



TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council
in Tutbury Village Hall held on Monday 16th
September 2024 at 7.30 p.m.

Present Chair Cllr F Crossley
Vice Chair Cllr. D. Morris
Cllr D Bull
Cllr L Crossley
Cllr. M. Upton
Cllr. P Steadman
Cllr. K. England
Cllr. C Dodds
Cllr. C. Smedley (Borough Cllr and Parish Cllr)

Also present: Mrs K. Duffill – Parish Clerk
Borough Cllr Russell Lock
Members of the Public 4

09/2024 1.0 Apologies for absence

Cllr T Adams
Cllr A Hall

09/2024 2.0 Minutes

RESOLVED

Members confirmed the minutes of the Meeting were accurate.
Tutbury Parish Full Council, 15th July 2024
Planning committee not quorate
Open Space Committee 9th September 2024

Cllrs voted in favour of approval.

09/2024 3.0 Declarations of Interest

Cllr Steadman declared an interest regarding the TOSCA reserves as he was a member of the committee. He was permitted to speak but not vote.

09/2024 4.0 To adjourn the meeting for the Borough and County Councillor report.

4.1 Report from Borough Cllr C. Smedley

- **Parking Issues:** The Police Community Support Officer (PCSO) has intervened by asking a driver to park elsewhere to prevent the obstruction of a bus route. The situation will continue to be monitored.
- **Royal Derby Hospital Car Park:** The council has been notified that the construction of a multi-storey car park at the Royal Derby Hospital will cause some disruption. Patients are being encouraged to use public transport where possible to ease traffic congestion.

4.2 Report from Borough Councillor R. Lock

- **Heritage Park Issues:** Councillor Lock described the current state of Heritage Park as "a complete mess" due to mismanagement. Responsibility for the estate is divided between four parties: the management company, Peverill Homes), the Borough Council, and the County Council. Problems include:
 - **Weed and Planting Management:** Standards for maintaining vegetation are poor.
 - **Inconsistent Grass Cutting:** Grass cutting is fragmented, with different areas being maintained by the Borough and County Councils, leading to inconsistent schedules.
 - **Drainage Problems:** Persistent drainage issues remain unresolved.
 - **Unmaintained Hedges:** Hedges are not being regularly cut.
 - **Play Equipment:** Some play equipment is missing or broken.

The Borough Council will not adopt the estate for maintenance until these issues are resolved and the land meets adoption standards. No further investment, including reseeding, planting, or higher-level maintenance, will occur until then.

4.3 Outdoor Gym Equipment

- **Alternative Site Needed:** Councillor Lock advised the parish council to explore alternative locations for the outdoor gym equipment secured through grant funding. This item will be added to the next meeting's agenda for further discussion.

09/2024 5.0 Public Participation

5.1 Ludgate Street Speeding Concerns

Two residents of Ludgate Street, both parents of young children attending the local primary school, raised concerns about speeding vehicles near the barrier at the bottom of the footpath railings on Ludgate Street. They requested that traffic-calming measures be considered to prevent a serious accident.

Members' Comments:

- The site has been identified for a Speed Watch campaign. However, despite distributing leaflets to Ludgate Street residents, no volunteers have come forward to participate in speed monitoring.
- Residents explained that many families, particularly those with young children and full-time jobs, do not have the time to engage in a voluntary scheme.
- The Road Safety Working Party has already raised this issue with the County Council and suggested traffic-calming measures. However, the implementation of such measures is the responsibility of the Highways Department, and the costs involved are significant, which neither the Parish nor the County Council currently have the budget for.
- A member proposed that speed data for a specific area could be collected and purchased from satellite navigation (GPS) devices.

Lobbying Efforts:

- Parish Councillors recommended that residents initiate a campaign to lobby the County Council for traffic-calming measures. They suggested involving the local school and highlighting the fact that this is no longer a safe route for children to walk to school.
- It was noted that a crossing patrol officer had previously worked in the area during school hours, but the role was discontinued years ago. With traffic having increased significantly since then, the area is no longer safe for schoolchildren.

5.2 Street Cleanliness

A resident expressed concern about the accumulation of cigarette butts outside businesses such as The Vine and Michael's Drinks. They suggested that these businesses should be encouraged to keep the area outside their premises clean.

Specific Issues Raised:

- The bin next to Londis is frequently overflowing, and cigarette butts litter the area due to the absence of a dedicated cigarette bin. A fire was reported at this location two weeks ago.
- The current bin is inadequate for the volume of waste, especially after weekends, and needs to be replaced and emptied more frequently.

Clerk's Response:

- The issue has already been identified, and a cigarette bin will be installed at the High Street bus shelter. Additionally, a new bin with a cigarette butt lid will be installed next to the Duke Street bus shelter.
- Unfortunately, the cost of replacing bins is high, at approximately £700 each, and the Parish Council currently lacks the funds to replace the bin next to Londis. The replacement will occur when the Borough Council schedules it for replacement.

5.3 Fauld Speed Concerns

A Fauld resident voiced concerns about speeding through the village, particularly along a populated stretch of road where a speed reduction has been proposed. He stressed the importance of lowering the speed limit, citing frequent speeding incidents he has personally witnessed. He also highlighted the danger posed to children waiting for school buses in the area. The resident urged the parish council to support the proposal to reduce the speed limit for the safety of the community.

09/2024 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.

6.1 Clerk's Report

Correspondence:

- An email was received highlighting concerns about the poor standard of grounds maintenance at Heritage Park. This matter has been delegated to Councillor R Lock for investigation and response.
- A Facebook message informed the council that the bus shelter on Holts Lane appears to have been shunted and moved forward.
- A concern was raised regarding the overgrown footpath from Owens Bank to Fauld. A fault has been logged, with the County Council to address this.

Clerk's Updates:

- The museum has agreed to display the parish council silver cups in their new display cabinets, which will be installed in September.

- The Friends of Elm Lane have had high-visibility jackets printed with "Volunteer" on the back and "FOEL" on the front, at a cost of £43.20. This will help to clearly identify volunteers.
- A survey of the sycamore trees on Chatsworth Drive was conducted, and no issues were identified.
- Line marking has been completed on Burton Street, Tutbury. However, the requested bus stop markings have not yet been carried out. Staffordshire Highways has confirmed that these will be completed in the coming weeks.
- The Merchant Navy ensign was raised on September 3rd in honour of the council. Thanks to Councillor Steadman for organizing this tribute.

09/2024 7.0 To receive the Chair's Report

- **Charity House:** Work on Charity House is set to begin in 4-6 weeks. The meeting room will not be affected during this period.
- **High Street Bench:** A new bench has been installed on the High Street, receiving positive feedback from parishioners and the staff at the chemist.
- **New Defibrillator at Fauld:** The Chair has spoken to a local business owner, who has granted permission to install a 10kg cabinet on the premises (a portable cabin) to house a defibrillator for 24-hour public use. The cabinet will cost approximately £600, including VAT.
- **High Street Bus Shelter Noticeboard:** The Clerk and the chair will order a noticeboard to be installed inside the High Street bus shelter.
- **Castle Closure Concerns:** Local residents have expressed concern over the potential closure of Tutbury Castle due to the retirement of the current curator. The CEO of the Duchy of Lancaster, Nathan Thompson, has met with Tutbury Civic Society to discuss the historical and social impact of closing the castle for an extended period. A roundtable discussion with key community representatives has been scheduled for Thursday, 19th September, to gather insights on the future use of the castle. A public meeting will follow to share feedback with the local MP and the Duchy of Lancaster, reflecting the views of the village.
- **Civic Society Letter Campaign:** The Civic Society has organized a letter to be sent to all residents, funded by the local MP. This letter will provide information on the castle's situation. The Chair will represent the parish council at the upcoming roundtable meeting.
- **Duchy of Cornwall Transition:** Concerns have been raised by residents about the transition from the Duchy of Lancaster to the Duchy of Cornwall. There is apprehension that the new representative may not share the same level of historical and social interest in the castle as the previous representative. The letter, funded by the MP, will be sent to every household in the village to inform them of the situation.

8.0 To receive a report from Village Vision working party

questionnaire feedback

8.1 Cllr C Dodds reported:

1 Summary of Responses

- **Response Rate:** A total of 240 responses were received, with 100 being paper copies. Some responses were incomplete.
- **Volunteer Information:** 49 email addresses were collected from individuals interested in volunteering for parish council initiatives. The clerk has sent an email to these volunteers regarding the Speed Watch initiative.

8.2 Key Findings

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- **Highways Issues:** Speeding, potholes and flooding were highlighted as significant infrastructure issues.
- **Bus Shelter Priority:** Only 4% of respondents indicated that a bus shelter was a high priority.
- Concern of litter, dog fouling and cigarette butts was raised.
- Parking was a concern.

- **Information Sources:**
 - 71% of respondents used Facebook and social media as their main source of information about parish matters.
 - 4% relied on the village news.
 - 25% requested a parish council newsletter for information.
 - Social media was the preferred method of communication.

Future initiatives/ suggestions requested over two and five years.

- **Tackling Loneliness** was identified as a significant concern.
- Improvements to parks and play areas
- Parish Council newsletter
- Tackling road safety issues identified.

8.3 Findings will be published on the website, potential newsletter and Tutbury village news.

9.0 To note the completion of Annual Governance and Accountability Return 2023_2024

9.1 The Parish Council has received the completion notice for the external audit conducted by Mazaars Ltd. The audit found no irregularities, and all financial procedures were followed correctly.

09/2024 10.0 To receive Ward enhancement grant application updates

10.1 Tutbury Tigers Improvements

- **Playing Fields' Driveway:** The Clerk and Chair met with the grant panel on Thursday, 12th September, to represent Tutbury Tigers. They outlined the rationale for the grant request, explaining the installation of a disabled access gate and the need to upgrade the driveway to connect this gate to the changing rooms, which also have disabled access.
- **Additional Financial Information Required:** The panel requested further financial details and expressed an interest in meeting a representative from Tutbury Tigers to discuss the football club's financial status.
- **October Panel Review:** The application has been referred to the October panel, as the grant panel members had not reviewed the updated grant application, which includes three quotes and final costs for the kerb stone edging of the track.

07/2024 11. 0 To consider and approve earmarked reserves 11.1

- **Community Support Fund (£3,500):** The Clerk provided an overview of the current earmarked reserves, noting that funds should not be held if there is no plan to spend them. The community support fund was originally set aside to strengthen the parish council's ability to secure a grant from the Borough Council's Section 106 grant scheme. However, since the gym equipment project is now on hold, these funds can be reallocated for other purposes.
- **TOSCA Reserve (£2,000):** The Clerk raised questions about the necessity of maintaining an emergency reserve for the Old School building (TOSCA), given that the building had already received grant funding.
- **Other Reserves:** All remaining reserves have been earmarked for intended improvements.
- **Speeding Measures:** In response to the findings of the parish questionnaire and a proposal from the County Council to match-fund the cost of implementing a Traffic Regulation Order (TRO) to reduce the speed limit to 40 mph in Fauld, the

Clerk suggested reallocating £4,000 of the £5500 towards this initiative, with the remaining £4000 being raised from next year's precept.

See appendix for reserves report

Members comments

- A member suggested that the Old school building still required further repairs.
- Concern was raised that the County council receive public funding for Highways and parish funds should not be required.
- A member questioned what % precept increase would be required to cover an additional £4000 for the next financial year.

Resolution

Members proposed and seconded to accept the clerk's proposal to reallocate £4000 of the existing ear marked reserves for a Traffic regulation order in Fauld.

09/2024 12.0 To consider and approve the next steps to repair the church wall.

12.1: Church Wall Survey

A member of the Parochial Church Council (PCC) presented a survey report on the condition of the church wall. The report identified six areas of the wall in need of repair, with one area deemed a priority requiring the expertise of a recognized dry stone wall contractor. The report included recommendations for accredited contractors.

Note: This work does not require a faculty from the Lichfield Diocese but will necessitate consultation with the church architect.

Resolution

Members voted unanimously to contact the recommended contractors to obtain three quotes for the highest priority area of the wall repair. The findings will be presented to the Parochial Church Council at their meeting scheduled for October 8th.

09/2024 13.0 To approve Accounts for Payment

13.1 A report of the accounts had been distributed, see appendix

Resolution:

- Members voted in favour of approving payments

09/2024 14.0 To consider and approve a grant application from the J and O fund, to purchase a defibrillator.

14.1 Clerk Reported:

External Defibrillator (AED) Fund: This has now closed due to high demand.

- The clerk has requested an application form for the J and O Lloyd grant, which is available to organizations within the East Staffordshire Borough area.
- The estimated cost of a cabinet, defibrillator, and pads is approximately £1,500 plus VAT. This amount falls within the scope of the grant funding.
- Following permission from a local business in Fauld to mount the defibrillator on their portacabin premises, the clerk suggested applying for the grant.

Resolution

Members voted unanimously in favour of applying for the grant to purchase a defibrillator for Fauld.

09/2024 15.0 To consider and approve a contribution towards a Traffic regulation Order to reduce the speed limit in Fauld.

15.1

Staffordshire County Council Match Funding Proposal

Following a recent Road Safety meeting with Staffordshire County Highways, County Councillor P. White proposed a match funding initiative to reduce the speed limit through Fauld to 40mph. The County Councillor would pledge £7,000, and the Parish Council would be required to contribute £8,000 towards the Traffic Regulation Order (TRO).

Member Comments

- A member suggested that the Parish Council request a detailed breakdown of the project's expenditure to ensure that the project provides value for money and does not exceed the proposed costs.
- Given the results of the previous questionnaire, it was evident that speeding was a significant concern among parishioners.
- Several residents have explicitly requested a reduction in the speed limit. However, there was discussion about whether changing the speed limit alone would be sufficient to address the speeding issues without additional enforcement measures.

Resolution

The Parish Council unanimously voted to contribute £8,000 over the next two financial years towards the costs of a Traffic Regulation Order to reduce the speed limit in Fauld to 40mph. This decision is contingent upon the County Council providing a detailed financial breakdown of the required expenditure.

09/2024 16.0 To consider budget considerations for financial year 2024 - 2025

16.1 Members suggested financial provision should be made for the following projects

- £4000 for Fauld (TRO)
- Repairs to rotten timber on the Holts Lane Bus Shelter
- Provision for a new bus shelter on Burton Street investigate grant fundings
- VE Day celebration music event £5000 investigate fundings from businesses to sponsor this.
- Additional seating for Bus shelters.

09/2024. 17.0 To receive an update from the parish council surgery held at St Marys Church

17.1 Members reported

Surgery Held at St. Mary's Church, Saturday 14th September

- **Bench Installation:** The newly installed bench on High Street received positive feedback from residents.
- **Green Triangle Maintenance:** The Green Triangle on Castle Street is currently overgrown with weeds due to the ride-on mower's inability to reach the edges. The council will request a quote from a mowing contractor for additional work to tidy the area.
- **Bridge Street Issues:** Speeding and parking remain significant problems on Bridge Street.
- **Ferrers Avenue Potholes:** Residents expressed concern about the dangerous potholes located in the layby outside the convenience store on Ferrers Avenue. The council will report this issue to County Highways for necessary repairs.

09/2024 18.0 Items for the Next Agenda

18.1

- Gym equipment Grant alternative site.
- Remembrance Day
- Castle update.
- Christmas Tree.
- Ward enhancement grant update.
- Report from Staffing committee.
- Church wall update.
- Next steps for Questionnaire feedback.

09/2024. 19.0 Dates of Next Meetings

- Open space Committee Charity House, Duke St 1st October
- Planning Committee Charity House, Duke St 1st October
- Full Parish Council 21st October 2024 Village Hall.
- Parish Council Surgery 22nd October Tutbury Village Hall

Meeting closed at 9.20pm

Tutbury Parish Council

12 September 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
72	Printing/Photocopying	16/07/2024		Current Account		printing	www,printpond.co.uk	S	25.91	5.18	31.09
84	Cllr's Expenses	18/07/2024		Current Account		phone top up	Asda	E	5.00		5.00
87	Changing Room Power & Wate	22/07/2024		Current Account		Changing Rooms Water Supply	Source for Business (Penn	Z	30.00		30.00
74	Changing Room Power & Wate	08/08/2024		Current Account		Changing Room Electricity Supj	Octopus Energy	L	41.53	2.08	43.61
76	Changing Room Power & Wate	12/08/2024		Current Account		Changing Room Gas Supply	Yu Energy	L	44.52	2.23	46.75
88	Street & Bus Shelter Cleaning	13/08/2024		Current Account		Cigarette Bin	Simply Safe Group	S	32.69	6.54	39.23
80	Clerk's Salary	15/08/2024		Current Account		Clerks Salary	Karen Duffill	X	1,141.62		1,141.62
82	Clerk's Expenses	15/08/2024		Current Account		Clerks Expenses	Karen Duffill	X	26.00		26.00
83	Employer's National Insurance	15/08/2024		Current Account		National Insurance	HMRC	Z	103.35		103.35
85	Employees Pension	15/08/2024		Current Account		Emplyee Pension Contribution	Staffordshire County Pensio	E	173.62		173.62
81	Pension	15/08/2024		Current Account		Clerks Employer Pension	Staffordshire County Pensio	Z	315.89		315.89
104	Subscriptions	15/08/2024		Current Account		subscription	Staffordshire Wildlife Trust	Z	3.50		3.50
100	Cllr's Expenses	19/08/2024		Current Account		phone top up	Asda	E	5.00		5.00
79	Street & Bus Shelter Cleaning	19/08/2024		Current Account		Street cleaning and maintenanc	Art Quality Cleaning Servic	S	550.00	110.00	660.00
73	Rights of Way Maintenance	19/08/2024		Current Account		Mowing contract	RB Landscaping	S	50.00	10.00	60.00
77	Planter Maintenance	19/08/2024		Current Account		Planter Maintenance	Firs Farm Nursery	S	821.04	164.21	985.25
78	Playing Field Maintenance	19/08/2024		Current Account		Ferrers Avenue Playing Fields t	RB Landscaping	S	350.00	70.00	420.00
73	Playing Fields Mowing Contract	19/08/2024		Current Account		Mowing contract	RB Landscaping	S	310.00	62.00	372.00
75	Changing Room Maintenance	19/08/2024		Current Account		Legionella Control	Sterilizing Services Ltd	S	36.00	7.20	43.20
73	Closed Church Yard Mowing	19/08/2024		Current Account		Mowing contract	RB Landscaping	S	162.50	32.50	195.00
103	Changing Room Power & Wate	22/08/2024		Current Account		Changing Rooms Water Supply	Source for Business (Penn	Z	23.50		23.50
106	Hire of Premises	12/09/2024		Current Account		Room hire	Tutbury charities	E	150.00		150.00
96	Clerk's Salary	16/09/2024		Current Account		Clerks Salary	Karen Duffill	X	1,141.62		1,141.62
98	Employees Pension	16/09/2024		Current Account		Emplyee Pension Contribution	Staffordshire County Pensio	E	173.62		173.62
97	Pension	16/09/2024		Current Account		Clerks Employer Pension	Staffordshire County Pensio	Z	315.89		315.89
91	Rights of Way Maintenance	16/09/2024		Current Account		Mowing contract	RB Landscaping	S	50.00	10.00	60.00
90	Rights of Way Maintenance	16/09/2024		Current Account		Tree Survey	Bartlett Tree Expert Comp	S	275.00	55.00	330.00
92	Rights of Way Maintenance	16/09/2024		Current Account		External Audit	Mazaars LLP	S	315.00	63.00	378.00
89	Playing Field Maintenance	16/09/2024		Current Account		Dog bags Cornmill Lane	JRB Enterprises	S	64.15	12.83	76.98
91	Playing Fields Mowing Contract	16/09/2024		Current Account		Mowing contract	RB Landscaping	S	310.00	62.00	372.00
91	Closed Church Yard Mowing	16/09/2024		Current Account		Mowing contract	RB Landscaping	S	162.50	32.50	195.00
101	Clerk's Expenses	16/09/2024		Current Account		Clerks Expenses	Karen Duffill	X	26.00		26.00
99	Employer's National Insurance	16/09/2024		Current Account		National Insurance	HMRC	Z	103.35		103.35
93	Changing Room Maintenance	16/09/2024		Current Account		Legionella Control	Sterilizing Services Ltd	S	45.00	9.00	54.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
94	Changing Room Power & Wate	16/09/2024		Current Account		Changing Room Electricity Supj	Octopus Energy	L	38.53	1.92	40.45
95	Changing Room Power & Wate	16/09/2024		Current Account		Changing Room Gas Supply	Yu Energy	L	47.11	2.36	49.47
102	Elm Lane	16/09/2024		Current Account		hi vis jacket printing	Impress Promotions	S	36.00	7.20	43.20
105	Playing Fields Rents	16/09/2024		Current Account		Playing Fields rent	Tutbury Parish Charities	E	250.00		250.00
								Total	7,755.44	727.75	8,483.19

Tutbury Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Street Furniture	1,584.83				1,584.83
TotalCapital	1,584.83				1,584.83
Earmarked					
Laptop					0.00
Election	-32.24				-32.24
Road Safety					0.00
Playing Field equipment					0.00
TOSCA community pledge	2,000.00				2,000.00
Tutbury Community Fund	3,500.00				3,500.00
Parking project					0.00
Footpath Development	1,000.00				1,000.00
Admin Contingency	14,140.42	7,000.00			21,140.42
Church wall maintenance	9,500.00				9,500.00
Planter purchase					0.00
TotalEarmarked	30,108.18	7,000.00			37,108.18
TOTAL RESERVE	31,693.01	7,000.00			38,693.01
GENERAL FUND					21,572.05
TOTAL FUNDS					60,265.06

