



UTTOXETER TOWN COUNCIL

MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON TUESDAY, 8 DECEMBER 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, K Smith, C Sylvester, L Sylvester, M A Trenerly, M Williams.

It was noted that County Councillor Brookes, Borough Councillor Allen together with one member of the local press and 1 member 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, the meeting was available via <https://zoom.us/join> and that the Zoom Meeting ID was 988 4202 4896. 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 Chair reported that all Members had been issued with some Virtual Meeting Guidance Protocol and she requested that, if Members wished to speak and for use during votes, Members were required to raise their virtual hand accordingly. She reported that this would assist her with the effective running of the meeting. It was noted that Councillor K Hudson would continue to raise her actual hand as she was sharing the screen with Councillor P Hudson.

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 approved apologies had been received from Councillor P Lancaster.

RESOLVED that the same be noted and approved

(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.

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 McGarry declared an interest in Item Nos. 22(a)-(j) and 24
- Councillor C Sylvester declared an interest in Item Nos. 22(a)-(j) and 25
- Councillor Goodfellow declared an interest in Item Nos. 15 and 22(a)-(j)
- Councillor Trenergy declared an interest in Item Nos. 22(i) and 24
- Councillor M Crutchley declared an interest in Item No. 24
- Councillor Fitchett declared an interest in Item No. 25
- Councillor Williams declared an interest in Item No. 24
- Councillor T Crutchley declared an interest in Item No. 25
- Councillor Green declared an interest in Item No. 24
- Councillor L Sylvester declared an interest in Item No. 24

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 10 November 2020, as amended below, were approved as a correct record and signed by the Chair.

Councillor P Hudson reported that the information recorded within the Minutes should read *“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 proposed, seconded and carried that the above mentioned be amended.*

(b) Council gave consideration to the Recommendations of the Virtual Footpaths Committee Meeting held on 19 November 2020.

RESOLVED that the Recommendations of the Virtual Footpaths Committee Meeting held on 19 November 2020 be approved and ordered to form part of the minutes attached hereto as Appendix A.

(c) Council gave consideration to the Recommendations of the Virtual Policy and Planning Committee Meeting held on 24 November 2020.

RESOLVED that the Recommendations of the Virtual Policy and Planning Committee Meeting held on 24 November 2020 be approved and ordered to form part of the minutes attached hereto as Appendix B.

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

(d) The minutes of the Virtual Extraordinary Meeting held on 24 November 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 £22,855.95.

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

Council were informed that as at 8 December 2020 the bank balances stood at:

| | |
|--------------------------------------|-------------|
| RBS Current Account | £ 8,397.50 |
| RBS Special Interest Account | £348,575.45 |
| RBS General Reserve Fund Account | £100,000.00 |
| RBS Town Mayors' Account | £ 1,540.49 |
| RBS Deposit Account 32 Carter Street | £ 654.86 |
| RBS 19A High Street Deposit Account | £ 324.79 |
| Barclays Business Deposit Account | £ 75,000.00 |

9. TOWN MAYOR AND DEPUTY MAYOR'S REPORT

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

- | | |
|------------------|--|
| 17 November 2020 | Uttoxeter Community Garden Tree Planting |
| 27 November 2020 | Virtual Christmas Lights Switch On |

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

The Mayor reported that County Councillor Brookes had advised the Clerk that he would be in attendance at the meeting however, it was noted that he was not in attendance at this stage and Council agreed to address Item 11(a) on his arrival. She reported that Borough Councillor Allen was in attendance and wished to address Council on Borough Council matters and requested 11(b) be brought forward.

- (b) The Mayor suspended Standing Orders and invited Borough Councillor Allen to address Council accordingly.

Borough Councillor Allen expressed his thanks to Council for granting him the opportunity to provide Council with a verbal update. He reported that:

- The Borough Council would be considering the Uttoxeter Masterplan in its Draft form at its meeting on 21 December 2020 with a view to the Draft Plan being adopted.
- The current Masterplan for Uttoxeter was now over 17 years old as it had been completed in 2003.
- The Masterplan had successfully helped to guide development and investment in and around the town centre throughout this period but was now in need of renewal.
- As part of the process of renewing the Masterplan it was critical that ESBC and SCC understand the concerns and aspirations of those who live in, work in and use Uttoxeter.
- The current Uttoxeter Town Centre Masterplan was adopted by ESBC in September 2003. Since 2003, fundamental changes had taken place not only all sectors of the property and occupier market but also to the wider economic and policy context.
- Since the 2003 Masterplan was produced; national planning policy had been comprehensively changed (NPPF), the East Staffordshire Local Plan had been adopted (October 2015) and Uttoxeter Neighbourhood Plan (2017) had been produced.

- The Council recognises that the Masterplan for Uttoxeter now needs to be updated in order to reflect the policy and market changes which have taken place within the town since 2003.
- The Masterplan Renewal Process has included a comprehensive review of the site-specific opportunities and thematic recommendations within 2003 Masterplan. In addition, key landowners, business and other stakeholders had been consulted on their aspirations for the future of Uttoxeter.
- The final Masterplan must be consistent with local and national policy and must also be deliverable. This means that issues such as landownership, project viability and technical constraints (along with the requirements of the statutory and policy framework) will shape the Masterplan along with the views from local residents, businesses, councillors, etc
- The 2020 Masterplan will help to shape the future of Uttoxeter for the next decade.

The update from Borough Councillor Allen was followed by a brief question and answer session. The Mayor thanked Borough Councillor Allen for providing Council with a verbal update.

The Mayor reported that County Councillor Brookes had joined the meeting and that as Standing Orders were suspended, she requested County Councillor Brookes provide Council with his County Council update as in accordance with Item No. 11(a).

- (a) County Councillor Brookes apologised for his lateness and expressed his thanks to Council for granting him the opportunity to provide Council with a verbal update. He reported that:
- Stoke City Hospital would be providing the Covid-19 vaccine and that SCC welcomed getting the vaccine out as quick as possible.
 - SCC had launched its Environmental Fund for grants of up to £1,000. He urged people to submit their applications as soon as possible and that details were available on the Fund via the County Council website.
 - He reported that the Café located in Saddlers Yard had been provided with funding vital community work during these difficult times and they had been providing meals to the elderly and the vulnerable during the lockdowns.
 - SCC had appointed a new Leader of the Council, Mr Alan White.
 - He was pleased to see the Market Place investment of £370k for improvements, an unprecedented amount of investment since the bypass. First phase was the installation of the bollards to stop the illegal parking.
 - He was perplexed why the Town Council had not honoured the removal of the plaque as requested by the County Council and why the Area of Reflection was being considered in private and that he understood meetings had taken place regarding the plaque.
 - He reiterated that Market Square was a public highway and if County Council were to create a policy for memorials within the highway, this would set a precedent.

The update from County Councillor Brookes was followed by a brief question and answer session.

It was noted that Members questions involved the Covid-19 Vaccine being offered to Uttoxeter residents, accessibility to the public for the Environmental Fund, the Area of Reflection, the condition of the highway at the crossing located in Holly Road (St Mary's First School) and potholes located within the Town in particular around the roundabouts.

The Mayor expressed her thanks to County Councillor Brookes for providing Council with a verbal update and reinstated Standing Orders accordingly.

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

None.

13. UPDATED COUNCIL COMMITTEE AND OUTSIDE BODIES MEMBERSHIP

- (a) As reviewed by Council at its meeting held 10 November 2020, Members were provided with an updated list of Council Committee Membership.

RESOLVED that the same be noted and approved.

- (b) The Clerk reported that Councillor L Sylvester had expressed her interest in taking up the vacancy within the Policy and Planning Committee. Council's instruction was sought.

RESOLVED that Councillor L Sylvester be appointed to the Policy and Planning Committee accordingly.

14. ESBC – PARKING STANDARDS SUPPLEMENT PLANNING DOCUMENT (SPD)

The Clerk reported receipt of an email dated 16 November 2020 received from ESBC's Principal Planning Officer informing Council that the SPD had now been adopted by ESBC and that the SPD and associated document Adoption Statement could be viewed via <http://www.eaststaffsbc.gov.uk/planning/planning-policy/supplementary-planning-documents>

RESOLVED that the same be noted.

It was noted that Councillor Goodfellow declared an interest in Item No. 15 and he was removed from the virtual meeting to the Waiting Room during the debate/vote.

15. THE LOCAL GOVERNMENT BOUNDARY COMMISSION - NEW ELECTORAL ARRANGEMENTS FOR EAST STAFFORDSHIRE - FURTHER LIMITED DRAFT RECOMMENDATIONS REPORT

The Clerk reported receipt of The Local Government Boundary Commission - New Electoral Arrangements for East Staffordshire - Further Limited Draft Recommendations Report, as forwarded to Members on 2 December 2020. Council was informed that the above-mentioned Consultation document was available via <https://consultation.lgbce.org.uk/have-your-say/18788>

Council was informed that this stage of consultation closes on 11 January 2021. Council's comments were sought.

RESOLVED that the Clerk, makes the following comment on behalf of the Council that "Council is supportive of the second draft however, they could not comment on Uttoxeter as the information was not included."

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

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

16. UTTOXETER IN BLOOM – BRITAIN IN BLOOM 2021

The Clerk reported receipt of an email dated 27 November 2020 received from the RHS Community Operations Officer informing Council that *"having to cancel the Britain in Bloom UK Finals in 2020 was a huge disappointment for the RHS, but we are encouraged and inspired that community gardening has continued to thrive across the country this year. As the year has progressed and the uncertainty around COVID-19 continues, the RHS have decided that we cannot safely plan a physical tour across the UK. Therefore, will be cancelling the Britain in Bloom UK Finals for 2021. We know that many of you will be disappointed with this outcome, but the health and wellbeing of volunteers – judges, groups, and your wider communities is of the utmost importance to us. This is a temporary measure, and we hope to resume the programme in 2022, once the worst of this pandemic has passed. Although the pandemic restricts our activity, we do still want to celebrate the amazing work that groups are doing in 2021 and we will be running a new programme called the RHS Community Awards instead. The RHS Community Awards will be a digital programme, where groups will be invited to submit evidence of their work in a range of categories from wildlife and the environment to food growing and sharing their skills with the wider community."*

Through this programme we aim to reflect and celebrate the activities that so many of you have told us about over the past few months, and ensure you are recognised for the brilliant work that you continue to do. We hope to see many of the 2020 UK Finalists participating in these new Awards next year. Further details about the 2021 programme will be released in the coming weeks, with a formal launch in January 2021.”

RESOLVED that the same be noted.

17. **SCC - PUBLIC CONSULTATION - SPECIAL EDUCATIONAL NEEDS AND DISABILITIES STRATEGY 2020 - 2025**

The Clerk reported receipt of an email dated 1 December 2020 received from SCC informing Council that SCC were pleased to announce that Staffordshire's Special Educational Needs and Disabilities (SEND) Strategy for 2020-2025 was now available for you to read and give feedback. Members were advised that the documents were available via the following link:

https://www.staffordshire.gov.uk/Education/SpecialEducationalNeeds/Documents/SEND-Strategy-For-Consultation-24.11.2020-accessible.pdf?utm_medium=govdelivery&utm_source=email

Council was informed that the consultation would remain open until 24 January 2021. Council's instruction was sought. The Mayor urged Members to participate within the Consultation and requested the local press promote the Consultation accordingly.

RESOLVED that the same be noted.

18. **BRAMSHALL ROAD – UPDATE FROM COUNTY COUNCILLOR BROOKES**

The Clerk reported receipt of two emails dated 30 November 2020 received from County Councillor Brookes firstly informing Council that “*he has requested 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 and shall provide Council with an update in due course*” and secondly, to advise that “*I understand that this can be done at a cost of £200 which I am arranging*”.

RESOLVED that the same be noted.

19. **SPCA - TRAINING OPPORTUNITIES FOR COUNCILLORS**

The Clerk reported receipt of emails received from SPCA's Training Officer for the following, as forwarded to Members:

- (a) Planning Training January 2021.
- (b) Training for Mayors and Deputies.
- (c) Training course on Suicide Prevention.
- (d) Training Bulletin – Information on 2021 courses.

Council's instruction was sought.

RESOLVED that any Member wishing to attend any of the SPCA Training Course liaise with the Clerk forthwith, funded by the Training budget allocation.

20. **FAIRTRADE**

The Clerk reported receipt of Notes from the Meeting held on 2 November 2020 for Members information.

RESOLVED that the same be noted.

21. **TOWN CLERK REPORT**

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

- (a) Various SPCA E-Bulletins, as forwarded to Members.
- (b) Email SPCA dated 26 November 2020 enclosing a Letter from Councillor Victoria Wilson, Cabinet Member for Communities and Culture, SCC, as forwarded to Members.
- (c) Various NALC CEO Bulletins, as forwarded to Members.
- (d) Various GOV.UK Coronavirus emails, as forwarded to Members.

- (e) Various SCC updates including Staffordshire Means Back to Business Covid-19 updates, as forwarded to Members.
- (f) Various emails from Support Staffordshire, as forwarded to Members.
- (g) Email from Tean Valley Meadow Nature Trust, as forwarded to Members.
- (h) Emails from County Councillor Brookes dated 26-27 November 2020 regarding Masterplan Consultation as addressed to A Chell and N Dawson of SCC, copied to a number of Borough Councillors, ESBC's CEO and the Clerk.
- (i) Email forwarded from County Councillor Brookes regarding Covid-19: Staffordshire and Stoke on Trent, as issued to the Mayor and Deputy Mayor.
- (j) Liaison with a member of the public seeking permission to use an 1800's sketch of the Kiosk, as granted by the Mayor on 30 November 2020.
- (k) The Mayor reported that as approved by her on 1 December 2020, the Clerk had liaised with Council's Wednesday and Saturday market trader to confirm the long-term loan of a triple stall for his use on Saturdays with full liability including insurance remaining with the Trader. It was noted that the Council wished for the trader to continue and support him during these difficult times.

RESOLVED that with respect to 21(a)-(k) as above, the same be noted and approved.

It was proposed, seconded and carried that Councillor Green Chair the meeting for Item No. 22.

It was noted that Councillors Goodfellow, McGarry and Sylvester declared an interest in Item No. 22(a)-(j) and they were removed from the virtual meeting to the Waiting Room during the debates/votes.

22. PLANNING APPLICATIONS

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2020/01264 – Erection of single storey side and rear extensions and front porch, 72 Grange Road.
- (b) P/2020/01277 – Crown reduction by up to 50% of 5 Silver Birch trees and removal of 1 Maple tree and 1 Elm tree, Thomas Alleyne's High School.
- (c) P/2020/01279 – Felling of 1 Rowan tree and 1 Birch tree (T1 and T2 of TPO 16), 14A Hawthornden Avenue.
- (d) P/2020/01281 – Erection of a detached dwelling, Land off West Hill.
- (e) P/2020/01286 - Cut back branches due to close proximity to house of 1 Sycamore tree (G1 of TPO 202), Car Park to the side of, 15 Old Lodge Close.
- (f) P/2020/01294 - Erection of a single storey side/rear extension, 27 Howitt Crescent.
- (g) P/2020/01308 - Erection of two storey side and rear extension and single storey rear extension, 21 Greenacres Drive.
- (h) P/2020/01320 - Tree works to 13 trees comprising crown raise one Ash tree (T1) to 3.5m, crown reduction by 1.5m to two Prunus trees (T2 and T3), reduce width of one Cherry by 1.5m (T4), crown lift two Prunus trees to 2.5m (T5 and T6), removal of basal suckers from one silver Birch (T7), fell group of three Goat willows (T8), Fell group of 4 goat willows and one birch tree (T9), Fell one Goat Willow (T10), fell one Birch tree (T11), fell two Goat Willow trees (T12) and reduce Wild Cherry by 2m (T13), Mellor Lodge, Town Meadows Way.
- (i) P/2020/01321 - Erection of a detached single garage to front of property, The Meadows, 70 Stafford Road.
- (j) P/2020/01337 - Application under Section 73 of the Town and Country Planning Act 1990 to vary Condition 2 of planning permission CU/00561/015 to extend opening hours to 24-hour operation, Divine, 25 Market Place.

Council was informed that an extension had been granted to 22(b) as above to enable Council to make its comments. Council was informed all other applications were within the response dates.

It was noted that Members had been issued with a copy of the ESBC's Planning Application Decision Notice List as issued since the date of the last meeting.

RESOLVED that with respect to the following Planning Applications:

- (i) P/2020/01264 as above, Council requested that ESBC’s Planners give consideration to the right to light and view line of the neighbouring properties and take into consideration any comments/concerns received and raised from the neighbouring properties prior to approval being granted.
- (ii) P/2020/01277 as above, Council requests that ESBC’s Planners request replacement trees be incorporated if appropriate.
- (iii) P/2020/01279 as above, Council had no comment to make at this stage.
- (iv) P/2020/01281 as above, Council wishes to raise its concerns that the proposal will:
 - Inconvenience neighbouring properties and will add further traffic and parking issues in an already congested area
 - Limit the access for emergency vehicles due to the tight area
 - Limit of the turning space within that area
- (v) P/2020/01286 as above, Council requests that, as the applicant is not the owner of the tree, ESBC’s Planners liaise with the owner of the tree and seek their views on the proposed works to the tree. Following this, Council requests that ESBC’s Planners provide the Town Council with an update to enable them to reconsider this application in the near future.
- (vi) P/2020/01294 as above, the Council had no comment to make at this stage.
- (vii) P/2020/01308 as above, Council requests that ESBC’s Planners look at the size of the proposed extension and consider the impact on the neighbouring properties from the garden and side views prior to approval being granted.
- (viii) P/2020/01320 as above, Council requests that ESBC’s Planners request replacement trees be incorporated if appropriate.

It was noted that Councillor Trenerly declared an interest in Item No. 22(i) and was removed from the virtual meeting to the Waiting Room during the debate/vote.

- (ix) P/2020/01321 as above, Council had no comment to make at this stage.

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

- (x) P/2020/01337 as above, Council had no comment to make at this stage.

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

It was noted that Councillor P Hudson left the meeting at 7.55pm.

23. **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.

It was noted that Members of the Personnel Committee had not been issued with a copy of the Personnel Appeals Committee Recommendations from its meeting on 25 November 2020 and were required, along with the Clerk to leave the virtual meeting during the ratification of the Personnel Appeals Recommendations.

It was proposed, seconded and carried that Councillor C Sylvester Chair the meeting for Item No. 24 and the Office Manager attend the Meeting as Proper Officer of the Council and host the meeting during this item.

It was noted that Councillors McGarry, Green, M Crutchley, L Sylvester, Trenerly and Williams declared an interest in Item No. 24 and, along with the Clerk, they were removed from the virtual meeting to the Waiting Room during the debate/vote. It was noted that the Office Manager hosted the meeting and was in attendance during the meeting.

24. RECOMMENDATIONS OF THE PERSONNEL APPEALS COMMITTEE

Council gave consideration to the Recommendations of the Personnel Appeals Committee held on 25 November 2020.

RESOLVED that the Recommendations of the Personnel Appeals Committee arising from its meeting held on 25 November 2020 be approved and ordered to form part of the minutes, filed within the Private and Confidential Personnel Appeals File.

It was noted that Councillors McGarry, Green, M Crutchley, L Sylvester, Trenery and Williams (Personnel Committee Members) along with the Clerk were returned to the virtual meeting and the Clerk returned as Proper Officer of the meeting and resumed host of the meeting. It was noted that the Mayor resumed the Chair.

It was noted that Members of the Personnel Appeals Committee had not been issued with a copy of the Personnel Committee Recommendations and were required to leave the virtual meeting during the ratification of the Recommendations.

It was noted that Councillors C Sylvester, T Crutchley and Fitchett (Personnel Appeals Committee Members) declared an interest in Item No. 25 and they were removed from the virtual meeting to the Waiting Room during the debate/vote.

25. RECOMMENDATIONS OF THE PERSONNEL COMMITTEE

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

Councillor Krupski sought clarity on the responsibility of staffing. The Mayor reported that staff responsibility would be with the Office Manager. Councillor Krupski expressed his concerns and he requested it be recorded that the Clerk would not be held responsible for any adverse effects the amendments to the job descriptions would have. The Mayor reported that the Office Manager would report to Council Corporate in future.

Councillor Trenery spoke against the amended job descriptions as expressed as she had expressed in the Personnel Committee Meeting and she requested it be recorded that she categorically did not support the proposed amendments to the job descriptions.

The Mayor wished to reassure Members that she and the Deputy Mayor had liaised and involved Council's HR Provider throughout the job reviews and with respect to the amended job descriptions. She reported that she would be holding regular meetings with the Staff, commencing mid-January and it had been agreed that the roles would be reviewed in six months' time.

It was noted that Councillors Green and Williams spoke in favour of the amended job descriptions.

RESOLVED that the Recommendations of the Personnel Committee arising from its meeting held on 1 December 2020, as amended, be approved and ordered to form part of the minutes, filed within the Private and Confidential Personnel File.

It was noted that Councillors Krupski and Trenery voted against the above-mentioned vote.

It was noted that Councillors C Sylvester, T Crutchley and Fitchett (Personnel Appeals Committee Members) were returned to the virtual meeting.

26. TOWN HALL BAR TENDER FEES

The Clerk reported receipt of an email dated 6 November 2020 from M Deville, the current Bar Service provider for the Adam Peaty Suite, requesting Council consider suspending bar tender fees during the pandemic. For information, fees outstanding equates to £150 to the end of November 2020. Council's instruction was sought.

RESOLVED that the Clerk liaise with Council's DPS to advise that, at this time, the Council will freeze the current charges due to the Council in the sum of £150 and review the current situation, due to the pandemic on a monthly basis going forward.

27. REDFERN COTTAGE – BUILDING ASSESSMENT

The Clerk reported receipt of a Draft Building Assessment received from Redfern Cottage Trustees as carried out October 2020 for Council's information. Council's instruction was sought.

RESOLVED that the same be noted.

28. 19A HIGH STREET

The Clerk reported receipt of an email received from the Tenant of 19A High with respect to the second lockdown and being a new business. The Mayor provided Council with an update. Council's instruction was sought.

RESOLVED that the Clerk liaise with the tenant for 19A High Street to advise that Council agreed to waiver the rent for December, to be reviewed on a monthly basis.

It was noted that Councillor P Hudson returned to the meeting at 8.25pm.

29. AREA OF REFLECTION

The Mayor provided Council with a detailed update on the Area of Reflection following a virtual meeting with SCC on 25 November 2020 and provided Council with an update on correspondence received prior to the date of the meeting. Council's instruction was sought.

Members expressed their upset and disappointment with the outcome that the County Council were unable to permit the Area of Reflection given the support from the public.

Councillor Hudson requested it be recorded that he expressed his gratitude on behalf of the Royal British Legion to the Mayor, the former Mayor Councillor Trener together with his fellow Councillors for all the time and effort that had been carried out trying to incorporate the Area of Reflection for the Town.

The Clerk reported that SCC had confirmed in the meeting that the Town Council had followed due procedure and had completed the necessary forms accordingly. The Mayor reported that she would continue to provide Council with any updates in the future.

RESOLVED that the same be noted.

30. HMRC SUPPORT

The Clerk reported receipt of the following support emails:

- (a) Dated 12 November 2020, as forwarded to Members 12 November 2020.
- (b) Dated 23 November 2020, as forwarded to Members 23 November 2020.

RESOLVED that with respect to 30(a)-(b) as above, the same be noted.

31. STAFFING

- (a) The Clerk reported that staff lieu time hours up to 30 November 2020 were 40¼ hours.

RESOLVED that the same be noted and approved.

- (b) The Mayor provided Council with a detailed update on Staffing matters including HR Advice and conversations with Council's Insurance Provider since the date of the last meeting. Following due debate, it was

RESOLVED that:

- (i) The Mayor and the Clerk continue to seek the necessary advice from Council's HR and continue to liaise with Council's Insurance Provider.
- (ii) The Mayor continue to provide Council with updates accordingly.

32. **AGENDA ITEMS FOR NEXT MEETING**
None.

The meeting closed at 8.46pm.