



UTTOXETER TOWN COUNCIL

MINUTES OF THE VIRTUAL ZOOM MEETING HELD ON TUESDAY, 12 MAY 2020 COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Town Mayor – Councillor S McGarry

Councillors: M Crutchley, T Crutchley, C Green, K Hudson, P Hudson, Z Krupski, H E Montgomery, H Montgomery, C Sylvester, M A Trener, M Williams.

One Member of the Press was in attendance.

Prior to commencement of the meeting, the Mayor welcomed Members and the Press Representative to the first ever Virtual Council Meeting being held 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).

The Mayor reported that, as advertised within the Council's website and local Press, the meeting was available via <https://zoom.us/join> and that the Zoom Meeting ID was 932 9438 3388. She reported that the meeting was open to the public and the press unless the Council otherwise directs as in accordance with Public Bodies (Admission to Meetings) Act 1960. She reported that Members and Residents without computer access could participate within the meeting by telephoning 0131 460 1196 and by entering the Meeting ID.

The Mayor reported that all Members had received a hard copy of the Agenda as requested and that Members of the Public and Press had access to the electronic copy of the Agenda via the Council's website.

The Mayor reported that the virtual meeting was dependent on the internet and should a power cut take place, the Council would attempt to reconnect to the meeting. All Attendees were advised that, if a power cut took place, they should attempt to reconnect via Zoom using their ID as previously provided. If the Meeting was unable to be reconnected, the meeting would be reconvened at a later date and time.

The Mayor reported that any Members who declared an interest in an Item included within the Agenda would be moved to the 'Waiting Room' during the debate and vote. She reported that the Clerk would bring those Members back into the meeting once a Resolution had been made.

1. **CHAIR'S WELCOME**

The Chair welcomed Members to the Meeting and reported that the meeting was being verbally recorded by the Council as in accordance with "The Openness of Local Government Bodies Regulations 2014".

2. **APOLOGIES FOR ABSENCE**

(a) The Clerk reported that approved apologies had been received from Councillors D Goodfellow and P Lancaster.

RESOLVED that the same be noted and approved.

(b) It was noted that there were no Councillors absent where apologies had not been received.

RESOLVED that the same be noted.

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.

It was noted that no Members of the Public wished to make representations to Council.

4. DECLARATIONS OF INTEREST

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

Councillor S McGarry declared an interest in Item No. 40(a)-(n).
Councillor C Sylvester declared an interest in Item No. 40(a)-(n).

5. DISPENSATION PROCEDURE

Council was asked to give consideration to 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 before the meeting, or failing that, at the start of the meeting for which the Dispensation was required. It was noted that Council would decide whether to grant the dispensation at the relevant meeting. Unless Council grant the relevant delegated power to Committee, it was Council that decides whether to grant the dispensation.

None received.

6. MINUTES

The minutes of the Meeting held on 10 March 2020 were confirmed as a correct record and signed by the Chair.

7. ACCOUNTS

(a) Consideration was given to the list of accounts submitted for payment in the sum of £62,893.35 which included, due to the COVID-19 Pandemic, payments that had been made since the date of the last meeting.

RESOLVED that the list of accounts as above be accepted and approved, and the Mayor and Deputy Mayor be authorised to sign it.

(b) Council gave consideration to the monthly summaries of the Council's income for March 2020 and April 2020.

RESOLVED that the same be noted.

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

At 12 May 2020 the bank balances stood at:

RBS Current Account	£ 12,236.56
RBS Special Interest Account	£296,764.01
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) The Clerk reported that the Mayor had attended the following events since the date of the last meeting:

15 March 2020	Afternoon Tea with Gateway Club
8 May 2020	Eagle Close Socially Distanced 75 th VE Day Street Party

The Mayor reported that due to the COVID-19 Pandemic, any other events scheduled to take place from 16 March 2020 to date, had been postponed. She reported that local residents had sent the Council a number of photos of their own VE Day events.

(b) The Clerk reported that the Deputy Mayor had not attended any events since the date of the last meeting.

10. **QUESTIONS**

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

None received

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

None received

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

(a) The Clerk reported that no County Councillor Reports had been received.

None received

(b) The Clerk reported that no Borough Councillor Reports had been received.

None received

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

None.

13. **TOWN COUNCIL RESIGNATION**

The Clerk reported receipt of the Resignation of Town Ward Councillor N Moir dated 30 April 2020 with immediate effect.

RESOLVED that:

(i) Council accepts the Resignation received from N Moir.

(ii) The Clerk notifies East Staffordshire Borough Council of the vacancy on Uttoxeter Town Council within the Town Ward.

14. **CASUAL VACANCY – UTTOXETER TOWN COUNCIL , HEATH WARD**

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

RESOLVED that:

(i) The Clerk be authorised to advertise the Heath Ward Casual Vacancy for Co-option within the Council's website, notice-boards, Facebook, Instagram and the local press inviting interested persons to provide written applications (including emails) to be submitted to the Clerk by no later than 5.00pm on Friday, 29 May 2020.

(ii) The Casual Vacancy Applications for the Heath Ward be included for consideration by Council at its meeting scheduled to take place on 9 June 2020.

- (b) The Clerk reported 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.

RESOLVED that the same be noted.

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.

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) The Mayor reported that, in light of new 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 which would remain in place until 7 May 2021, she asked Council to consider holding its Annual Meeting together with the appointment of Mayor and Deputy Mayor to a date to be determined.

The Mayor reported that should Council decide to defer the Annual Meeting until later within the year or to May 2021, she would be happy to continue in her current position as Mayor for the foreseeable future. She reported that due to COVID-19 a number of her Mayoral events had been cancelled and that the incoming Mayor would not be able obtain the full experience of being Mayor due to the current situation and restrictions in place which could last for several months to come. Following lengthy debate, the following proposals were tabled.

Councillor McGarry put forward the following proposition that “the Council at its meeting scheduled to take place on 8 September 2020 give further consideration to holding its Annual Meeting together with the appointment of Mayor and Deputy Mayor to a date to be determined.” Councillor Krupski seconded the proposition.

Councillor P Hudson proposed that “the Council at its meeting scheduled to take place on 14 July 2020 give further consideration to holding its Annual Meeting together with the appointment of Mayor and Deputy Mayor to a date to be determined.” Councillor H Montgomery seconded the proposition.

The Mayor put forward the propositions as recorded above to the vote:
Councillor McGarry’s proposition - the vote being 5 in favour of the proposition and 7 votes against the proposition. The proposition was lost.

The Mayor put forward Councillor P Hudson’s proposition to the vote - the vote being 7 in favour of the proposition and 5 votes against the proposition. The proposition was carried.

RESOLVED that Council give further consideration at its meeting scheduled to take place on 14 July 2020 to Council holding its Annual Meeting together with the appointment of the Mayor and Deputy Mayor to a date still to be determined.

- (b) Council was informed that, at this time, further clarification was awaited from Government with respect to the status of holding the Annual Parish Meeting. Council was 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.

The Clerk reported 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.”*

RESOLVED that the same be noted.

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

The Clerk reported receipt of a letter dated 22 April 2020, from the Deputy Director, Local Authority Accountability and Oversight, as forwarded to Members 23 April 2020

RESOLVED that the same be accepted and approved.

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

The Clerk reported that, due to COVID-19, Rialtas Business Solutions Ltd would 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.

The Mayor reported that the Clerk/RFO had completed the Council’s end of year accounts earlier within the day for over 5 hours virtually with Rialtas Business Solutions Ltd.

RESOLVED that the same be noted and approved.

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

The Clerk reported 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 was informed that the RHS were seeking participation to “Help us grow a rainbow” - Over the coming weeks, RHS would love your help to do what you do best, which was growing the colours of the rainbow in your gardens, on balconies or in your windows. As we all know, rainbows had 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 encouraged residents to, as part of the promotion of our wonderful community working and growing together, encourage everyone to participate within the “Help us grow a rainbow” and to send photographs to the Council via info@uttoxetertowncouncil.org.uk in readiness for the Bloom entries, portfolios and displays for 2021.

RESOLVED that the local press be encouraged to continue to promote the “Help us grow a rainbow” scheme and to encourage photos to be sent to the Council.

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

The Clerk reported that the RHS had cancelled its Regional and National Bloom campaigns for 2020. It was anticipated that Uttoxeter would be asked to represent the Heart of England in Bloom within the Britain in Bloom Finals in 2021.

RESOLVED that the same be noted and welcomed.

20. REGISTER OF COUNCILLORS INTEREST 2020-21

The Clerk reported 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. The Clerk reported receipt of a number of Members forms.

RESOLVED that Members complete their Members Interest Forms and email/post them to the Clerk as soon as possible.

21. BIODIVERSITY CONSULTATION UPDATE

(a) The Clerk reported 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.
- (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.

RESOLVED that with respect to 21(a)(i-ii), the same be noted.

(b) The Clerk reported that the Consultation Event was well received and the E-Survey received 139 responses and 4 paper responses with over 250 comments.

Council was 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

RESOLVED that the same be noted and approved.

(c) Council was 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 reported thereon. Council's instruction was sought thereon.

RESOLVED that Council authorises the Biodiversity Committee to:

- (i) Incorporate the responses from the Biodiversity Consultation into the Uttoxeter Nature Recovery Networks Action Plans.
- (ii) Work in collaboration with its partners to develop this aspect of work.

22. SIDS (SPEED INDICATOR DEVICE)/VAS (VEHICLE ACTIVATED SIGN) DETAILS – NEW ROAD

The Clerk reported receipt of an email dated 30 April 2020 received from County Councillor Brookes providing Council with details on SIDS/VAS Programmes and suggested that the Town Council consider funding the provisions for New Road following complaints received from residents of New Road. Council's instruction was sought thereon.

Members suggested a number of options for traffic calming measures within New Road including obtaining grant funding towards any such provisions including data management.

Councillor Hudson reported that Draycott in the Clay had recently purchased some VAS signs at reasonable costs. Following lengthy debate, it was

RESOLVED that the Mayor and the Clerk be authorised to seek the following information in readiness for further consideration by Council at a future meeting:

- (i) Costings for SIDS and VAS signage provisions.
- (ii) Permissions required and the consultation process with residents.
- (iii) Data Management (noting if UTC fund, UTC to receive the data).

23. A50 UTTOXETER – PROJECT B UPDATE

The Clerk reported 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.

Councillor Hudson reported that Kate Griffiths MP was due to hold a meeting with the Ministry of State to further discuss the A50 - Project B and reported that she would provide an update to local Council's in due course.

RESOLVED that the Clerk write to Kate Griffiths MP to request she provide Council with an update on the A50 - Project B in due course.

24. SCC - PERMIT CONSULTATION

The Clerk reported 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 would 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.

RESOLVED that that same be noted.

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 was informed that due to COVID-19, a meeting with Council's Internal Auditor had not taken place, however, he had suggested that Council consider the CCLA Public Sector Deposit Fund.

The Clerk reported 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 as issued to Members with their Agenda pack. Following lengthy debate, it was

RESOLVED that:

- (i) No action be taken with respect to the CCLA Public Sector Deposit Fund.
- (ii) The Mayor/Chair of F&GP and the Clerk/RFO be authorised, with immediate effect, to open suitable local bank/building society accounts and transfer monies accordingly to minimise the risk to the Council, up to the Financial Services Compensation Scheme maximum sum of £85,000 per bank.

It was noted that Councillor T Crutchley abstained from the above-mentioned vote.

26. FORMER WHEATSHEAF PUBLIC HOUSE – LISTED BUILDING ENQUIRY

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

Council was informed that the Officers were dealing with the application for the former Wheatsheaf Public House and were advised that the building requires attention to ensure it was safe and watertight.

Council was informed that the Owners/Agents would continue to liaise with ESBC's Planning Principal Officer with respect to the above mentioned and that Council would continue to receive updates accordingly.

RESOLVED that the Clerk liaise with ESBC's Enforcement Officer to express Council's thanks for the updates provided to date and to request that Council continue to receive updates when available.

27. DATA PROTECTION OFFICER RENEWAL

The Clerk reported that the current Contract with SCC for its Data Protection Officer Services expires on 5 June 2020. The Clerk provided Council with an update on costings to be received from SCC's Information Governance Officer. The Clerk reported that the annual sum for the Tier 2 DPO Service (as previously) would be £255, a £5 increase on last year.

RESOLVED that the quotation received from SCC's Information Governance Officer in the annual sum of £255 for the Tier 2 DPO Service to be provided by SCC be accepted and approved, funded by the Subscriptions budget allocation.

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

The Clerk reported 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 participate within the Zoom Conference Meeting with Kate Griffiths MP on 1 May 2020 at 7.00pm. Council was informed that the Mayor and Deputy Mayor participated in the above mentioned. Councillor McGarry provided Council with an update on the meeting and suggested that in future, non-dual hatted Councillors participate within the meeting.

RESOLVED that upon receipt of notification of a future meeting, the Clerk offer attendance to non-dual hatted Councillors.

29. OFFICE EQUIPMENT

(a) BT LINE RENTAL CONTRACT RENEWAL

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

RESOLVED that the same be noted and approved, funded by the Telephone budget allocation.

(b) PHOTOCOPIER RENEWAL

The Clerk reported 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 p.er 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 was informed that the current costs were £163.00 per quarter. Council's instruction was sought thereon.

RESOLVED that the quotation received from Inreach Group for the provision of new colour device in the sum of £199.00 per quarter (5-year lease) £0.004 per mono/colour page be accepted and approved, funded by the Office Equipment budget allocation.

30. TOWN HALL – BI-ANNUAL INSPECTIONS FOR EMERGENCY LIGHTING AND FIRE DETECTION

The Clerk reported that the Bi-Annual Inspections took place on 29 April 2020 and to report receipt of:

- (a) **Emergency Lighting Periodic Inspection and Testing Certificate** – Council was informed that some observations were made under classification code C2 (five emergency lights failed to operate). The Clerk reported 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 was sought thereon.

RESOLVED that the same be accepted and approved, funded by the Town Hall Repairs and Maintenance budget allocation.

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

RESOLVED that the Mayor and the Clerk/RFO be authorised to organise the necessary works required, funded by the Town Hall Repairs and Maintenance budget allocation.

31. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND

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

RESOLVED that the same be noted.

32. ESBC – VARIOUS

The Clerk reported 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.

RESOLVED that the same be noted.

- (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.

RESOLVED that the same be noted.

- (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 was informed that this event had been postponed.

RESOLVED that the same be noted.

33. SCC - TEMPORARY ROAD TRAFFIC REGULATION ORDERS

The Clerk reported 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.

RESOLVED that with respect to 33(a)-(b) as above, the same be noted.

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

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

RESOLVED that, at this time, the same be noted.

35. VE DAY STREET PARTY – 8 MAY 2020

The Clerk reported receipt of an email dated 20 March 2020 received from The Pageantmaster, VE Day 75 advising cancellation of all VE Day events. Council was 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.

RESOLVED that, at this time, the same be noted.

36. TESCO GROUNDWORKS GRANT APPLICATION – COMMUNITY EVENTS

The Clerk reported 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 had been granted to the Town Hall Entertainments Committee for Community Events.

RESOLVED that the same be noted, with thanks.

37. SMARTWATER MEMBERSHIP

The Clerk reported 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 was asked to give retrospective approval for the order issued to ensure continuous membership.

RESOLVED that the same be noted and approved, funded by the Town Hall Repairs and Maintenance budget allocation.

38. STAFFORD ROAD – PROPOSED TRAFFIC CONTROLS

The Clerk reported she 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 was informed that a response is awaited.

RESOLVED that the Clerk liaise again with County Councillor Brookes, copy to SCC's Cabinet Member for Highways and the Highways Officer, to seek a detailed response on what traffic controls SCC shall be incorporating within Stafford Road.

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

The Clerk reported 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.

RESOLVED that with respect to 39(i)(a)-(j) as above, the same be noted.

(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.

RESOLVED that with respect to 39(ii)(a)-(b) as above, the same be noted.

(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.

RESOLVED that with respect to 39(iii)(a)-(g) as above, the same be noted.

(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.

RESOLVED that with respect to 39(iv)(a)-(s) as above, the same be noted.

(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.
- (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.

RESOLVED that with respect to 39(v)(a)-(l) as above, the same be noted.

(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.

RESOLVED that the same be noted and welcomed.

(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.

RESOLVED that with respect to 39(vii)(a)-(b) as above, the same be noted.

(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.

The Mayor expressed her thanks to the Uttoxeter Town Council Team for their on-going efforts during the Pandemic in particular when dealing with the Cemetery.

RESOLVED that with respect to 39(viii)(a)-(c) as above, the same be noted

(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.

RESOLVED that with respect to 39(ix)(a)-(c) as above, the same be noted.

(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.

RESOLVED that with respect to 39(x)(a)-(b) as above, the same be noted.

(xi) **TRENT RIVER TRUST**

Challenges and Choices Consultation, dated 30 March 2020, as forwarded to Members 31 March 2020.

RESOLVED that the same be noted

(xii) **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.

RESOLVED that with respect to 39(xi)(a)-(c) as above be included for consideration by the Town Centre Forum at its next meeting.

(xiii) **YMCA- BURTON**

Dated 1 April 2020, Charity and the Coronavirus, as forwarded to Members 2 April 2020.

RESOLVED that the same be noted.

(xiv) **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.

RESOLVED that the same be noted.

(xv) **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.

RESOLVED that with respect to 39(xiii)(a)-(c) as above, the same be noted.

(xvi) **LOCAL TRUST**

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

RESOLVED that the same be noted.

(xvii) **ORDANCE SURVEY**

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

RESOLVED that the same be noted.

(xviii) **SMALLTOWNMUSIC**

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

RESOLVED that the same be noted.

(xix) **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.

RESOLVED that with respect to 42(xvii)(a)-(d) as above, be included for consideration by the Town Centre Forum at its next meeting.

It was proposed, seconded and carried that Councillor C Green Chair the meeting for Item No. 40(a)-(n).

It was noted that Councillors McGarry and Sylvester declared an interest in Item No. 40(a)-(n) and were moved into the Zoom Waiting Room during the debate/vote.

40. PLANNING APPLICATIONS

Council was informed that planning applications recorded below 40(a)-(l), due to no meeting taking place in April, Members had been 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 gave 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.

RESOLVED that, the Clerk write to ESBC with respect to the following Planning Applications:

- (a) ESBC be informed that with respect to planning applications 40(a)-(l) as above, due to COVID-19, no Council Meeting took place in April 2020 and Members were encouraged to submit their individual comments direct to ESBC's Planning Department.
- (b) No. P/2020/00373 as 40(m) above, the Council request that the Planning Authority consider the impact the proposed extension would have on the neighbouring properties including light blockage prior to consent being granted.
- (c) No. P/2020/00405 as 40(n) above, the Council had no comment to make at this stage.

It was noted that Councillors McGarry and Sylvester were returned to the Meeting.

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

The Clerk reported receipt of an email received from ESBC's Planning Support dated 9 March 2020, extending an invitation to a member of the 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.

RESOLVED that the same be noted.

42. **COUNCIL IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
Pursuant to Section 1(2) of the above Act it was requested that the public and press were not present due to the confidential nature of the business to be transacted and were asked to withdraw.

RESOLVED that the same be noted and approved.

43. **RECOMMENDATIONS OF THE PERSONNEL COMMITTEE**
Council gave consideration to the Recommendations of the Personnel Committee held on 1 May 2020.

RESOLVED that the Recommendations of the Personnel Committee arising from its meeting held on 1 May 2020 be approved and ordered to form part of the minutes, filed within the Private and Confidential Personnel File.

44. **UTTOXETER SAYING ‘THANK YOU TO THE NHS AND KEY WORKERS’**
Council gave consideration to providing a number of ‘Thank you to NHS and Key Workers’ as follows:

- (a) Stafford Road Roundabout/Uttoxeter in Bloom raised bed – The Mayor reported that permission had been granted from County Councillor Brookes to incorporate two 8 feet x 6 feet banners within the centre of Stafford Road roundabout thanking the NHS and Key Workers. Council was asked to give consideration to the costings for the two banners. The Clerk provided Members with a draft design of the proposed banners via the zoom camera. The Clerk reported that, unfortunately, rainbow planting could not be obtained for the raised Bloom bed and that ESBC would plant as normal. Following due debate, it was

RESOLVED that subject to ‘Uttoxeter says’ being incorporated within the banner, the quotation received from JCA Graphics in the sum of £150 plus vat be accepted and approved, funded by the Establishment Contingency budget allocation.

It was noted that Councillor M Crutchley voted against the above-mentioned resolution.

- (b) Town Hall railings - The Mayor reported receipt of costings for two 6 feet x 2 feet banners to be incorporated on the Town Hall railings and A N Other location within the Town (subject to permission being obtained) in the sum of £45 per banner, plus vat.

RESOLVED that subject to ‘Uttoxeter says’ being incorporated within the banner, the quotation received from JCA Graphics in the sum of £90 plus vat be accepted and approved, funded by the Establishment Contingency budget allocation.

It was noted that Councillor M Crutchley voted against the above-mentioned resolution.

- (c) Town Centre Street Lighting scheme – The Mayor reported that due to the costings involved, over £1,000 per structure, she recommended that no further action be taken.

RESOLVED that no further action be taken on this matter.

45. **UTTOXETER POLICE UPDATE**
The Clerk reported receipt of updated figures as at April 2020 received from Uttoxeter Police Station, East Staffs LPT for Members information only.

RESOLVED that the same be noted.

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

The Clerk reported receipt of the following email responses to ESBC for information:

- (a) Dated 17 April 2020, with respect to Planning Application No. P/2019/00501, Dove Way.

- (b) Dated 27 April 2020, with respect to Planning Application No. P/2020/00253, Land to the West of Uttoxeter, A50 Bypass. See Appendix P4.

RESOLVED that with respect to 46(a)-(b), the same be noted.

47. AREA OF REFLECTION

The Clerk reported that due to Covid-19, a meeting had not taken place with the Contractor and that the application for the permit had not been progressed at this time.

The Mayor reported that it had been reported within the local Press that SCC's Parking Strategy had incorporated removable benches within the Area of Reflection which was not as requested by either the Town Council or by members of the public.

RESOLVED that the Clerk liaise with the Contractor to progress the application for the Permit to be issued to SCC at the earliest opportunity.

48. COUNCIL EMAIL SYSTEM

The Clerk reported that she and the Mayor met with MidMC Computers to discuss on-going issues with Members emails and suggestions/improvements going forward. Council was asked to give consideration to incorporating Microsoft 365 for all Councillor and Staff emails (x 19) in the sum of £5.99 per Licence (per email) per month plus set up and transfer fees as suggested by MidMC. A lengthy debate ensued. Council's instruction was sought thereon.

RESOLVED that:

- (i) The Mayor, the Clerk and Councillor M Crutchley explore other options available for Council's email provisions.
- (ii) Following (i) as above, this matter be included for further consideration by Council at a future meeting.

49. CONDUIT (KIOSK) CONDITION REPORT

- (a) The Clerk reported receipt of the Conduit (Kiosk) Condition Report dated 20 April 2020 as received from Council's Architect, as forwarded to Members on 20 April 2020.

RESOLVED that the same be noted.

- (b) The Clerk reported that Council's Architect was suggesting he liaise with ESBC's Conservation Officer and obtain a budget estimate from a specialist restoration company for the repointing and formation of a capping. Council's instruction was sought thereon.

RESOLVED that:

- (i) The Clerk liaise with Council's Architect to advise that Council permit him to liaise with ESBC's Conservation Officer and obtain a budget estimate from a specialist restoration company for the repointing and formation of a capping.
- (ii) Upon receipt of costings, this matter be included for further consideration by Council at a future meeting.

50. GARDEN OF REMEMBRANCE – CENTRE-PIECE

The Clerk reported receipt of an email dated 17 March 2020 from the Manufacturing Engineering Degree Apprentice at JCB, advising that in light of Covid-19, this project had been halted at this time.

RESOLVED that the same be noted.

51. TOWN HALL – VARIOUS

The Clerk reported receipt of:

- (a) A Report dated 17 March 2020 from Steve Caunce Ltd detailing work carried out on blocked drains, at a cost of £278. Council was informed that the Report had been issued to Savills and it was understood that work had been carried out to the drains located within Carters Square accordingly.
- (b) Telephone communication from ESBC with respect to the Town Hall being used as ESBC's Customer Service Centre due to the closure of the library.

Council was informed that ESBC had made the decision to close all Customer Service Centres, therefore the Town Hall provision to support would not be required at this time.

RESOLVED that the same be noted.

- (c) The Clerk reported receipt of a letter dated 28 Feb 2020, from South Staffs Water Business advising of a scheme which was available and could reduce water bills at the Town Hall. The Clerk reported that a payment break was available.

RESOLVED that the same be noted.

52. ST MARY'S PARISH CHURCH CLOCK

- (a) The Clerk reported receipt of an email dated 24 March 2020, from the Tower Captain, advising Council that he had stood down at the Ringers AGM on 13 February 2020. In the short term, there was an offer from one of the Church Warden's to carry out any adjustments required until a resolution was found.

RESOLVED that the Clerk:

- (i) Contact the Church Warden to advise that Council expresses its thanks and accepts their kind offer to facilitate in the short term and request that a permanent resolution be progressed.
 - (ii) Continue to provide Council with updates accordingly.
- (b) The Clerk reported that at this time, a date was awaited from Les Kirk Clocks with respect to the works to be carried out to the Church Clock as previously approved by Council.

RESOLVED that the same be noted.

53. CEMETERY BURIAL PROVISIONS

The Clerk reported she had been liaising with the Excess Death Group providing weekly updates on provisions located within Uttoxeter Cemetery during the pandemic.

RESOLVED that the same be noted.

54. HMRC SUPPORT – EMAIL UPDATES

The Clerk reported receipt of the following support emails:

- (a) Dated 6 March 2020 as forwarded to Members 9 March 2020.
- (b) Waiver Acceptance Form dated 9 March 2020 which has been duly completed by the Clerk and Council's Payroll Provider and returned to HMRC accordingly.
- (c) Dated 12 March 2020, as forwarded to Members 12 March 2020.
- (d) To report receipt of a letter received 12 March 2020 from HMRC requesting Council complete an Employer Questionnaire.
- (e) Dated 13 March 2020, as forwarded to Members 16 March 2020.
- (f) Dated 16 March 2020, as forwarded to Members 16 March 2020.
- (g) Dated 23 March 2020, as forwarded to Members 23 March 2020.
- (h) Dated 6 April 2020, as forwarded to Members 6 April 2020.
- (i) Customer Employment Duties Questionnaire dated March 2020 which has been duly completed by the Clerk and Council's Payroll Provider and returned to HMRC accordingly.
- (j) Dated 24 April 2020, as forwarded to Members 24 April 2020.
- (k) Dated 4 May 2020 informing Council that, due to COVID-19, progression of the Employment Questionnaire would be postponed at this time.

RESOLVED that with respect to 54(a)-(k) as above, the same be noted.

55. STAFFORDSHIRE PENSION FUND

The Clerk reported receipt of the following emails:

- (a) Dated 12 March 2020 received from Staffordshire Pension Fund providing Council with the March edition of the Employers Newsletter, as forwarded to Members on 13 March 2020.
- (b) LGPS Employer Newsletter Focus Newsletter April 2020 dated 17 April 2020, as forwarded to Members on 17 April 2020.

RESOLVED that the same be noted and approved.

56. **STAFFING**

- (a) The Clerk reported that admin staff lieu time up to 30 April 2020 is 40.5 hours.

RESOLVED that the same be noted and approved.

EXTENSION OF TIME

A 5-minute extension was proposed, seconded and carried.

- (b) The Mayor provided Council with a brief update on Staffing matters including absences since the date of the last meeting. She commended the Town Council Staff who had worked above and beyond to ensure that the Council continues to provide its services to the public during the Covid-19 pandemic. She reported that all Admin Officers were fulfilling their hours working from home.

RESOLVED that the same be noted.

- (c) The Clerk reported, as requested by SPCA dated 20 March 2020, that she had furnished the Mayor and Deputy Mayor with log in information for all Town Council equipment/services to be used in an emergency.

RESOLVED that the same be noted.

57. **AGENDA ITEMS FOR NEXT MEETING**

SCC's Parking Strategy – Councillor P Hudson.

Prior to closure of the meeting, the Mayor reported that, as this was a historic moment for the Town Council hosting its first ever Zoom Council Meeting she requested consent from all those in attendance in the Meeting for her to take a photograph and include it within the Council's social media. It was noted that all in attendance at the meeting provided their consent for the photo and inclusion within the Council's social media.

The meeting closed at 9.04pm.