



UTTOXETER TOWN COUNCIL

MINUTES OF THE VIRTUAL ZOOM COUNCIL MEETING HELD ON TUESDAY, 8 SEPTEMBER 2020 COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Town Mayor – Councillor S McGarry

Councillors: M Crutchley, T Crutchley, J Fitchett, D Goodfellow, C Green, K Hudson, P Hudson, Z Krupski, P Lancaster, C Sylvester, L Sylvester, M Williams.

It was noted that there were no Members of the Public or 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 935 4861 0333. 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 Councillor M A Trenery.

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.

Signed: Date:

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.

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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 J Fitchett declared an interest in Item No. 32(a)
- Councillor D Goodfellow declared an interest in Item Nos. 24 and 38(a)-(c)
- Councillor Z Krupski declared an interest in Item No. 32(a)
- Councillor S McGarry declared an interest in Item Nos. 24 and 38(a)-(c)
- Councillor C Sylvester declared an interest in Item Nos. 24 and 38(a)-(c)

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.

None received.

6. **MINUTES**

- (a) The minutes of the Virtual Meeting held on 14 July 2020 were confirmed as a correct record and signed by the Chair.
- (b) The minutes of the Virtual Extraordinary Meeting held on 28 July 2020 were confirmed as a correct record and signed by the Chair.

It was noted that Councillors K and P Hudson were not in attendance at the Extraordinary Council Meeting on 28 July 2020 and abstained from the vote.

7. **ACCOUNTS**

- (a) Consideration was given to the list of accounts submitted for payment in the sum of £34,026.51.

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 July 2020 and August 2020.

RESOLVED that the same be noted.

8. **BANK BALANCES**

At 2 September 2020 the bank balances stood at:

RBS Current Account	£ 10,417.15
RBS Special Interest Account	£238,322.82
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 1,465.49
RBS Deposit Account 32 Carter Street	£ 654.83
RBS 19A High Street Deposit Account	£ 324.77
Barclays Business Deposit Account	£ 75,000.00

Signed: Date:

The Clerk/RFO reported that, as advised to the Mayor/Chair of F&GP prior to the meeting, she had been unable to obtain the latest bank balances in readiness for the meeting and reported that she would furnish Members with the bank balances by email tomorrow following receipt from RBS.

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9. TOWN MAYOR AND DEPUTY MAYOR'S REPORT

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

11 August 2020 Assisted Uttoxeter Community Garden Committee members with visits to local residents in the Heath Ward to promote the outstanding work the committees volunteers are doing in the community garden and to deliver some home-grown vegetables to local residents, St Mary's Mount and The Hermitage

15 August 2020 VJ Day Commemoration at Uttoxeter War Memorial

30 August 2020 High Sheriff of Staffordshire 'At Home', Blithfield Hall

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

15 August 2020 VJ Day Commemoration at Uttoxeter War Memorial

10. QUESTIONS

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

None received.

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

None received.

11. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

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

None received.

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

None received.

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

None.

13. TOWN COUNCIL RESIGNATIONS

The Clerk reported receipt of the Resignations of Town Ward Councillors H Montgomery and H E Montgomery dated 3 August 2020 with effect from 4 August 2020. Council's instruction was sought.

The Mayor reported that the Council would be asked to consider the vacancies within the Council's Committee Membership at its meeting scheduled to take place on 10 November 2020.

RESOLVED that:

(i) Council accepts the Resignations received from H Montgomery and H E Montgomery.

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

14. DR JOHNSON COMMEMORATION

Due to the current Covid-19 Pandemic, Council gave consideration to the Dr Johnson Commemoration scheduled to take place on Monday, 21 September 2020 being attended, socially distanced by the Mayor and the Deputy Mayor only and for the siting of the laurel wreath to be streamed via the Council's social media. Council's instruction was sought.

RESOLVED that, due to the current pandemic, the Mayor and the Deputy Mayor be authorised to attend the Dr Johnson commemoration with the siting of the laurel wreath to be streamed via the Council's social media.

Signed: Date:

15. **GENERAL CORRESPONDENCE RECEIVED**

The Mayor requested this item be included within the Agenda and requested Council gave consideration to the high volume of correspondence being received along with the amount of additional photocopying involved.

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The Mayor reported that during the pandemic Council was receiving lots of correspondence from various organisations and that over the last couple of Council meetings Members had been confused when more than one item had been included for consideration by Council on the same subject.

The Mayor requested that Council gave consideration to a two-pronged approach and that Council could consider delegating powers to the Clerk to liaise with the Mayor on a regular basis to review the correspondence received and to grant the Clerk delegated power to respond/action accordingly. The Mayor reported that this would include redirection of correspondence to be included for consideration by the relevant Committee or by Council. She reported that Council could consider the correspondence being received from outside bodies, for instance - Support Staffordshire, NALC, SPCA, general correspondence, etc. She reported that during the pandemic the volume of correspondence being issued to Members had increased significantly and that some Members also received the same correspondence direct from the outside bodies.

The Mayor reported that on occasions there was a duplicate of correspondence which due to current procedure, was then included within the Agenda. She reported that the current basic email system did not assist Members with the opening/storage of documents. It was noted that the email system was being considered further within the meeting.

The Mayor requested Council gave consideration to the correspondence being issued to Members via email and for the Members to make contact with the Clerk should they wish for a matter included within the correspondence to be included for consideration by Council or a relevant committee. She reported that this would reduce the time delay in responding.

The Clerk requested that Council provide her with the opportunity to seek advice from SPCA with respect to the suggested process to ensure that Council was following due protocol. She reported that correspondence being received was for the attention of Council Corporate and not her as Clerk or Councillor McGarry as Mayor.

Councillor M Crutchley reported that he had viewed a number of other Council's Agendas who did not have the volume of correspondence included within their Agenda packs. He stated that it should be the responsibility of the Clerk and Members to advise if needed to be included within the Agenda.

Councillor P Hudson was in support for NALC, Government updates, etc to be removed from the Council Agenda as this would reduce it considerably.

Councillor Goodfellow agreed that this gave Council a significant opportunity to streamline its Agendas as the current process was cumbersome. He reported that the current system creates too much work for the Clerk and that streamlining the Agendas would reduce this. He reported that it would be the Councillors responsibility to read the documents as emailed and for them to take the responsibility on board. He wished to support the proposal for the Clerk dealing with correspondence under delegated powers.

Councillor Krupski questioned the Council's Openness and Transparency to the residents with the suggested procedure and enquired if any objective data gathering had been carried out.

The Mayor reported that under previous Council Administration Members were provided with 15 minutes prior to the meeting to view the documents. It was noted that Members now received the majority of documentation electronically.

The Mayor put forward the following proposition:

Signed: Date:

1. Delegating powers to the Clerk to liaise with the Mayor on a regular basis to review the correspondence received and to grant the Clerk delegated power to respond/action accordingly, including the redirection of correspondence to be included for consideration by the relevant Committee or by Council.

Councillor Goodfellow seconded the proposition. The Mayor put the proposition to the vote, the vote being 11 in favour of the proposition and 2 against the proposition. The proposition was carried.

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The Mayor put forward the following proposition:

2. Remove the correspondence currently being received from outside bodies - Support Staffordshire, NALC, SPCA, general correspondence, etc. from within the Agenda.

Councillor Goodfellow seconded the proposition. The Mayor put the proposition to the vote, the vote being 12 in favour of the proposition and 1 against the proposition. The proposition was carried.

RESOLVED that Council authorises the:

- (i) Clerk to liaise with the Mayor on a regular basis to review the correspondence received and the Clerk, under her delegated power respond/action accordingly, including the redirection of correspondence to be included for consideration by the relevant Committee or by Council.
- (ii) Remove the correspondence currently being received from outside bodies - Support Staffordshire, NALC, SPCA, general correspondence, etc. from within the Agenda.

16. SUMMONS TO A MEETING AND AGENDA PACKS

The Mayor requested this item be included within the Agenda and requested that Council gave consideration to, following the modification made by SPCA in January 2015 "*The modified provisions in Schedule 12 of the Local Government Act 1972 was 'to enable the use of electronic communications in the sending of summonses to Members of Parish Councils in England was entirely lawful. To send the Agenda and Appendices by email rather than the nominal requirement of being hand delivered, providing that Members gave their consent to this means of delivery'*". Members were asked to consider whether they wished to receive their Agenda Packs electronically or via hardcopy (as currently).

For information, it was noted that previous Council's had resolved to continue with the hard copy distribution of the Agenda, hand delivered to Members at a cost to the Council.

The Mayor suggested that any Councillors wishing to receive a hard copy of the Agenda could continue to do so. She spoke in support of reducing the Council's carbon footprint and that this provision would further enforce the Council's climate change ethos.

It was noted that the Councillor emails would require updating for the issue of the electronic Agenda packs due to the current system being cumbersome and problematic. It was noted that the distribution of the Agenda pack electronically would be dependent on the email system being updated.

The Clerk reported that Agenda packs including the appendices were currently issued electronically to the County and Borough Councillors, the local Press, members of the public and were incorporated within the Council's website.

Councillor Krupski enquired if the Mayor had undertaken a cost analysis including any new software that may be required. The Mayor reported that no cost analysis had been carried out at this time and that issuing the Summons and Agenda pack electronically would save the Council staff considerable time and the Council considerable money (paper, ink, time, etc).

Council's instruction was sought.

RESOLVED that:

- (i) Subject to the email system being updated, the Clerk be authorised, as in accordance with the modified provisions in Schedule 12 of the Local Government Act 1972, to issue the Summons and Council Agenda packs (Full Council and its Committees) electronically from November 2020.

Signed: Date:

- (ii) The Clerk be authorised to issue Members with a hard copy and electronic Summons and Agenda pack for the meeting scheduled to take place on 13 October 2020 in readiness for going paperless where possible from November.
- (iii) Any Member wishing to receive a hard copy of the Summons and Agenda pack from November 2020, to advise the Clerk accordingly and arrange for a time to collect the Pack from the Town Hall on the day of issue.

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

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17. SPEEDING – NEW ROAD AND BRAMSHALL ROAD

As Recommended by the Policy and Planning Committee at its meeting held on 21 July 2020.

- (a) *With respect to Bramshall Road, Committee Recommended that the Clerk:*
 - (i) *Write to SCC to request that SCC Highways:*
 - (a) *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.*
 - (b) *Incorporate the speed limits on the road surface itself to reiterate the speed limit and to potentially reduce speeding.*
 - (c) *Carry out a vehicle number count on Bramshall Road to assess the volume and speed of traffic using the road to/from the town.*
 - (ii) *Liaise with the local Police to express concerns with respect to speeding vehicles along Bramshall Road.*
 - (iii) *Liaise with the Community Speedwatch Team to request the Community Speedwatch include Bramshall Road within their Speedwatch schedule.*

The Clerk reported receipt of an email dated 3 August 2020 from County Councillor Brookes thanking the Clerk for her correspondence and “*noting your comments*”.

RESOLVED 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.
- (b) *With respect to New Road, Committee Recommended that the Clerk:*
 - (i) *Write to SCC to request that SCC Highways:*
 - (a) *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) *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) *Incorporate the speed limits on the road surface itself to reiterate the speed limit and to potentially reduce speeding.*
 - (ii) *Liaise with the Community Speedwatch Team to request the Community Speedwatch include New Road within their Speedwatch schedule.*

Council was informed that a further email was issued to SCC on 2 September 2020 seeking an update on the above-mentioned correspondence.

The Mayor reported that the Town Council were working hard behind the scenes on helping residents stay safe in Uttoxeter. The Mayor reported that the Recommendations of the Policy and Planning Committee had been issued to County Councillor Brookes accordingly.

Signed: Date:

RESOLVED that the Clerk:

- (i) 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.

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- (c) SCC incorporate the speed limits on the road surface itself to reiterate the speed limit and to potentially reduce speeding.
- (ii) The Mayor and the Clerk issue a statement via the Council's social media stating the Town Council's commitment to make improvements to New Road and upon receipt of a response from SCC, the Town Council will progress.
- (iii) The Mayor and the Clerk obtain costings for suitable VAS/SIDS signage and include for further consideration by Council in due course.

18. UTTOXETER COMMUNITY SPEED WATCH (CSW)

Following a meeting with the Mayor, the Clerk and the local Police Sergeant, Council was informed that a number of Councillors had kindly volunteered to join the Uttoxeter Community Speedwatch Scheme and were awaiting CSW Training.

The Mayor reported that 12 Councillors had volunteered for the Speedwatch Team and that training sessions would be held at the Town Hall at the end of September and the beginning of October organised by the Community Speedwatch Team. The Mayor urged Members to complete their forms at their earliest convenience.

The Mayor reported that she would liaise with the local Press with respect to promotion of the Uttoxeter Community Speedwatch team.

RESOLVED that the Clerk liaise with Members with regard to a photo opportunity to promote the Uttoxeter Community Speedwatch Team forthwith.

19. CORRESPONDENCE FROM A MEMBER OF THE PUBLIC – NEW ROAD

- (a) The Clerk reported receipt of an email dated 26 August 2020 received from Kate Griffiths MP expressing the concerns she had received from a local resident regarding speeding traffic in New Road; motorists ignoring the 30mph signage and expressing concern about there being a serious accident on the road if action was not taken.

The MP was enquiring if the Town Council could investigate this problem as a matter of some urgency, perhaps with implementing a community Speedwatch programme and/or wheelie bin stickers as suggested by the Highways Team.

The Mayor proposed that Council liaise with Kate Griffiths MP to advise that:

- (a) A large number of Town Councillors have volunteered for the Uttoxeter Community Speedwatch team and that a photo opportunity would take place forthwith with local residents.
- (b) A number of wheelie bin stickers were located within New Road however, the Council would be liaising with the local Police with respect to additional stickers being incorporated.
- (c) The Council continues to progress the speeding issues as raised within New Road.
- (d) To liaise with the local Police to request additional wheelie bin stickers be allocated to New Road residents.

Councillor Goodfellow seconded the proposition. The Mayor put forward the proposition as recorded above to the vote:

12 in favour of the proposition,
0 votes against the proposition

Signed: Date:

1 abstention from the vote. The vote was carried.

Councillor Krupski requested that, in addition to the Mayor's proposal, Councillor Krupski proposed that "the Council advises the MP that they had been trying to make a difference with the County Councillor for a significant amount of time and not a lot had happened". Councillor T Crutchley seconded the proposition.

The Mayor put forward Councillor Krupski's proposition as recorded above to the vote:
2 in favour of the proposition,
9 votes against the proposition
2 abstentions from the vote. The vote was lost.

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RESOLVED that the Clerk:

- (i) Liaise with Kate Griffiths MP to advise that:
 - (a) A large number of Town Councillors have volunteered for the Uttoxeter Community Speedwatch team and that a photo opportunity would take place forthwith with local residents.
 - (b) A number of wheelie bin stickers were located within New Road however, the Council would be liaising with the local Police with respect to additional stickers being incorporated.
 - (c) The Council continues to progress the speeding issues as raised within New Road.
- (ii) Liaise with the local Police to request additional wheelie bin stickers be allocated to New Road residents.

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

It was noted that Councillor P Hudson left the meeting at 7.50pm.

- (b) The Clerk reported receipt of an email dated 29 August 2020 received from County Councillor Brookes seeking an update on the SIDS/VAS Signs for New Road following receipt of an email to him received from a member of the public with respect to speeding traffic in New Road.

Councillor Green reported that as included within the correspondence received from SCC's R Rayson dated 30 April 2020 "SIDS/VAS need to be installed within 30mph zones and where there is sufficient verge width for safe installation or maintenance" and "SID/VAS are typically installed by the County Council 50-100 metres into a 30mph zone. They can be installed further into a 30mph zone as well if there is a particular location that would benefit."

Council was informed that the Clerk had advised County Councillor Brookes that Council were awaiting costings for the SIDS/VAS signs from the County Council.

RESOLVED that the Clerk liaise with County Councillor Brookes, copy to R Rayson, to express its thanks for informing Council of the correspondence received from the member of the public and to:

- (i) Seek an update on the Policy and Planning Recommendations that:
 - (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.
- (ii) Advise that the Council seeks clarity on the information below as included within the correspondence received from SCC's R Rayson dated 30 April 2020 that "SIDS/VAS need to be installed within 30mph zones and where there is sufficient verge width for safe installation or maintenance" and

Signed: Date:

“SIDS/VAS are typically installed by the County Council 50-100 metres into a 30mph zone. They can be installed further into a 30mph zone as well if there is a particular location that would benefit.”

- (iii) Advised that the Mayor and the Clerk issue a statement via the Council's social media stating the Town Council's commitment to make improvements to New Road and upon receipt of a response from SCC, the Town Council will progress accordingly.
- (iv) The Mayor and the Clerk obtain costings for suitable VAS/SIDS signage and include for further consideration by Council in due course.

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20. ESTIMATES MEETING/PROJECTS FOR INCLUSION WITHIN THE ESTIMATES/PRECEPT 2021-22

Council was asked to consider:

- (a) Holding an Extraordinary Council Meeting, in private, to consider the Draft Estimates on Tuesday, 24 November 2020 at 7.00pm.

RESOLVED that the Clerk convene an Extraordinary Council Meeting, in private, to consider the Draft Estimates on Tuesday, 24 November 2020 at 7.00pm.

- (b) To determine any specific projects/funding to be included within the Precept 2021-22. Council's instruction was sought thereon.

RESOLVED that Members liaise with the Mayor and the Clerk by 1 October 2020 providing detail of any specific projects to be included within the Draft Estimates.

21. SCC - HIGHWAYS WORK

The Clerk reported receipt of an email dated 18 August 2020, from County Councillor D Brookes, providing an update on highway works, as forwarded to Members 19 August 2020.

RESOLVED that the same be noted.

22. A50 GROWTH CORRIDOR PROJECT A NOISE CONCERNS

The Clerk reported receipt of an email dated 17 August 2020 from SCC's Cabinet Member for Highways and Transport, Councillor for Penkrige Ward, dated 17 August 2020.

Councillor Williams reported that the response received does not fully address some of the issues as raised by the local residents.

RESOLVED that the Clerk liaise with SCC's Cabinet Member for Highways and Transport, Councillor for Penkrige Ward to request a socially distanced site meeting with Town Councillor Williams (Vice-Chair of Policy and Planning Committee) together with SCC, AMEY and local residents to address the issues raised.

23. INTERNAL AUDITOR – TOPLIS ASSOCIATES LTD

The Clerk/RFO requested that Council gave consideration to the reappointment of its Internal Auditor provision to be carried out by Toplis Associates Ltd for the Council's Internal Audit provisions.

Councillor Fitchett spoke in favour of a twelve-month extension to Toplis Associates Ltd however requested Council give consideration to producing a Procurement Policy for use in future to enable Members to make more informed decisions for future spends.

The Mayor reported that Council does not have a specific Procurement Policy. The Clerk stated that Council has Standing Orders and Financial Regulations in place.

Signed: Date:

RESOLVED that Council:

- (i) Reappoints Toplis Associates Ltd for a further twelve-month Contract.
- (ii) The Mayor, the Clerk and Councillor Fitchett look at producing a Procurement Policy for consideration by Council in due course.
- (iii) Approves for future spends to go through the Procurement Policy.

It was proposed, seconded and carried that Councillor C Green Chair the meeting for Item No. 24.

It was noted that Councillors Goodfellow, McGarry and Sylvester declared an interest in Item No. 24, and they left the Chamber during the debate/vote.

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24. DRAFT STATEMENT OF COMMUNITY INVOLVEMENT (SCI) – CONSULTATION

The Clerk reported receipt of an email dated 3 August 2020 from the Principal Planning Policy Officer, ESBC advising Members the revised SCI would be published for consultation on Monday, 3 August 2020 until 5pm Monday, 14 September 2020 and would welcome Council's views on the document. Council's views were sought.

RESOLVED that the Clerk liaise with Councillors Williams and Fitchett with respect to comments being submitted on behalf of the Council accordingly.

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

25. UTTOXETER TOWN COUNCIL AND COUNCILLOR EMAILS

Following consulting with MidMC, Councillor M Crutchley requested this matter be included in the Agenda and requested Council consider the following options for the email system:

- (a) Renew current email system - £140.00
- (b) Upgrade to Microsoft 365 (provider MidMC) - Standard business basic licences £5.99 per license per user per month OR Kiosk licence £3.00 per licence per user per month

Council was informed that all licences could be swapped between users at any time.

Council was asked to give consideration to upgrading to Microsoft 365 with the following licenses types:

5 x MS 365 Std Business basic licences (Mayor, Deputy Mayor, Town Clerk, Office Manager and Reception) and 14 x Kiosk licences (Councillors). Council's instruction was sought.

RESOLVED that the quotation received from MidMC for 5 x MS 365 Std Business basic licences (Mayor, Deputy Mayor, Town Clerk, Office Manager and Reception) in the sum of £5.99 per license, per user, per month and 14 Councillor Kiosk licences in the sum of £3.00 per licence, per user, per month, funded by the Office Equipment budget allocation.

26. PARISH COUNCIL ASSOCIATE STATUS RENEWAL – SUPPORT STAFFORDSHIRE

The Clerk reported receipt of an email dated 28 July 2020 the Information Officer at Support Staffordshire advising Council that the annual subscription fee of £25.00 for Support Staffordshire was due. Council's instruction was sought.

RESOLVED that Council approves the annual subscription fee in the sum of £25.00 for Support Staffordshire, funded by the Subscriptions budget allocation.

27. LIEUTENANCY OFFICE – THANK YOU LETTER

The Clerk reported receipt of a letter dated August 2020 from Her Majesty's Lord-Lieutenant of Staffordshire. In his capacity of Her Majesty The Queen's personal representative in this county, on behalf of the people of Staffordshire, his gratitude to all who had contributed to the fight against Covid-19 and requested assistance with the circulation of his Thank You card within our Community.

Signed: Date:

RESOLVED that the Clerk:

- (i) Promote the thank you letter within the Council's social media as received from Her Majesty's Lord-Lieutenant of Staffordshire.
- (ii) Express Council's sincere thanks to the various community groups who have worked tirelessly throughout the pandemic to help the residents of our town.

28. **ST MODWEN HOMES – STREET NAME & NUMBERING UTTOXETER 2B**

The Clerk reported receipt of the following emails:

- (a) Dated 30 July 2020 from the Technical Manager, St Modwen Homes seeking Council's suggested new road names.

RESOLVED that the same be noted.

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- (b) Dated 11 August 2020 from the ESBC's Building Control Surveyor requesting Council provide a list of seven new road names to be considered for the development.

Council is informed that the following suggested names have been received:

Kiddlestitch - area near the site

Moss Beds - area near the site

Caldon - Caldton Canal

Churnet - River Churnet

Ferrers - the De Ferrers family

Degge - High Sheriff born near Uttoxeter

Pugin - St Mary's in Balance Street was his first church design

Council's instruction was sought.

RESOLVED that the Clerk liaise with ESBC's Building Control Surveyor to advise that Council wishes to submit the following seven new road names to be considered for the development:

- Kiddlestitch - area near the site
- Moss Beds - area near the site
- Caldton - Caldton Canal
- Churnet - River Churnet
- Ferrers - the De Ferrers family
- Degge - High Sheriff born near Uttoxeter
- Pugin - St Mary's in Balance Street was his first church design

29. **MAJOR DEVELOPMENT: BALANCE HILL DEVELOPMENT**

The Clerk reported receipt of an email dated 20 August 2020, from ESBC's Building Control Surveyor requesting Council make one suggestion name for the new development, as forwarded to Members 24 August 2020.

Council was informed that the following suggested names had been received from Members:

- Hockley Close
- Damson Close
- Toll Gate Close
- Strawberry Crescent
- Apple-blossom Way
- Pear tree Close
- Greengage Crescent
- Quince Lane
- Blackberry Way
- Raspberry Lane

Council's instruction was sought. Councillor Green reported that Old Toll Gate House was originally located adjacent to the Cemetery Lodge and the railway crossing.

RESOLVED that the Clerk liaise with ESBC's Building Control Surveyor to advise that Council selects Toll Gate Close for the Balance Hill development.

30. **SCC – TEMP. ROAD TRAFFIC REGULATION ORDER – PTTRO 4203638 TOOTHILL ROAD**

Signed: Date:

The Clerk reported receipt of an email dated 26 August 2020 advising of a Diversion of Vehicular Traffic on Toothill Road Uttoxeter which would come into operation on 21 September 2020. It was anticipated that the works would be completed 2 October 2020.

RESOLVED that the same be noted.

31. **BRITISH TELECOMMUNICATIONS CONSULTATION ON REMOVAL OF PUBLIC CALL BOXES – UTTOXETER**

The Clerk reported receipt of an email dated 6 August 2020 from ESBC's Planning Support and Local Land Charges Manager advising Council they had received a notification for a proposal by BT for the removal of all public call boxes, including 42 High Street (located at the end of the Maltings).

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RESOLVED that the Clerk liaises with ESBC's Planning Support and Local Land Charges Manager to advise that Council agrees with the removal of the public call boxes as suggested.

It was noted that Councillors Fitchett and Krupski declared an interest in Item No. 32(a) and they were removed from the virtual meeting to the Waiting Room during the debate/vote.

32. **SUNDRY GRANT (S137)**

The Clerk reported receipt of:

- (a) Sundry Grant (S137) application received 14 July 2020 from the Uttoxeter Lions Club. Council's instruction was sought thereon.

The Mayor reported that due to the current pandemic and Government Guidance in place, it was unlikely that the Christmas Cracker event would take place as planned.

RESOLVED that the Sundry Grant application received from Uttoxeter Lions Club be deferred for consideration by Council at a later date when Government Guidance allows such events to take place.

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

It was noted that Councillors Fitchett and Krupski were returned to the virtual meeting.

- (b) Letter dated 31 July 2020 from the Douglas Macmillan Hospice thanking Council for their recent donation.

RESOLVED that the same be noted.

- (c) Letter dated 3 August 2020 from Katherine House Hospice thanking Council for their recent donation.

RESOLVED that the same be noted.

- (d) Sundry Grant (S137) application received 13 August 2020 from The Globe Group CIC. Council's instruction was sought thereon.

RESOLVED that a Sundry Grant (S137) be awarded to The Globe Group CIC in the sum of £1,000, funded by the Sundry Grant (S137) budget allocation.

33. **ROYAL BANK OF SCOTLAND – UTC ACCOUNT**

The Clerk reported receipt of a letter dated August 2020 from the Commercial and Business Banking Director advising Council they had until 28 February 2021 to submit an application to open a new business current account.

The Mayor suggested that the F&GP Committee consider this matter together with the interest rates upon the Council's accounts and the safeguarding of the monies/opening of alternative bank accounts.

RESOLVED that the Clerk include this matter together with interest rates and safeguarding of the monies for consideration by the Finance and General

Signed: Date:

34. **STAFFORD ROAD EMBANKMENT**

Councillor Green requested this item be included in the Agenda and requested that Council gave consideration to a quotation received for the supply of all plants as per the suggestions from the Community Gardener Mr Eyre. Councillor Green reported that the Cemetery embankment required enhancing and requested permission for the Clerk to obtain further quotations and for her and the Clerk to meet with potential sponsors. Council's instruction was sought.

RESOLVED that:

- (i) The Clerk and Councillor Green:
 - (a) Seek alternative quotations for the supply of the proposed planting scheme.

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- (b) Liaise with the Community Gardener Mr Eyre.
- (c) To explore sponsorship opportunities for the Cemetery embankment.
- (ii) Upon receipt of an update, this matter be included for further consideration by the Working Committee.

35. **GOV.UK – EMAIL NOTIFICATIONS SERVICE**

The Clerk reported receipt of numerous Covid-19 related emails dated from 20 July 2020 to 2 September 2020, as duly forwarded to Members.

RESOLVED that the same be noted.

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

The Clerk reported receipt of the following:

- (a) **NALC**
CEO Bulletin dated 21 August 2020, as forwarded to Members 24 August 2020.

RESOLVED that the same be noted.

(b) **SCC VARIOUS**

- (i) Letter Outbreak control – Licensed Premises, dated 29 July 2020 from the Director for Health and Care as distributed to local Licensed Premises.
- (ii) Email dated 10 August 2020 – Staffordshire Weather Update as forwarded to Members 11 August 2020.
- (iii) Email dated 12 August 2020 – Have your say, as forwarded to Members 12 August 2020.
- (iv) Email dated 30 August 2020 - Staffordshire Library and Arts Update September, as forwarded to Members on 1 September 2020.
- (v) Email dated 1 September 2020 – My Staffordshire Newsletter, as forwarded to Members on 2 September 2020.
- (vi) Email from County Councillor Brookes dated 28 August 2020 expressing his thanks to Members for providing him with assistance in seeking drainage issues within the Town.

RESOLVED that with respect to:

- (i) 36(b)(i-iii and v-vi), the same be noted.
- (ii) 36(b)(iv), the Clerk be authorised to incorporate the information within Council's social media.
- (iii) Going forward, the Clerk liaise with the Mayor to incorporate any notifications that would be beneficial to the public upon Council's social media and website.

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

- (i) Dated 3 August 2020, as forwarded to Members 3 August 2020.
- (ii) Dated 7 August 2020, as forwarded to Members 7 August 2020.
- (iii) Dated 7 August 2020, as forwarded to members 10 August 2020.
- (iv) Dated 28 August 2020, as forwarded to Members 28 August 2020.

Signed: Date:

RESOLVED that with respect to 36(c)(i-iv) as above, the same be noted.

(d) **SPCA**

- (i) Dated 23 July 2020, as forwarded to Members 23 July 2020.
- (ii) Dated 30 July 2020, as forwarded to Members 30 July 2020.
- (iii) Dated 6 August 2020, as forwarded to Members 6 August 2020.
- (iv) Dated 12 August 2020, as forwarded to Members 13 August 2020.
- (v) Dated 13 August 2020, as forwarded to Members 13 August 2020.
- (vi) Dated 19 August 2020, as forwarded to Members 20 August 2020.
- (vii) Dated 27 August 2020, as forwarded to Members 27 August 2020.
- (viii) Dated 27 August 2020, as forwarded to Members 28 August 2020.

RESOLVED that with respect to:

- (i) 36(d)(i-iv and vi-viii), the same be noted.
- (ii) 36(d)(v), the Clerk together with Councillors Green, Williams and Krupski complete the response on behalf of the Council.

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(e) **SUPPORT STAFFORDSHIRE**

Dated 14 August 2020, as forwarded to Members 14 August 2020.

RESOLVED with respect to 36(e) as above, the same be noted.

(f) **SCVYS**

- (i) Dated 11 August 2020, as forwarded to Members 11 August 2020.
- (ii) East Staffordshire Future of Youth Work Research dated 20 August 2020, forwarded to Members on 1 September 2020.

RESOLVED with respect to 36(f)(i-ii) as above, the same be noted.

(g) **FAIRTRADE**

Email dated 25 August 2020 informing Council that the Fairtrade AGM and GM will take place, socially distanced, at the Heath Community Centre on 26 October 2020 at 10.30am.

RESOLVED that with respect to 36(g) as above, the Clerk liaise with Fairtrade to advise that the Deputy Mayor Councillor Green will attend the AGM and GM.

(h) **THE COUNTRYSIDE CHARITY**

Email dated 8 August 2020, as forwarded to Members 10 August 2020.

RESOLVED with respect to 36(h) as above, the same be noted.

(i) **HEART OF ENGLAND IN BLOOM**

- (i) Newsletter dated 3 August 2020, as forwarded to Members 3 August 2020.
- (ii) Newsletter dated 28 August 2020, as forwarded to Members 1 September 2020.

It was noted that the Bloom Groups within the Town had been issued with the newsletters.

RESOLVED with respect to 36(i)(i-ii) as above, the same be noted.

(j) **RURAL SERVICES NETWORK**

- (i) Dated 4 August 2020, as forwarded to Members 4 August 2020.
- (ii) Dated 6 August 2020, as forwarded to Members 6 August 2020.
- (iii) Dated 11 August 2020, as forwarded to Members 11 August 2020.
- (iv) Dated 18 August 2020, as forwarded to Members 18 August 2020.
- (v) Dated 25 August 2020, as forwarded to Members 25 August 2020.

RESOLVED with respect to 36(j)(i-v) as above, the same be noted.

(k) **TRENT RIVER TRUST**

- (i) Dated 12 August 2020, as forwarded to Members 12 August 2020.
- (ii) Dated 13 August 2020, as forwarded to Members 13 August 2020.

RESOLVED with respect to 36(k)(i-ii) as above, the same be noted.

Signed: Date:

(I) **NORTH STAFFS COMMUNITY RAIL PARTNERSHIP ANNUAL REPORT**

Copy of the Annual report which summarised the activities of the North Staffs Community Rail Partnership over the last year. Members were informed that a copy was available within the office for perusal.

RESOLVED with respect to 36(I) as above, the same be noted.

37. **SCC - CONSULTATION PLANNING APPLICATION NO. ES.20/05/534 W - INSTALLATION OF 1 NO. MCC KIOSK AT UTTOXETER SEWAGE TREATMENT WORKS, DERBY ROAD**

The Clerk reported receipt of an email dated 4 August 2020 received from SCC's Principal Planning Officer informing Council of the Consultation for Planning Application No. ES.20/05/534 W - Installation of 1 no. MCC Kiosk at Uttoxeter Sewage Treatment Works, Derby Road.

Council gave consideration to the above mentioned Consultation as in accordance with the consultation arrangements as set out in Part 4, Article 22 and the table in Schedule 4 of the Order, as forwarded to Members 6 August 2020.

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Council was informed that an extension had been granted to enable Council to make its comments accordingly.

Councillor Williams reported that this consultation was for necessary works.

RESOLVED that the Clerk respond to SCC's Principal Planning Officer to advise that Council expresses its thanks for granting an extension and that Council commends the County Council for the recommendations included within the scheme and application of mitigation to the effects to habitats and the suggested enhancement regarding nature species and wild flowers.

It was proposed, seconded and carried that Councillor Green Chair the meeting for Item Nos. 38(a)-(c).

It was noted that Councillors Goodfellow, McGarry and Sylvester declared an interest in Item Nos. 38(a)-(c) and they were removed from the virtual meeting to the Waiting Room during the debate/vote.

38. **ESBC - PLANNING APPLICATIONS**

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2020/00800 – Outline applications for the erection of one dwelling with all matters reserved, Rear of 30 New Road.
- (b) P/2020/00879 – Erection of first floor side extension, 4 Bunting Close.
- (c) P/2020/00788 - Display of 1 internally illuminated double sided flagpole sign, 2 non-illuminated double-sided freestanding signs, 2 internally illuminated canopy mounted logo signs, 1 internally illuminated freestanding poster display sign and 2 externally illuminated wall mounted billboard signs, Brookside Business Park.

It was noted that prior to the meeting Members were furnished with the latest ESBC Planning Decision Lists issued since the date of the last meeting.

RESOLVED that with respect to Planning Application No.:

- (i) P/2020/00800, Council request that the Planning Authority:
 - (a) Seek more detail on the measurements and be requested to review the widths of the proposed driveway due to being narrow/shared prior to consent being granted.
 - (b) To express concerns that the area was already overdeveloped.
- (ii) P/2020/00879, Council had no comment to make at this stage.
- (iii) P/2020/00788, Council had no comment to make at this stage.

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

Signed: Date:

39.

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.

40. **RECOMMENDATIONS OF THE PERSONNEL COMMITTEE**

Council gave consideration to the Recommendations of the Personnel Committee held on 1 September 2020.

RESOLVED that the Recommendations of the Personnel Committee arising from its meeting held on 1 September 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 it was noted that they abstained from the vote.

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41. **TOWN HALL BOOKINGS/TOWN HALL ENTERTAINMENT EVENTS**

The Clerk reported receipt of an email dated 1 September 2020 received from the Accompanist for the Tea Dances informing Council that some attendees wished to attend the tea dances and enquired when the Council would be reintroducing the tea dances. Council's instruction was sought thereon.

The Mayor reported that Government Guidance at this time was events of no more than 30 people and Civic Buildings remain closed for events and to the public.

RESOLVED that the Clerk liaise with the Accompanist for the Tea Dances to advise that, as in accordance with current Government Guidance, the Tea Dances cannot take place within the Town Hall until further notice.

It was noted that Councillor Krupski left the meeting at 8.45pm.

42. **ALLOTMENT BUILDING RENEWAL OF LEASE**

The Clerk informed the Council that the lease for the allotment building was due for renewal on 1 November 2020. Council was informed that the 2019–2020 rent was £1,033, to be reviewed on an annual basis. Council's instruction was sought.

RESOLVED that the Clerk:

- (i) Liaise with the current Tenant to ascertain renewal of the allotment building.
- (ii) Obtain an up to date valuation of the allotment building.
- (iii) Following receipt of (i) and (ii) as above, this matter be included for due consideration by the Policy and Planning Committee at a future meeting.

43. **TOWN HALL CLOCK**

The Clerk reported following complaints received from members of the public via the Mayor, she reported that she had liaised with Les Kirk Clocks and L G Woodward Ltd with respect to obtaining costings for the hire of a scaffold tower and for carrying out repairs to the Town Hall Clock. She reported receipt of following costings:

Hire of scaffold Tower	£55.00 plus vat (L G Woodward)
Technician Costs	£32.00 per hour (envisaged a mornings hire – L G Woodward)
Installation/repair	£185.00 (Les Kirk Clocks)
Replacement motors – two options – similar motors as current	£90 each (x2 required) or alternatively a Crouzet unit at £130 each (via Les Kirk Clocks).

Council's instruction was sought.

RESOLVED that the Clerk:

- (i) Seek what guarantee comes with the two types of motors as suggested.

Signed: Date:

(ii) Upon receipt of (i) as above, liaise with the Mayor/Chair of F&GP to approve and progress the repairs at the earliest convenience, funded by the Town Hall Clock/Town Hall contingency budget allocations.

44. **CEMETERY**

The Clerk reported that over the past weeks the Cemetery had encountered regular flooding located within the Cemetery entrance. Following complaints/access issues for funerals, Steve Counce Limited were instructed to attend to rod the drains. Council was advised that flooding continued to occur and Steve Counce attended on a further three occasions. It was agreed that, as a matter of some urgency a CCTV report be undertaken. Council was informed that the Mayor authorised for the CCTV Report to be carried out.

The Clerk reported receipt of a Report dated 1 September 2020 from Steve Counce Limited as issued to Members with the Agenda.

Council was informed that the Office Manager and the Clerk had been liaising with the Director of the adjacent development and that the Report had been issued to MD Tricas Construction accordingly and that a response was awaited.

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RESOLVED that upon receipt of a response from Tricas Construction, this matter be included for consideration by the Working Committee.

45. **HMRC SUPPORT**

The Clerk reported receipt of an email dated 12 August 2020, as forwarded to Members 13 August 2020.

RESOLVED that that same be noted.

46. **STAFFING**

(a) The Clerk reported that staff lieu time hours for up to 31 August 2020 are 33¾ hours.

RESOLVED that the same be noted and approved.

(b) The Mayor provided Council with a brief update since the date of the last meeting on Staffing matters including absences and returning to the workplace following working from home.

RESOLVED that that same be noted and approved.

(c) Staffordshire Pension Fund, dated 13 August, as forwarded to Members and Payroll 13 August 2020.

RESOLVED that the same be noted and approved.

47. **AGENDA ITEMS FOR NEXT MEETING**

None received.

The meeting closed at 8.58pm.

Signed: Date: