



UTTOXETER TOWN COUNCIL

MINUTES OF THE VIRTUAL ZOOM MEETING HELD ON TUESDAY, 9 JUNE 2020 COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Town Mayor – Councillor S McGarry

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

One Member of the Press and three Members of the Public were 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 972 9560 1275. 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 no approved apologies had been received from Councillors.

RESOLVED that the same be noted.

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

RESOLVED that the same be noted.

3. PUBLIC PARTICIPATION

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

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

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

4. DECLARATIONS OF INTEREST

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

Councillor S McGarry declared an interest in Item No. 36(a)-(c) and 37.

Councillor M A Trenergy declared an interest in Item No. 18(b).

Councillor Z Krupski declared an interest in Item No. 13(a)-(d).

Councillor C Sylvester declared an interest in Item No. 36(a)-(c) and 37.

5. DISPENSATION PROCEDURE

Council was asked to give consideration to and approve dispensation requests as in accordance with Standing Order 13(d) that all Dispensation requests shall be in writing and submitted to the Clerk before the meeting, or failing that, at the start of the meeting for which the Dispensation was required. It was noted that Council would decide whether to grant the dispensation at the relevant meeting. Unless Council grant the relevant delegated power to Committee, it was Council that decides whether to grant the dispensation.

None received.

6. MINUTES

The minutes of the Meeting held on 12 May 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 £29,202.97.

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 May 2020.

RESOLVED that the same be noted.

8. BANK BALANCES

At 3 June 2020 the bank balances stood at:

RBS Current Account	£ 6,480.20
RBS Special Interest Account	£300,772.07
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 1,465.49
RBS Deposit Account 32 Carter Street	£ 654.80
RBS 19A High Street Deposit Account	£ 324.76
Barclays Business Deposit Account	£ 75,000.00

At 9 June 2020 the bank balances stood at:

RBS Current Account	£ 10,000.00
RBS Special Interest Account	£297,339.09
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 1,465.49
RBS Deposit Account 32 Carter Street	£ 654.80
RBS 19A High Street Deposit Account	£ 324.76
Barclays Business Deposit Account	£ 75,000.00

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

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

Councillor M A Trenergy reported that she together with Councillor C Green had participated within the Fairtrade Steering Group Zoom Meeting held on 8 June 2020 and reported that Council would receive a copy of the notes from the meeting in due course.

It was noted that Councillor Krupski declared an interest in Item Nos. 13(a)-(d) and it was noted that he left to room during the debate/vote.

13. **CO-OPTION – CASUAL VACANCY UTTOXETER TOWN COUNCIL, HEATH WARD**

As Resolved by Council at its Virtual Meeting held on 12 May 2020:

- (i) *The Clerk be authorised to advertise the Heath Ward Casual Vacancy for Co-option within the Council's website, notice-boards, Facebook, Instagram and the local press inviting interested persons to provide written applications (including emails) to be submitted to the Clerk by no later than 5.00pm on Friday, 29 May 2020.*
- (ii) *The Casual Vacancy Applications for the Heath Ward be included for consideration by Council at its meeting scheduled to take place on 9 June 2020.*

The Mayor requested Council gave consideration to the following email applications received for Co-option for the Heath Ward Casual Vacancy:

- (a) Dated 14 May 2020 received from John Fitchett.
- (b) Dated 18 May 2020 received from Penny Krupski.
- (c) Dated 28 May 2020 received from Linda Sylvester.
- (d) Dated 29 May 2020 received from Michael Jones.

The Mayor reported that Applicant 13(c) had withdrawn her application. The Mayor reported that all candidates were eligible to stand as a Councillor.

Council was informed that all applicants had been issued with an electronic Agenda and had been furnished with a Declaration of Acceptance of Office as in accordance with the advice received from SPCA to be signed by the successful Applicant in the meeting, to be duly witnessed. The Mayor and the Clerk would sign the Declaration at a later date.

The Mayor reported that, as in accordance with the advice received from SPCA that Council should suspend Standing Orders in respect of voting procedures for the time being and opt for a straight-forward show of hands as emailed to Members on 5 June 2020. The Mayor suspended Standing Orders accordingly.

Councillor McGarry put forward each applicant to a show of hands vote, for and against as follows:

- With respect to Applicant (a) John Fitchett – 8 votes in favour, 2 votes against
- With respect to Applicant (b) Penny Krupski – 2 votes in favour, 8 votes against
- With respect to Applicant (d) Michael Jones – 0 votes in favour, 10 votes against

The Mayor reported that the result of the vote was for John Fitchett be co-opted on to Uttoxeter Town Council. The Mayor reinstated Standing Orders.

RESOLVED that John Fitchett be appointed to Uttoxeter Town Council forthwith, representing the Heath Ward, following the completion of his Declaration of Acceptance of Office.

It was noted that Councillor T Crutchley voted against the above-mentioned vote and Councillor Trenergy abstained from the above-mentioned vote.

At this point of the meeting, it was noted that the Mayor and the Clerk virtually witnessed John Fitchett sign his Declaration of Acceptance of Office, to be issued to the Clerk and duly signed by the Mayor and the Clerk at a later date.

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

It was noted that Councillors K and P Hudson joined the virtual Meeting at 7.15pm.

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

The Clerk reported receipt of correspondence from ESBC, dated 15 May 2020 with respect to the Town Ward Casual Vacancy providing a copy of the Notice of Vacancy which had been duly incorporated within the Council's website, Notice Boards and Social Media page.

RESOLVED that the same be noted.

15. **END OF YEAR ACCOUNTS 2019-20**

Council was asked to give consideration to and to approve:

- (a) The End of Year Income and Expenditure Accounts for 2019-20 as prepared by the RFO and the Chair of the Finance and General Purposes Committee. Council's instruction was sought.

RESOLVED that the same be accepted and approved.

- (b) The Cash and Investment Reconciliation and Balance Sheet for 2019-20 Accounts. Council's instruction was sought. It was noted that a vote of thanks was given to the Town Clerk/RFO for her hard work in the preparation of the Council's Accounts.

RESOLVED that the same be accepted and approved.

16. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019-20 PART 3**

Consideration was given to the Annual Governance and Accountability Return Part 3.

- (a) Council was informed that Toplis Associates Ltd had completed the Council's Internal Audits on 21 November 2019 and 1 June 2020 and that Mr A Toplis had duly completed page 3 – Annual Internal Audit Report 2019-20 of the Annual Governance and Accountability Return 2019-20 Part 3 and provided Council with a letter dated 2 June 2020 following the completion of the Annual Internal Audit. Council's instruction was sought.

RESOLVED that the same be noted and approved.

(b) **Section 1 – Annual Governance Statement 2019-20**

- (i) Council gave consideration to and were requested to complete boxes 1-9 on page 4 of the Annual Governance Statement for the financial year ending 31 March 2020 confirming that there was a sound system of internal control including arrangements for the preparation of the Accounting Statements. Council's instruction was sought.

RESOLVED that it was proposed, seconded and carried that questions numbered 1-9 on page 4 of the Annual Governance Statement for the financial year ending 31 March 2019 were completed appropriately (1-8 Yes, 9 N/A).

- (ii) Council was asked to authorise the Chair and the Town Clerk/RFO to sign page 4 - the Annual Governance Statement accordingly. Council's instruction was sought.

RESOLVED that page 4 of the Annual Governance Statement be approved and duly signed by the Chair and Town Clerk/RFO.

(c) Section 2 – Accounting Statements 2019-20

- (i) Council gave consideration to and to approve Page 5 of the Annual Governance and Accountability Return 2019-20.

Councillor Sylvester queried the value of £208,144 as included within box 9 - total fixed assets plus long term investments and assets. The Clerk reported that Council had previously received the detailed breakdown of the Council's Assets which included the asset value and insurance sums.

RESOLVED that page 5 of the Annual Governance and Accountability Return 2019-20 be accepted and approved.

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

It was noted that the Clerk would provide Councillor Sylvester with the detailed breakdown of the Council's Assets as included within Box 9.

- (ii) Council was asked to authorise the Chair to sign page 5 – the Accounting Statements accordingly. Council's instruction was sought.

RESOLVED that, subject to confirmation being received from Councillor Sylvester with respect to agreement of the value included within box 9, the Chair be authorised to sign page 5 – the Accounting Statements accordingly.

For information: The Clerk received an email from Councillor Sylvester dated 10 June 2020 confirming his agreement with the value as included within box 9 and following receipt, the Chair duly Signed page 5.

17. NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF PUBLIC RIGHTS – ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Council gave consideration to and were requested to approve the Notice of Appointment of Date for the Exercise of Public Rights together with the Declaration of Status of Published Accounts for the year ended 31 March 2020; to be duly published on Uttoxeter Town Council's website and notice-boards on 10 June 2020. Council's instruction was sought.

RESOLVED that the Notice of Appointment of Date for the Exercise of Public Rights together with the Declaration of Status of Published Accounts for the year ended 31 March 2020, be accepted and approved and duly published on Uttoxeter Town Council's website and notice-boards on 10 June 2020.

18. SCC - TEMPORARY ROAD TRAFFIC REGULATION ORDERS (TRO'S)

The Clerk reported receipt of the following emails:

(a) PTTRO 4197497 B5013 ABBOTS BROMLEY ROAD, UTTOXETER

- (i) 13 May 2020, Diversion of vehicular traffic B5013 Abbots Bromley Road. It was anticipated that the works would be completed by 10 October 2020. Council's instruction was sought.

Members expressed their concern with respect to the length of the proposed closure of the B5013 given this was a major road to and from the town, well used by all types of traffic including HGV's.

Councillor P Hudson reported that Council were still awaiting a response from SCC with respect to what provisions SCC would be incorporating within Stafford Road, as Item No. 21, which would also have an impact on the proposed closure.

Councillor Williams informed Council that due to the current pandemic, the potential road closure from 15 June 2020 may be delayed. Following lengthy debate, it was

RESOLVED that the Clerk write to SCC to request that:

- (a) As an alternative option, traffic lights be incorporated on the B5013 throughout the proposed closure to enable some traffic flow to be retained on this major road to and from the town.
 - (b) The Contractors be encouraged to work longer hours to keep disruption on the B5013 to a minimum.
 - (c) Seek an update on the proposed traffic controls for Stafford Road.
- (ii) The Clerk reported receipt of an email dated 22 May 2020 received from the Parish Clerk, Uttoxeter Rural Parish Council detailing serious concerns regarding the road closure, as forwarded to Members 22 May 2020.

RESOLVED that the Clerk write to Uttoxeter Rural Parish Council to express Council's thanks for forwarding the Council their correspondence to SCC and to advise that Council concur with their concerns raised.

- (iii) The Clerk reported receipt of an email dated 22 May 2020 received from SCC in response to (ii) as above, as forwarded to Members on 22 May 2020.

RESOLVED that the same be noted.

It was noted that Councillor MA Trenerly declared an interest in Item No. 18(b) and was removed to the Waiting room during the debate/vote.

(b) TRO CONSULTATION – S278 HAZELWALL FARM

Dated 13 May 2020 from the Assistant Engineer, Staffordshire Consulting and Rail, requesting Council's views on a permanent Traffic Regulation Order to extend the existing 30mph along the A518 Stafford Road, B5013 Abbots Bromley Road and A518 Old Knotty Way. Council was informed that an extension had been granted to 10 June 2020. Council's instruction was sought.

RESOLVED that the Clerk write to the Assistant Engineer, Staffordshire Consulting and Rail to advise that Council welcomes extending the existing 30mph along the A518 Stafford Road, B5013 Abbots Bromley Road and A518 Old Knotty Way.

It was noted that Councillor MA Trenerly was returned to the meeting.

(c) TRO ON BROOKSIDE PARK

The Clerk reported receipt of an email dated 7 May 2020 from the Senior Transport Planner, Amey Design Hub regarding the implementation of a Traffic Regulation Order as part of highway work for a new development granted planning permission on Brookside Business Park, application number P/2018/00530. Council's instruction was sought. Members raised their concerns that there were some possible discrepancies included within the plan as provided.

RESOLVED that the Clerk liaise with the Senior Transport Planner, Amey Design Hub to advise that, due to possible discrepancies included within the plan provided, Council seeks a revised plan and further clarity on the proposals to enable this matter to be further considered by Council at its next meeting.

19. **ESBC – LETTER FROM THE DEPUTY LEADER OF REGENERATION AND PLANNING POLICY**

The Clerk reported receipt of a letter dated 1 June 2020 received from Councillor G Allen, Deputy Leader of Regeneration and Planning Policy at ESBC requesting the opportunity to meet with Parish Council's throughout the Borough and for Parish Members to speak directly with him on a range of district responsibilities. Council's instruction was sought.

RESOLVED that the Clerk liaise with the Deputy Leader of Regeneration and Planning Policy at ESBC to advise that Council would welcome the opportunity to meet with him and would like to offer a Zoom Extraordinary Council Meeting on either 30 June 2020 or 7 July 2020 or, alternatively, a face-to-face meeting as requested to be held at a later date.

20. **ROADSIDE GATES AND FLOWER PLANTING**

Councillor Green requested this matter be included within the Agenda and requested Council gave consideration to roadside gates and flower planting being incorporated to act as traffic calming on all entrances to Uttoxeter that work effectively in London, Rangemore etc. Councillor Green reported that the town had four potential entrances (Highwood Road, Stafford Road, Dove Way and Derby Road) that roadside gates could be incorporated and suggested Council look at costings, permissions and potential funding streams. Council's instruction was sought. Following lengthy debate, it was

RESOLVED that:

- (i) Councillor Green furnish the Clerk with detailed information on the proposed roadside gates including locations, designs, costings, etc.
- (ii) Upon receipt of (i) as above, the Clerk convene a virtual Meeting of the Policy and Planning Committee and include for due consideration.

It was noted that Councillors K and P Hudson voted against the above-mentioned vote.

21. **STAFFORD ROAD – PROPOSED TRAFFIC CONTROLS**

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.

It was noted that this matter had been considered within Item No. 18(a).

22. **KATE GRIFFITHS MP**

The Clerk reported receipt of an email dated 26 May 2020 from Kate Griffiths MP thanking Members for attending the first Virtual Parish Council MP Meeting on 1 May 2020 and provided Council with a copy of the minutes from the above mentioned meeting together with posters on how to contact the MP which had been duly displayed on the Town Hall and Town Centre Notice Boards, as forwarded to Members on 27 May 2020.

RESOLVED that that same be noted.

23. **CEMETERY EMBANKMENT PLANTING**

Councillor Green requested this matter be included within the Agenda and requested Council gave consideration to appropriate planting being incorporated within the Cemetery embankment/retention of soil embankment. Councillor Green reported thereon. Council's instruction was sought.

RESOLVED that:

- (i) The Clerk liaise with Community Gardener Mick Eyre to seek his suggestions and quantities for quick growing bank binding planting to be incorporated within the Stafford Road Cemetery embankment.
- (ii) Upon receipt of (i) as above, the Clerk obtain costings from Council's Grounds Maintenance and other Contractors for the supply and planting.
- (iii) Upon receipt of (ii) as above, this matter be included for further consideration by Council at a future meeting.

24. S137 SUNDRY GRANT

The Clerk reported receipt of a S137 Sundry Grant application, dated 18 May 2020 received from the Stafford Samaritans seeking a grant. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant of £200 be awarded to the Samaritans Stafford funded by the S137 Sundry Grant budget allocation.

25. SCC'S PARKING STRATEGY

Councillor P Hudson requested this matter be included within the Agenda and requested that Council gave consideration to SCC's Parking Strategy for the Town.

Councillor P Hudson reported that Council and its Committees had spent considerable time and effort in responding to SCC on the draft proposals which had been duly reported to County Councillor Brookes and to SCC Officers. He reported that County Councillor Brookes had recently reported within the local press that SCC had approved its Parking Strategy. It was noted that Council had not received the updated Parking Strategy from the County Council and Councillor P Hudson enquired what had been included within the Strategy and whether the Town Council's comments been taken into consideration. Following lengthy debate, it was

RESOLVED that the Clerk write to County Councillor Brookes to seek a detailed update on what SCC have included within the Parking Strategy for Uttoxeter including an update on the High Street bollard.

26. SCC - TEN-YEAR WALKING AND CYCLING PLAN

Councillor C Green requested this matter be included within the Agenda and requested Council gave consideration to the announcement made on 20 May 2020 by SCC of their intention to deliver improved cycling and walking networks plans within the County. She reported that the documentation stated that over £7million had been spent in 6 towns during the last 5 years. Councillor Green enquired if an audit had been taken for the town's provisions. She reported that SCC would need over £30million investment in towns across Staffordshire over the next decade to improve cycling and walking networks. Council's instruction was sought.

RESOLVED that 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.

27. PARISH AND TOWN COUNCIL £200 DEFIBRILLATOR GRANT

The Clerk reported receipt of an email dated 13 May 2020 from the Operations Manager of a Heart Charity that supplied and procured defibrillators and cabinets and was currently working alongside Parish Council's to place more lifesaving defibrillators at a heavily discounted special package. Council's instruction was sought.

RESOLVED that the Clerk:

- (i) Forward the above-mentioned information to Uttoxeter Knights for their consideration and action accordingly.
- (ii) Incorporate the defibrillator locations within the Council's website.

28. SCC CONSULTATION IN CONNECTION WITH REQUEST FOR AN EIA SCOPING OPINION

The Clerk reported receipt of an email dated 14 May 2020, Request for an EIA Scoping Opinion in connection with proposals for a northern extension at Uttoxeter Quarry (ref SCO.86/524 MW). Council was informed that an extension to 10 June 2020 has been granted. Council's instruction was sought.

RESOLVED that the Clerk write to the Team Lead, Minerals Planning, Policy and Development Control, SCC to request that the following concerns are given due consideration during the Scoping Opinion:

- (a) That the development of the new quarry will not prevent the area currently being quarried from being made good and given over to community use by the date previously agreed (currently 2025).
- (b) Council request reassurance that there will not be a negative impact on the flood risks in local rivers and their immediate surroundings, for example the old Dove Bridge.
- (c) As Council is prioritising Biodiversity issues, it seeks reassurance that there will be a detailed Ecological Survey and that the company will follow its recommendations.
- (d) Council are keen to promote wildlife corridors around the town and surrounding area, so would wish to see these retained where possible, and ultimately enhanced through this project.

29. MICRO LIBRARY, WESTLANDS ROAD.

The Clerk reported the Volunteer had progressed "caretaking" the micro library and had cleaned the library and restocked some books. Council was informed that advice was being sought on an issue with the door.

RESOLVED that upon receipt of the comments on the door issue, this matter be included for due consideration by Council at a future meeting.

30. BI-ANNUAL BUILDING INSPECTION

The Clerk reported the bi-annual building inspection had been completed by the Assistant Caretaker. The following comments were recorded where action is required:

- (a) Benches outside the Town Hall - varnishing. Logged on Caretakers work schedule to be carried out in due course.
- (b) Kiosk - internal inspection not completed. On-going issues with the roof. Work planned, continue to monitor until work completed.
- (c) Stone Jubilee bench sited in the Market Place, slight chips in stone. This is to be monitored on future inspections.
- (d) Millfield Allotments - holes on perimeter. An email was sent to the allotment Secretary on 28 May seeking further information.
- (e) Park Avenue Allotments – Following a query with access for dog walkers, an email has been sent to the Allotment Secretary accordingly.
- (f) C2 and C8 in the Cockstubbles Street lights not working – Duly reported to SCC Highways via their website on 28 May 2020.

Council was informed that all other inspections were in order.

RESOLVED that the same be noted and approved.

31. VJ DAY – 15 AUGUST 2020

The Clerk reported receipt of an email dated 22 May 2020 from Pageantmaster VE Day 75, encouraging activities to celebrate VJ Day which could be undertaken by both individuals and organisations. The provisional date is subject to further Government Guidance. Council's instruction was sought.

RESOLVED that the Clerk continue to provide Council with further updates in due course.

It was noted that Councillor P Hudson left the meeting at 8.15pm.

32. JOINT FUND CONSIDERATION – COVID 19

The Clerk reported receipt of an email from the Clerk of Horninglow and Eton Parish Council dated 22 May 2020 inviting all Parish Councils located in the East Staffs Borough to unite in support of the three main registered charitable food banks operating within the area - Salvation Army (Burton Corps), Burton Hope and YMCA (Burton Branch)

The Organisation requested a donation of £100 from each Parish Council to jointly raise £3,500 which would be divided equally between the above organisations. Council's instruction was sought.

RESOLVED that the Clerk liaise with the Clerk of Horninglow and Eton Parish Council to advise that the Council continues to support the foodbanks located within Uttoxeter.

33. ESBC – VARIOUS

The Clerk reported receipt of an email dated 28 May 2020 from ESBC's Social Regeneration Officer providing a letter dated 28 May 2020, addressed to the Chair of the Town/Parish Council sent on behalf of the Deputy leader (Regulatory and Community Support) seeking support for restarting the Parish Council Forum which would open up dialogue and improve communities within its Parish. Council's instruction was sought.

RESOLVED that the Clerk liaise with ESBC's Social Regeneration Officer to advise that Council supports restarting the Parish Council Forum and advise that Councillor M A Trenery has been appointed to represent the Town Council.

34. GOV.UK – EMAIL NOTIFICATIONS SERVICE UPDATES

The Clerk reported receipt of the following emails dated:

- (a) 9 May 2020, Reallocating road space in response to Covid-19, as forwarded to Members 11 May 2020.
- (a) 11 May, New guidance launched to help Brits safely back to work, as forwarded to Members 12 May 2020
- (b) 11 May 2020, Staying safe outside your homes, as forwarded to Members 11 May 2020.
- (c) 11 May 2020, Staying alert and safe, as forwarded to Members 11 May 2020.
- (d) 11 May 2020, Our plan to rebuild, as forwarded to Members 11 May 2020.
- (e) 11 May 2020, Coronavirus outbreak FAQ's, as forwarded to Members 11 May 2020.
- (f) 13 May 2020, Closing certain businesses and venues in England, as forwarded to Members 13 May 2020.
- (g) 14 May 2020, Coronavirus, local death management, as forwarded to Members 14 May 2020.
- (h) 19 May 2020, Coronavirus grant funding, as forwarded to Members 20 May 2020.
- (i) 22 May 2020, Staying safe outside your home, as forwarded to Members 22 May 2020.
- (j) 22 May 2020, Coronavirus outbreak FAQ's, as forwarded to Members 22 May 2020.
- (k) 22 May 2020, £300 million additional funding for local authorities, as forwarded to Members 22 May 2020.
- (l) 24 May 2020, £50 million boost to support the recovery of our High Streets, as forwarded to Members 26 May 2020.
- (m) 25 May 2020, Working safely during coronavirus, as forwarded to Members 26 May 2020.
- (n) 25 May 2020, PM sets out timeline for retail to reopen in June, as forwarded to Members 26 May 2020.

- (o) 26 May 2020, Our plan to rebuild, as forwarded to Members 26 May 2020.
- (p) 27 May 2020, Potential impact of behavioural and social interventions on an epidemic of Covid-19, as forwarded to Members 27 May 2020.
- (q) 27 May 2020, Potential effect of non-pharmaceutical interventions (NPIs) on a Covid-19 epidemic, as forwarded to Members 27 May 2020.
- (r) 27 May 2020, SPI-B: Behavioural and social interventions on a Covid-19 epidemic, as forwarded to Members 27 May 2020.
- (s) 27 May 2020, Options for increasing adherence to social distancing measures, as forwarded to Members 27 May 2020.
- (t) 27 May 2020, SPI-M-O working group on scenario planning, as forwarded to Members 27 May 2020.
- (u) 27 May 2020, Coronavirus grant funding, as forwarded to Members 27 May 2020.
- (v) 27 May 2020, NHS test and trace, workplace guidance, as forwarded to Members 28 May 2020.
- (w) 27 May 2020, NHS test and trace, how it works, as forwarded to Members 28 May 2020.
- (x) 28 May 2020, Coronavirus guidance, as forwarded to Members 28 May 2020.
- (y) 28 May 2020, Coronavirus: Risk and Guidance Support, as forwarded to Members 28 May 2020.
- (z) 28 May 2020, Number of coronavirus cases and risk in the UK, as forwarded to Members 29 May 2020.
- (aa) 28 May 2020, OPSS coronavirus guidance for business and local authorities, as forwarded to Members 29 May 2020.
- (bb) 28 May 2020, PM press conference statement on the five tests, as forwarded to Members 29 May 2020.
- (cc) 28 May 2020, PM: Six people can meet outside under new measures to ease lockdown, as forwarded to Members 29 May 2020.
- (dd) 29 May 2020, Apply for the coronavirus Local Authority Discretionary Grants Fund, as forwarded to Members 29 May 2020.
- (ee) 29 May 2020, Coronavirus and the social impacts on Great Britain, as forwarded to Members 29 May 2020.
- (ff) 29 May 2020, Working safely during Coronavirus, as forwarded to Members 29 May 2020.
- (gg) 29 May 2020, Emergency active travel fund, as forwarded to Members 29 May 2020.
- (hh) 29 May 2020, Financial support for voluntary, community and social enterprise (VCSE), as forwarded to Members 29 May 2020.
- (ii) 29 May 2020, Covid-19 background information, as forwarded to Members 29 May 2020.
- (jj) 29 May 2020, Claim back Statutory Sick Pay paid to your employees due to coronavirus, as forwarded to Members 1 June 2020.
- (kk) 1 June 2020, Coronavirus – guidance on accessing green spaces safely, as forwarded to Members 1 June 2020.
- (ll) 1 June 2020, Coronavirus: guidance on the phased return of sport and recreation, as forwarded to Members 1 June 2020.
- (mm) 1 June 2020, Coronavirus – guidance for local government, as forwarded to Members 1 June 2020.
- (nn) 1 June 2020, Coronavirus guidance, as forwarded to Members 2 June 2020.
- (oo) 2 June, Coronavirus getting tested, as forwarded to Members 2 June 2020.
- (pp) 2 June, COVID-19: Probation Roadmap to Recovery, as forwarded to Members 2 June 2020.
- (qq) 2 June, Coronavirus grant funding: local authority payments to small and medium businesses, as forwarded to Members 2 June 2020.

With respect to the emails as issued to Members dated 26 May 2020 - Councillor Treney sought an update on the reopening High Streets Safely Fund Guidance and the £50 Million boost to support recovery for our High Streets.

The Mayor reported that she was Cabinet Lead for the reopening of the High Streets and incorporating the High Streets Safely Fund Guidance.

The Mayor reported that she together with the Chief Executive of ESBC, the Clerk, the Office Manager and a number of ESBC Officers had participated in a number of socially distanced tours of the town in readiness for non-essential shops reopening from the 15 June 2020. She reported that Town Council Staff had delivered a poster and letter to all local retailers which provided them with further information on guidance for reopening and keeping their customers safe. She reported that ESBC had been awarded a grant of £106,046 for supporting the reopening scheme throughout the Borough and that pavement signage, banners, posters and bollard covers would be incorporated throughout the town centre on 12 June 2020, all funded by this allocation. She reported that the High Street bollard should be repaired and reinstated week commencing 15 June 2020.

RESOLVED that with respect to 34(a)-(qq) as above, the same be noted.

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

The Clerk reported receipt of the following:

(a) **NALC**

- (i) CEO Bulletin dated 7 May 2020, as forwarded to Members 7 May 2020.
- (ii) Coronavirus Information to Parish and Town Councils dated 13 May 2020, as forwarded to Members on 13 May 2020.
- (iii) Help NALC in its ground-breaking research on Dementia dated 13 May 2020, as forwarded to Members on 13 May 2020.
- (iv) Coronavirus Information to Parish and Town Councils dated 14 May 2020, as forwarded to Members on 19 May 2020.
- (v) CEO Bulletin dated 15 May 2020, as forwarded to Members 19 May 2020.
- (vi) CEO Bulletin dated 22 May 2020, as forwarded to Members 22 May 2020.

RESOLVED that with respect to 35(a)(i)-(vi) as above, the same be noted.

(b) **SCC - VARIOUS EMAIL UPDATES**

- (i) Dated 7 May 2020, as forwarded to Members 11 May 2020.
- (ii) Dated 15 May 2020, Recycling Centres opening, as forwarded to Members 19 May 2020.
- (iii) Dated 22 May 2020, as forwarded to Members 26 May 2020.
- (iv) Dated 1 June 2020, as forwarded to Members 1 June 2020.

RESOLVED that with respect to 35(b)(i)-(iv) as above, the same be noted.

(c) **SPCA**

- (i) Bulletin dated 14 May 2020, as forwarded to Members 14 May 2020.
- (ii) Bulletin dated 12 May 2020, as forwarded to Members 13 May 2020.
- (iii) Bulletin dated 13 May 2020, as forwarded to Members 13 May 2020.
- (iv) Bulletin dated 21 May 2020, as forwarded to Members 21 May 2020.
- (v) Bulletin dated 28 May 2020, as forwarded to Members 28 May 2020.
- (vi) Do It Staffordshire dated 3 June 2020, as forwarded to Members on 3 June 2020.

RESOLVED that with respect to 35(c)(i)-(vi) as above, the same be noted.

(d) **SCVYS**

- (i) Dated 21 May 2020, as forwarded to Members 21 May 2020.
- (ii) Dated 26 May 2020, as forwarded to Members 26 May 2020.
- (iii) Dated 28 May 2020, as forwarded to Members 28 May 2020.
- (iv) Dated 2 June 2020, as forwarded to Members 2 June 2020.

RESOLVED that with respect to:

- (i) 35(d)(ii) as above, the Clerk forward a copy of the email dated 26 May 2020 to Thomas Alleyne's High School for their information.
- (ii) 35(d)(i)-(iv) as above, the same be noted.

(e) **ICCM**

- (i) Dated 4 May 2020, as forwarded to Members 4 May 2020.
- (ii) Dated 7 May 2020, as forwarded to Members 7 May 2020.

RESOLVED that with respect to 35(e)(i)-(ii) as above, the same be noted.

(f) **SUPPORT STAFFORDSHIRE**

- (i) Dated 15 May 2020, as forwarded to Members 19 May 2020.
- (ii) Dated 28 May 2020, as forwarded to Members 28 May 2020.

RESOLVED that with respect to 35(f)(i)-(ii) as above, the same be noted.

(g) **RURAL SERVICES NETWORK**

- (i) Dated 19 May 2020, as forwarded to Members 19 May 2020.
- (ii) Dated 27 May 2020, as forwarded to Members 27 May 2020.

RESOLVED that with respect to 35(g)(i)-(vi) as above, the same be noted.

(h) **WALKING IN ENGLAND**

The Clerk reported receipt of an email dated 21 May 2020, as forwarded to Members 21 May 2020.

RESOLVED that:

- (i) With respect to 35(h) as above, the same be noted.
- (ii) The Clerk promote the contents of the above-mentioned email within the Council's website.

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

- (i) Dated 10 May 2020, as forwarded to Members 11 May 2020.
- (ii) Dated 19 May 2020, as forwarded to Members 20 May 2020.
- (iii) Dated 26 May 2020, as forwarded to Members 26 May 2020.
- (iv) Dated 2 June 2020, as forwarded to Members 2 June 2020.

RESOLVED that with respect to 35(i)(i)-(iv) as above, the same be noted.

(j) **ELEPHANT WIFI – GEO SENSE**

- (i) Dated 15 May 2020, GEO-Sense 14 Day National Average Report, as forwarded to Members 19 May 2020.
- (ii) Dated 21 May 2020, National Data Report Q1, forwarded to Members 21 May 2020.
- (iii) Dated 1 June 2020, May 2020 Football results, forwarded to Members 1 June 2020.

RESOLVED that with respect to 35(j)(i)-(iii) as above, the same be noted.

It was proposed, seconded and carried that Councillor C Green Chair the meeting for Item Nos. 36(a)-(c) and 37.

It was noted that Councillors McGarry and Sylvester declared an interest in Item Nos. 36(a)-(c) and 37 and were moved into the Zoom Waiting Room during the debate/vote.

36. PLANNING APPLICATIONS

- (a) P/2020/00431 – Crown lifting by up to 4 metres, removal of lowest limbs on West side and reduce the lowest limbs by up to 2.5 metres on the East side of 1 Walnut tree, 35 Balance Street.

Council was informed that with respect to 36(a) ads above, an extension had not been obtained and Members were requested to email their individual comments direct to ESBC.

Council gave consideration to the undermentioned Planning Applications:

- (b) P/2020/00485 – Erection of a single storey front extension and storm porch on south elevation, 2 Cross Road.
- (c) P/2020/00304 – Erection of five industrial units comprising of use classes B1, B2 and B8 with associated car parking, land adjacent Uttoxeter household Waste Centre, Robert Bakewell Way.

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

- (i) P/2020/00431 as above, the same be noted.
- (ii) P/2020/00485 as above, the Council had no comment to make at this time.
- (iii) P/2020/00304 as above, the Council, given its commitment to tackling Climate Change, request that the Borough Council liaise with the Developers/Company to urge that they:
 - (a) Maximise energy efficiency in both the construction and the use of these buildings.
 - (b) Minimise the use of tarmac and other hard surfacing and use permeable surfaces for parking and the like wherever possible.
 - (c) Use sensitive lighting to minimise light pollution from this site.
 - (d) With regard to UTC's commitment to supporting Biodiversity, Council wishes to express its concern that the developers suggest there is little scope for landscaping, and request that they take heed of and follow the recommendations of the Ecology Report.
 - (e) The Report states that the site is currently suitable habitat for hedgehogs and brown hares, and UTC urge the developers to follow the recommendation of the Ecology Report that they retain the scrub boundaries for foraging, and that they take steps to minimise risk to hedgehogs and other species during construction.
 - (f) Follow the recommendation of the Report that they enhance ecological corridors through the site perimeters, and that they provide bird and bat boxes.

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

The Clerk reported receipt of an email received from ESBC's Planning Support dated 19 May 2020, extending an invitation to Council to attend ESBC's Planning Committee meeting on 27 May 2020 with respect to P/2019/00770 - Erection of 2 detached dwellings and widening of existing highway and formation of vehicular access, Bank Close Cottage, Bank Close, as forwarded to Members on 19 May 2020.

Councillor C Green reported that she had attended the meeting on behalf of the Council.

RESOLVED that the same be noted.

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

38. 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.

39. MENTAL HEALTH FIRST AIDER COURSES – UTTOXETER

The Clerk reported receipt of an email dated 11 March 2020, from MJC Technology Ltd offering the Office Manager an Adult Mental Health First Aid Two Day Training Course in Uttoxeter at a cost of £300 per person. Council's instruction was sought.

RESOLVED that:

- (i) The Clerk liaise with MJC Technology Ltd to request more information regarding the content of the course.
- (ii) Upon receipt of (i) as above, the Clerk liaise with Councillors Green and H E Montgomery to provide the further information and ascertain suitability.
- (iii) Upon receipt of confirmation from Councillors Green and H E Montgomery as (ii) as above, the quotation received from MJC Technology Ltd be accepted and approved, funded by the Training budget allocation.

40. **HMRC**

The Clerk reported that the Clerk/RFO submitted a claim to HMRC for part payment of SSP due to Covid-19 as advised by Council's Payroll Provider accordingly on 1 June 2020.

RESOLVED that the same be accepted and approved.

41. **STAFFORDSHIRE PENSION FUND**

The Clerk reported receipt of an email dated 13 May 2020 received from Staffordshire Pension Fund providing Council with the March edition of the Employers Newsletter, as forwarded to Members on 13 May 2020.

RESOLVED that the same be accepted and approved.

42. **STAFFING**

- (a) The Clerk reported that admin staff lieu time up to 31 May 2020 was 32 hours.

RESOLVED that the same be noted and approved.

- (b) The Mayor provided Council with a brief update on Staffing matters including absences since the date of the last meeting including HR Services.

The Mayor requested for it to be recorded that she commended the Town Council Staff who had continued to work above and beyond to ensure that the Council continues to provide its services to the public and for providing assistance with the reopening of the High Street during the Covid-19 pandemic.

She reported that all members of staff had been issued with Employee Questionnaire as provided by Council's HR Provider in readiness for returning to work at the Town Hall. She reported that the Clerk and Office Manager had been carrying out risk assessments and procedures being put into place in readiness for returning to working from the office when permitted to.

RESOLVED that the same be accepted and approved.

43. **AGENDA ITEMS FOR NEXT MEETING**

None received.

The meeting closed at 8.45pm.