



## UTTOXETER TOWN COUNCIL

### MINUTES OF THE VIRTUAL ZOOM EXTRAORDINARY MEETING HELD ON TUESDAY, 7 JULY 2020 COMMENCING AT 7.00PM AND THERE WERE PRESENT:

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

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

One Member of the Press and Borough Councillor G Allen 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 927 8120 2616. She reported that the meeting was open to the public and the press unless the Council otherwise directs as in accordance with Public Bodies (Admission to Meetings) Act 1960. She reported that Members and Residents without computer access could participate within the meeting by telephoning 0131 460 1196 and by entering the Meeting ID.

The Mayor reported that all Members had received a hard copy of the Agenda as requested and that Members of the Public and Press had access to the electronic copy of the Agenda via the Council's website.

The Mayor reported that the virtual meeting was dependent on the internet and should a power cut take place, the Council would attempt to reconnect to the meeting. All Attendees were advised that, if a power cut took place, they should attempt to reconnect via Zoom using their ID as previously provided. If the Meeting were unable to be reconnected, the meeting would be reconvened at a later date and time.

The Mayor reported that any Members who declared an interest in an Item included within the Agenda would be moved to the 'Waiting Room' during the debate and vote. She reported that the Clerk would bring those Members back into the meeting once a Resolution had been made.

#### 1. CHAIR'S WELCOME

The Chair welcomed Members to the Meeting and reported that the meeting was being verbally recorded by the Council as in accordance with "The Openness of Local Government Bodies Regulations 2014".

#### 2. APOLOGIES FOR ABSENCE

- (a) The Clerk reported that approved apologies has been received from Councillor H E Montgomery, Councillor H Montgomery and Councillor Goodfellow.

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.

Councillor T Crutchley

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. 13(a)-(c).  
Councillor C Sylvester declared an interest in Item No. 13(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. ADDRESS TO COUNCIL FROM ESBC'S DEPUTY LEADER OF REGENERATION AND PLANNING POLICY**

*As Resolved by Council at its meeting held on 9 June 2020, that the Deputy Leader of Regeneration and Planning Policy, ESBC be advised 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.*

The Mayor reported that Borough Councillor George Allen, the Deputy Leader of Regeneration and Planning Policy, ESBC was in attendance at the meeting and wished to address Council on any updates that he could provide as a Councillor representing the Town and to provide Members with an insight into the processes of ESBC and his portfolio items.

The Mayor suspended Standing Orders and invited Borough Councillor Allen to address Council accordingly.

Borough Councillor Allen expressed his thanks to Council to providing him the opportunity to address Council and reported that he would be visiting other local Council's in due course to provide them with a similar update on the roles of ESBC and his portfolio. He reported that a lot of Parish Councils were not aware of the process of the Borough Council and reported he would try to provide Members with a brief on the following:

- ESBC operate a different Model to that of local Parish and Town Councils and reported that the Borough follows A Leader and Cabinet Model, with Executive Leaders and have Executive Powers.
- His Portfolio had particular control on all planning processes within the Borough however not with the planning application process. In terms of decisions on planning applications, they are made by with the Planning Committee or by Planning Officers.

- Boundary Commission – Currently reviewing the boundaries within East Staffordshire.
- Business Support – the Borough Council offers support to businesses throughout the Borough, offering assistance in general, in particular with the recovery of Covid-19. He reported that this support was Countywide.
- The Borough Council are working with the County Council, in particular with the economic downturn in East Staffordshire at the present time.
- Local Enterprise Partnership - Can be a difficult process to understand and stated this that was a form of devolution. He reported that East Staffordshire is part of the Greater Birmingham and Solihull Local Enterprise Partnership along with Southern districts consisting of Lichfield, Cannock and Tamworth. They receive £100,000's in funding for their areas and are responsible for economic growth, which is two thirds private sector, one third public sector.
- Brownfields Strategy – He reported that a large amounts of developments are being built and when considering large planning applications, part of the planning application process includes Section 106 Agreements which is where the developer agrees to pay a certain amount of money towards infrastructure including highways, education and affordable housing.
- £4.6m has been accumulated since plan adoption in 2015, around £5m yet to come in, to be used for the regeneration of brownfield sites within town centres.
- Working on the Regeneration of Uttoxeter Town Centre – Using the original Uttoxeter Master Plan dated 2003 which records what the Town needs, where to spend the money, etc. He reported that the Council would be receiving an update on Uttoxeter Master Plan over the next month or so. Consultants have been appointed.

The update received from Borough Councillor Allen was followed by a brief Member question and answer session. Councillor Allen expressed to Council that at any point the Council could email him with any questions they may have.

The Mayor thanked Borough Councillor Allen for providing Council with a detailed update. The Mayor reinstated Standing Orders accordingly. Council's instruction was sought.

RESOLVED that:

- (i) Members furnish the Clerk with any questions that Members wish to put forward to Borough Councillor Allen.
- (ii) Upon receipt of (i) as above, the Clerk be authorised to issue the questions to Borough Councillor Allen for his consideration and response.

#### **7. CASUAL VACANCY – TOWN WARD**

The Clerk reported receipt of a letter dated 4 June 2020 received from ESBC's Returning Officer informing Council that no request for an election had been received and it was for Council to co-opt a replacement member. Council was informed that the appointment should be made as soon as practicable. Council's instruction was sought.

RESOLVED that:

- (i) The Clerk be authorised to advertise the Town 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 12 noon on Wednesday, 22 July 2020.
- (ii) The Casual Vacancy Applications for the Town Ward be included for consideration by Council at a Virtual Extraordinary Council meeting scheduled to take place on 28 July 2020 at 7.00pm.

#### **8. SCC - TEMPORARY ROAD TRAFFIC REGULATION ORDERS (TRO'S) UPDATES**

The Clerk reported receipt of the following:

(a) **UPDATE - PTTRO 4197497 B5013 ABBOTS BROMLEY ROAD, UTTOXETER**

Email dated 11 June 2020 received from SCC's Strategic Community Infrastructure Manager informing Council that the proposed road closure of the B5013 due to commence in June will be delayed until around January 2021 (subject to progress on other sites).

Council was informed that SCC’s Network Management Team “have discussed the concerns as raised by the Parishes affected by the closure, along with Uttoxeter Town Council regarding the light vehicle diversion route and also the HCV diversion route and the possibility that HCV’s may use the Loxley lane diversion route during the works and we are awaiting some detailed signage plans from them for the A518/Loxley Lane junction and the junction of Loxley Lane/Holly Lane. The delay in these works gives us the opportunity to look at the concerns raised, discuss these with affected communities and also the developer.”

RESOLVED that the same be noted.

(b) **TRO ON BROOKSIDE PARK P/2018/00530 – UPDATED PLAN**

*As Resolved by Council at its meeting held on 9 June 2020, 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.*

Council was asked to give consideration to a revised plan as received on 16 June 2020 via the Senior Transport Planner, Amey Design Hub from the Developer. Council’s instruction was sought.

Councillor Williams welcomed the revised map and clarification of the double yellow on both sides of the road, however, this raised further concerns of increased congestion particularly from the Railway station overflow and with race day parking.

RESOLVED that the Clerk write to the Senior Transport Planner, Amey Design Hub requesting:

- (i) The double yellow lines be extended as far as possible along Brookside Road to stop increased congestion.
- (ii) Seek an update with respect to the intentions for resurfacing of Brookside Road together with timescales.

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

9. **SPCA - COUNCILLOR FUNDAMENTALS TRAINING COURSES**

The Clerk reported receipt of an email dated 15 June 2020, from the Training Officer at SPCA, giving Members an opportunity to participate in a number of 2-hour training sessions, as forwarded to Members 15 June 2020.

RESOLVED that Members liaise with the Clerk with respect to attendance at any of the training sessions, to be funded by the Training budget allocation.

10. **DATA PROTECTION AWARENESS TRAINING**

Council gave consideration to participating in Data Protection Training to be provided by Council’s Data Protection Officer (SCC) in the sum of £100 per hour plus travel for an evening training session for Councillors and Admin Staff to be held in the near future at the Town Hall.

Council was informed that the training session would cover the changes in Data Protection Act 2018, an overview of the 6 principles of GDPR, Subject Access Requests, Security Incidents, Data Protection Impact Assessments, Information Security, Cyber Security plus cover penalties for breaching any of the aforementioned. Council’s instruction was sought.

RESOLVED that the quotation received from SCC in the sum of £100 per hour plus travel for Councillors and Admin Staff Data Protection Training, for an evening training session be accepted and approved, funded by the Training budget allocation.

**11. COUNTY COUNCILLOR BROOKES REQUEST FOR A MEETING TO DISCUSS THE VARIOUS TRAFFIC IMPROVEMENT MEASURES PROPOSALS IN UTTOXETER**

The Clerk reported receipt of an email dated 29 June 2020 received from Amey Design's Senior Engineer on behalf of County Councillor Brookes requesting a meeting with Members of the Town Council via Teams to enable County Councillor Brookes to provide Council with an update on various traffic improvement measures proposals in Uttoxeter.

As agreed by the majority of Members via phone on 1 July 2020, County Councillor Brookes will be hosting a Team meeting on Thursday, 9 July 2020 at 10.00am. Council's instruction was sought. The Clerk reported receipt of updated Plans which would be circulated to Members in due course.

RESOLVED that the same be noted and approved.

**12. COVID-19 GOVERNMENT UPDATE - GUIDANCE FOR THE SAFE USE OF COUNCIL BUILDINGS**

The Clerk reported receipt of the Government Update dated 1 July 2020 guidance for the safe use of Council buildings, as forwarded to Members on 1 July 2020. Council's instruction was sought.

The Mayor reported that a staff meeting was scheduled to take place on 10 July 2020 to enable a run through of the risk assessment in preparation for all staff to return to work, week commencing 13 July and reopening to the public from 3 August 2020 (appointment only).

RESOLVED that Council authorise:

- (i) The Clerk, the Office Manager and part-time Caretaker continue to fulfil their hours working within the Town Hall.
- (ii) The full-time Admin Officer return on a phased return for up to and including 24 July, returning to 5 days per week commencing 27 July.
- (iii) The part-time Admin Officer to continue to work from home until the start of August (this is subject to change).

It was proposed, seconded and carried that Councillor C Green Chair the meeting for Item No. 13(a)-(c) only and the Mayor resume the Chair for the remainder of the meeting.

It was noted that Councillors McGarry and Sylvester declared an interest in Item No. 13(a)-(c) and were moved into the Zoom Waiting Room during the debate/vote.

**13. PLANNING APPLICATIONS**

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2020/00531 – Application under Section 73 of the Town and Country Planning Act 1990 for an outline application for a mixed use development including the erection of a maximum 257 dwellings, a single food retail store, offices (B1), D1 use (possible health centre) formation of town park and realignment of Picknalls Brook, creation of new vehicular access of Hockley Road, and alteration of existing vehicular access off Trinity Road and Old Knotty Way, without complying with condition 34 of planning permission OU/05254/018/JR/PO dated 9 August 2013 to allow deliveries and servicing to and from the premises, together with loading and unloading within the premises, on a 24 hours basis and the operation of the e-commerce home delivery service between 06.00 and 23.00 and waste collection between 08.00 and 20.00, Waitrose Foodstore, Trinity Road  
An extension was sought and granted to 14 July 2020
- (b) P/2020/00536 – Removal of one Rowan Tree (T1) and one Silver Birch Tree (T2) of TPO 16, 14A Hawthornden Avenue.
- (c) P/2020/00439 – Erection of a two-storey side extension and single storey rear extension, 1 Mellor Drive.

RESOLVED that with respect to:

- (a) P/2020/00531 - as 13(a) above, the Council had no comment to make at this stage.

- (b) P/2020/00536 - as 13(b) above, the Council had no comment to make at this stage.
- (c) P/2020/00439 - as 13(c) above, the Council had no comment to make at this stage.

It was noted that Councillors McGarry and Sylvester were returned to the Meeting and the Mayor resumed the Chair for the remainder of the meeting.

14. **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.

15. **RECOMMENDATIONS OF THE PERSONNEL COMMITTEE**  
Council gave consideration to the Recommendations of the Personnel Committee held on 17 June 2020.

RESOLVED that the Recommendations of the Personnel Committee arising from its meeting held on 17 June 2020 be approved and ordered to form part of the minutes, filed within the Private and Confidential Personnel File.

16. **COMMITTEE MEMBERSHIP REVIEW**  
Council was asked to review its Membership of the Personnel Appeals Committee – Council was informed that the Deputy Mayor was on the Personnel Committee (ex-officio) and therefore could not be a member of the Personnel Appeals Committee. Council’s instruction was sought. Council was informed that any such meetings would take place during the daytime.

RESOLVED that the Personnel Appeals Panel consist of Councillors C Sylvester (Chair), T Crutchley and J Fitchett.

17. **STAFFING**  
(a) The Mayor reported that the Office Manager had successfully completed her 6-month probationary period on 30 June 2020.

RESOLVED that the same be noted and approved.

- (b) The Mayor had convened a Personnel Committee meeting for 8 July 2020.

RESOLVED that the same be noted.

The meeting closed at 7.47pm.