



To: Members of Uttoxeter Town Council

Dear Councillor,

NOTICE IS HEREBY GIVEN that a meeting of the Uttoxeter Town Council will hold a Virtual Town Council Meeting to be held by Zoom (on line platform (<https://zoom.us/>)), commencing **at 7.00 pm on Tuesday, 12 May 2020**, as in accordance with NALC L01-20 Regulation 5(2) of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (which came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021 (<http://www.legislation.gov.uk/uksi/2020/392/part/2/made>)) and Members are hereby summoned to attend for the purposes of transacting the following business.

The meeting will be open to the public and the press (Zoom link below as advertised on Council's Website) unless the Council otherwise directs as in accordance with Public Bodies (Admission to Meetings) Act 1960.

Please join the meeting via <https://zoom.us/join> - The Zoom Meeting ID is 932 9438 3388. Members and Residents without computer access can participate within the meeting by telephoning 0131 460 1196 and by entering the Meeting ID.

Signed

T L Jeffery
Town Clerk

6 May 2020

To: Town Councillors M Crutchley, T Crutchley, D Goodfellow, C Green, K Hudson, P Hudson, Z Krupski, P Lancaster, S McGarry, N Moir, H E Montgomery, H Montgomery, C Sylvester, M A Trener, M Williams.

To: County Councillor D Brookes and Borough Councillor G Allen

AGENDA

1. **CHAIR'S WELCOME**

The Chair to provide a brief on the fire procedure, provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014" and the use of mobile phones during the meeting.

2. **APOLOGIES FOR ABSENCE**

- (a) To report receipt of approved apologies for absence.
- (b) To minute the names of Councillors who are absent and apologies have not been received.

3. **PUBLIC PARTICIPATION**

In accordance with Standing Order 3(e-g), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda.

The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Council meeting itself.

4. **DECLARATIONS OF INTEREST**

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

5. **DISPENSATION PROCEDURE**

To consider and approve dispensation requests as in accordance with Standing Order 13(d), that all Dispensation requests shall be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the Dispensation is required. Council will decide whether to grant the dispensation at the relevant meeting. Unless Council grant the relevant delegated power to Committee, it is Council that decides whether to grant the dispensation.

6. **MINUTES**

To approve the minutes of the Meeting held on 10 March 2020. See Appendix A.

7. **ACCOUNTS**

(a) To consider and approve the accounts for payment including, due to the COVID-19 Pandemic, payments that have been made since the date of the last meeting. See Appendix B.

(b) To consider the monthly summaries of the Council's income for March 2020 (See Appendix C) and April 2020 (See Appendix C(i)).

8. **BANK BALANCES**

At 6 May 2020 the bank balances stood at:

RBS Current Account	£ 9,872.80
RBS Special Interest Account	£301,306.25
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 1,465.49
RBS Deposit Account 32 Carter Street	£ 654.70
RBS 19A High Street Deposit Account	£ 324.71
Barclays Business Deposit Account	£ 75,000.00

9. **TOWN MAYOR'S REPORT**

(a) To report that the Mayor attended the following events since the date of the last meeting:
15 March 2020 Afternoon Tea with Gateway Club

Note: Due to the COVID-19 Pandemic, any events scheduled to take place from 16 March 2020 to date, were duly postponed.

(b) To report that the Deputy Mayor did not attend any events since the date of the last meeting.

10. **QUESTIONS**

(a) To receive questions from members of Uttoxeter Town Council.

(b) To receive questions from members of the electorate.

11. **REPORTS FROM COUNTY AND BOROUGH COUNCILLORS**

(a) To report that no County Councillor Reports have been received.

(b) To report that no Borough Councillor Reports have been received.

12. **REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE TOWN COUNCIL**

13. **TOWN COUNCIL RESIGNATION**

To report receipt of the Resignation of Town Ward Councillor N Moir dated 30 April 2020 with immediate effect. Council's instruction is sought thereon.

14. **CASUAL VACANCY**

(a) To report receipt of a letter dated 2 April 2020 received from ESBC's Returning Officer informing Council that no request for an election has been received and it is for Council to co-opt a replacement member. Council is informed that the appointment should be made as soon as practicable. Council's instruction is sought thereon.

(b) To report receipt of an email dated 17 April 2020 received from NALC providing Council with LO3-20 of the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England And Wales) Regulations 2020 from 7 April 2020, as forwarded to Members on 17 April 2020. See Appendix D.

15. **ANNUAL MEETING AND ANNUAL PARISH MEETING UPDATE**

As in accordance with NALC L01-20 Regulation 6 of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which came into force on 4 April 2020 and remains in place until 7 May 2021, as emailed to Members on 6 April 2020 and the letter received from ESBC's Principal Democratic Services Officer, providing Council with a copy of the Letter issued to all Council's from The Ministry of Housing, Communities and Local Government providing detailed updates on Local Elections and Annual Meetings, as forwarded to Members 7 April 2020. See Appendices E(i) and E(ii).

Regulation 6 – confirms that being present at a local council meeting includes being present through remote attendance. The Regulation also disapplies paragraph 7 of Schedule 12 to the 1972 Act. This means there is no requirement for a parish council to hold its annual meeting although a council may do so if they so choose. However paragraph 8 of Schedule 12 has not been disapplied. Paragraph 8 requires a local council to hold in a year not less than three meetings (3) in addition to the annual meeting. We believe this should also have been disapplied. The equivalent paragraphs have been disapplied for principal authorities (paragraphs 1 and 2 of Schedule 12).

- (a) Council is asked to give consideration to, as in accordance with the above-mentioned Regulations, holding its Annual Meeting together with the appointment of Mayor and Deputy Mayor to a date to be determined. Council's instruction is sought thereon.
- (b) Council is informed that, at this time, further clarification is awaited from Government with respect to the status of holding the Annual Parish Meeting. Council is informed that the Regulations implemented on 4 April 2020 omitted either to disapply the requirement to hold an Annual Parish Meeting between 1 March and 1 June or to enable such a meeting to be held remotely.

To report receipt of an update from SPCA as issued to a local Council stating that "At this time, it would be in contravention of current Government guidance to hold a parish meeting, and suggest that councils do not pursue any arrangements for the Annual Parish Meeting until the matter has been addressed by the Government. Whether or not the meeting can be held later in the year remains to be seen."

16. **MINISTRY OF HOUSING COMMUNITIES & LOCAL GOVERNMENT – THE ACCOUNTS AND AUDIT (CORONAVIRUS)(AMENDMENT) REGULATIONS 2020**

To report receipt of a letter, dated 22 April 2020, from the Deputy Director, Local Authority Accountability and Oversight, as forwarded to Members 23 April 2020. See Appendix F.

17. **VIRTUAL END OF YEAR ASSISTANCE AND VIRTUAL INTERNAL AUDIT**

To report that, due to COVID-19, Rialtas Business Solutions Ltd will be assisting the Clerk/RFO with year-end procedures virtually on 12 May 2020 and Toplis Associates Ltd will be carrying out a virtual Internal Audit on 28 May 2020.

18. **RHS – INSPIRING EVERYONE TO GROW – INCLUDING GROW A RAINBOW**

To report receipt of an email dated 23 April 2020 received from the RHS Communications Team providing Council its 'Blooming Brilliant News – Issue 1', forwarded to Members, Bloom Groups and the local Press on 27 April 2020 and Issue 2, forwarded on 6 May 2020.

Council is informed that the RHS are seeking participation to "Help us grow a rainbow" - Over the coming weeks, RHS would love your help to do what you do best, which is growing the colours of the rainbow in your gardens, on balconies or in your windows. As we all know, rainbows have become an important symbol during these challenging times, so we would love to help lift spirits and brighten up people's days. Let us grow brightly coloured blooms for all to see. Maybe you could encourage people in your street or group to each grow different colours? Do you have any resources you could share with others? Just remember to be safe.

Councillors McGarry and Green to report thereon. Council's instruction is sought thereon.

19. **BRITAIN IN BLOOM AND THE HEART OF ENGLAND IN BLOOM**

To report that the RHS has cancelled its Regional and National Bloom campaigns for 2020. It is anticipated that Uttoxeter will represent the Heart of England in Bloom within the Britain in Bloom Finals in 2021.

20. **REGISTER OF COUNCILLORS INTEREST 2020-21**

To report receipt of an email dated 1 May 2020 received from ESBC's Principal Democratic Services Officer requesting Members complete their Councillor Register of Interest for 2020-21, as forwarded to Members on 4 May 2020. See Appendix G.

21. **BIODIVERSITY CONSULTATION UPDATE**

- (a) To report receipt of the following emails issued to Members on behalf of Councillor Green, Chair of the Biodiversity Committee:
- (i) Dated 6 April 2020, as forwarded to Members 6 April 2020, Biodiversity Consultation E-Survey Responses and Summary Analysis of comments/Emerging Priorities and Implications for Future Planning. See Appendices H(i) and H(ii).
 - (ii) Dated 6 April 2020, as forwarded to Members 6 April 2020, Biodiversity Quiz which was uploaded on Council's Social media on 6 April 2020.
- (b) To report that the Consultation Event was well received and the E-Survey received 139 responses and 4 paper responses with over 250 comments.

Council is informed that the key finding from the survey was that 94% of everyone who responded supported the biodiversity initiative to enhance Uttoxeter's nature and 57% of people who replied to the survey were able or willing to get themselves or their organisation involved. In addition, 92% of respondents agreed with our aims to visit local organisations and schools to talk about our plans and to encourage residents to take part in enhancing Uttoxeter's Nature.

From the information gathered, the Consultation identified six key themes as below

- Making a difference for Wildlife
- Making the Town Greener
- Insect friendly
- Communication
- Partnership Working
- Engaging Young People

- (c) Council is asked to give consideration to the Biodiversity Committee incorporating the responses into the Uttoxeter Nature Recovery Networks Action Plans and agreement for the Biodiversity Committee to work in collaboration with its partners to develop this aspect of work. Councillor Green to report thereon. Council's instruction is sought thereon.

22. **SIDS/VAS DETAILS – NEW ROAD**

To report receipt of an email dated 30 April 2020 received from County Councillor Brookes providing Council with details on SIDS/VAS Programmes and for the Town Council to consider funding the provisions for New Road following complaints received from residents of New Road. See Appendix I. Council's instruction is sought.

23. **A50 UTTOXETER – PROJECT B UPDATE**

To report receipt of an email dated 19 March 2020 received from Councillor Brookes, providing an update on A50 Uttoxeter Project B, as issued to Uttoxeter Rural Parish Council from County Councillor Atkins, as emailed to Members on 22 April 2020.

24. **SCC - PERMIT CONSULTATION**

To report receipt of an email dated 26 March 2020 from the Traffic Manager, Highways and Built County, with respect to SCC's County Council Permit Scheme Order 2020 informing Council that from 26 March 2020, SCC will commence operating a permit scheme on all publicly maintained roads within its authority boundary as set out in the Schedule to the Order in terms commonly known as the "West and Shires Permit Scheme", as forwarded to Members 27 March 2020.

25. **CAPITAL INVESTMENT OPPORTUNITIES - CCLA PUBLIC SECTOR DEPOSIT FUND**

As Resolved by Council at its meeting held 11 February 2020 that the Mayor and the Clerk meet with Council's Internal Auditor to progress discussions on Capital Investment opportunities for the Council. Council is informed that due to COVID-19, a meeting with Council's Internal Auditor has not taken place, however, has been suggested that Council consider the CCLA Public Sector Deposit Fund.

To report receipt of an email dated 23 April 2020 received from The Relationships Manager, Local Government CCLA providing detail of Investment Opportunities for the Council together with the latest factsheet. See Appendix J. Council's instruction is sought thereon.

26. **FORMER WHEATSHEAF PUBLIC HOUSE – LISTED BUILDING ENQUIRY**

To report receipt of an update dated 31 March 2020 received from ESBC's Enforcement Officer informing Council that a site visit has taken place with the developers Agent, ESBC's Conservation Officer and Principal Planning Officer, as forwarded to Members on 31 March 2020.

Council is informed that the Officers are dealing with the application for the former Wheatsheaf Public House and be advised that the building requires attention to ensure it is safe and watertight. Council is informed that the Owners/Agents will continue to liaise with ESBC's Planning Principal Officer with respect to the above mentioned and that Council will continue to receive updates accordingly.

27. **DATA PROTECTION OFFICER RENEWAL**

To report that the current Contract with SCC for its Data Protection Officer Services expires on 5 June 2020. The Clerk to provide Council with an update on costings to be received from SCC's Information Governance Officer. Council's instruction is sought.

28. **KATE GRIFFITHS MP FOR BURTON AND UTTOXETER – PARISH ZOOM CONFERENCE**

To report receipt of an email dated 16 April 2020 received from the Office Manager to Kate Griffiths MP inviting one or two Parish Council Representatives to a participate within the Zoom Conference Meeting with Kate Griffiths MP on 1 May 2020 at 7.00pm. Council is informed that the Mayor and Deputy Mayor participated in the above mentioned. Councillor McGarry to provide Council with an update.

29. **OFFICE EQUIPMENT**

(a) **BT LINE RENTAL CONTRACT RENEWAL**

To report that the Clerk/RFO as agreed with the Chair of F&GP has negotiated a revised BT Contract commencing from 19 March 2020 for 24 months. Council is informed that further refunds have been received from BT and that Council's former complaints are continuing to be addressed by BT.

(b) **PHOTOCOPIER RENEWAL**

To report receipt of an email dated 18 March 2020, from Inreach Group (current copier provider) detailing three options for photo copier contract renewal as follows:

- (i) Contract extension retain current copier - £149.00 per quarter (3-year lease) £0.007 per mono page.
- (ii) New colour device - £199.00 per quarter (5-year lease) £0.004 per mono/colour page
- (iii) Refurbished colour device - £150.00 per quarter (5-year lease) £0.005 per mono/colour page.

Council is informed that the current costs are £163.00 per quarter. Council's instruction is sought thereon.

30. **TOWN HALL – BIO ANNUAL INSPECTIONS FOR EMERGENCY LIGHTING AND FIRE DETECTION**

To report that the Bio-Annual Inspections took place on 29 April 2020 and to report receipt of:

- (a) **Emergency Lighting Periodic Inspection and Testing Certificate** – Council is informed that some observations were made under classification code C2 (five emergency lights failed to operate). To report that receipt of a quotation dated 6 May 2020 received J C Parker Electrical to carry out the necessary would be in the sum of £385 plus vat. Council's instruction is sought thereon.

- (b) **Fire Detection and Alarm System Inspection and Service Report** – Council is informed that one observation has been made under classification code F1. To report that costings are awaited to rectify the above mentioned.

31. **LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND**

To report receipt of an email date 29 April 2020, East Staffordshire Electoral Review, Covid-19 update informing Council that due to COVID-19, the electoral review for East Staffordshire has been temporarily paused, as forwarded to Members 29 April 2020.

32. **ESBC – VARIOUS**

To report receipt of the following correspondence:

(a) **TREE PRESERVATION ORDER**

A letter received from ESBC dated 4 March 2020 informing Council of the Tree Preservation order No. 46 – Land at Bank Close Cottage, Bank Close. See Appendix K.

(b) **POLICE, FIRE AND CRIME COMMISSIONER ELECTION – 6 MAY 2021**

A letter received 17 March 2020 from ESBC's Local Returning Officer informing Council of the cancellation of above mentioned Election scheduled to take place at the Town Hall on 7 May 2020, and to be advised that, the Election will now take place on 6 May 2021.

(c) **TEMPORARY ROAD CLOSURE ORDER – CYCLING SPORTIVE**

Email dated 6 March 2020 from Head of Service, ESBC with respect permission granted for a Temporary Road Closure Order for cycling event on Sunday, 5 April 2020. Council is informed that this event was postponed.

33. **SCC - TEMPORARY ROAD TRAFFIC REGULATION ORDERS**

To report receipt of emails dated:

- (a) 17 March 2020, Diversion of Vehicular Traffic within Bennett's Lane/Loxley Lane on 10 May 2020. Council is informed that it is anticipated works will be completed on the same day.
- (b) 27 April 2020, Diversion of Vehicular Traffic within Bennetts Lane/Loxley Lane 20 7 June 2020. Council is informed that it is anticipated works will be completed on the same day.

34. **JCB'S 75th ANNIVERSARY – TOWN CENTRE EVENT**

To report that due to COVID-19, the event scheduled to take place in June 2020 celebrating JCB's 75th Anniversary will take place at a later date (date to be determined).

35. **VE DAY STREET PARTY – 8 MAY 2020**

To report receipt of an email dated 20 March 2020 received from The Pageantmaster, VE Day 75 advising cancellation of all VE Day events. Council is informed that VE Day 75 is hopeful that planned events could be moved to the weekend of 15-16 August 2020 (to be determined) in celebration of VE Day and VJ Day.

36. **TESCO GROUNDWORKS GRANT APPLICATION – COMMUNITY EVENTS**

To report receipt of a letter dated 24 March 2020 received from The Director of Finance, Groundwork UK, informing Council that, an award of up to £1,166 has been granted to the Town Hall Entertainments Committee for Community Events.

37. **SMARTWATER MEMBERSHIP**

To report receipt of an email dated 12 March 2020, from Smartwater Customer Services Team, informing Council that its renewal of Smartwater Membership was due 9 April 2020. Council is asked to give retrospective approval for the order issued to ensure continuous membership.

38. **STAFFORD ROAD – PROPOSED TRAFFIC CONTROLS**

To report that the Clerk wrote to County Councillor Brookes on 2 April 2020 seeking a detailed response on what traffic controls SCC shall be incorporating within Stafford Road. Council is informed that a response is awaited.

39. **GENERAL CORRESPONDENCE RECEIVED SINCE THE DATE OF THE LAST MEETING**

To report receipt of the following general correspondence:

(i) **NALC**

- (a) CEO Bulletin dated 6 March 2020, as forwarded to Members 6 March 2020.
- (b) CEO Bulletin dated 13 March 2020, as forwarded to Members 13 March 2020.

- (c) Coronavirus – related emails dated 18 March 2020 to 30 April 2020, as forwarded to Members.
 - (d) CEO Bulletin dated 3 April 2020, as forwarded to Members 6 April 2020.
 - (e) Bulletin dated 9 April 2020, as forwarded to Members 9 April 2020.
 - (f) CEO Bulletin dated 16 April 2020, as forwarded to Members 16 April 2020.
 - (g) CEO Bulletin dated 17 April 2020, as forwarded to Members 20 April 2020.
 - (h) CEO Letter to Parish and Town Council's dated 27 April 2020, as forwarded to Members on 27 April 2020.
 - (i) CEO Bulletin dated 27 April 2020, as forwarded to Members on 27 April 2020
 - (j) Coronavirus — information for parish & town councils dated 4 May 2020, as forwarded to Members on 4 May 2020.
- (ii) **SCC – AS PROVIDED BY COUNTY COUNCILLOR BROOKES**
- (a) 24 March 2020, Re: County Councillor Alan White's Statement to Full Council, as forwarded to Members on 24 March 2020 with respect.
 - (b) 24 March 2020, Re: Closure of SCC's Household Waste Recycling Centres, as forwarded to Members on 24 March 2020.
- (iii) **SCC – CORONAVIRUS EMAIL UPDATES**
- (a) 23 March 2020, as forwarded to Members on 24 March 2020.
 - (b) 27 March 2020, as forwarded to Members on 27 March 2020.
 - (c) 3 April 2020, as forwarded to Members on 3 April 2020.
 - (d) 9 April 2020, as forwarded to Members on 16 April 2020.
 - (e) 17 April 2020, as forwarded to Members on 20 April 2020.
 - (f) 27 April 2020, as forwarded to Members on 28 April 2020.
 - (g) 29 April 2020, as forwarded to Members on 30 April 2020.
- (iv) **SPCA**
- (a) Bulletin dated 5 March 2020, as forwarded to Members, 5 March 2020.
 - (b) Bulletin dated 5 March 2020, as forwarded to Members, 5 March 2020.
 - (c) Bulletin dated 12 March 2020, as forwarded to Members 12 March 2020.
 - (d) Bulletin dated 19 March 2020, as forwarded to Members 19 March 2020.
 - (e) Bulletin dated 26 March 2020, as forwarded to Members 26 March 2020.
 - (f) Bulletin dated 24 March 2020, as forwarded to Members 24 March 2020.
 - (g) Coronavirus - related Bulletins, dated from 5 March 2020 to 30 April 2020, as forwarded to Members.
 - (h) Bulletin dated 2 April 2020, as forwarded to Members 2 April 2020.
 - (i) Bulletin dated 2 April 2020, as forwarded to Members 2 April 2020.
 - (j) Bulletin dated 2 April 2020, as forwarded to Members 2 April 2020.
 - (k) Bulletin dated 2 April 2020, as forwarded to Members 2 April 2020.
 - (l) Email dated 3 April 2020, as forwarded to Members 3 April with respect to holding virtual Council Meetings
 - (m) Bulletin dated 6 April 2020, as forwarded to Members 6 April 2020.
 - (n) Email dated 9 April 2020 - Holding Remote Meetings as forwarded to Members on 9 April 2020.
 - (o) Bulletin dated 16 April 2020, as forwarded to Members 16 April 2020.
 - (p) Bulletin dated 21 April 2020, as forwarded to Members 21 April 2020.
 - (q) Bulletin dated 23 April 2020, as forwarded to Members 23 April 2020.
 - (r) Bulletin dated 27 April 2020, as forwarded to Members 27 April 2020.
 - (s) Copy of NALC's Chief Executive Bulletin 4 May 2020, as forwarded to Members on 4 May 2020.
- (v) **GOV.UK – EMAIL NOTIFICATIONS SERVICE**
- (a) Dated 24 March 2020, Government Hardship Fund, as forwarded to members 24 March 2020.
 - (b) Dated 1 April 2020, Business Support Grant Funding, as forwarded to Members 2 April 2020.
 - (c) Dated 3 April 2020, Councils given New powers to hold public meetings remotely, as forwarded to Members 3 April 2020.
 - (d) Dated 6 April 2020, Covid-19, as forwarded to Members 6 April 2020.
 - (e) Dated 7 April 2020, Covid-19, as forwarded to Members 7 April 2020.

- (f) Dated 8 April 2020, Covid-19, as forwarded to Members 8 April 2020.
 - (g) Dated 19 April 2020, Guidance to support the Safe Management of Funerals, as forwarded to Members 20 April 2020.
 - (h) Dated 22 April 2020, Coronavirus Letter to Council's about extending the statutory audit deadlines for 2019 and 2020, as forwarded to Members 23 April 2020.
 - (i) Dated 25 April 2020, New measures to protect UK High Street from aggressive rent collections and closure, as forwarded to Members 27 April 2020.
 - (j) Dated 29 April 2020, PHE data series on deaths in people with Covid-18, as forwarded to Members 29 April 2020
 - (k) Dated 30 April 2020, All who serve on Parish and Town Councils, as forwarded to Members on 30 April 2020. Appendix L.
 - (l) Dated 6 May 2020, Coronavirus (COVID-19): letter to councils on the re-opening of household waste and recycling centres, as forwarded to Members 6 May 2020.
- (vi) **GLOBE FOUNDATION - FREE FOOD PANTRY SURVIVAL BOXES FOR UTTOXETER AND SURROUNDING VILLAGES**
Dated 4 May 2020 received from the Globe Foundation with respect to the above mentioned, as forwarded to Members on 4 May 2020.
- (vii) **SCVYS**
- (a) Emergency School and Childcare Provision dated 25 March 2020, as forwarded to Members 25 March 2020.
 - (b) Careline Service dated 8 April 2020, as forwarded to Members 8 April 2020.
- (viii) **ICCM (INSTITUTE OF CEMETERY AND CREMATORIUM MANAGEMENT)**
- (a) Response to Covid-19, dated 23 March 2020, as forwarded to Members 23 March 2020.
 - (b) Ministry of Justice Guidance Changes, dated 7 April 2020, as forwarded to Members 7 April 2020.
 - (c) The Health Protection (Coronavirus Restrictions), dated 22 April 2020, as forwarded to Members 22 April 2020.
- (ix) **SUPPORT STAFFORDSHIRE**
- (a) Dated 13 March, as forwarded to Members 13 March 2020.
 - (b) Dated 6 April 2020, as forwarded to Members 6 April 2020.
 - (c) Dated 17 April 2020, as forwarded to Members 17 April 2020.
- (x) **NATIONAL MARKET TRADERS FEDERATION**
- (a) Dated 24 March 2020, as forwarded to Members 24 March 2020.
 - (b) Dated 9 April 2020, as forwarded to Members 9 April 2020.
- (ix) **TRENT RIVER TRUST**
Challenges and Choices Consultation, dated 30 March 2020, as forwarded to Members 31 March 2020.
- (xi) **RURAL SERVICES NETWORK**
- (a) Dated 17 March 2020, as forwarded to Members 17 March 2020.
 - (b) Dated 7 April 2020, as forwarded to Members 7 April 2020.
 - (c) Rural Bulletin - Dated 6 May 2020, as forwarded to Members on 6 May 2020.
- (xi) **YMCA- BURTON**
Dated 1 April 2020, Charity and the Coronavirus, as forwarded to Members 2 April 2020.
- (xii) **DOUGLAS MACMILLAN HOSPICE**
Dated 20 April 2020 from the Trust and Philanthropic Fundraiser providing an update on the effects of the current pandemic at the Douglas Macmillan Hospice, as forwarded to Members 20 April 2020.
- (xiii) **ACAS**
- (a) Dated 18 March 2020 from e-connect ACA s- National e-connect newsletter, re Coronavirus as forwarded to Members on 18 March 2020.

- (b) Dated 20 March 2020 from ACAS, National e-connect newsletter, re updated new homeworking guidance as forwarded to Members 20 March 2020.
- (c) Dated 6 April 2020, from e-connect ACAS, as forwarded to Members 6 April 2020.

(xiv) **LOCAL TRUST**

Dated 27 March 2020, Community responses to Covid-19, as forwarded to Members 27 March 2020.

(xv) **ORDANCE SURVEY**

Dated 2 April 2020, from Geospatial Commission, as forwarded to Members 3 April 2020.

(xvi) **SMALLTOWNMUSIC**

Dated 2 April 2020 from Small Town Music offering music listening ideas during stressful times, as forwarded to Members 2 April 2020.

(xvii) **ELEPHANT WIFI – GEO SENSE**

(a) Dated 8 April 2020, GEO-Sense 14 Day National Average Report – 7 April 2020.

(b) Dated 28 April 2020, National Footfall Report, as forwarded to Members 28 April 2020.

(c) Dated 1 May 2020, April Month End Footfall & Demographic Data, as forwarded to Members 1 May 2020.

(d) Dated 5 May 2020, LoveltLocal "Venue Loyalty App" Special Offer, as forwarded to Members on 5 May 2020.

40. **PLANNING APPLICATIONS**

Council is informed that planning applications recorded below 45(a)-(k), Members were encouraged to send their individual responses direct to ESBC.

- (a) P/2020/00226 – Roof alterations and first floor extension to side and rear dormer extension to form a loft conversion, 82 Park Avenue.
- (b) P/2019/1032 – Erection of a two-storey front and side extension and a two-storey detached garage, Park View Farm, New Road.
- (c) P/2020/00303 – Erection of a two-storey side extension, Grenville Close.
- (d) P/2020/00262 – Conversion and alterations of glass shop and dwellings to form two separate dwellings including demolition of conservatory on rear elevation, 1 Park Street and 2 Park Place.
- (e) P/2020/0194 – Listed building application for external works including painting of render panels and stone windowsills, installation of 3 CCTV units, two lanterns an alarm box and addition of hanging sign and fascia sign, 32 Carter Street.
- (f) P/2019/00501 – Outline application for residential development for up to 60 dwellings including details of access – Land to the west of Dove Way.
- (g) P/2020/00289 – Erection of a replacement dwelling, Pipers Croft, Wood Lane.
- (h) P/2020/00337 – Display of 1 non-illuminated fascia sign and 1 non-illuminated hanging sign, 32 Carter Street.
- (i) P/2020/00343 – Change of use of first floor to form design studio/office (Class B1) and Retails (Class A1), No. 42 Interiors, 32 Carter Street.
- (j) P/2020/00253 – Outline planning application for residential development (C3), employment uses (B1) (Business), B2 (General Industrial), B8 (Storage and Distribution), residential care home (C2) local centre (A1) (Retail), (A2) (Financial and Professional Services), (A3) (Restaurants and Cafes), (A4) (Drinking Establishments) and (A5) (Hot Food Takeaways), (D1) (non-residential institutions) with associated green infrastructure, engineering works and means of access from the A50 and all other matters reserved, land to the West of Uttoxeter, A50 Bypass.
- (k) P/2020/00355 – Erection of a single storey side extension, 1 Byrds Close.
- (l) P/2020/00366 – Erection of a 1.83m acoustic fence around flat roofed area at the rear of first floor to facilitate outdoor lounge facility and installation of replacement ground floor front window, 3A High Street.

Council is asked to give consideration to the undermentioned Planning Applications:

- (m) P/2020/00373 – Demolition of existing garage to facilitate the erection of a two-storey side extension, 41 Mosley Drive.
- (n) P/2020/00405 – Listed Building Consent for the installation of two closed circuit television cameras (CCTV) to external of Uttoxeter Town Hall, Town Hall 19 High Street.

41. **PUBLIC SPEAKING AT PLANNING COMMITTEE P/2019/00770**

To report receipt of an email received from ESBC's Planning Support dated 9 March 2020, extending an invitation to Council to attend ESBC's Planning Committee meeting on 17 March 2020 with respect to P/2019/00770 - Erection of 2 detached dwellings and widening of existing highway and formation of vehicular access, Bank Close Cottage, Bank Close, as forwarded to Members on 9 March 2020.

42. **COUNCIL IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the above Act it is requested that the public and press are not present due to the confidential nature of the business to be transacted and are asked to withdraw.

43. **RECOMMENDATIONS OF THE PERSONNEL COMMITTEE**

44. **UTTOXETER SAYING 'THANK YOU TO THE NHS AND KEY WORKERS'**

45. **UTTOXETER POLICE UPDATE**

46. **SCC-SCHOOL ORGANISATION TEAM RESPONSES TO ESBC ON PLANNING APPLICATIONS**

47. **AREA OF REFLECTION**

48. **COUNCIL EMAIL SYSTEM**

49. **CONDUIT (KIOSK) CONDITION REPORT**

50. **GARDEN OF REMEMBRANCE – CENTRE-PIECE**

51. **TOWN HALL – VARIOUS**

52. **ST MARY'S PARISH CHURCH CLOCK**

53. **CEMETERY BURIAL PROVISIONS**

54. **HMRC SUPPORT – EMAIL UPDATES**

55. **STAFFORDSHIRE PENSION FUND**

56. **STAFFING**

57. **AGENDA ITEMS FOR NEXT MEETING**