



To: Members of Utttoxeter Town Council

Dear Councillor,

NOTICE IS HEREBY GIVEN that a meeting of the Utttoxeter Town Council will be held at the Town Hall, Utttoxeter commencing at 7.00 pm on **Tuesday, 14 January 2020** and Members are hereby summoned to attend for the purposes of transacting the following business.

The meeting will be open to the public and the press unless the Council otherwise directs as in accordance with Public Bodies (Admission to Meetings) Act 1960.

Signed

T L Jeffery
Town Clerk

8 January 2020

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

AGENDA

1. **CHAIR'S WELCOME**

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

2. **APOLOGIES FOR ABSENCE**

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

3. **PUBLIC PARTICIPATION**

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

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

4. **DECLARATIONS OF INTEREST**

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

5. **DISPENSATION PROCEDURE**

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

6. **MINUTES**

To approve the minutes of the Meeting held on 10 December 2019. See Appendix A.

7. **ACCOUNTS**

- (a) To consider and approve the accounts for payment. See Appendix B.
- (b) To consider the monthly summaries of the Council's income for December 2019. See Appendix C.

8. **BANK BALANCES**

At 8 January 2020 the bank balances stood at:

RBS Current Account	£ 11,238.00
RBS Special Interest Account	£229,911.47
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 1,664.00
RBS Deposit Account 32 Carter Street	£ 654.27
RBS 19A High Street Deposit Account	£ Nil
Barclays Business Deposit Account	£ 75,000.00

9. **TOWN MAYOR'S REPORT**

- (a) To report that the Mayor attended the following events since the date of the last meeting:
 - 17 December 2019 Painsley Catholic College Christmas Supper and Concert
 - 20 December 2019 Visit to Highfield Court with Santa
 - 10 January 2019 Uttoxeter Basketball Club's Celebration Evening
- (b) The Deputy Mayor accompanied the Mayor as Consort to the event on 17 December 2019.

10. **QUESTIONS**

- (a) To receive questions from members of Uttoxeter Town Council.
- (b) To receive questions from members of the electorate.

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

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

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

13. **UPDATED TOWN COUNCIL POLICIES**

To request that Council review and adopt the following amended Town Council Policies as recommended by Council's HR Provider:

- (a) Training and Development Policy. See Appendix D. Council instruction is sought.
- (b) Equality and Diversity Policy. See Appendix E. Council instruction is sought.

14. **BIG GARDEN BIRDWATCH**

Councillor C Green requested this matter be included within the Agenda and requests that Council give consideration to encouraging local residents to take part in the world's largest wildlife survey on 25-27 January 2020. Members are informed that further information is available from <https://www.rspb.org.uk/get-involved/activities/birdwatch/everything-you-need-to-know-about-big-garden-birdwatch/> Councillor C Green to report thereon. Council's instruction is sought.

15. **FOOD WASTE RECYCLING**

Councillor H E Montgomery requested this matter be included within the Agenda and requests that Council give consideration to Food Waste Recycling. Councillor H E Montgomery to report thereon. Council's instruction is sought.

16. **SCC - PROPOSED ADMISSION ARRANGEMENTS - CONSULTATION**

To report receipt of an email dated 9 December 2019 received from SCC's Principal School Admissions Officer, School Admissions and Transport informing Council of the proposed Admission Arrangements Consultation relating to all community and voluntary controlled schools located within Staffordshire for 2021-22 academic year, seeking comments by 31 January 2020, as forwarded to Members on 9 December 2019. See Appendix F. Council's instruction is sought.

Council is informed that SCC is not proposing to make any changes to the admission arrangements that were determined for community or voluntary controlled schools for 2020-21.

17. **UTTOXETER YOUTH COUNCIL**

To report receipt of four completed Interest Consent Forms for Uttoxeter Youth Council membership. Council's instruction is sought thereon.

18. **ROUGH SLEEPERS AND HOMELESSNESS**

Councillor H E Montgomery requested this matter be included within the Agenda and requests that Council give consideration to rough sleepers and homelessness. Councillor H E Montgomery to report thereon. Council's instruction is sought.

19. **A50 GROWTH CORRIDOR PROJECT A – RESIDENTS OF TUNNICLIFFE WAY**

As reported to Council at its meeting held on 10 December 2019 that *"It was noted that the correspondence informed Council that SCC had been, in recent months in correspondence with Amey, the District Valuer and Highways England in relation to post scheme noise analysis requirements and that SCC were currently commissioning a 'calculation of road traffic noise manual 1988 noise survey' which would include the A522 New Road and the new A50 slip roads. The Mayor reported that as included within the correspondence, the results were due early 2020, after which a full response would be provided based on the detailed post opening information."*

Council is informed that a further response is awaited from SCC's Business Support and Compliance Team at the time the Agenda was issued.

20. **SUNDRY GRANT**

To report receipt of:

- (a) A letter of thanks, dated 18 December 2019, from the Trust Fundraiser at Katherine House Hospice thanking Council for their generous grant of £277.50 which has been used to purchase new dining chairs for their Day Therapy Unit.
- (b) A revised Sundry Grant (S137) application received 8 January 2020 from Uttoxeter Community Gardeners, Heath Community Centre Garden. See Appendix G. Council's instruction is sought thereon.

21. **CHILD POVERTY**

Councillor H E Montgomery requested this matter be included within the Agenda and requests that Council give consideration to Child Poverty. Councillor H E Montgomery to report thereon. Council's instruction is sought.

22. **PLANNING TRAINING FOR COUNCILLORS**

To report receipt of an offer received from Uttoxeter Rural Parish Council dated 23 December 2019 offering four places upon their Planning Training session scheduled to take place on 28 January 2020 at 7.00pm at Stramshall Village Hall, at a donation of £10 per Councillor. Council's instruction is sought thereon.

23. **REPLACEMENT PA SYSTEM**

To report receipt of the following quotations for a replacement PA system for the Town Hall:

- (a) Estimate dated 12 December 2019 received from PC Paynes Electrical Services for the supply PA system, twin speaker, Bluetooth, CD, 2 wireless microphones plus 10m Jack-Jack hi-spec cable in the sum of £440. Council is informed that the above mentioned would also connect to the Town Hall free standing speakers.
- (b) Quotation dated 12 December 2019 received from Curry PC World for the supply of a PA system, output power of 160W, blue tooth enabled and 3.5mm jack in the sum of £529.

Council is informed that the purchase of the PA system would be funded by the Town Hall Entertainments Events budget allocation. Council's instruction is sought thereon.

24. **KIOSK, MARKET PLACE**

To report that at the time the Agenda was issued, quotations are awaited with respect to the potential repairs to the Kiosk's roof and repointing of the stonework.

25. **FAIRTRADE UTTOXETER**

To report receipt of:

- (a) The Notes of the meeting held on 9 December 2019 for Members information. See Appendix H.

- (b) An email dated 17 December 2019 received from the Secretary of Fairtrade Uttoxeter expressing the Steering Groups thanks to the Council and the Mayor for agreeing for the Mayor to become the ex-officio Patron of the Fairtrade Campaign.

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

To report receipt of the following:

(a) **BURTON FLOOD RISK MANAGEMENT**

Email dated 20 December 2019 received from ESBC forwarding Council with a copy of the latest Newsletter as issued by Burton Project Team, as forwarded to Members on 23 December 2019.

(b) **PUBLIC SECTOR MAPPING**

PSMA News – December 2019 - To report receipt of an email dated 20 December 2019 received from Ordnance Survey, as forwarded to Members on 23 December 2019.

(c) **NALC**

(a) Early May Bank Holiday 2020: VE Day 75th Anniversary. See Appendix I.

(b) CEO Bulletin dated 6 December 2019, as forwarded to Members on 6 December 2019.

(c) CEO Bulletin dated 13 December 2019, as forwarded to Members on 13 December 2019.

(d) Chairman's Open Letter dated 18 December 2019, as forwarded to Members 18 December 2019.

(d) **SPCA**

(a) Bulletin dated 5 December 2019, as forwarded to Members on 5 December 2019.

(b) Bulletin dated 12 December 2019, as forwarded to Members on 12 December 2019.

(c) Bulletin dated 19 December 2019, as forwarded to Members on 19 December 2019.

(d) Bulletin dated 2 January 2020, as forwarded to Members on 2 January 2020.

(e) **SCVYS**

Lloyds Bank Foundation - Email dated 9 December 2019, as forwarded to Members on 9 December 2019.

(f) **SUPPORT STAFFORDSHIRE**

E-Bulletin - Dated 16 December 2019, as forwarded to Members on 16 December 2019.

27. **PLANNING APPLICATIONS**

To give consideration to the undermentioned planning applications:

(a) P/2019/01502 – Roof alterations to include the raising of ridge height and dormer windows to facilitate additional first floor accommodation, erection of a single storey rear extension and erection of a detached garage, 18A Stafford Road.

(b) P/2019/01514 – Erection of a single storey rear extension, 82 Park Avenue.

(c) P/2019/01539 - Demolition of existing conservatory and erection of single storey side and two storey rear extensions (Revised Scheme), Airdrie, Oldfields Road.

(d) P/2019/01543 - Erection of a two storey rear extension, 17 Stafford Road.

(e) P/2019/01552 - Listed Building Consent for the display of one illuminated fascia sign on front elevation and 1 non-illuminated fascia sign on side elevation, 23 Church Street.

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

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

29. **RECOMMENDATIONS OF THE PERSONNEL COMMITTEE**

30. **OFFICE EQUIPMENT – REPLACEMENT COMPUTERS**

31. **32 CARTER STREET**

32. **AREA OF REFLECTION**

33. **JCB'S 75th ANNIVERSARY/UIB SPONSORSHIP**

34. **UTTOXETER POLICE UPDATE**

35. **TOWN HALL - VARIOUS**
36. **BENEFIT SHOE COMPANY – RESTORATION OF GLASS PANEL**
37. **CEMETERY**
38. **STAFFORD ROAD**
39. **HMRC SUPPORT**
40. **STAFFING**
41. **AGENDA ITEMS FOR NEXT MEETING**