



UTTOXETER TOWN COUNCIL

MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON TUESDAY, 10 NOVEMBER 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, H Headech, K Hudson, P Hudson, Z Krupski, P Lancaster, K Smith, C Sylvester, L Sylvester, M A Trenergy, M Williams.

It was noted that there was one member of the local press in attendance plus 4 members of the public.

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 957 6548 8921 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 and Members of the public and press 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 that no Councillors were absent where apologies had not been received.

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.

Signed: Date:

The Mayor reported that a Member of the Public wished to address Council representing the Residents of New Road with respect to Item No.14 Uttoxeter Traffic Calming Measures and SID Signs and Highway Update. The Member of the public addressed Council as follows:

The Member of the public reported that he had lived on New Road for almost 14 years and since the new flyover was opened there had been a seismic shift in both the speed and size of the traffic using New Road. He stated that:

- following the removal of the roundabout near Shell, New Road had become a mile long, a straight downhill 'drag' and it had become the main access and egress to the west of the Town.
- A pedestrian crossing was needed as there was currently nowhere to cross safely for almost a mile.
- Inbound vehicles have been travelling at speed on the A50 and were clearly struggling to adjust to the speed limit and driving at ridiculous speeds on what is a leafy residential 30 mph road between the Shell Garage and the 3 Tuns Public House.
- Following Project B, New Road had become the main arterial route into the town, previously it had been via either Derby Road or the McDonalds roundabout.
- He had measured the pavements which at some points were as narrow as 28" (70cm) which he felt was downright dangerous. He stated that the average push chair was 30" wide (76cm).
- At times there was a constant stream of 32 tonne multi axle HGV's thundering down New Road which makes the houses shake and felt this was actually causing structural damage to the houses.
- Suggested improvements to make it clear that the road is a 30-mph speed limit.
- He had collected 180 signatures for a New Road petition and estimated a thousand people were directly affected by this problem.
- Two generous offers had been received to finance the purchase of a speed gun for the residents exclusive use, which he felt showed the fantastic strength of feeling.
- He understand that other roads within the Town (Holly Road, Kingfisher Way and Stone Road) had issues with speeding traffic however, wished to express to Council that New Road's situation was different given the road had been fundamentally altered and the problem should have been addressed when Project B was completed.
- He requested Council consider a permanent solution. Previously temporary flashing signs had been installed and only worked for the time that they were present., sadly after the removal, normal service was resumed. Similar occurred when the Police Speed Camera Van was present.
- He reiterated that the signs should be permanently located.
- People entering the Town via New Road need to know clearly where it changes to 30 mph, preferably with illuminated signs and dramatic paintwork on the road. He suggested a chicane be considered.

The Mayor expressed her thanks to the Member of the public for addressing Council with an informative update and stated that Council would consider this matter under Item 14 of the Agenda.

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. 26 and 27(a)-(d).
- Councillor D Goodfellow declared an interest in Item No. 26 and 27(a)-(d).
- Councillor Z Krupski declared a non-pecuniary interest in Item No. 13.
- Councillor C Sylvester declared an interest in Item No. 26 and 27(a)-(d).
- Councillor M A Trenery declared an interest in Item No. 19.
- Councillor C Green declared an interest in Item 19.

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 13 October 2020 were confirmed as a correct record and signed by the Chair. It was noted that Councillor Trenergy had been in attendance at the meeting however her name had been omitted from the Minutes.

(b) The minutes of the Virtual Extraordinary Meeting held on 3 November 2020 were confirmed as a correct record and signed by the Chair. It was noted that Councillor Goodfellow's apologies had been omitted from the Minutes.

It was noted that Councillors Goodfellow, P Hudson and K Hudson abstained from the above-mentioned vote due to them not being in attendance at the meeting.

(c) Council gave consideration to the Virtual Finance and General Purposes Committee Meeting held on 27 October 2020.

RESOLVED that the Recommendations of the Virtual Finance and General Purposes Committee Meeting held on 27 October 2020 be approved and ordered to form part of the minutes attached hereto as Appendix A.

(d) Council gave consideration to the Virtual Policy and Planning Committee Meeting held on 27 October 2020.

It was proposed, seconded and carried that with respect to the Recommendation under 15(b), Recommendation (ii), following receipt of further correspondence since the date of the meeting, this matter be deferred back for further consideration by Committee.

RESOLVED that, as amended above, the Recommendations of the Virtual Policy and Planning Committee Meeting held on 27 October 2020 be approved and ordered to form part of the minutes attached hereto as Appendix B.

(e) Council gave consideration to the Virtual Working Committee Meeting held on 27 October 2020.

RESOLVED that the Recommendations of the Virtual Working Committee Meeting held on 27 October 2020 be approved and ordered to form part of the minutes attached hereto as Appendix C.

7. ACCOUNTS

(a) Consideration was given to the list of accounts submitted for payment in the sum of £24,557.19.

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 October 2020.

RESOLVED that the same be noted.

8. BANK BALANCES

At 4 November 2020 the bank balances stood at:

RBS Current Account	£ 10,000.00
RBS Special Interest Account	£373,557.72
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 1,490.49
RBS Deposit Account 32 Carter Street	£ 654.85
RBS 19A High Street Deposit Account	£ 324.78
Barclays Business Deposit Account	£ 75,000.00

At 10 November 2020 the bank balances stood at:

RBS Current Account	£ 9,629.10
RBS Special Interest Account	£371,576.98
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 1,490.49
RBS Deposit Account 32 Carter Street	£ 654.85
RBS 19A High Street Deposit Account	£ 324.78
Barclays Business Deposit Account	£ 75,000.00

9. TOWN MAYOR AND DEPUTY MAYOR'S REPORT

The Clerk reported that the Mayor and Deputy Mayor had attended the following socially distanced events since the date of the last meeting:

23 October 2020	Pumpkin Weighing, Uttoxeter Community Garden
31 October 2020	Area of Reflection - Socially distanced photo opportunity
8 November 2020	Uttoxeter's Act of Remembrance

The Mayor reported that this year's Christmas Lights switch on would take place virtually on Friday, 27 November 2020 by herself and the Deputy Mayor assisted by Council staff and would be incorporated upon Council's social media.

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

Councillor Trenery reported she had attended a meeting of the Fairtrade Group on 2 November 2020 and that the Council would receive the notes in due course.

Councillor Trenery reported she had attended a virtual meeting of the Rural Market Town Service Network Group on 9 November 2020 which had been very useful and constructive. She reported that the two main issues discussed had been planning and housing. She reported that she would provide a report at the next Policy and Planning Committee Meeting.

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

As Resolved by Council at its Virtual Meeting held on 13 October 2020

- (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 5.00pm on Monday 2 November 2020.*

(ii) The Casual Vacancy Applications for the Town Ward be included for consideration by Council at its meeting scheduled to take place on Tuesday 10 November 2020.

The Mayor requested Council gave consideration to the following email applications received for Co-option for the two Town Ward Casual Vacancies:

- (a) Dated 22 October 2020 received from Penny Krupski.
- (b) Dated 22 October 2020 received from Helen Headech.
- (c) Dated 29 October 2020 received from Keeley Smith.

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.

The Mayor Clerk reported that all candidates were eligible to stand as a Councillor.

The Mayor put forward each applicant to a show of hands vote, for and against as follows:
With respect to Applicant (a) Penny Krupski – 2 votes in favour, 10 votes against, 1 abstention
With respect to Applicant (b) Helen Headech – 11 votes in favour, 3 votes against
With respect to Applicant (c) Keeley Smith – 11 votes in favour, 3 votes against

It was noted that Councillor Krupski left the room during the vote for Applicant (a) as above and returned to the meeting for the votes for Applicants (b) and (c) as above.

The Mayor reported that the result of the vote was for Helen Headech and Keeley Smith to be co-opted on to Uttoxeter Town Council. The Mayor reinstated Standing Orders.

RESOLVED that Helen Headech and Keeley Smith be co-opted on to Uttoxeter Town Council forthwith, representing the Town Ward, following the completion of their Declaration of Acceptance of Office.

It was noted that at this point of the meeting, the Mayor and the Clerk virtually witnessed both Helen Headech and Keeley Smith sign their Declaration of Acceptance of Office which was to be issued to the Clerk and duly signed by the Mayor and the Clerk at a later date.

14. UTTOXETER TRAFFIC CALMING MEASURES AND SID SIGNS AND HIGHWAY UPDATE

(a) Following on from the meeting held within New Road on 28 October 2020 with SCC Officers, Councillors Hudson and Green together with the Clerk where potential traffic calming measures for the Town were considered together with the potential siting of the temporary SIDS throughout the Town.

Council was informed that the following roads had been highlighted for inclusion within the traffic calming measures:

- Kingfisher Way
- New Road
- Town Meadows Way
- Highwood Road
- Holly Road
- Bentley Road
- Bramshall Road

In addition to the above mentioned temporary SIDS signs locations, Council was informed that SCC were considering incorporating the speed upon the highways on all main entrances into the Town together with improvements to speed signs and potential locations for 'white' gateways being incorporated within New Road (and others to be determined).

Councillors Hudson (Lead of the Community Speedwatch Team) reported that the meeting with SCC had been beneficial and informative. During the meeting SCC had confirmed that temporary SIDS signs were more effective than permanent signs. It was noted that motorists became complacent when permanent signs were installed. He urged Council to purchase two pairs of temporary SIDS signs to enable the SIDS signs to be sited within two locations at any one time.

The Clerk reported that she was liaising with SCC with respect to the locations for the proposed SIDS signs, improvements to entrance signage and road markings together with the relocation of the Town entry signs to be located on the Town boundaries.

RESOLVED that the Clerk continue to liaise with SCC and provide Council with updates on the traffic calming measures including improvements to speed signage located upon all entrances into the Town, road markings and 'white' gateways.

- (b) SIDS Signs - Council was asked to give consideration to purchasing two sets (4 in total) temporary SIDS signs to be used throughout the Town in conjunction with SCC.

The Mayor requested that Council give consideration to the address given to Council from the Member of the Public. It was noted that Council had previously Resolved that it would incorporate temporary SIDS signs within the Town to enable a number of areas to benefit from the traffic calming measures as in agreement with SCC.

The Clerk reported that she was awaiting costs for the purchase of the SIDS Signs and the necessary infrastructure to enable the signs to be located within the seven locations. She reported that the purchase of two sets of SIDSs including the initial installation of the infrastructure would be in the region of £7,500-£10,000. It was noted that Council would have regular costs associated with the removal and relocation of the SIDS signs on a rota basis.

The Clerk reported that SCC had confirmed that MPB Construction could incorporate the SIDS within the highway.

Councillor P Hudson reported that the Community Speedwatch programme had started but due to the pandemic, had been suspended until after 2 December 2020 restrictions. He reported that three sessions had been carried out and a number of speeding vehicles had been issued with letters accordingly. The Mayor reported that she had received some very positive feedback from local residents on the Community Speedwatch programme.

Councillor C Sylvester made reference to the comments made by the Member of the Public earlier within the meeting about the New Road Community Group purchasing their own Speedwatch equipment. Councillor Hudson reported that following discussions with the Police, he reported that there cannot be two Speedwatch Groups running concurrently and in addition, the Speedwatch equipment could not be used without the appropriate training and authority by the Police. He urged any Members of the Public to make contact with the Clerk to join the Community Speedwatch Team.

Councillor P Hudson reiterated that SCC and the Police advice was that the SIDS should be temporary to allow use in a number of locations.

The Clerk shared photographs of the proposed SIDS signage, potential replacement yellow speed 30mph signs for the entrances into the Town, highway signs showing the speed limit and crocodile road markings to define 30mph. Councillor P Hudson advised Members that similar measures used in other locations had a positive impact and Community Speedwatch data showed it slowed the traffic down. It was agreed that the incorporation of such measures within the Town would be beneficial.

Councillor Green reiterated Councillor P Hudson's comments and stated that the suggested road markings make the road appear to look as though it had been narrowed.

RESOLVED that:

- (i) Council authorise the purchase of two sets of SIDS and appropriate infrastructure for locating the temporary SIDS within the seven locations as highlighted by the Community Speedwatch Team, up to £10,000, to be funded by the Council's General Free Funds.
- (ii) Upon receipt of the quotations for (i) as above, the Clerk liaise with the Mayor/Chair of F&GP, the Deputy Mayor and Councillor P Hudson to authorise the purchase of the SIDS equipment and infrastructure accordingly.
- (iii) Following (ii) as above, the Clerk liaise with SCC and MPB Construction for the installation on the two sets of SIDSs.
- (iv) The Clerk liaise with SCC and Councillor P Hudson and the Community Speedwatch Team to devise of rota for the SIDS.

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

- (c) Town Entry Signs – The Clerk reported that SCC were currently considering the relocation of the Town entry signs to be located upon the Town boundaries. It was noted that SCC had installed the Town entry signs on behalf of the Town Council some years previous.

RESOLVED that the Clerk continue to liaise with SCC with respect to the relocation of the Town entry signs upon the Town boundaries.

- (d) Bramshall Road - *To report that as Resolved by Council at its meeting held on 13 October 2020, that the Clerk include an update on the response from County Councillor Brookes with respect to the request that "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.*

Council was informed that no update had been received at the time the Agenda was issued.

Councillor P Hudson reported that following a recent Community Speedwatch session in Bramshall Road, 22 vehicles had been observed, with one driving in excess of 50mph and that this should be highlighted to SCC as a hotspot area.

RESOLVED that the Clerk seeks a response from County Councillor Brookes (copy to SCC's Highways Officer) with respect to an update on the Council's request for a vehicle number count on Bramshall Road to asses the volume and speed of the traffic using the road to/from the town and to advise him that, following a recent Community Speedwatch session in Bramshall Road, 22 vehicles had been observed, with one driving in excess of 50mph and that this should be highlighted to SCC as a hotspot area.

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

15. **HEART OF ENGLAND IN BLOOM – 'WHAT HAVE YOU DONE THIS YEAR TO MAKE YOU FEEL PROUD'**

The Mayor provided Council with an update with respect to the Town's inclusions within the Heart of England in Bloom's 'What have you done this year to make you feel proud' campaign.

The Mayor reported that she as delighted that the Heart of England in Bloom Judges' had made contact with the Clerk to advise of the following certificates had been awarded:

- Zdzislaw Krupski had been awarded for his Neighbourhood painting during the pandemic.
- The Heath Uttoxeter Community Garden had been awarded two awards one for 'Feeding Your Community' and one for the hard work and installation of the Community Garden by the volunteers during the pandemic.
- Uttoxeter in Bloom was awarded a Certificate of Recognition for Bloom.
- Uttoxeter in Bloom was awarded a Certificate for Inspiring Others.

RESOLVED that the same be noted, welcomed with congratulations.

Signed: Date:

16. COMMITTEE MEMBERSHIP REVIEW

Council was asked to review its Committee Membership for the following vacancies within the Council's Committee's and Outside Bodies. Council's instruction was sought.

- (a) Finance and General Purposes Committee – Vice-Chair Vacancy plus one Vacancy.

RESOLVED that Councillor C Sylvester be appointed as Vice-Chair and Councillor M Crutchley be appointed to the Finance and General Purposes Committee.

- (b) Policy and Planning Committee – Chair Vacancy plus one Vacancy.

RESOLVED that Councillor M Williams be appointed as Chair and Councillor J Fitchett be appointed to the Policy and Planning Committee.

- (c) Working Committee – Vice-Chair Vacancy

RESOLVED that Councillor Green be appointed as Vice-Chair of the Working Committee.

- (d) Emergency Plan – one Vacancy

RESOLVED that Councillor J Fitchett be appointed to the Emergency Plan.

- (e) Markets Committee – Chair Vacancy

RESOLVED that Councillor S McGarry be appointed as Chair of the Markets Committee.

- (f) Personnel Committee – two Vacancies

RESOLVED that Councillor M Crutchley and Councillor L Sylvester be appointed to the Personnel Committee.

- (g) Town Hall Entertainments – one Vacancy

RESOLVED that Councillor M Crutchley be appointed to the Town Hall Entertainments Committee.

- (h) Town Centre Forum – Chair Vacancy

RESOLVED that Councillor Trenergy be appointed as Chair and Councillor C Sylvester be appointed as Vice-Chair of the Town Centre Forum.

- (i) Bio-Diversity Group – one Vacancy

RESOLVED that Councillor L Sylvester be appointed to the Biodiversity Group.

- (j) Uttoxeter Youth Council – one Vacancy

RESOLVED that Councillor L Sylvester be appointed to Uttoxeter Youth Council.

- (k) Outside Bodies - Police Partnership Group – one Vacancy. The Mayor reported that all Councillors could attend the Police Partnership Meetings.

The Mayor received three proposals for the vacancy and put forward each Member to a show of hands vote in favour as follows:

Councillor Krupski – 3 votes in favour

Councillor Green - 2 votes in favour

Councillor M Crutchley – 11 votes in favour

RESOLVED that Councillor M Crutchley be appointed to the Police Partnership Group.

- (l) Outside Bodies - Uttoxeter Heritage Trust – Vacancy for Non-Voting representative.

RESOLVED that, at this time, the vacancy on Uttoxeter Heritage Trust remain vacant.

17. TOWN COUNCIL ACCOUNTS – UP TO AND INCLUDING 30 SEPTEMBER 2020

Council gave consideration to the Town Council Accounts up to and including 30 September 2020 as prepared by the RFO and the Chair of the Finance and General Purposes Committee, subject to Internal Audit.

Council was informed that Rialtas Software completed its mid-year health-check on 2 November 2020 and Council’s Internal Auditor; Toplis Associates was due to complete the Interim Internal Audit in November/December (date to be confirmed) for Accounts up to and including 30 September 2020.

RESOLVED that the same be noted and approved.

18. CLIMATE CHANGE SURVEY AND CARBON AUDIT TOOL

Councillors Green and Trenerly requested that this matter be included within the Agenda and requested that Council gave consideration to the NALC Bulletin dated 16 October 2020 which included an item in it on a Climate Change Survey and a Carbon Audit Tool (as below).

Climate change survey and carbon audit tool

This week we launched our new survey on climate change, this explores what local councils are currently doing to tackle climate change in their area, the challenges they encounter and the difficulties they face when taking action. The survey will also help paint an accurate picture of what is happening across the sector and identify support needed to help create more sustainable communities! The deadline to complete the survey is 29 January 2021.

At this week’s County Officer Zoom call, we were joined by Jo and James Hand, the co-founders of Giki Zero, a free carbon audit tool that can be used by individuals and organisations to track and reduce carbon output. Beyond the free tool, the pro tool is discounted for charities and public sector bodies and allows tracking individuals and their actions across an organisation. It’s a straightforward and informative tool which I would encourage you to check out.

Councillor Green requested that Council participate in the climate change survey and audit tool would prove very useful and would assist in finding out what was happening within Uttoxeter and identify what support was needed.

Councillor Trenerly concurred with Councillor Green and suggested a couple of Members complete the survey on behalf of the Council.

RESOLVED that the Clerk together with Councillors Green and Trenerly complete the climate change survey on behalf of the Council.

It was noted that Councillors Trenerly and Councillor Green declared an interest in Item No. 19 and they were removed from the virtual meeting to the Waiting Room during the debate/vote.

19. PROPOSED TRAFFIC CONTROLS IN STAFFORD ROAD

As Resolved by Council at its Meeting held on 13 October 2020 that the Clerk write to::

- (i) ESBC to request if the Planning Authority could liaise with the developer to renegotiate the proposed traffic controls for Stafford Road and, if possible, make changes to this intersection before the construction commences and make the necessary amends to the original agreement.*
- (ii) SCC to further request intelligent traffic lights be incorporated in Stafford Road along with solid white lines to stop overtaking and yellow boxes/keep clear boxes be located on the entrances to Westlands Road and Blounts Drive to improve the flow of traffic.*

The Clerk reported receipt of an email received from ESBC’s Senior Planning Officer dated 30 October 2020 advising Council that *“this will be a SCC Highways matter and it would be better if they are contacted with regards to the scheme. I will forward your email onto the Developer as well.”*

Council was informed that no response had been received from SCC at this time. Council’s instruction was sought.

RESOLVED that the Clerk liaise with County Councillor Brookes to further request he provide Council with an update on the Council's request that SCC due to health and safety request intelligent traffic lights be incorporated in Stafford Road along with solid white lines to stop overtaking and yellow boxes/keep clear boxes be located on the entrances to Westlands Road and Blounts Drive to improve the flow of traffic.

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

It was noted that Councillors Trenery and Councillor Green were returned to the virtual meeting.

20. TOWN HALL – EMERGENCY LIGHTING

The Clerk reported receipt of an email dated 21 October 2020, from Council's Electrical Contractor advising the six-monthly emergency lighting and fire alarm system was due at a cost of £190 plus vat. Council's instruction was sought.

Councillor D Goodfellow enquired if these costings had been included within the Council's annual budget. The Clerk reported that the costs had been included within the annual sums as included within the annual Estimates and confirmed Precept. Councillor Goodfellow suggested that, in future, such matters that had been included within the annual budgets, as approved by Council at the Precept Meeting, be actioned by the Clerk and Chair of Finance and General Purposes Committee accordingly and not be bought in front of the Council or Committee.

RESOLVED that, in future, such matters that have been included within the annual budgets, as approved by Council at the Estimates/Precept Meeting, be actioned by the Clerk and Chair of Finance and General Purposes Committee accordingly and not be bought in front of the Council or Committee.

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

21. NATIONAL TREE WEEK- 28 NOVEMBER TO 6 DECEMBER

As resolved by Council at its meeting held on 13 October 2020, the Clerk

- (i) Include this matter for further consideration by Council at its meeting scheduled to take place on 10 November 2020.*
- (ii) Members bring forward ideas for promoting National Tree Week and engagement with the local community and Schools.*

Members were requested to bring forward ideas for promoting National Tree Week and engagement with the local community and Schools. Council's instruction was sought.

Councillor Trenery suggested Council consider a photograph being taken of tree planting within the Cemetery, promotion of National Tree Week via the Council's social media and potentially seeking responses from residents highlighting space for planting trees within the town. Councillor Green also suggested in addition, the purchase of tree whips.

RESOLVED that the Clerk:

- (i) Promotes National Tree Week within its social media including twitter.
- (ii) Purchase 70 tree whips via Jackson Nurseries, with 60 to be issued on a first come, first served basis to local residents, to be collected from the Heath Community Garden.
- (iii) Issue links promoting National Tree Week to the local Schools.
- (iv) Encourage the Schools to participate within a 'best tree picture/photo' competition and the winning School to be awarded 10 tree whips for their School grounds.

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

The Clerk reported receipt of the following email:

- (a) **PTTRO 4205693 B5027, Stafford Road, Uttoxeter** - Dated 29 November 2020, Diversion of vehicular traffic B5027 Stafford Road, Uttoxeter.

It was anticipated that the works would be completed by 14.00 hours on the same day.

RESOLVED that the same be noted.

- (b) **Brookside Road** - Dated 4 November 2020, received from SCC's Traffic Regulation Assistant, Highways, Strategic Asset & Network Management informing Council that SCC propose to make a Traffic Order under the Road Traffic Regulation Act 1984 to introduce No Waiting at Any Time on Brookside Road, Uttoxeter, as forwarded to Members on 4 November 2020. Council's instruction was sought.

RESOLVED that the same be noted.

23. **E-ON - ANNUAL STREET LIGHTING MAINTENANCE REPORT 2020/21**

The Clerk reported receipt of a letter dated 7 October 2020 from E-on Project Delivery Engineer, Highway Lighting and Grid Connections, detailing the annual street lighting inventory update along with the invoice in the sum of £636.41 plus vat for the annual maintenance.

RESOLVED that the same be noted and approved.

24. **HIGH STREET BOLLARD**

- (a) The Clerk reported that the High Street bollard had been repaired by SCC's Contractors on 20 October 2020, on 3 November 2020 and was reset on 4 November 2020 and at the time the Agenda was issued, the bollard was in full working order however, the bollard was currently not in working order and contact had been made with SCC as the owner of the bollard accordingly.

RESOLVED that the same be noted.

- (b) The Clerk reported receipt of an email quotation dated 6 October 2020 from ARC Operations Manager (First County Monitoring) advising Council of the annual renewal fee for the monitoring of the High Street bollard would be in the sum of £2,800 pa (£700 per quarter), commencing from 1 December 2020. Council's instruction was sought.

Councillor Green enquired if the Council could obtain a rebate due to the bollard being out of service. The Clerk reported that the monitoring Contract was with the Town Council. The Mayor reiterated that the ownership of the bollard remained with SCC, however the day-to-day monitoring of the bollard was with the Town Council.

Councillor M Crutchley suggested Council explore alternatives options. Councillor Trenery reported that Council had previously attempted to seek alternative quotes to no avail.

Councillor Goodfellow reported that an ANPR (Automatic Number Plate Recognition) system would be an alternative however, fundamentally this was a County Council issue. He suggested that Council renew the contract for another year whilst looking at alternative options for next year.

RESOLVED that:

- (i) The quotation received from ARC Operations (First County Monitoring) in the sum of the £2,800 pa commencing from 1 December 2020, be accepted and approved, funded by the High Street bollard budget allocation.
- (ii) The Clerk and Chair of F&GP review the current contract and seek alternative options from August 2021 in readiness for provisions commencing from 1 December 2021.

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

25. **TOWN CLERK REPORT**

The Clerk reported that since the date of the last meeting and in conjunction with the Mayor, she had received, responded/actioned the following:

Signed: Date:

- (a) Various SPCA E-Bulletins, as forwarded to Members.
- (b) Various NALC CEO Bulletin, as forwarded to Members.
- (c) Various GOV.UK Coronavirus emails, as forwarded to Members.
- (d) Various SCC updates including My Staffordshire Newsletter, as forwarded to Members.
- (e) Various Emails from Support Staffordshire, as forwarded to Members.
- (f) Various Blooming Brilliant News from RHS Communities Team, as forwarded to Members.
- (g) Various Heart of England in Bloom updates as forwarded to Members.
- (h) Various emails from Rural/Market Towns Reaches their Century, as forwarded to Members.
- (i) Email from Tean Valley Meadow Nature Trust, as forwarded to Members.
- (j) Email from The Globe Foundation, as forwarded to Members.
- (k) Continued to liaise with compliant and Contractors regarding Cemetery flooding – Council was informed that additional drainage would be incorporated adjacent to Cemetery within the next 4-6 weeks which should resolve the flooding issues. This would continue to be monitored/actioned in the meantime.
- (l) Email from Dougie Mac – Dedicated to Delivering 5 Star Care, as forwarded to Members.

RESOLVED that the same be noted.

It was proposed, seconded and carried that Councillor Green Chair the meeting for Item Nos. 26 and 27(a)-(d).

It was noted that Councillors Goodfellow, McGarry and Sylvester declared an interest in Item Nos. 26 and 27(a)-(d) and they were removed from the virtual meeting to the Waiting Room during the debate/vote.

26. ESBC RESPONSE - TOWN AND COUNTRY PLANNING ACT 1990 - APPEAL SECTION 78 - WRITTEN REPRESENTATION, (APPEAL REFERENCE APP/B3410/W/20/3258501)

As Resolved by Council at its meeting held on 13 October 2020 that “the Clerk liaise with ESBC’s Planner to obtain clarity on the information that had been issued to the Planning Inspectorate.”

The Clerk reported receipt of an email dated 30 October 2020 received from ESBC’s Senior Planning Officer informing Council that, in response to the Policy and Planning Committees enquiry, “the information ESBC sends to the Planning Inspectorate was set out in the Planning Inspectorates Appeal Questionnaire that ESBC had to complete. Council was informed that ESBC sends the Planning Inspectorate the relevant local plan policies, neighbourhood plan policies, all the consultation responses, neighbour responses, committee report and minutes etc as per the questions listed in the questionnaire.”

Council was reminded that should it have any further comments to make on the above mentioned, ESBC had requested that comments be issued direct to the Planning Inspectorate.

RESOLVED that the same be noted.

27. PLANNING APPLICATIONS

Council was asked to give consideration to the undermentioned Planning Applications:

- (a) P/2020/01096 – Conversion of office and storage building to a residential building, Office, Park Grange, Bramshall Road
- (b) P/2020/01133 – Erection of a single storey rear extension, The Firs, 16 Stafford Road.
- (c) P/2020/01150 - Listed Building Consent to carry out works to domed roof to include cleaning and application of biocidal inhibitor, renew/repair mortar cap and lead capping over the whole area and dress around the base, The Conduit, Market Place.
- (d) P/2020/01163 - Erection of a two-storey side and rear extension, Victoria Cottage, 17 Leighton Road.

RESOLVED that with respect to the following Planning Applications:

- (i) P/2020/01096 as above, the Council request that ESBC liaise with the developer to request that additional provisions for swallows and swifts nesting be incorporated within the adjacent agricultural buildings.

- (ii) P/2020/01133 as above, Council had no comment to make at this stage.
- (iii) P/2020/01150 as above, Council had no comment to make at this stage.
- (iv) P/2020/01163 as above, Council wishes to express its concern regarding the access to the rear of the property and the fact that the demarcation line was not clear.

It was noted that Members had been issued prior to the meeting with the Planning Application Decision Notices received from ESBC and SCC since the date of the last meeting.

It was noted that Councillors K and P Hudson abstained from the vote for 27(a) and 27(d) as above. It was noted that Councillor T Crutchley voted against the proposition for 27(d) as above.

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

28. **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.

29. **AREA OF REFLECTION**
The Mayor provided Council with a detailed update on the applications, the permission granted and further contact with SCC since the date of the last meeting together with an update on a recent photo opportunity. Following lengthy debate, it was

RESOLVED that the Clerk be tasked forthwith with continuing with the installation of the two Commemorative memorial benches and the Soldier Silhouette to complete the Area of Reflection as requested by the Public, to enable a dedicated space of remembrance all year round.

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

30. **TOWN HALL – ENERGY EFFICIENT LED BULBS**
Council was informed that it has been highlighted that the current light bulbs used within the Ballroom and Alan Dean Suite are no longer legal (clear halogen candle SBC 370 lumens).

As part of the Council's commitment to Climate Change and making the Town Hall more energy efficient, Council was asked to give consideration to the quotation received from LG Woodward's to replace all bulbs within the Ballroom and Alan Dean Suite with LED's at a cost of £1.99 each inc vat (normally £4.50 each).

For information:

- (a) First Foyer – The chandelier located within the first foyer had 12 LED bulbs incorporated.
- (b) 2nd Foyer - The chandelier located within the second foyer had 12 LED bulbs incorporated.
- (c) Ballroom – Consider purchasing 3 x 30 LED bulbs (90 in total) for the three chandeliers plus 18 high level wall light LED bulbs plus 20 low level wall light LED bulbs.
- (d) Alan Dean Suite - Consider purchasing 2 x 25 LED bulbs (50 in total) for the two chandeliers plus 10 wall light LED bulbs.

The Clerk reported that LG Woodward's had confirmed the current fittings were suitable for installation of LED bulbs and that 164 bulbs were required. The Clerk reported that fitting would be £60 plus vat. Council's instruction was sought.

RESOLVED that the quotations received from:

- (i) L G Woodward in the sum of £326.36 plus vat for the 164 LED bulbs be accepted and approved funded by the Town Hall repairs and maintenance budget allocation.

Signed: Date:

- (ii) J C Parker Electrical in the sum of £60 plus vat for the installation of the LED bulbs be accepted and approved, funded by the Town Hall repairs and maintenance budget allocation.

31. HMRC SUPPORT

The Clerk reported receipt of the following support emails:

- (a) Dated 14 October 2020, as forwarded to Members 15 October 2020.
- (b) Dated 16 October 2020, as forwarded to Members 16 October 2020.
- (c) Bulletin dated 30 October 2020, as forwarded to members 15 October 2020.

RESOLVED that the same be noted and approved.

32. STAFFING

- (a) The Clerk reported staff lieu time hours up to 31 October 2020 was at 27¾ 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.

The Mayor reported that there had been no change since the last meeting and reported that new Job Descriptions had been reviewed by four Personnel Panel Members and that discussions were taking place with the individuals. Once finalised, the new Job Descriptions would be included for consideration by the Personal Committee.

RESOLVED that the same be noted and approved.

- (c) Staffordshire Pension Fund, dated 21 October 2020, as forwarded to members 21 October 2020.

RESOLVED that the same be noted and approved.

33. AGENDA ITEMS FOR NEXT MEETING

None.

The meeting closed at 8.54pm.