, informal football sessions using the Cornmill Lane playing field and changing facilities.

Members also discussed the need to recruit volunteers, introduce a buddy system to help establish new groups and identify existing community organisations, venues and activities that could be developed further.

Resolved: To prepare a short questionnaire focusing on health, wellbeing, learning new skills and opportunities to meet others, rather than loneliness itself. The questionnaire will be launched at the Health and Wellbeing Event to gauge interest in activities, volunteering and community requirements.

Further considerations:

- Identify existing groups, potential volunteers and suitable venues.
- Select one or two activities to trial before committing to ongoing costs.

10/2026 13.0 To consider and approve news topics and costs to produce an Autumn Newsletter.

13.1 Members agreed to purchase a six-page newsletter. The following topics were proposed for inclusion:

- CPR training
- Pinfold Close steps
- Heritage Park outdoor gym
- Loneliness and wellbeing
- Cornmill Lane changing rooms, including a group photograph
- New defibrillator at Park Lane
- History boards project
- Community litter pick
- Encouraging residents to report issues using the MyStaffs app, including a screenshot
- An article from the local WI to encourage new members
- Improvements to Charity House

10/2026 14.0 To receive considerations for financial year 2026- 2027- Including playing field requirements, County Council Council Grass cutting, and Road Safety initiatives.

14.1 Members considered the proposed expenditure for 2026/27 and resolved as follows:

- **County Council grass cutting:** Members voted against allocating an additional £5,000 towards County Council grass cutting, considering this an unnecessary additional burden on the precept.
- **Cornmill Lane playing field:** Members voted in favour of increasing the grass-cutting budget by £1,500 to encourage greater use of the playing field following the recent improvements.
- **Road safety initiatives:** Members voted in favour of reallocating existing funds for speeding initiatives towards village gateway installations.

10/2026.15.0 To receive an update on speeding initiatives.

15.1 The Clerk reported that the County Council had issued an updated Speed Indicator Device (SID) policy. The policy requires all signs to be treated as temporary and relocated every six months, to be solar-powered and installed by approved contractors. Additional costs will be incurred for site assessments, utility searches and installation. Further budget provision would also be required for replacement signs outside their warranty period and the ongoing costs of relocating equipment.

Members noted that two SIDs had previously been approved for purchase; however, licence applications were subject to a waiting period of up to 12 months due to a backlog following the suspension of procedures.

The Clerk recommended considering village gateways and speed-reduction road markings at village entrances as a more permanent reminder to motorists to reduce speed.

Resolved: All members voted in favour of pursuing village gateway installations instead of proceeding with the previously agreed SID purchases. The Park Lane gateway scheme would be progressed in line with the current Traffic Regulation Order.

10/2026 16.0 To receive an update from Tutbury Castle.

16.1 No update received from Bespoke Inns

10/2026 17.0 To receive an update on the history board project.

17.1 Cllr Bladon reported that the Tutbury history boards were complete. Two Hatton boards were also ready, covering the history of the glassworks and Clayton Engineering. The museum had assisted with the content, and the Nestlé board remained awaiting authorisation from the company.

The Rail Partnership Coordinator would progress the completed boards and produce printed proofs showing how the finished boards would look when installed at Hatton Station.

Cllr Bladon agreed to provide an article for the parish newsletter outlining the project.

10/2026 18.0 To receive an update on devolution and consider actions.

18.1 No update available.

10/2026 19.0 To Review and approve a £500 grant request for the Christmas Festival

19.1 Members considered a grant application from the Christmas Festival Committee requesting £500 towards additional icicle lighting to illuminate the High Street for the Christmas market on 27th November.

Resolved: Cllr G Hough and Cllr Steadman took no part in the discussion or vote. All remaining members voted in favour of awarding the £500 grant, and the application was approved.

10/2026 20.0 To consider and approve applying for a pitch power grant to improve the conditions of the football pitch.

20.1 Following an Open Spaces Committee meeting with the Chair of Tutbury Tigers, members considered applying for a Pitch Power grant to improve the football pitch. The pitch assessment had been carried out by Staffordshire FA, with the report awaited. Recommendations based on an earlier report included scarification, decompaction, weed treatment and fertilisation, together with increased maintenance, including weekly mowing during the growing season. The current provision is 16 cuts per season, and the additional maintenance would increase costs.

Members noted that the pitch currently accommodates one team playing home matches on a fortnightly basis. Concerns were raised about the additional financial commitment required to deliver and maintain the improvements for the current level of use.

Resolved: Members voted against proceeding with the grant application at this stage, pending receipt of the Pitch Power report and further consultation with the football club to establish the benefits and justify the additional investment.

Actions:

- Meet with Tutbury Tigers to discuss the Pitch Power report and recommended improvements.
- Explore opportunities to increase pitch usage and income to support the additional maintenance costs.
- Progress consideration of the required landlord–tenant agreement with Tutbury Parish Charities, which forms part of the grant criteria.
- Increase budget allocation for additional mowing.

10/2026 21.0 Items for the Next Agenda

- History boards project update
- Speed initiatives
- Devolution update
- Budget approval
- To consider a no through road sign for the triangle.

Members resolved to extend the meeting by 10 minutes.

10/2026 22.0 Dates of Next Meetings

- **Planning Committee Charity House, Duke St Monday 2nd November 2026**
- **Open Space Committee Charity House, Duke St Monday 2nd November**
- **Full Parish Council 16th November 2026 Village Hall.**

Meeting ended at 21.40

Vouc	Date	Description	Supplier	Net	VAT	Total
Bank payments due						
131	15/10/2026	Clerks Salary				
132	15/10/2026	Clerks Expenses	Karen Duffill			
134	15/10/2026	Clerks Employer Pension	Staffordshire County Pension Fund			
135	15/10/2026	Emplyee Pension Contribution	Staffordshire County Pension Fund			
125	19/10/2026	Cllr Training	Staffordshire Parish Council Association	45.00	9.00	54.00
127	19/10/2026	Mowing contract	RB Grounds Care Ltd			679.20
	19/10/2026	Changing refurbishment	CEL	5,792.67	1,158.54	6,951.21
			Payment due			
Direct Debits						
139	18/10/2026	bank charges	Lloyds Bank	4.75	0.00	4.75
140	22/09/2026	Changing Rooms Water Supply	Source for Business (Pennon Water)	32.00	0.00	32.00
126	08/10/2026	Changing Room Electricity Supply	Octopus Energy	32.32	1.62	33.94
133	15/10/2026	National Insurance	HMRC	263.24	0.00	263.24
Interim paymentr made						
130	13/10/2026	Tiling	Phillip Pulcella	900.00	0.00	900.00
Card payments						
136	13/10/2026	Stationery Correspondence	Tutbury Post Office	5.72	0.00	5.72
128	05/10/2026	Microsoft office 365	Amazon	83.12	16.62	99.74

Tutbury Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		97,846.61
	ADD Receipts 01/04/2026 - 30/09/2026		130,847.09
	SUBTRACT Payments 01/04/2026 - 30/09/2026		228,693.70
			81,556.40
	Cash in Hand 30/09/2026 (per Cash Book)		147,137.30
B	Cash in hand per Bank Statements		
	Petty Cash 28/09/2023	0.00	
	Current Account 30/09/2026	125,722.77	
	Business Instant Account 30/09/2026	19,714.33	
	Business Burial Account 30/09/2026	2,715.30	
			148,152.40
	Less unrepresented payments		1,016.10
			147,136.30
	Plus unrepresented receipts		
	Adjusted Bank Balance		147,136.30
	Error A does NOT equal B		
	ERROR IS	£1.00	