



UTTOXETER TOWN COUNCIL
MINUTES OF THE VIRTUAL ZOOM MEETING HELD ON TUESDAY, 14 JULY 2020
COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Town Mayor – Councillor S McGarry

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

One Member of the Press was 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 and local Press, the meeting was available via <https://zoom.us/join> and that the Zoom Meeting ID was 948 4486 3524. 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 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 Councillor J Fitchett.

RESOLVED that the same be noted and approved.

(b) The Clerk reported that all other Councillors were in attendance at the meeting.

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 D Goodfellow declared an interest in Items Nos.19(a)-(b) and 20.

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

- (a) The minutes of the Meeting held on 9 June 2020 were confirmed as a correct record and signed by the Chair.
- (b) The minutes of the Extraordinary Meeting held on 7 July 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 £29,324.97

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 June 2020.

RESOLVED that the same be noted.

8. BANK BALANCES

At 8 July 2020 the bank balances stood at:

RBS Current Account	£ 9,925.00
RBS Special Interest Account	£275,558.40
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 1,465.49
RBS Deposit Account 32 Carter Street	£ 654.81
RBS 19A High Street Deposit Account	£ 324.76
Barclays Business Deposit Account	£ 75,000.00

At 14 July 2020 the bank balances stood at:

RBS Current Account	£ 7,462.85
RBS Special Interest Account	£276,979.50
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 1,465.49
RBS Deposit Account 32 Carter Street	£ 654.81
RBS 19A High Street Deposit Account	£ 324.76
Barclays Business Deposit Account	£ 75,000.00

Following a query from Councillor Sylvester, it was noted that due to the current Covid-19 Pandemic banks were not opening new bank accounts at this time.

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

The Clerk reported that due to Covid-19, no events had been attended 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. **ANNUAL MEETING AND APPOINTMENTS OF THE MAYOR AND DEPUTY MAYOR**

As Resolved by Council at its meeting held on 12 May 2020, Council was asked to give further consideration to holding its Annual Meeting together with the appointment of the Mayor and Deputy Mayor to a date to be determined. Council's instruction was sought thereon.

Council is reminded that, 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).

RESOLVED that due to no Annual Meeting being held in 2020:

- (i) Councillor McGarry continue to be appointed as Town Mayor until the Annual Meeting scheduled to take place in May 2021.
- (ii) Councillor Green continue to be appointed as Deputy Mayor until the Annual Meeting scheduled to take place in May 2021.

It was noted that Councillor Krupski voted against the proposition for (ii) and Councillor Trenerly abstained from the vote for (ii).

The Mayor reported that as no General Meeting will be held in 2020, the Clerk/RFO would include updated Standing Orders, Financial Regulations, Asset Register, etc for due consideration by Council at its meeting scheduled to take place on 8 September 2020.

14. UTTOXETER TOWN COUNCIL ACCOUNTS - UP TO AND INCLUDING 30 JUNE 2020

Council gave consideration to the Town Council Accounts up to and including 30 June 2020 as prepared by the RFO and Chairman of Finance and General Purposes Committee. Council's instruction was sought thereon.

RESOLVED that the same be accepted and approved.

15. CORRESPONDENCE RECEIVED FROM MEMBERS OF THE PUBLIC

The Clerk reported receipt of an email dated 18 June 2020, issued to ESBC (copied to Uttoxeter Town Council) *"seeking Council outline what measures are in place to prevent the spread of Covid-19 by people using the parking machine to pay as not everyone has a mobile phone or the confidence/know how to use an app for payment particularly amongst the more elderly members of the community who are also more at risk if they should contract Covid. Also, asking if payment machines have been modified for totally contactless payment, if not, automatic hand sanitisers to be available next to each machine."*

The Clerk reported that ESBC's Team Leader, Community & Civil Enforcements, responded via email on 18 June 2020 advising the Member of the Public that *"ESBC Measures are in place to reduce risk of Covid-19 such as machine cleaning, introduction of the App including a period of advice/leaflets from Council employees, online tutorials are available and not forgetting we have kept the contactless and cash payment options for those wishing to still use their card or money. The two main car parks in Burton (Burton place and Cooper's Square) and The Maltings in Uttoxeter have the newer Elite style machine that will take all the above, with the older machine the App and cash options. We cannot eliminate contact completely for this function. Hand sanitiser machines were looked into, however, the Council felt they would be open to anti-social behaviour and theft. Unfortunately no one can prevent the spread of Covid-19 but we can do everything possible to reduce the risk to the public and with the public's help of using their own sanitiser before and after using the machine will go a long way to help keep risk to a minimum."*

Councillor McGarry reported that she had been in contact with the Member of the Public who was happy with the response provided.

RESOLVED that the same be noted.

16. STANDARDS IN PUBLIC LIFE: PROPOSALS ON A NEW CODE OF CONDUCT'

Councillor Trenerly requested this matter be included within the Agenda and requested that Council gave consideration to the emails received from:

- (a) NALC dated 11 June 2020 – NALC calls on government to introduce sanctions to support the proposed code of conduct.
- (b) SPCA dated 18 June 2020 which included the consultation on the 'Standards in Public Life: Proposals on a new Code of Conduct'.

Councillor Trenerly reported that NALC were calling on a new Model Code of Conduct and she urged Council to provide feedback to the consultation. Council's instruction was sought.

RESOLVED that:

- (i) Members forward their comments to the Clerk by no later than 31 July 2020.
- (ii) Upon receipt of Members comments, the Mayor, Deputy Mayor, Councillor Trenerly and the Clerk review the comments received and complete the questionnaire on the proposals for the new Code of Conduct accordingly.

17. 10-YEAR WALKING AND CYCLING PLAN

As Resolved by Council at its meeting held 9 June 2020: *The Clerk write to Borough Councillor E Barker, (copy to Borough Councillor B Peters and County Councillor C Wileman) to enquire if the Town Council could link with ESBC and its Open Spaces Team with regard to potential improvements to the cycling and walking networks within the town and the incorporation of green cycle paths within the town parks.*

The Clerk reported receipt of the following emails:

- (a) Dated 19 June 2020 from Councillor Edward Barker advising Council that *“he and the Open Spaces team at ESBC will be happy to work with the Council on potential improvements to the cycling and walking networks.”*
- (b) Dated 20 June 2020 from County Councillor Conor Wileman advising Council that *“SCC are currently focused on the 6 largest environmental towns at this point (which does not include Uttoxeter) because it is proven that there is a higher demand for cycling and walking in larger conurbations but where there is a good case elsewhere for improving walking/cycling infrastructure say for example between Uttoxeter and JCB’s Rocester site then I understand this may be considered. If you want to see a fundamental shift from vehicle use to cycling and walking in Uttoxeter which would need significant investment, then I would work with your Borough and County Councillors for Uttoxeter to begin to understand routes which are frequently used by pedestrians and cyclists and then a look at what improvements might be made to make life easier for them and make the route safer.*

Council’s instruction was sought.

RESOLVED that:

- (i) With respect to 17(a) and (b) as above, the same be noted.
- (ii) The Clerk liaise with County Councillor Wileman and Borough Councillor E Barker to request a meeting with Council to discuss SCC’s 10-Year Walking and Cycling Plan and where Uttoxeter could link into this.

18. PROPOSED UTTOXETER BIODIVERSITY PLAN – BUILDING A UTTOXETER NATURE RECOVERY NETWORK

Council gave consideration to the proposed Uttoxeter Biodiversity Plan as provided by Councillor C Green.

Councillor Green reported that:

- (a) The document was Uttoxeter Town Council’s Draft three-year plan for promoting biodiversity in the Uttoxeter area and it had been developed by representatives of the Uttoxeter Nature Recovery Network (UNRN), which has been established by the Town Council to coordinate work to promote biodiversity.
- (b) She would like the draft document to be widely circulated to local organisations and individuals to inform them of UNRN’s proposals, to seek their support for the actions outlined and to invite them to contribute to the development of the detailed implementation plan which would deliver the action plans set out in the draft document.

Council’s instruction was sought. Councillor Green reported that the document would be reviewed following the comments received from local organisations and individuals and would be included for consideration/adoption by Council at its October Council Meeting,

RESOLVED 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.

It was noted that Councillor Goodfellow declared an interest in Item Nos. 19(a)-(b) and 20 and was moved into the Zoom Waiting Room during the debate/vote.

19. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND

Council was asked to give consideration to the following emails received with respect to The Local Government Boundary Commission for England dated:

- (a) 30 June 2020 received from the Local Government Boundary Commission for England, for Council's consideration - Have your say.

Council was informed that the consultation on the draft recommendations for ward boundaries in East Staffordshire had begun, as forwarded to Members 30 June 2020. Council's instruction was sought.

The Mayor put forward the following proposition as received from Councillor Treney "that Uttoxeter Town Council objects to the proposed recommendations for the ward boundaries for Uttoxeter due to the following:

- (i) The recommendations do not fit the 3 statutory criteria within the consultation.
- (ii) Noted it does fit the Equality and Representation criteria, however, would not fit the criteria for Reflecting Community Interest and Identities when taking in villages within Uttoxeter as this would not be in the best interest for the villages or for Uttoxeter.
- (iii) With respect to providing effective and convenient Local Government - the recommendations would not be effective if the ward boundaries were different for the Town Council to those for the Borough Council and therefore, the Council requests the boundaries are kept the same."

Councillor Krupski seconded the proposition. The Mayor put the proposition to the vote, the vote being 6 in favour of the proposition, 1 against the proposition and 5 abstentions. The proposition was carried.

RESOLVED that the Clerk respond to the Local Government Boundary Commission to advise that Uttoxeter Town Council objects to the proposed recommendations for the ward boundaries for Uttoxeter due to the following:

- (i) The recommendations do not fit the 3 statutory criteria within the consultation.
- (ii) Noted it does fit the Equality and Representation criteria, however, would not fit the criteria for Reflecting Community Interest and Identities when taking in villages within Uttoxeter as this would not be in the best interest for the villages or for Uttoxeter.
- (iii) With respect to providing effective and convenient Local Government - the recommendations would not be effective if the ward boundaries were different for the Town Council to those for the Borough Council and therefore, the Council requests the boundaries are kept the same.

- (b) 1 July 2020 received from ESBC - Have your say on ward boundaries for East Staffordshire Borough Council, as forwarded to Members 2 July 2020. Council's instruction was sought.

Councillor McGarry put forward the following proposition as received from Councillor Treney "that the same response be issued as 19(a)". Councillor Krupski seconded the proposition. The Mayor put the proposition to the vote, the vote being 6 in favour of the proposition and 6 abstentions. The proposition was carried.

RESOLVED that the Clerk respond to the Consultation as requested as Resolved under 19(a) as above.

20. ELECTORAL REVIEW OF EAST STAFFORDSHIRE BOROUGH COUNCIL – DRAFT RECOMMENDATIONS

The Clerk reported receipt of an email dated 30 June 2020 from the Review Officer, The Local Government Boundary Commission, as forwarded to Members 30 June 2020. Council's instruction was sought.

RESOLVED that same be noted.

It was noted that Councillor Goodfellow was returned to the virtual Meeting.

21. **THE RURAL BULLETIN**

The Clerk reported receipt of The Rural Bulletin dated 7 July 2020 as forwarded to Members on 8 July 2020. Councillor Treney requested Council gave consideration to the Bulletin and requested the Mayor, herself and the Clerk being authorised to respond to the Rivitalising Rural Consultation on behalf of the Council. Council's instruction was sought.

RESOLVED that:

- (i) Members forward their ideas to the Clerk forthwith.
- (iii) Upon receipt of Members ideas, the Mayor, Deputy Mayor, Councillor Treney and the Clerk complete the consultation on behalf of the Council.

22. **CHRISTMAS LIGHTS 2020**

The Clerk reported receipt of an email dated 4 June 2020 from the Administrator, Staffordshire PFI Highway Lighting, providing an application pack for Seasonal Decorations 2020 which had been duly completed by City Illuminations 8 July 2020 and issued to SCC accordingly.

RESOLVED that the same be noted.

23. **SUNDRY GRANT**

The Clerk reported receipt of:

- (a) Sundry Grant (S137) application received 29 June 2020 from the Trust and Philanthropic Fundraiser at the Douglas Macmillan Hospice. Council's instruction was sought.

RESOLVED that a Sundry Grant (S137) in the sum of £200 be awarded to Douglas Macmillan Hospice, funded by the Sundry Grant (S137) budget allocation.

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

- (b) A letter dated 29 June 2020 from Stafford Samaritans expressing their thanks to Council for the recent grant.

RESOLVED that the same be noted.

- (c) Sundry Grant (S137) application received 7 July 2020 from the Trust Fundraiser at the Katherine House Hospice. Council's instruction was sought.

RESOLVED that a Sundry Grant (S137) in the sum of £300 be awarded to the Katherine House Hospice, funded by the Sundry Grant (S137) budget allocation.

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

24. **SPCA TRAINING COURSES**

Council gave consideration to various emails received from SPCA providing training opportunities:

(a) **THE CLERK, THE KNOWLEDGE**

Email dated 17 June 2020 from the Training Officer, SPCA detailing an on-line training course to be delivered in 2 sessions on 23 July and 6 August at a cost of £50 per attendee (for the 2 sessions), non-affiliated Councils £100 per attendee.

RESOLVED that the Clerk attend the above-mentioned on-line training course, funded by the Training budget allocation.

(b) **COUNCILLOR AND CLERKS TRAINING COURSES**

Email dated 24 June 2020 from the Training Officer, SPCA, detailing available training courses during August, September and October. The Clerk reported that a number of Councillors had been booked on various training courses.

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

25. PARISH ONLINE MAPPING TRAINING SEMINAR

The Clerk reported that Councillor Trenerly and Council's Office Manager participated within the Parish Online Training Session on the 26 June 2020. Councillor Trenerly requested this matter be included within the Agenda and requested Council gave consideration to the Council participating within the 3-month trial.

Councillor Trenerly reported that she and the Office Manager had found this very informative and could be a useful tool for the Council. She reported that:

- The Parish Online (PO) was a very user-friendly self-serve website which you log into to use and that no local software was required.
- Council would have its own account within the website which holds all data securely and remotely.
- It was basically a mapping system which builds from Ordnance Survey (OS) maps and then incorporates layers of other information, all of which can be selected by the user for whatever they need at the time.
- Data could be transferred to and from spreadsheets (location of memorial benches was a simple example given) and have a data 'pop up' on the map which would enable you to click on a spot.
- It was like a highly detailed and sophisticated Google Maps, giving the potential to find, use and store all kinds of data about the town.
- The possible uses for the mapping system:
 - Asset management
 - Neighbourhood Plans
 - Cemetery management
 - Events planning
 - Contract management
 - Public communication
 - Emergency planning
 - Issue reporting
 - Looking at planning issues

Councillor Trenerly reported that Council was being offered a free trial for three months rather than the usual one month and that following the trial, it would require an annual subscription which would be graded by the size of your parish with fees ranging from £30 pa to £1,500 pa for a large town council. She reported that Council, as members of SPCA, would receive a 20% reduction off the annual subscription.

She stated that, overall it looked a very powerful, useful and user-friendly system, well worth investigating further and though there was a modest annual cost, there would also be considerable saving in time and expense in finding, storing and updating information from other sources. Council's instruction was sought.

RESOLVED that the Clerk liaise with Parish Online to:

- (i) Advise that Council accepts the three-month free trial.
- (ii) Ascertain the costs for the annual subscription for Uttoxeter following the free trial including the 20% reduction.
- (iii) Upon receipt of the annual costs, this matter be included for further consideration by Council accordingly.

26. STAFFORD ROAD, UTTOXETER – PROPOSED TRAFFIC CONTROLS

As Resolved at Council Meeting 9 June 2020, *The Clerk reported receipt of an email from County Councillor Brookes dated 21 May 2020 informing Council that a reminder had been sent to Officers and a response was awaited.*

The Clerk reported receipt of an email dated 17 June 2020 from County Councillor Brookes informing Council that *"I am not sure anything can be added at this stage, other than what was given consent by the Members of the Planning applications Committee at ESBC."*

It was noted that a number of Members expressed their concern that clarity had not been received from County Councillor Brookes.

Councillor P Hudson reported that he received a number of complaints from local residents with respect to the build-up of traffic and speed/overtaking of vehicles using Stafford Road. He reported that following the siting of the temporary traffic lights recently being located within Stafford Road vehicles could not depart Blounts Drive or Westlands Road. He reported that he could see a repeat of these issues on a daily basis should SCC incorporate traffic lights in Stafford Road. He reported that he had made contact with County Councillor Brookes direct to express his concerns and request SCC reconsider. He urged the local Press to request the public make the decision on whether a roundabout or traffic lights should be incorporated within Stafford Road. He stated that the proposals could be eased if 'keep clear' signage was incorporated for Blounts Drive and Westlands Road.

RESOLVED that the Clerk liaise with County Councillor Brookes to advise that, given the timescale that has passed, the Town Council request that SCC:

- (i) As a matter of some urgency, revisit the proposed traffic light provisions for Stafford Road and request an alternative option be provided (roundabout).
- (ii) Incorporate 'keep clear' signage at Blounts Drive and Westlands Road.
- (iii) To stop overtaking, incorporate double white lines.

It was noted that Councillor Trenery abstained from the vote.

It was noted that Councillor P Hudson left the meeting at 7.45pm.

27. STAFFS COUNTY COUNCIL – TR11/20 A518 STAFFORD ROAD

The Clerk reported receipt of the following, dated 8 July 2020 from Director of Corporate Services:

- (a) B5013 Abbots Bromley Road, Uttoxeter. SCC propose to make a Traffic Order under the Road Traffic Regulation Act 1984, to impose a 30mph speed limit.
- (b) A518 Stafford Road and A518 Old Knotty Way, Uttoxeter. SCC propose to make a Traffic Order under the Road Traffic Regulation Act 1984 to revoke the 40mph speed limit.

RESOLVED that with respect to 27(a)-(b) as above, the same be noted.

28. FAIRTRADE UTTOXETER

The Clerk reported receipt of the Notes of the Zoom Fairtrade Uttoxeter meeting held on 8 June 2020 for Members information.

RESOLVED that the same be noted.

29. BRITAIN IN BLOOM, IT'S YOUR NEIGHBOURHOOD (IYN)

The Clerk reported receipt of a letter dated 25 June 2020 from the RHS Community Development Manager inviting Members to complete a short questionnaire to let the RHS know what groups had been doing during lockdown. The RHS want to celebrate groups who had used their skills and networks to inspire, motivate or support their local communities through the pandemic.

The Mayor reported that a number of residents and local community groups had sent in their photos of what they had been doing during lockdown in readiness for the Bloom campaign in 2021.

Councillor Green reported that there appeared to be a problem with the link. It was noted that the Clerk would make contact with the RHS accordingly.

RESOLVED that the same be noted.

30. GOV.UK – EMAIL NOTIFICATIONS/UPDATES

The Clerk reported receipt of a large number of Government Updates received between 4 June 2020 and 8 July 2020 as forwarded to Members for their information.

RESOLVED that the same be noted.

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

The Clerk reported receipt of the following:

(a) **NALC**

- (i) CEO Bulletin dated 5 June 2020, as forwarded to Members 5 June 2020.
- (ii) CEO Bulletin dated 26 June 2020, as forwarded to Members 29 June 2020.

RESOLVED that with respect to 31(a)(i-ii) as above, the same be noted.

(b) **SCC VARIOUS**

Dated 5 June 2020, as forwarded to Members 5 June 2020.

RESOLVED that with respect to 31(b) as above, the same be noted.

(c) **SCC – CORONAVIRUS EMAIL UPDATES**

- (i) Dated 12 June 2020, as forwarded to Members 15 June 2020.
- (ii) Dated 19 June 2020, as forwarded to Members 22 June 2020.
- (iii) Dated 26 June 2020, as forwarded to Members 26 June 2020.
- (iv) Dated 3 July 2020, as forwarded to Members 6 July 2020.

RESOLVED that with respect to 31(c)(i-iv) as above, the same be noted.

(d) **SPCA**

- (i) Bulletin dated 4 June 2020, as forwarded to Members 4 June 2020
- (ii) Email dated 5 June, Benefits of Digital Mapping for Local Councils, invitation for Members to attend a Zoom meeting scheduled for 25 June 2020, as forwarded to Members 5 June 2020.
- (iii) Bulletin dated 11 June 2020, as forwarded to Members 11 June 2020.
- (iv) Email dated 15 June 2020, from the Training Officer, detailing Councillor Fundamentals Training Course, A brief introduction to the role of Town or Parish Councillor, as forwarded to Members 15 June 2020.
- (v) Bulletin dated 18 June 2020, as forwarded to Members 18 June 2020.
- (vi) Bulletin dated 25 June 2020, as forwarded to Members 25 June 2020.
- (vii) Bulletin dated 26 June 2020, as forwarded to Members 26 June 2020.
- (viii) Bulletin dated 30 June 2020, as forwarded to Members 30 June 2020.
- (ix) Bulletin dated 2 July 2020, as forwarded to Members 2 July 2020.

RESOLVED that with respect to 31(d)(i-ix) as above, the same be noted.

(e) **SCVYS**

Dated 1 July 2020, as forwarded to Members 1 July 2020.

RESOLVED that with respect to 31(e) as above, the same be noted.

(f) **SUPPORT STAFFORDSHIRE**

- (i) Dated 9 June 2020, as forwarded to Members 9 June 2020.
- (ii) Dated 25 June 2020, as forwarded to Members 29 June 2020.
- (iii) Dated 2 July 2020, as forwarded to Members 2 July 2020.

RESOLVED that with respect to 31(f)(i-iii) as above, the same be noted.

(g) **ELEPHANTWIFI**

- (i) Dated 15 June 2020, as forwarded to Members 15 June 2020.
- (ii) Dated 3 July 2020, as forwarded to Members 3 July 2020.

RESOLVED that with respect to 31(g)(i-ii) as above, the same be noted.

(h) **EVERYONE HEALTH**

- (i) Dated 4 June 2020, as forwarded to Members 8 June 2020.
- (ii) Dated 3 July 2020, as forwarded to Members 3 July 2020.

RESOLVED that with respect to 31(h)(i-ii) as above, the same be noted.

(i) **RHS COMMUNITIES TEAM/HEART OF ENGLAND IN BLOOM**

- (i) Dated 18 June 2020, as forwarded to Members 18 June 2020.
- (ii) Dated 24 June 2020, as forwarded to Members 24 June 2020.

RESOLVED that with respect to 31(i)(i-ii) as above, the same be noted.

32. **PUBLIC SECTOR GEOSPATIAL AGREEMENT NEWSLETTER**

The Clerk reported receipt of an email dated 17 June 2020 received from the Public Sector Geospatial Group, as forwarded to Members 17 June 2020.

RESOLVED that the same be noted.

33. **ORDNANCE SURVEY**

The Clerk reported receipt of an email dated 2 July 2020 from the Deputy Director, Geospatial Commission, PSGA – A new era for aerial photography for Great Britain, as forwarded to Members 2 July 2020.

RESOLVED that the same be noted.

34. **ESBC - PUBLIC SPEAKING - PLANNING COMMITTEE P/2020/01547**

The Clerk reported receipt of an email dated 12 June 2020 from ESBC's Planning Support inviting a member of the Council to speak at the Planning Applications Committee on 23 June 2020 with respect to P/2020/01547. Council was informed that Councillor Williams attended on behalf of the Council.

RESOLVED that the same be noted.

35. **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.

RESOLVED that the same be noted and approved.

36. **RECOMMENDATIONS OF THE PERSONNEL COMMITTEE**

Consideration was given to the Recommendations of the Personnel Committee held on 8 July 2020.

RESOLVED that the Recommendations of the Personnel Committee arising from its meeting held on 8 July 2020 be approved and ordered to form part of the minutes, filed within the Private and Confidential Personnel File.

It was noted that Members of the Personnel Appeals Committee had not received a copy of the above-mentioned Minutes and took no part in the vote.

37. **COUNCIL EMAIL SYSTEM**

As Resolved by Council at its virtual meeting held on 12 May 2020:

- (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.*

It was reported that the Mayor together with the Clerk and Councillor M Crutchley had been looking at the options available for the Town Council email systems. The Mayor and Councillor M Crutchley provided Council with an update following discussions with MidMC Computers and Infinity and suggested various options available at this time. Council's instruction was sought.

RESOLVED that:

- (i) Councillor M Crutchley liaise with the Mayor, the Deputy Mayor and the Clerk with respect to obtaining the best price for the Mayor, the Deputy Mayor and all Admin Staff emails being upgraded to Microsoft 365, funded by the Office Equipment budget allocation.
- (ii) Provide the Clerk with costings for a basic package for 14 no. Councillor email provisions for due consideration by Council at a future meeting.

38. UTTOXETER TOWN COUNCIL WEBSITE

- (a) **UPDATED WEBSITE** - As included within the Annual Precept, Council was asked to give consideration to the Council's replacement interactive website being of similar design to Leek Town Council's website which appears to be deemed best practice and is the preferred option by Council's Admin Team. It was noted that the Council's website would soon become non-compliant with the regulations due to come into force shortly.

Members were asked to view the site via - <https://leektowncouncil.gov.uk> and provide the Clerk with comments. It was noted that Members were in agreement with the design of Leek Town Council's website, as provided by Wrap Up Web.

Council was informed that final costings were awaited from Wrap up Web (Council's current website provider). The Clerk reported that the Town Centre Forum had previously considered costings for a website which varied in costs from £2,000-£7,000. The Clerk reported that Council had included £2,000 with the Precept for the provision of a new compliant website. It was anticipated that costs would be considerably less than the budget allocation which would include the transfer of data from the Council's current website. Council's instruction was sought.

RESOLVED that the Clerk:

- (i) Liaise with Wrap Up Web to obtain confirmed costings.
 - (ii) Upon receipt of (i) as above, the Mayor, Deputy Mayor and the Clerk be authorised to accept the quotation, subject to being within the budget allocation, for a new Council interactive website.
- (b) **WEBSITE – UPDATED REGULATIONS** – The Clerk reported receipt of an email dated 11 June 2020, from SPCA with respect to websites. *New Publication on Website Accessibility Regulations*. The email had been forwarded to Council's website provider and reported that the new website provision would comply with the new regulations.

RESOLVED that the same be noted and approved.

39. ELECTRICAL CERTIFICATION – COUNCIL OWNED PROPERTIES

The Clerk reported receipt of an email dated 5 June 2020 from JC Parker Electrical Services Ltd, detailing quotes for electrical inspections required at the following properties:

- (a) Uttoxeter Town Hall £590.00 plus vat
- (b) Uttoxeter Cemetery Chapel £140.00 plus vat
- (c) Dr Johnson Memorial £110.00 plus vat

Council's instruction was sought.

RESOLVED that the same be noted and approved, funded by the relevant Properties Repairs and Maintenance budget allocations.

40. TOWN HALL – VARIOUS

The Clerk reported receipt of a Service Report dated 10 June 2020 from Lift-Engineering Services for the Town Hall lift. One defect reported – alarm not working under power failure, requiring a new 12V Battery. Lift-Engineering Services to provide a quote in due course.

RESOLVED that on receipt of the quote, the Mayor, Deputy Mayor and the Clerk be authorised to action the replacement battery accordingly, funded by the Town Hall Repairs and Maintenance budget allocation.

41. HMRC SUPPORT

The Clerk reported receipt of an email dated 17 June 2020, as forwarded to Members 17 June 2020.

RESOLVED that the same be noted.

42. STAFFING

- (a) The Clerk reported that admin staff lieu time up to 31 May 2020 was 13¼ hours.

RESOLVED that the same be noted and approved.

- (b) The Mayor reported the Personnel Committee were kept updated on Staffing matters including absences since the date of the last meeting including HR advice.

RESOLVED that the same be noted and approved.

- (c) Staffordshire Pension Fund, Employer Focus Newsletter June 2020, as forwarded to Members 26 June 2020.

RESOLVED that the same be noted and approved.

43. **AGENDA ITEMS FOR NEXT MEETING**

Paper usage within the Town Council – Councillor Green

The meeting closed at 8.20pm.