



## **UTTOXETER TOWN COUNCIL**

### **MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON TUESDAY, 13 OCTOBER 2020 COMMENCING AT 7.00PM AND THERE WERE PRESENT:**

#### **Chair and Town Mayor – Councillor S McGarry**

Councillors: M Crutchley, D Goodfellow, C Green, K Hudson, P Hudson, Z Krupski, P Lancaster, C Sylvester, L Sylvester, M A Trenerly, M Williams.

It was noted that there was one member of the local press in attendance.

Prior to commencement of the meeting, the Mayor welcomed Members and Members of the Public and the Press Representative to the 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, the meeting was available via <https://zoom.us/join> and that the Zoom Meeting ID was 987 2503 3621 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. She reported that the virtual meeting was dependent on the internet and should a power cut take place, if the Meeting were 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 T Crutchley and J Fitchett.

RESOLVED that the same be noted and approved.

(b) The Clerk reported the names of Councillors who were absent and apologies had not been received.

None.

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.

Signed: ..... Date: .....

It was noted that no Members of the Public/Press 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 D Goodfellow declared an interest in Item Nos. 32 and 33(a)-(h)
- Councillor S McGarry declared an interest in Item Nos. 32 and 33(a)-(h)
- Councillor C Sylvester declared an interest in Item Nos. 32 and 33(a)-(h)
- Councillor M A Trenerly declared an interest in Item No. 16

**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**

- (a) The minutes of the Virtual Meeting held on 8 September 2020 were confirmed as a correct record and signed by the Chair.

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

- (b) Council gave consideration to the Recommendations of the Virtual Policy and Planning Committee Meeting held on 4 September 2020.

RESOLVED that the Recommendations of the Planning and Policy Committee arising from its meeting held on 4 September 2020 be approved and ordered to form part of the minutes attached hereto as Appendix A.

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

- (c) Council gave consideration to the Recommendations of the Virtual Policy and Planning Committee Meeting held on 22 September 2020.

RESOLVED that the Recommendations of the Planning and Policy Committee arising from its meeting held on 22 September 2020 be approved and ordered to form part of the minutes attached hereto as Appendix B.

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

- (d) Council gave consideration to the Recommendations of the Virtual Working Committee Meeting held on 22 September 2020.

RESOLVED that the Recommendations of the Virtual Working Committee arising from its meeting held on 22 September 2020 be approved and ordered to form part of the minutes attached hereto as Appendix C.

- (e) Council gave consideration to the Recommendations of the Virtual Uttoxeter in Bloom Committee Meeting held on 24 September 2020.

RESOLVED that the Recommendations of the Virtual Uttoxeter in Bloom Committee arising from its meeting held on 24 September 2020 be approved and ordered to form part of the minutes attached hereto as Appendix D.

- (f) Council gave consideration to the Recommendations of the Virtual Biodiversity Group (UNRN) Meeting held on 29 September 2020.

RESOLVED that the Recommendations of the Virtual Biodiversity Group (UNRN) Meeting arising from its meeting held on 29 September 2020 be approved and ordered to form part of the minutes attached hereto as Appendix E.

**7. ACCOUNTS**

- (a) Consideration was given to the list of accounts submitted for payment in the sum of £27,216.80.

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 September 2020

RESOLVED that the same be noted.

**8. BANK BALANCES**

At 7 October 2020 the bank balances stood at:

RBS Current Account	£ 9,777.40
RBS Special Interest Account	£388,865.32
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 1,490.49
RBS Deposit Account 32 Carter Street	£ 654.84
RBS 19A High Street Deposit Account	£ 324.78
Barclays Business Deposit Account	£ 75,000.00

At 13 October 2020 the bank balances stood at:

RBS Current Account	£ 7,804.50
RBS Special Interest Account	£382,453.46
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 1,490.49
RBS Deposit Account 32 Carter Street	£ 654.84
RBS 19A High Street Deposit Account	£ 324.78
Barclays Business Deposit Account	£ 75,000.00

**9. TOWN MAYOR AND DEPUTY MAYOR'S REPORT**

The Clerk reported that the Mayor attended the following socially distanced events since the date of the last meeting:

21 September 2020                      Dr Johnson Commemoration

**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. CASUAL VACANCIES – TOWN WARD**

The Clerk reported receipt of a letter dated 22 September 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 replacement members (x2). Council was informed that the appointments should be made as soon as practicable. Council's instruction was sought thereon.

RESOLVED that:

- (i) The Clerk be authorised to advertise the Town Ward Casual Vacancies (x2) 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 Monday, 2 November 2020.
- (ii) The Applications for the Casual Vacancies for the Town Ward be included for consideration by Council and Co-option at its meeting scheduled to take place on 10 November 2020.

It was noted that the Mayor, Councillor McGarry was experiencing technical issues and lost connection to the meeting. It was proposed, seconded and carried that Councillor Green Chair the meeting until such a time that the Mayor was able to re-join the meeting.

**13. CORRESPONDENCE RECEIVED FROM MEMBERS OF THE PUBLIC**

The Clerk reported receipt of the following emails:

- (a) Dated 2 September 2020 received from a member of the public advising Council of the manifesto the Black Lives Matter Derby Group had worked on and given the closeness of Uttoxeter to Derby. Members were encouraged to view the link below providing more information.

[https://issuu.com/blmderbyuk/docs/blm\\_derby\\_manifesto\\_final?fbclid=IwAR3HfSah8sPvJHEPbm4RlpGpvDxGV\\_wM6weJ6xXpyG3QFRYt9N-b8ig6Rpc](https://issuu.com/blmderbyuk/docs/blm_derby_manifesto_final?fbclid=IwAR3HfSah8sPvJHEPbm4RlpGpvDxGV_wM6weJ6xXpyG3QFRYt9N-b8ig6Rpc). Council's instruction was sought.

Councillor Trenergy reported that given it was currently Black History Month, she urged Members to view the link which included information on the Charter for Change as included within the manifesto from Black Lives Matter Derby Group. She urged Councillors to be mindful of the contents of the link and reminded Members to consider the contents of this link when considering grant applications in future.

RESOLVED that the same be noted.

- (b) Dated 9 September 2020 from a member of the public regarding TRO Stone Road/Smithfield Road/Springfield Road, Uttoxeter: Proposed Parking restrictions.

The Clerk reported that she had contacted SCC with respect to the consultation referred to in the correspondence from the member of the public. She advised that the local residents had been contacted as part of the initial consultation and that Council together with the Police and Fire Service would be contacted as part of the formal consultation in due course.

RESOLVED that the same be noted.

- (c) The Clerk reported receipt of a number of emails dated between 2-6 October 2020 received from a member of the public complaining that the Cemetery entrance continues to be flooded and wishes to express his dissatisfaction that the flooding issue had not been resolved. She reported that Contractors had attended the Cemetery on 9 October 2020 and an update was awaited.

The Clerk reported that she had been liaising with the member of the public providing updates on the flooding issues within the Cemetery entrance and potential resolutions.

RESOLVED that the same be noted.

**14. COMPLETION OF THE AUDIT FOR THE YEAR ENDED 31 MARCH 2020**

The Clerk reported receipt of the completed Audit for the year ended 31 March 2020 from Mazars District Auditors as dated 29 September 2020, completed Annual Governance and Accountability Return, Notice of Conclusion of Audit for Accounts for the year ended 31 March 2020.

The RFO was pleased to report that the auditor states “on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

Council was informed that a copy of the completed Notice of Audit Conclusion of Audit had been duly displayed within Council’s Noticeboard and website from 6 October 2020.

RESOLVED that the same be noted and approved.

It was noted that Councillor Williams joined the virtual meeting at 7.25pm.

**15. VIRTUAL CHRISTMAS LIGHTS SWITCH ON – FRIDAY, 27 NOVEMBER 2020**

Due to the current Covid-19 Pandemic, Council was asked to give consideration to the Christmas Lights switch on scheduled to take place on Friday, 27 November 2020 being attended, socially distanced by the Mayor and the Deputy Mayor only and for the switching on of the Christmas lights at 5.00pm be streamed via the Council’s social media. Council’s instruction was sought.

The Clerk reported receipt of confirmation from Black Mountain Reindeer Ltd that they would carry forward Council’s reindeer hire booking to Friday, 26 November 2021.

RESOLVED that the Christmas Lights switch on take place on Friday, 27 November 2020 being attended, socially distanced by the Mayor and the Deputy Mayor only and for the switching on of the Christmas lights at 5.00pm be streamed via the Council’s social media.

It was noted that Councillor Trenergy declared an interest in Item No. 16 and was removed from the virtual meeting to the Waiting Room during the debate/vote.

**16. PROPOSED TRAFFIC CONTROLS IN STAFFORD ROAD – PUBLIC RESPONSES**

*As Resolved by Council at its Extraordinary Meeting held on 28 July 2020 that the Clerk write to the new Leader of SCC Councillor Alan White and the new Deputy Leader of Highways and Transport Councillor David Williams to ask, following on from the public’s response to the poll (84 votes were cast with 93% in favour of a roundabout and 7% in favour of traffic lights), request that the Highways Authority use the power available to them via Section 278 of the Highways Act 1980 to vary the current proposed traffic scheme for Stafford Road to bring forward a roundabout and that SCC fund any extra costs in advance of any future S106 monies related to further development in the future.*

The Clerk reported receipt of a letter dated 8 September 2020 from the Cabinet Member for Highways and Transport, SCC responding to Council’s letter sent 6 August 2020.

RESOLVED that the Clerk write to:

- (i) ESBC to request if the Planning Authority could liaise with the developer to renegotiate the proposed traffic controls for Stafford Road and, if possible, make changes to this intersection before the construction commences and make the necessary amends to the original agreement.
- (ii) SCC to further request intelligent traffic lights be incorporated in Stafford Road along with solid white lines to stop overtaking and yellow boxes/keep clear boxes be located on the entrances to Westlands Road and Blounts Drive to improve the flow of traffic.

It was noted that the Mayor abstained from the above-mentioned vote as she re-joined the meeting during the vote.

It was noted that Councillor Trenergy was returned to the virtual meeting.

It was noted that the Mayor had successfully re-joined the meeting. It was proposed, seconded and carried that the Mayor, Councillor McGarry retake the Chair for the meeting.

**17. SPCA – PLANNING TRAINING**

The Clerk reported receipt of an email dated 5 October 2020 from SPCA’s Training Officer informing Council of a training course on “How to make effective representations to Planning Applications” available, as forwarded to Members 5 October 2020. Members were asked to contact the Clerk should they wish to attend the Planning Training.

RESOLVED that any Members wishing to participate within the SPCA Planning Training should liaise with the Clerk forthwith, funded by the Training budget allocation.

**18. UTTOXETER TOWN COUNCIL WEBSITE**

The Clerk reported receipt of an email dated 24 September 2020 from Wrap Up Web advising Council there would be a delay in the supply of the new website. It was anticipated this would now be available at the end of October 2020.

RESOLVED that the same be noted and approved.

**19. WEBSITE LINK TO SCC’S PERMIT PARKING SCHEME INFORMATION**

The Clerk reported receipt of an email dated 7 September 2020 from County Councillor Brookes providing Council with a website link providing information on Permit Parking Schemes (previously Resident Parking Zones), as forwarded to Members on 8 September 2020.

RESOLVED that the same be noted.

**20. TOWN COUNCIL EMAIL SYSTEM - UPDATE**

The Clerk reported receipt of an email dated 7 October 2020 from MidMC advising Council that work was progressing with Council’s business portal in readiness for the transfer of emails. She reported that the Councillors emails would be updated prior to the office emails system being updated.

RESOLVED that the same be noted.

**21. ESBC - TREE PRESERVATION ORDER NO. 406 – LAND AT BANK CLOSE COTTAGE, BANK CLOSE**

The Clerk reported receipt of an email dated 2 October 2020 from ESBC’s Planning Manager regarding the above-mentioned Tree Preservation Order dated 2 October 2020.

RESOLVED that the same be noted.

**22. NATIONAL TREE WEEK- 28 NOVEMBER TO 6 DECEMBER**

Councillor M A Treney requested that this matter be included within the Agenda and requested that Council gave consideration to what ideas the Council had for promoting National Tree Week. Councillor Treney requested Council gave consideration to linking Biodiversity, the Tree Charter Network, engaging with the public and the promotion of National Tree Week.

Members gave consideration to promotion of National Tree Week and potential photo/picture campaigns and prizes being issued.

RESOLVED that the Clerk:

- (i) Include this matter for further consideration by Council at its meeting scheduled to take place on 10 November 2020.
- (ii) Members bring forward ideas for promoting National Tree Week and engagement with the local community and Schools.

**23. UTTOXETER NATURE RECOVERY NETWORK**

*As Resolved by Council at its meeting held on 14 July 2020 “that Councillor Green provide the Clerk with a copy of the updated Draft three-year plan for promoting biodiversity in the Uttoxeter area and include for due consideration by Council at its meeting scheduled to take place on 13 October 2020.”*

The Clerk reported receipt of the updated Draft three-year Bio-diversity Plan for Uttoxeter Nature Recovery Network as forwarded to Members 6 October 2020. Council's instruction was sought.

Councillor Green reported that the Biodiversity Group had been very busy during the pandemic and had collaborated with the local community and local groups with two further consultations. She requested Council gave consideration to the Revised 3-Year Draft Plan which had been updated with the aims and objectives following the consultations and it included five action areas including responsibilities working through 2021, embedded climate change and conservation within the revised Plan.

RESOLVED that the Draft 3-Year Biodiversity Plan be accepted and approved.

**24. TRENT AND DOVE HOUSING - CHANGES TO THE TRENT & DOVE HOUSING APPLICATION PROCESS**

The Clerk reported receipt of an email dated 4 September 2020 received from Trent & Dove Housing Operations Manager advising Council of changes to the Trent and Dove Housing Application Process, as forwarded to Members on 7 September 2020.

RESOLVED that the same be noted.

**25. CHAIN OF OFFICE - NHS THANK YOU CHAIN OF OFFICE LINKS**

The Clerk reported receipt of an email dated 7 September 2020 received from Vaughtons offering Council the opportunity to purchase a "NHS Thank you" to be attached to the Mayoral Chain of Office depicting a rainbow and the words 'Thank you', as forwarded to Members on 7 September 2020. Council's instruction was sought.

The Mayor reported that link was lovely however, the design was a different shape and design to the Chain of Office. She reported that she had been liaising with ESBC with respect to a dedicated 'Thank you NHS' bed being incorporated throughout the Borough that would be more beneficial.

RESOLVED that the Mayor and the Clerk liaise with ESBC with respect to incorporating a 'Thank you NHS' bed within the Town.

**26. PARISH ON-LINE MAPPING**

The Clerk reported receipt of an email dated 21 September 2020 granting an extension of the current free trial to 16 October 2020 and confirming the annual subscription fee going forward, with SPCA discount is £360 excluding vat. Council's instruction was sought.

Councillors Green and Trenery reported that the feedback received from the Officers had been very positive with respect to the benefits that the trial had provided and were both in support of purchasing the annual subscription at the discounted rate.

RESOLVED that the reduced subscription for Parish On-line Mapping in the sum of £360 plus vat, be accepted and approved, funded by the Subscriptions budget allocation.

**27. AREA OF REFLECTION**

(a) The Clerk reported receipt of email dated 21 September 2020 received from SCC's Strategic Community Infrastructure Manager with respect to the removal of the WWI Commemorative Plaque and Council was informed of SCC proposed works, as forwarded to Members on 21 September 2020.

Councillor Hudson reported that in 2018 the Town remembered The Great War and the Town was in support of creating an Area of Reflection within the Market Square, adjacent to the Town Cenotaph which was fully supported by the Royal British Legion. He reported that over 2,000 people were in support of dedicating this special space within the Town as an Area of Reflection and expressed his disappointment the County Council wanted to remove the WWI Commemorative Plaque and replace it with a bench which in itself, would be an obstruction to the highway.

Councillor Hudson reported that the County Council had advised the Council that the WWI Commemorative Plaque was an obstruction to the highway and were further requesting for the Council to remove it before the end of November.

Councillor Hudson reported that the Council had successfully obtained planning consent from ESBC for the Area of Reflection which included the WWI Commemorative Plaque, the installation of two Commemorative benches and a Silent Soldier Silhouette. He reported that SCC had previously advised that the Town Council that it was required to submit a Section 50 and Permit to Dig applications to the County Council which had been duly submitted.

Members gave consideration to promotion of the Area of Reflection, seeking further support from the public and what the land surrounding the Town's Cenotaph was previously used for prior to it being dedicated as a highway. The Mayor urged the Press in attendance at the meeting to assist with the promotion of the Area of Reflection.

RESOLVED that:

- (i) With respect to the correspondence received from SCC dated 21 September 2020, the same be noted and no action taken.
- (ii) The Council reiterates that the WWI Commemorative Plaque remains in place as currently located.
- (iii) Councillors McGarry, Green, Trenery and Hudson together with the Vice-Chair of the Royal British Legion attend a photo opportunity to promote the Area of Reflection forthwith, to be used within the local Press and the Council's social media forthwith.

- (b) Councillor McGarry and the Clerk provided Council with an update on the progression of the Area of Reflection. The Clerk reported that the Section 50 and Permit to Dig applications had been submitted to SCC accordingly. She reported receipt of an update from SCC dated 9 October 2020 informing her that the Section 50 application was being considered and that the applications had been delayed due to the current pandemic. She reported that an update would be provided with the Permit to Dig shortly.

RESOLVED that the Clerk continue to liaise with SCC with respect to the Section 50 and Permit to Dig applications including revised installation dates.

**28. SPEEDING - BRAMSHALL ROAD**

*As Recommended by the Policy and Planning Committee at its meeting held on 21 July 2020 that the Clerk liaise with County Councillor Brookes to seek a response to the Recommendations by the Policy and Planning Committee as follows:*

- (i) SCC Ensure that the current speed signs and town entry sign located along Bramshall Road to/from Uttoxeter remain visible and not be restricted/covered by overhanging trees.*
- (ii) SCC incorporate the speed limits on the road surface itself to reiterate the speed limit and to potentially reduce speeding (limit missing from road surface from Uttoxeter to Bramshall).*
- (iii) SCC carry out a vehicle number count on Bramshall Road to assess the volume and speed of traffic using the road to/from the town.*

Council was informed that following a conversation with County Councillor Brookes, she was asked to report (i) and (ii) as above direct to SCC which had been carried out (i) SCC (ref 4213440) and (ii) SCC (ref 4213443). Council was informed that with respect to (iii) as above, County Councillor Brookes would provide Council with an update in due course.

The Clerk reported that no further update had been received at this time.

RESOLVED that this matter be included for further consideration by Council at its meeting scheduled to take place on 10 November 2020.



**29. SPEEDING IN NEW ROAD/VAS AND SIDS SIGNAGE**

*As Resolved by Council at its meeting held 8 September 2020 that the Clerk liaise with County Councillor Brookes to seek a response to the Recommendations by the Policy and Planning Committee as follows:*

- (a) SCC review the speed limit and signage located along New Road from the new roundabouts with a view of reducing the speed limit from the roundabouts into New Road from 40mph to 30 mph.*
- (b) SCC review the current signage on approach to the roundabouts into town to ensure that signage remains visible and not be restricted/covered by overhanging hedges/trees.*
- (c) SCC incorporate the speed limits on the road surface itself to reiterate the speed limit and to potentially reduce speeding.*

The Clerk reported receipt of an email date 25 September 2020 from the SCC's Strategic Community Infrastructure Manager providing Council with a response to (a)-(c) as above

The Mayor reported that 12 local Councillors and a number of local residents had participated within the Community Speedwatch Training and that as suggested by the CSW Group, a Community Lead should be appointed. She suggested Councillor P Hudson as CSW Lead given his experience as a former Police Officer.

The Clerk reported receipt of costings for the purchase of two permanent solar powered SIDS signs. The Clerk reported that costs for installation would need to be obtained, presumably from AMEY, SCC Contractors.

Councillor Goodfellow suggested that Council reconsider purchasing temporary located SIDS signs that could be used throughout the Town to benefit a number of roads. He reported that the relocation of the SIDS would be more beneficial and provide a more proactive approach given up to 8 roads had been highlighted that regular speeding occurred (Town Meadows Way, Kingfisher Way, Highwood Road, Holly Road, New Road, Bentley Road, Ashbourne Road and Bramshall Road).

The Mayor reported that applications had been duly submitted to the Community Speedwatch Team for wheelie bin stickers promoting the speed limits within the Town. She reported that the applications had been submitted following a meeting with the local Police Chief Inspector and Police Sargent where the concerns as raised by the residents with respect to speeding within the Town had been duly reported. She reported that upon receipt of the stickers, the Community Speedwatch Group would deliver them to the highlighted areas accordingly.

Councillor M Crutchley reported that the Council was coming under considerable criticism within social media with respect to speeding within the Town. He reported that the public did not appear to be aware that the Council had been actively obtaining SIDS signage for the Town and that it now had over 14 members trained for the Uttoxeter Community Speedwatch Team. The Mayor urged the Press in attendance at the meeting to promote the Town Council's action to date.

The Clerk reported that SCC had offered to meet on site in New Road to discuss the SIDS signs and potential locations.

Councillor P Hudson reported that he was delighted to be proposed a Lead of the Uttoxeter Community Speedwatch Team and he was looking forward to promoting the CSW with public awareness sessions, improving road safety within the Town together with providing drivers with education. He reported that the role of the CSW was to educate and not to prosecute drivers.

RESOLVED that:

- (i) Councillor P Hudson be appointed as the Lead for the Uttoxeter Community Speedwatch Group.
- (ii) The Clerk obtain revised costings for the purchase of two temporary solar powered SIDS signs.
- (iii) The Council reiterates its commitment to make improvements for speed reduction within the Town and to continue to work with SCC, the CSW Team and the local Police for the benefit of the residents of the Town.

- (iv) The Clerk liaise with SCC to:
  - (a) Accept their offer to attend a socially distanced site meeting in New Road together with Councillors P Hudson, C Green and the Clerk.
  - (b) Seek further advice on the most beneficial gateways used throughout the County.
  - (c) Reiterate the need for speed limits to be painted directly upon the highway on all entrances into the town.
  - (d) Seek an update from SCC on the installation of temporary SIDS signs including temporary location requirements.
  - (e) Ascertain installation costings/temporary locations from SCC for the two SIDS signs.

**30. CORRESPONDENCE RECEIVED FROM UTTOXETER RURAL PARISH COUNCIL**

The Clerk reported receipt of an email dated 23 September 2020 providing Council with a copy of a letter as issued by Uttoxeter Rural Parish Council to SCC with respect to the B5013 Willslock – New Hazelwalls entrance and Loxley Lane/Holly Lane junction.

RESOLVED that the Clerk liaise with SCC with respect to the response as issued by Uttoxeter Rural Parish Council, to request that SCC reassess the speed limit for the whole stretch of road from the roundabout to the junction (30mph to the roundabout, then up to 60mph, then down to 40mph).

It was noted that Councillors C Sylvester and Trenery abstained from the above-mentioned vote.

It was noted that Councillor P Hudson left the meeting at 8.30pm to attend another Council meeting.

**31. TOWN CLERK REPORT**

The Clerk reported that since the date of the last meeting and in conjunction with the Mayor, the Clerk had received, responded and or actioned the following:

- (a) Emails dated 11/9/20 and 2-6/10/20 from a member of public regarding parking adjacent to the Cemetery and the Cemetery flooding.
- (b) Email dated 15/9/20 from a member of the public regarding travellers within the Town.
- (c) 5 SPCA E-Bulletins, as forwarded to Members.
- (d) 1 NALC CEO Bulletin, as forwarded to Members.
- (e) Various GOV.UK Coronavirus emails, as forwarded to Members.
- (f) 6 various SCC updates, as forwarded to Members.
- (g) 2 emails from Support Staffordshire, as forwarded to Members.
- (h) Blooming Brilliant News from RHS Communities Team, as forwarded to Members.
- (i) 2 Heart of England in Bloom updates as forwarded to Members.
- (j) 1 email from Rural/Market Towns Reaches their Century, forwarded to Members.
- (k) 1 email from GEO-Sense Footfall – National Stats for August, as forwarded to Members.
- (l) Received an email from County Councillor Brookes attaching a letter from Dido Harding about the new test and trace app, as forwarded to Members.

RESOLVED that the same be noted.

It was proposed, seconded and carried that Councillor Green Chair the meeting for Item Nos. 32 and 33(a)-(h).

It was noted that Councillors Goodfellow, McGarry and Sylvester declared an interest in Item Nos. 32 and 33(a)-(h) and they were removed from the virtual meeting to the Waiting Room during the debate/vote.

**32. TOWN AND COUNTRY PLANNING ACT 1990 - APPEAL SECTION 78 – WRITTEN REPRESENTATION, (APPEAL REFERENCE APP/B3410/W/20/3258501)**

The Clerk reported receipt of an email dated 6 October 2020 received from ESBC's Planner informing Council of the above mentioned Planning Application for P/2020/00770 – Bank Close Cottage, Bank Close Appeal against the refusal of planning permission for the erection of 2 detached dwellings and widening of existing highways and formation of vehicular access, as forwarded to Members on 6 October 2020.

Signed: ..... Date: .....

RESOLVED that the Clerk liaise with ESBC’s Planner to obtain clarity on the information that has been issued to the Planning Inspectorate.

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

**33. PLANNING APPLICATIONS**

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2020/00946 - Erection of two detached dwellings, a detached garage, lych gate, gates and associated landscaping, Roycroft Farm, Bramshall Road, Uttoxeter, ST14 7PF.
- (b) P/2020/00985 – Erection of a detached garage, Copes Park Farm, 9 Lightfoot Road.
- (c) P/2020/00973 – Erection of a single-story rear/side extension, Trevone, Oldfields Road.
- (d) P/2020/00955 – Erection of a first-floor rear extension and two-story side extension, 47 Stanley Crescent.
- (e) P/2020/01034 – Reduction in height to conifer hedge to 4 metres consisting of 20 trees, East View, 52 Church Street.
- (f) P/2020/01009 – Display of one internally illuminated LCD media screen and 3 x non-illuminated flagpole post signs – Tesco Superstore, Brookside Road.
- (g) P/2020/00805 - Erection of a first-floor rear extension and a single storey side extension, 42 Lambert Road.
- (h) P/2020/01052 - Erection of a single storey rear extension, 14 Wharfe Close.

It was noted Members had been provided with ESBC’s Planning Decision Notices since the date of the last meeting.

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

- (i) P/2020/00946, Council Resolved to:
  - (a) Object to the proposed access and requests that ESBC’s Planners liaise with the Applicant to request they reconsider the access due to safety of passing vehicles/pedestrians and that the proposed access would affect the current free flow of traffic.
  - (b) Request that ESBC’s Planners liaise with the Applicant to request that, to maintain the farmhouse image, request that:
    - (i) Hedgehog holes be incorporated within any walls/fences.
    - (ii) Swift bricks be encouraged within the development.
    - (iii) The use of hedgerows be encouraged rather than fencing/walls.
- (ii) P/2020/00985, Council had no comment to make at this stage.
- (iii) P/2020/00973, Council had not comment to make at this stage.
- (iv) P/2020/00955, Council expresses its concern with regard to the access from the rear of the property given the close proximity from the building and the side fence.
- (v) P/2020/01034, Council requests due to the limited information available, that ESBC’s Planner provide further information on the proposals and be included for further consideration by the Council’s Policy and Planning Committee at its meeting scheduled to take place on 27 October 2020.
- (vi) P/2020/01009, Council had no comment to make at this stage.
- (vii) P/2020/00805, Council expresses its concerns with respect to the access from the rear of the property and the loss of light to the neighbouring property.
- (viii) P/2020/01052, Council expresses its concern to the access from the rear of the property and requests that the Planning Authority consider the impingement of light to the adjoining property due to the proposed extension.

It was noted that Councillors Goodfellow, McGarry and Sylvester were returned to the virtual meeting. It was noted that the Mayor resumed the Chair.

34. **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.

**35. RECOMMENDATIONS OF THE VIRTUAL FINANCE AND GENERAL PURPOSES COMMITTEE ARISING FROM ITS VIRTUAL MEETING HELD 23 SEPTEMBER 2020**

Council gave consideration to the Recommendations of the Virtual Finance and General Purposes Committee held on 23 September 2020.

RESOLVED that the Recommendations of the Virtual Finance and General Purposes Committee arising from its meeting held on 23 September 2020 be approved and ordered to form part of the minutes attached hereto as Appendix F.

It was noted that Councillor Trenerly voted against the above-mentioned vote.

**36. REMEMBRANCE PARADE 2020**

Council was asked to give consideration to the suggestion received via the RBL Chairman from RBL HQ that the Council organises the annual Act of Remembrance extending an invitation to one Representative being invited to attend the Wreath Laying Ceremony on behalf of each Organisation.

Council was informed that Government Guidance in place at this time was that gatherings of more than 30 people was not permitted. Council's instruction was sought.

The Mayor provided Council with an update on the Act of Remembrance taking place in Burton this year due to the pandemic and Government restrictions in place.

RESOLVED that the Mayor and the Clerk liaise with the Royal British Legion to advise that, as in accordance with current Government Guidance, Council authorises no more than six people in attendance at anyone time for the Act of Remembrance on Sunday, 8 November 2020.

**EXTENSION OF TIME**

A 15-minute extension was proposed, seconded and carried.

**37. HR PROVISION - RENEWAL**

Council was asked to give consideration to the renewal for a further 12-month Contract for Council's HR Provision from Bowcock and Pursaill which was due to expire on 16 October 2020.

The Clerk reported receipt of a renewal fee quotation for 17 October 2020-16 October 2021 in the sum of £7,000 plus vat. Council's instruction was sought. The Mayor reported thereon.

RESOLVED that the quotation received from Bowcock and Pursaill in the sum of £7,000 be accepted and approved, showing the overspend under the Admin Professional Fees budget allocation.

**38. HMRC – QUESTIONNAIRE UPDATE**

The Clerk reported receipt of an email dated 2 October 2020 received from HMRC's Tax Specialist informing Council that he would now have the responsibility of taking forward the work that was commenced by his colleague prior to Covid-19 following receipt of the Council's completed questionnaire.

RESOLVED that the Clerk continue to provide Council with an update accordingly.

**39. STAFFING**

(a) The Clerk reported that admin staff lieu time up to 30 September is 14¾.

RESOLVED that the same be noted and approved.

(b) The Mayor provided Council with a brief update on Staffing matters including absences since the date of the last meeting. She reported that together with Councillors Green, Williams and Trenerly had carried out all Staff Job Reviews and a second interview was due to take place on Thursday. Following which a meeting of the Personnel Committee would be convened together with an Extraordinary Council meeting accordingly.

RESOLVED that the same be noted.

- (c) Council were informed that the Civic Building Superintendent and the Assistant Caretaker's manual handling, PASMA scaffold tower and safe working at height training were due to expire on 17 October 2020.

Council was advised that no courses had been taking place due to the pandemic however, she reported receipt of an email dated 7 October 2020 from The Training Society providing Council with costings for the following Training provisions available from November 2020:

- (i) Manual Handling - £75 per delegate on 19 November 2020.
- (ii) Working at Height - £75 per delegate on 13 November 2020.
- (iii) PASMA Training – an update was awaited on the PASMA provisions.

RESOLVED that the following quotations received from The Training Society be accepted and approved, funded by the training budget allocation for:

- (i) Manual Handling - £75 per delegate on 19 November 2020 (2x delegates)
- (ii) Working at Height - £75 per delegate on 13 November 2020. (2x delegates)
- (iii) PASMA Training – Upon receipt of an update, this matter be included for further consideration by Council in due course.

- (d) The Clerk reported receipt of an email dated 25 September 2020 from Staffordshire Pension Fund – Exit Payment Cap, as forwarded to Members.

RESOLVED that the same be noted.

- (e) The Clerk reported receipt of an email dated 7 October 2020 from Staffordshire Pension Fund regarding LGPS Further Information on £95k Exit Payment Cap, as forwarded to Members.

RESOLVED that the same be noted.

40. **AGENDA ITEMS FOR NEXT MEETING**

None received.

The meeting closed at 9.05pm.