



UTTOXETER TOWN COUNCIL

MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON TUESDAY, 9 FEBRUARY 2021 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, twenty-one members of the public and one member of the local press 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).

It was noted that the meeting, as advertised within the Council's website, the meeting was available via <https://zoom.us/join> and that the Zoom Meeting ID was 961 9921 4449. It was noted 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. Members and Residents without computer access could participate within the meeting by telephoning 0131 460 1196 and by entering the Meeting ID. It was noted 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.

It was noted that any Members who declared an interest in an Item included within the Agenda would be moved to the 'Waiting Room' during the debate/vote and 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".

The Mayor reported that following recent virtual meetings, NALC and SPCA had suggested that the Council review its Virtual Meeting Protocol which had been carried out and it had been circulated to Members prior to the meeting. The Mayor urged Members of the public to have their video switched on where possible.

The Mayor requested that Council and members of the public pay their respects to the recent passing of Captain Sir Tom Moore who, since the start of the pandemic, had touched the lives of the nation and he had successfully raised £39 million pounds for the NHS. The Council respectfully held a two-minute silence in tribute to the passing of Captain Sir Tom Moore. The Mayor expressed her thanks to Members of the Council and Members of the Public.

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 all other Council Members were in attendance at the meeting.

RESOLVED that the same be noted.

Signed: Date:

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 Mayor welcomed members of the public to the meeting and reported that a number of members of the public wished to address Council with respect to matters included within the Agenda.

It was noted that one member of the public had made contact with the Clerk prior to the meeting who wished to address Council on Item No. 25(h) however, in the meeting, the member of the public confirmed that they no longer wished to address Council on this matter. The Mayor thanked the member of the public for their confirmation.

Another member of the of the public wished to make representations to the Council with respect to Item No. 25(h) - Email dated 15 January 2021 received from a local Organisation as emailed to Town Councillors directly attaching an Open Letter and Critique of "Uttoxeter Masterplan Plus".

The Member of the public expressed her thanks for the opportunity to speak to Council on the Uttoxeter Masterplan. She reported that she felt that:

- The name itself was somewhat of a misnomer as it is neither a Uttoxeter Plan nor a Masterplan for the simple reason that such a plan would consider a variety of the environmental, social and economic factors combining to protect the unique features of a location and its residents whilst offering ideas for improvement, change or development. In her opinion the Masterplan had not done this.
- The plan approved by ESBC on 21 December 2020 covers the redevelopment of three brown sites and nothing more.
- It has been described by its authors as purely illustrative and this was a weakness in her opinion. The term illustrative had no meaning here and was also inaccurate in describing these sites as being empty and neglected. I am not sure the businesses that were successful there would agree.
- She asked the Council to consider the term Masterplan and what this means to you and enquired if it should be a wider scoped report showing what can be done to enhance and preserve the features of this area making it environmentally and economically sustainable, in her opinion it should.
- She reported that a Masterplan suggests detailed ideas for the achievement of long-term goals, sadly she felt the plan was terribly negative and a depressing impression of Uttoxeter and would not encourage investment into our Town.
- It begs the question was any meaningful dialogue had with the business and the people of this area, in my opinion not.
- No wonder this plan has only served to alienate the people of Uttoxeter. A Masterplan offers ideas how to future proof and preserve the unique features of this area Who best to provide those ideas but us, we who live here. We can showcase the amazing location and facilities and heritage.
- She stated that she was no planner, nor politician and therefore tonight, she called on her town representatives to commission a truly participatory planning review for Uttoxeter covering all the features of a modern planning policy to balance development with a welcoming environment fit for the modern ways of living and working. The member of the public expressed her thanks to Council for listening.

The Mayor thanked the member of the public for addressing Council . It was noted that Council would consider this matter under Item No. 25(h).

A member of the of the public wished to make representations to the Council with respect to Item No. 18 – SIDS Signs Update. He reported that:

- 91 days ago, the member of the public had the opportunity to bring the issues of New Road back to the table which had been circulating for almost 12 months. It was noted that the points raised had been duly recorded within the Council’s Minutes perfectly.

Signed: Date:

- He reported that contact had been with the Mayor shortly afterwards and it was agreed that a zoom meeting would be held with Councillors to bring forward the other pressing issues of New Road and the problems that have emerged, that are getting worse day by day within what is a 30mph residential road.
- It was noted that the Mayor had replied to the member of the public 57 days ago and a number of emails dated 12, 19 and 30 November, 11 and 22 December then no further contact had been made until 4 February 2021.
- He reported that 57 days ago a zoom meeting was promised and he had been advised that the Mayor was seeking availability of the Councillors for a meeting to be convened as soon as possible. In that email it was clearly stated that contact would be made as soon as the meeting was scheduled to extend an invitation accordingly.
- He reported that a meeting had not been convened and that patience was running very thin now because matters on this road were becoming much worse. He stated that he had also submitted last week an email, without reply, despite prompting twice, of a photograph sent to the Mayor and the Councillors of how dangerous the pavement is with lorries hurtling down our road.
- He questioned whether the issues and speeding in New Road and the concerns of the residents on this road were top priority and he requested some urgency applying, as advised, to the request made some 57 days ago on the 14 December 2020.

The Mayor thanked the member of the public for addressing Council . It was noted that Council would consider this matter under Item No. 18.

A member of the of the public wished to make representations to the Council with respect to Council Membership - She reported that she had noticed from the Council's Agenda and Minutes that Council had a number of married couples upon the Council (P and K Hudson, C and L Sylvester). She was aware that Councillor L Sylvester had recently been co-opted onto the Town Council and wondered if having married couples on the Council was to the publics advantage when the Council has couples/members of the same family on the Council, and she queried the members remaining unbiased on decision making. She enquired if the vacant positions could be not to be co-opted, to be fair and they be advertised accordingly.

The Mayor wished to provide clarity on the matter as raised by the member of the public and reported that when a vacancy arises on the Town Council, due procedure and protocol is followed by the Borough Council as with all Elections which is advertised accordingly. She reported that when a by-election has not been called, the Town Council is permitted to Co-opt and duly advertises the Co-option Vacancy. She reported that the Town Council considers the applications for Co-option accordingly.

A member of the of the public wished to make representations to the Council with respect to Item No. 18 – SIDS Signs Update and Item No. 25(h) - Email dated 15 January 2021 received from a local Organisation as emailed to Town Councillors directly attaching an Open Letter and Critique of "Uttoxeter Masterplan Plus".

The member of the public reported that under Item No. 18, she wished to raise her concerns with the service road located within New Road. She reported that this was being used as a short cut, with speeding vehicles, causing residents issues with reversing/accessing their driveways and on occasions causing damage to vehicles.

The member of the public With respect to Item No. 25(h) - She questioned the consultation of the Uttoxeter Masterplan and requested that the local shops be filled rather than more residential houses be built to encourage more people to the Town. She reported that the bus station was a lifeline for Uttoxeter residents and neighbouring towns and villages.

The Mayor thanked the member of the public for addressing Council . It was noted that Council would consider these matters under Item Nos. 18 and 25(h).

4. DECLARATIONS OF INTEREST

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

Councillor McGarry declared an interest in Item Nos. 26(a)-(h)
Councillor Goodfellow declared an interest in Item Nos. 26(a)-(h)
Councillor C Sylvester declared an interest in Item Nos. 26(a)-(h)

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 grants 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 12 January 2021 were approved as a correct record and signed by the Chair.

(b) Council gave consideration to the Recommendations of the Biodiversity Committee Meeting held on 26 January 2020.

RESOLVED that the Recommendations of the Virtual Biodiversity Committee meeting held on 26 January 2021 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 26 January 2021.

RESOLVED that the Recommendations of the Virtual Policy and Planning Committee meeting held on 26 January 2021 be approved and ordered to form part of the minutes attached hereto as Appendix B.

(d) Council gave consideration to the Recommendations of the Virtual Finance and General Purposes Committee Meeting held on 26 January 2021.

Councillor Trenery sought clarity on Recommendation 12(b). She reported that as previously agreed by the Town Centre Forum and Council, the Totem Signage Earmarked Reserve included the Town Centre Signage and was in support of the renaming of the Earmarked Reserve subject to the Town Centre Signage being included. The Mayor confirmed that the Town Centre Signage was included within this Earmarked Reserve.

RESOLVED that the Recommendations of the Virtual Finance and General Purposes Committee meeting held on 26 January 2021 be approved and ordered to form part of the minutes attached hereto as Appendix C.

(e) Council gave consideration to the Recommendations of the Virtual Working Committee Meeting held on 26 January 2020.

RESOLVED that the Recommendations of the Virtual Working Committee meeting held on 26 January 2021 be approved and ordered to form part of the minutes attached hereto as Appendix D.

7. ACCOUNTS

(a) Consideration was given to the list of accounts submitted for payment in the sum of £37,078.93.

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 January 2021.

RESOLVED that the same be noted.

8. BANK BALANCES

At 9 February 2021 the bank balances stood at:

RBS Current Account	£ 10,000.00
RBS Special Interest Account	£283,664.04
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 3,399.49
RBS Deposit Account 32 Carter Street	£ 654.88
RBS 19A High Street Deposit Account	£ 324.79
Barclays Business Deposit Account	£ 85,000.00

9. TOWN MAYOR'S REPORT

The Clerk reported that the Mayor attended the following virtual events since the date of the last meeting:

14 January 2021 Virtual Fairtrade Meeting

10. QUESTIONS

- (a) To receive questions from members of Uttoxeter Town Council.
None received.
- (b) To receive questions from members of the electorate.
None received.

11. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

- (a) The Mayor reported that County Councillor Brookes was in attendance at the meeting and had expressed his wish to provide a verbal report on County Council matters.

The Chair proposed "to suspend standing orders to allow County Councillor Brookes to give a verbal update on County business, however as the Council had a lot of business on the Agenda and a lot of public within the virtual meeting and proposed that the suspension of Standing Orders include a limit of 3 minutes as in accordance with public participation." The proposition was seconded by Councillor M Crutchley and was carried unanimously. The Chair suspended Standing Orders accordingly and invited County Councillor Brookes to address Council accordingly.

County Councillor Brookes expressed his thanks for allowing him to address Council on County matters however he questioned the time limit of 3 minutes and suggested that the Council familiarise themselves with the LGA 1974 and Council's Standing Orders. He stated that no time limit should be in place for a County Councillor to give their report to the Council.

The Chair reminded County Councillor Brookes that he received the Town Council Agenda Pack as in accordance with Standing Order 24(a). She reported that Council had requested County Councillor Brookes provide a written report to be distributed with the Agenda which he had refused to provide on a number of occasions. She reported that a member of another authority attending a meeting of a parish or town council had no rights over and above those enjoyed by a member of the public. It was noted that the Chair reset the 3-minute timer to enable County Councillor Brookes to provide his verbal County Council report.

County Councillor Brookes reported that:

- He had received further excellent news of investment that SCC would be spending more monies in Uttoxeter, between £25-30k on footpaths out of the Town to the rural areas which, due to Covid, access to the countryside was vital. At some point he would welcome the opportunity of the discussing further with the Footpaths Committee.

Signed: Date:

- He was delighted to announce excellent news that over 200,000 people in Staffordshire had been vaccinated. He had been invited to attend the vaccination event at the Racecourse by a local GP Practice to witness the excellent sight of over 2,500 people being vaccinated.
- On Thursday at the County Council Meeting, he would be raising the question with respect to the Uttoxeter Masterplan. He reported that SCC were supposed to be partners in this and unfortunately, as County Councillor, he did not believe that he had seen any draft documents or been notified of such documents.
- He had very serious concerns with the lack of public consultation and that he was very concerned with the whole process regarding the Masterplan which he had raised directly with Borough Councillor Allen.
- On Thursday, SCC would be setting the Council Tax. He stated he had sat in judgement of how the Council tax is set as a Chairman of the Mid-term Financial Review Panel and also Corporate Affairs Panel, whilst not currently for this moment in time, a member of the controlling group, he respected their decision to increase in line with the way it was been proposed. He understood the services being provided by the County Council and the pressures SCC face, and therefore he understood and appreciated the balance in Council Tax.
- He addressed the comment made by members of the public earlier in the meeting with respect to speeding and the narrow pavement located in New Road and issues with the service road. He confirmed that this was not the responsibility of the Town Council and was County Council responsibility, similarly to the service road located in New Road. He reported that he would raise the concerns made by the members of the public with the County Council's Highways Team.

The Mayor expressed her thanks to County Councillor Brookes for his County Council update. The Mayor reinstated Standing Orders accordingly.

- (b) The Chair reported that Borough Councillor Allen had sent his apologies and reported that he had been requested she read out a statement as provided by Borough Councillor Allen.

"I recognise that the Masterplan has stimulated a good deal of discussion and residents have concerns around some of the ideas. I would like to provide some very simple straight forward answers to concerns raised and to correct some misinformation that is being circulated and I would again encourage residents to email me directly with their ideas for regenerating the Town centre via george.allen@eaststaffsbc.gov.uk

With respect to the Uttoxeter Masterplan and Consultation – The plan contains indicative proposals only. No decisions have been made. The majority of the sites are owned by third parties. If ESBC became more actively involved with any of these development areas, there will be an opportunity for residents to be consulted again.

Car parking – The Masterplan suggests potentially providing some Council owned land as part of the redevelopment of the Maltings. This would only be done if existing parking spaces are not needed or can be found elsewhere in the town centre. Town centre car parking is important to the sustainability of retailers in the town centre; if people cannot park then only residents within walking distance can visit.

Bus Services – Access to bus services will be maintained, there are no plans to stop bus services in the town centre. The plan merely suggests that the bus station may be rearranged so stops are closer to the Town centre. Access to those services are as important to town centre retail as car parking is.

Public Toilets – There are no plans to close the public toilets in Uttoxeter, they will remain open for as long as people choose to use them. Uttoxeter Councillors were vehemently opposed to closing the toilets when the previous administrations cabinet proposed doing so to save money in 2018."

“The Uttoxeter Masterplan of 2003 achieved a great deal for the town and leaders at that time were very keen to create a sustainable future for the town. Unfortunately for the last decade, very little thought has been given to the way residents and visitors use our town and I am not prepared to let parts of the town centre, such as the Maltings, deteriorate any further. We need to help the town centre transform into a successful, sustainable place for people and residents to enjoy and I want to ensure Uttoxeter is considered along with other parts of the Borough.”

The Mayor urged residents to make email contact with Borough Councillor Allen direct with respect to the Uttoxeter Masterplan.

Councillor Krupski requested it be recorded within the Minutes that he was surprised by the statement from Borough Councillor Allen which stated that no decision had been made on the Uttoxeter Masterplan given the fact that the Borough Council had approved the Masterplan at its meeting held on 22 December 2020.

The Chair reported that in the absence of Borough Councillor Allen she had been requested to read out the statement within the Borough Councillor Report. She reported that she was not in a position to address Councillor Krupski’s query and she encouraged Councillor Krupski, Council Members and Members of the public to contact Borough Councillor Allen direct with respect to the Uttoxeter Masterplan.

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

Councillor Trenery reported attendance at the Uttoxeter Fairtrade Steering Group meetings held on 14 January 2021 and 4 February 2021. She reported that the Notes from the meeting on 14 January 2021 were included within Item No. 22 and that Council would receive the Notes from the meeting held on 4 February 2021 in due course.

13. CORRESPONDENCE RECEIVED FROM MEMBERS OF THE PUBLIC

The Clerk reported receipt of a letter dated 27 January 2021 received from Uttoxeter Heath Community Centre Members asking Council to give consideration to a memorial within the Town in acknowledgement of those who had been affected by Covid-19 and was suggesting the light on the Dr Johnson Conduit be reinstated. Council instruction was sought.

The Chair reported that there were two phases of works required to be carried out to the Dr Johnson Conduit and suggested that, in support of the request, that following these works, reinstating the lamp could be explored by Council. Councillors Krupski and Trenery spoke in support of the lamp being reinstated as a beacon of light and hope, in acknowledgement of those who had been affected by Covid-19.

RESOLVED that the Clerk defer to the request for consideration by the Finance and General Purposes Committee to explore reinstating the light located on the Dr Johnson Conduit as a beacon of light and hope in acknowledgement of those who had been affected by Covid-19.

14. CONFIRMED PRECEPT REQUIREMENT FOR 2021-22

- (a) The Clerk reported receipt of an email dated 15 January 2021 received from ESBC’s Principal Accountant confirming receipt of the Precept Requirement and for providing the supporting information for Uttoxeter Town Council.
- (b) The Clerk/RFO provided Members with a copy of the completed Precept Breakdown for 2021-22 for their information.

RESOLVED that with respect to 14(a)-(b) as above, the same be noted.

15. HSE VISIT – UTTOXETER TOWN HALL

Council was informed that on Friday, 22 January, the Council had an unannounced Covid Inspection by a Representative from the HSE. The Inspector went through a variety of things, including sign in, cleaning records, workplace organisation and segregation.

The Clerk reported that the Office Manager was pleased to advise that the inspection was a great success and the Inspector was *“more than happy with the Covid arrangements within the Town Hall, you seem to have everything in place and under control, I have no worries and it is clear the Town Hall is currently a Covid safe building.”*

RESOLVED that the same be noted.

16. AREA OF REFLECTION – REMOVAL OF THE COMMEMORATIVE PLAQUE

(a) The Mayor, the Royal British Legion and Uttoxeter Knights were delighted to have received delivery of the two commemorative benches and the Silent Soldier Silhouette for the Area of Reflection.

RESOLVED that the same be noted.

(b) The Clerk reported receipt of a letter dated 27 January 2021 received from SCC's Strategic Community Infrastructure Manager requesting the removal of the Commemorative Plaque in Market Square. Council's instruction was sought.

Councillor P Hudson reported that given the large number of members of the public in attendance at the meeting, he wished to outline a brief for the benefit of the public on the Area of Reflection and the siting of the WWI Commemorative Plaque kindly donated to the Town from JCB.

He reported that in 2018 it was the 100-year anniversary of the First World War. The theme for the Royal British Legion that year was to say 'thank you' to all those who lost their lives and to those who were injured during that conflict. During a meeting of the Royal British Legion, they decided what better was to say thank you to those people the Town should have an Area of reflection near to the existing Town War Memorial for people to sit, visit and reflect.

He reported that:

- The idea was taken to the Town Council which was fully supported.
- Councillor Treney as the then Mayor, along with Mrs Pauline Morrison, the Vice-Chair of the Royal British Legion and Mrs Judy Leedham, the Poppy Appeal Organiser and himself as Chair of the Royal British Legion set about championing this important item. Sadly, he stated that Mrs Morrison had since passed away.
- Lord Bamford had donated the WWI Commemorative Plaque to the Town which had been made by Apprentices.
- Permission was sought from SCC and ESBC. SCC granted temporary permission for the siting of the Plaque.
- The Town Council supported by the majority of the local residents wanted the Plaque to remain in place on a permanent basis and due process was followed to enable this to happen.
- Councillor McGarry as Town Mayor supported by Town and Borough Councillors continued to work to obtain the several planning consents needed.
- Planning permission was granted by ESBC.
- In November 2020, the Town Council thought that all consents were in place for the Area of Reflection and Uttoxeter Knights funded a WWI Commemorative Bench and the Royal British Legion funded a WWII Commemorative Bench and a Soldier Silhouette.
- The Town received the devastating news from SCC that the Permit as granted was incorrect and it was amended to permit the Commemorative items to be sited for the period of Remembrance only on an annual basis and that the WWI Commemorative Plaque should be removed.
- Many residents and Veterans attended a rally to show their support in the Commemorative Plaque remaining in place permanently. He stated that many more would have attended; however, it was restricted as in accordance with the Covid-19 restrictions in place.
- SCC remained insistent that the Commemorative Plaque be removed to allow their Members plans for the area to commence, with the installation of benches.

- He felt that this was a waste of public money, due to the Plaque being in place and two Commemorative Benches ready for installation, currently stored at the Town Hall.
- The Commemorative Plaque had been in place for over two years without incident, fully insured by the Town Council, protected by the additional bollards as incorporated by SCC.
- SCC had requested the Commemorative items be installed for the period of Remembrance only and reported that Remembrance is 365 days a year not just two weeks of the year. Millions died in The Great War and some 20 years later, WWII commenced, again millions died and were injured.
- 2021 is the 100-year anniversary since the Royal British Legion was founded and he wished to reiterate the importance of having an Area of Reflection to provide a place for people to sit, reflect and remember those who gave up their lives in conflict, for us – We Will Remember Them.

The Mayor expressed her thanks to Councillor P Hudson for providing his detailed updated. She reported that JCB had expressed their disappointment at the request to remove the WWI Commemorative Plaque. She requested that the Council consider the contents of the letter received.

Councillor Williams expressed her concerns that if the Council left the plaque in place, she would be concerned of damage occurring to the plaque.

Councillor M Crutchley expressed his disappointment at the correspondence received from SCC requesting the removal of the WWI Commemorative Plaque and questioned removing the Plaque, as stated by SCC as an 'obstruction' however, he stated that SCC would be replacing the plaque with benches which would be another 'obstruction'.

Councillor Fitchett expressed his concern that the correspondence received questioned the Council's insurance eligibility.

Councillor Green reported that she felt the removal would be a waste of taxpayers' money and questioned why SCC were allowing this to happen.

Councillor Headch reported that she agreed with all the comments made and that if Council did not remove the Plaque, action could be taken against the Town Council by SCC.

Councillor T Crutchley reported that the area could still be used as an area to reflect those no longer with us, lost in any conflict throughout the World and she was in support of the comments made by Members.

RESOLVED that:

- (i) The Clerk and the Mayor write to SCC to:
 - (a) Advise that since the siting of the WWI Commemorative Plaque some 2½ years ago, no issues have been received or reported to the Town Council.
 - (b) Seek justification from SCC on wasting the taxpayers and Town Council monies for removing the WWI Commemorative Plaque.
 - (c) Request SCC explain why they are requesting for the removal of one 'obstruction' (the WWI Commemorative Plaque) with another 'obstruction' (SCC's benches).
- (ii) The Mayor and the Clerk be authorised to action the removal, should all other options be exhausted, to be funded by the Establishment Contingency budget allocation.

17. ZOOM MEMBERSHIP – RENEWAL

Council was asked to give consideration to:

- (a) The Zoom Membership (for small teams) renewal for a further 12 months would be in the sum of £119.90. Council was informed it was due to expire on 23 April 2021. Council's instruction was sought.

Signed: Date:

RESOLVED that the quotation in the sum of £119.90 be accepted and approved for a further 12-month membership, funded by the Subscriptions budget allocation.

- (b) Purchasing a Zoom Webinar package in the sum of £320. The Mayor reported that the purchase of the Webinar would enable definition from participants and attendees and that there was also a 'pay as you go' option available. Council's instruction was sought.

RESOLVED that the Mayor, Councillor M Crutchley and the Clerk explore what options are available to the Council and this matter be included for further consideration by Council at its next meeting.

18. **SIDS SIGNS UPDATE**

The Mayor reported that the orders had been placed for the SID Signs (Elan City) and for the associated posts (TSC Signs) and installation (MPB Contractors). Council was informed that Elan City had advised that an expected delivery date of the end of March/early April 2021 for the SIDS Signs which was to be confirmed.

It was noted that a member of the public addressed Council under Item No. 3 Public Participation with respect to this matter.

The Mayor reported that the Clerk was liaising with SCC with respect to seeking confirmation on the proposed locations for New Road, Bramshall Road, Kingfisher Way, Town Meadows Way, Highwood Road, Bentley Road, Holly, Road and Derby Road. She reported receipt of confirmation from SCC on 8 February 2021 agreeing the locations for the two temporary SIDS signs for New Road, one to be located on the grassed area beyond the Applewood Close turning and one to be located within the tarmacked area after the Shell garage entrance and before the houses on the left-hand side. She reported that as approved by Council, the SID signs would be installed on a rolling programme around the Town in the locations as highlighted by Staffordshire Police and the Community Speedwatch Team.

The Clerk reported that she together with Councillor McGarry, Green and P Hudson were continuing to liaise with SCC with respect to the speed signs being incorporated upon the highway on every entrance into the Town, the provision of updated yellow speeds signs and sharks teeth highway markings being incorporated on each entrance into the town together with gateway signs where possible.

Councillor Green expressed her concern on the length of time taken to date to get the SID Sign locations approved by the County Council. The Mayor reported when cross Councils were involved, such as this case, delays often occurred. She reported that the Clerk was working with County Council Officers on updates on the County Council providing the revised yellow speed signage and additional road markings and she was continuing to seek permissions for the other SID Sign locations accordingly.

Councillor M Crutchley wished for it to be recorded that the Town Council was not responsible for highway matters including the provision of any SID Signs. He reported that following concerns made by members of the public, the Town Council, in support of its residents, explored the options for the signage improvements and the possibility of SID Signs. The Town Council had approved to fund the SID Signs from its general free funds however wished to reiterate that highway responsibility remained with Staffordshire County Council and not with the Town Council.

Councillor P Hudson reported that the Town Council was taking public safety seriously and that, in conjunction with Staffordshire Police's Community Speedwatch Team, a number of locations had been highlighted within the Town that would benefit from SID Signs. The Town Council considered these locations and agreed for the Town Council to purchase the SID Signs and to incorporate a rolling programme as suggested by Staffordshire Police, that would benefit all residents on the Town.

Councillor T Crutchley reported that the Community Speedwatch Programme had been temporarily paused due to the pandemic and that, at this time, the Team were waiting for an update from Staffordshire Police as to when this initiative could be reinstated.

The Mayor reported that she understood the residents frustration and that due to unforeseen circumstances the meeting with the residents of New Road had not taken place however she wished to reiterate that the Town Council were progressing the SID Signs and discussions with SCC on the improvements to highway markings accordingly.

Council was asked to authorise the Clerk and the Mayor to complete the necessary Permits to Dig and Section 50 Licence to be submitted to SCC accordingly. Council was asked to give consideration to funding the Permits to Dig and Section 50 Licence via the Council's free funds. Council's instruction was sought.

RESOLVED that the Mayor and the Clerk be authorised to complete the necessary Permits to Dig and Section 50 Licences for the SID Signs locations, funded by the Council's General Free Funds.

It was noted that Councillor P Hudson left the meeting at 8.25pm to attend another Parish Council Meeting.

19. **HS2 PHASE 2A SCHEME - CONSULTATION UNDER CLAUSE 60 OF THE HIGH-SPEED RAIL (WEST MIDLANDS – CREWE) BILL AS AMENDED IN THE HOUSE OF LORDS**

The Clerk reported receipt of an email dated 1 February 2021 informing Council of the Consultation under clause 60 of the High-Speed Rail (West Midlands – Crewe) Bill as amended in the House of Lords for HS2 Phase 2a between West Midlands and Crewe.

Council was informed that the consultation closed at 11:45pm on Friday, 26 February 2021 and access to the consultation documents and for details on how to respond, further information was available from www.hs2.org.uk/phase2a Council's instruction was sought.

RESOLVED that the same be noted.

20. **STAFFORDSHIRE POLICE – ‘YOUR POLICE, YOUR VOICE’ SURVEY**

The Clerk reported receipt of an email dated 22 January 2021 received from Staffordshire Police HQ informing Council that they had launched the ‘Your police. Your voice.’ survey and were urging you to get involved and give your feedback on crime and policing in Staffordshire, as forwarded to Members on 22 January 2021.

Members were informed that The survey was anonymous and should take less than 10 minutes to complete, accessible online until noon on 8 February 2021 via www.staffordshire.police.uk/yourpoliceyourvoice

RESOLVED that the same be noted.

21. **S137 SUNDRY GRANT**

The Clerk reported receipt of a S137 Sundry Grant application dated 26 January 2021 as received from Tynsel Parkes C.E. Primary Academy seeking a Grant of £1,769. Council's instruction was sought.

The Mayor and Chair of F&GP reported that there was £1,700 available within the S137 Sundry Grant budget allocation for up to and including 31 March 2021.

Councillor Trenery reported that the Academy was not a charity and that funding should be in place within the Academy Trust for such equipment. The Chair reported that the Council criteria allowed them to fund Schools from its Sundry Grant funding.

Councillor Trenery proposed that “the S137 Sundry Grant application received from Tynsel Parkes C.E. Primary Academy be rejected.” Councillor Krupski seconded the proposition.

Councillor L Sylvester proposed that “Tynsel Parkes C.E. Primary Academy be awarded a S137 Sundry Grant in the sum of £500.” Councillor C Sylvester seconded the proposition.

Councillor Green proposed that “Tynsel Parkes C.E. Primary Academy be awarded a S137 Sundry Grant in the sum of £1,000.” Councillor Goodfellow seconded the proposition.

Councillor T Crutchley suggested that the current criteria be looked at and Council decide if Schools were suitable to receive such grant funding. The Chair agreed that Council should review its criteria in due course.

The Mayor reported that three proposals had been made and seconded and she wished to put them to the vote.

The Mayor put forward Councillor Trener’s proposition as recorded below to the vote: “the S137 Sundry Grant application received from Tynsel Parkes C.E. Primary Academy be rejected”, as seconded by Councillor Krupski. The vote being 4 in favour of the proposition.

The Mayor put forward Councillor L Sylvester’s proposition as recorded below to the vote: “Tynsel Parkes C.E. Primary Academy be awarded a S137 Sundry Grant in the sum of £500”, as seconded by Councillor C Sylvester. The vote being 7 in favour of the proposition.

The Mayor put forward Councillor Green’s proposition as recorded below to the vote: “Tynsel Parkes C.E. Primary Academy be awarded a S137 Sundry Grant in the sum of £1,000”, as seconded by Councillor Goodfellow. The vote being 2 in favour of the proposition.

The Chair reported that the majority votes was for a S137 Sundry Grant to be awarded to Tynsel Parkes C.E. Primary Academy in the sum of £500.

RESOLVED that Tynsel Parkes C.E. Primary Academy be awarded a S137 Sundry Grant in the sum of £500, funded by the S137 Sundry Grant budget allocation.

22. FAIRTRADE UTTOXETER STEERING GROUP – COPY OF MEETING NOTES

The Clerk reported receipt of the Fairtrade Uttoxeter Steering Group Notes from its virtual meeting held on 14 January 2021 for Members information.

The Mayor reported that Fairtrade Fortnight would take place during the last week of February and first week of March. She reported that a banner would be located on the front of the Town Hall and local noticeboards promoting Fairtrade Fortnight which due to the pandemic, could not be celebrated in the normal manner.

RESOLVED that the same be noted.

23. SCC – ROAD TRAFFIC REGULATION ORDER – 4218189 – DIVERSION OF VEHICULAR TRAFFIC B5027 STONE ROAD, FIELD AND BRAMSHALL

The Clerk reported receipt of an email dated 26 January 2021 received from SCC informing Council that SCC had made an Order 4218189 which would prohibit any vehicle from proceeding in the following length of B5027 Stone Road, (Field and Bramshall) starting from its junction with Hothill Lane and continuing to a point in the vicinity of the entrance to the Bramshall Industrial Estate unless the vehicle was being used in connection with the works; or unless the vehicle requires access to premises on the length of road or was being used for police, fire brigade or ambulance purposes.

Council was advised that the closure was in the Parishes of Uttoxeter Rural and Leigh however, the diversion route also goes through the Parishes of Uttoxeter Town, Stowe-by-Chartley, Weston, Sandon and Burston, Fradswell and Milwich.

Council was informed that an alternative route for traffic was available via B5027 Bramshall Road, B5027 Oldfields Road, B5027 Hockley Road, A518 Stafford Road, A518 Uttoxeter Road, A51 London Road, A51 Lichfield Road, B5066 Hilderstone Road, B5027 Uttoxeter Road, B5027 Dayhills, B5027 Stone Road, B5027 The Level, B5027 Uttoxeter Road and vice versa. For more information, visit: <https://one.network/?tm=119841922>. The order would come into operation on 22 February 2021 and the said works would commence on or as near as practicable to that date taking place daily between the hours of 09:30 and 15:30. It was anticipated that the works will be completed by 26 February 2021.

RESOLVED that the same be noted.

24. **ESBC – CENSUS DAY - 21 MARCH 2021**

The Clerk reported receipt of an email dated 22 January 2021 received from ESBC's Principal Elections Officer requesting Council display and promote the poster promoting Census Day on 21 March 2021, urging residents to "Be a part of Census 2021, by taking part you would help inform decisions about the things that matter to you and your community, more information available from www.census.gov.uk", as forward to Members on 22 January 2021.

RESOLVED that the same be noted.

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 a number of matters including the following:

- (a) Various SPCA E-Bulletins, as forwarded to Members including SPCA Bulletin dated 7 January 2021 advising Council that at the Association's AGM on 7 December 2020 there were insufficient nominations received for members of the Association's Executive who serve for two-year terms, concluding in December 2022, in a number of districts across the county. Council is advised that East Staffordshire has three vacancies, as forwarded to Members accordingly. Any Town Councillor who would like to be considered for co-option to the Executive to represent the districts concerned and to advise SPCA by no later than 19 February 2021.
- (b) Various NALC CEO Bulletin, as forwarded to Members.
- (c) Various GOV.UK Coronavirus emails, as forwarded to Members.
- (d) Staffordshire Libraries January Update, as forwarded to Members on 12 January 2021.
- (e) East Staffordshire updates from Support Staffordshire as forwarded to Members on 12 January 2021.
- (f) Various Support Staffordshire emails as forwarded to Members accordingly.
- (g) Various SCC – Staffordshire Means back to business – Covid-19 business support, as forwarded to Members.
- (h) Email dated 15 January 2021 received from a local Organisation as emailed to Town Councillors directly attaching an Open Letter and Critique of "Uttoxeter Masterplan Plus".
- (i) Various SCC Coronavirus Updates, as forwarded to Members.
- (j) Organised the annual service of the Evac Chairs in the sum of £130 plus vat, funded by the Town Hall Repairs and Maintenance budget, as approved by Council within its Estimates/Precept.
- (k) Annual PAT testing will be carried out over the coming month, funded by the Town Hall Repairs and Maintenance budget, as approved by Council within its Estimates/Precept.
- (l) Stakeholder Update: Community Testing & Hotspots (15.01.2021) as forwarded to Members
- (m) Emails dated 18 January 2021 and 19 January 2021 from/to County Councillor Brookes with respect to repairs required at the Alms Houses and a request that the works be funded by the Town Council's unspent reserves as forwarded to/from the Town Council
- (n) Receipt of The Johnson Society Transactions 2020 received 19 January 2021.
- (o) Copy of email received from County Councillor Brookes dated 26 January 2021 - Media Release: Cases remain high and we all need to stick to the rules and get tested if out and about, as forwarded to Members 26 January 2021.
- (p) Polaris to carryout service to the Gas appliances within the Ballroom kitchen in February 2021, funded by the Town Hall repairs and maintenance of equipment budget, as approved by Council within its Estimates/Precept.

Signed: Date:

- (q) Email dated 29 January 2021 as received for information from a local resident regarding flooding at Hazelwalls, as issued to ESBC accordingly.
- (r) Email advising of Covid Testing In Uttoxeter For Residents Without Symptoms dated 29 January 2021 as forwarded to Members on 1 February 2021.
- (s) Email received from County Councillor Brookes as issued on behalf of County Councillor Alan White providing an update on Staffordshire's first large Covid-19 vaccination centre which opened on 1 February) at the Kingston Centre in Stafford, as forwarded to Members on 1 February 2021.
- (t) Email update from County Councillor Brookes regarding flooding along the cinder path following a visit from SCC's Rights of Way Officer, as forwarded to the Mayor on 2 February 2021.
- (u) Liaison the Mayor and Deputy Mayor with Redfern Cottage with respect to permission to use two photos within The Bladons The Most Powerful Family In 19th Century Uttoxeter.
- (v) Email from SCC requesting promotion of the Staffordshire Dignity In Care Awards 2021, as forwarded to Members on 3 February 2021.
- (w) Email received from County Councillor Brookes dated 2 February 2021 regarding a Letter from SoS DHSC and SoS MHCLG, as forwarded to Members.
- (x) Email received from County Councillor Brookes dated 3 February 2021 regarding South African Covid Variant Update, as forwarded to Members.

It was noted that two members of the public addressed Council under Item No. 3 Public Participation with respect Item No. 25(h).

Councillor Trener reported that with respect to Item No. 25(h), given the importance of the topic of the revised Uttoxeter Masterplan to the town and the great concern expressed by residents, and given the number of public in attendance in the meeting, she expressed her concern that she felt that the correspondence had been tucked away in an Appendix at the very end of the Agenda. She reported that the letter had been sent by the local Labour Party, but the views expressed in it were clearly held widely across town by people of all persuasions. She stated that there had been considerable coverage within the local press and social media which demonstrates the degree of anger and opposition to the revised Masterplan. She reported that:

- As we detailed at the last Town Council meeting, the plan was seriously inaccurate, inappropriate, and not fit for purpose.
- What was more it did not fit with the requirements of this town's own made Neighbourhood Plan?
- There was an opportunity for Town and Borough Councillors to take a positive out of this situation and capitalise on what was a huge upsurge of interest by local residents in the heritage and future of their town centre.
- The plus side of the current unified opposition to the Masterplan was that it had brought people together like never before and got them thinking about what they really do want in the town. There were plenty of good ideas out there if only ESBC were willing to listen and give time for proper consultation.
- She called upon Town and particularly Borough councillors to recognise that the Masterplan had lost all credibility and was only serving to damage their reputations. She requested that the Town's Borough Councillors request that the discussions be reopened and request that a proper scheme of consultation across town to bring in all the positive ideas and commitment that the town's residents that were being expressed.

The Chair reported that she had requested that the Clerk incorporate her Report as an Appendix due to its size and to record the documentation received within the report as above.

Councillor T Crutchley reported that she fully supported the view as expressed by Councillor Trener and requested the Town's Borough Councillors encourage ESBC to take the views of its residents as being expressed with ideas on how to make Uttoxeter better on board.

Councillor Krupksi enquired if Members had received any responses to the Open letter regarding the Masterplan considering it was one of the largest issues that Uttoxeter had seen, and which would affect every single resident in the town and surrounding villages for decades to come.

The Mayor reiterated that Council Members and Members of the public were encouraged to send their comments and ideas on the Uttoxeter Masterplan direct to Borough Councillor Allen via email.

RESOLVED that with respect to 25(a)-(x), the same be noted.

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

It was noted that Councillors Goodfellow, McGarry and C Sylvester declared an interest in Item No. 26(a)-(h) and they were removed from the virtual meeting to the Waiting Room during the debates/votes.

26. PLANNING APPLICATIONS

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2020/01471 - Application under Section 73 of the Town and Country Planning Act 1990 Reserved Matters application for the erection of 9 dwellings following the demolition of the existing dwelling known as Kelsterton including details of access, appearance, landscaping, layout and scale with variations to conditions 1, 2, 3, 8 and 9 of planning permission P/2019/00037 relating to internal and external levels, positioning of plots 4-9, bin collection points and alterations to house types, Hillcroft House, Heath Road.
- (b) P/2020/01510 - Erection of a replacement dwelling and alterations to existing outbuilding involving partial demolition to form gym, Robin Hill, Wood Lane.
- (c) P/2021/00030 - Erection of a detached dormer bungalow (Revised Scheme), Plot 19 Oaklands Grove, off Westlands Road.
- (d) P/2021/00054 - Felling of Ash tree, Leighton House, 53 Balance Street.
- (e) P/2021/00056 - Change of use from retail (Class E) to a mixed use comprising of a coffee shop (Class E) and bar (Sui Generis) including the installation of an air conditioning unit, 4 Carters Square.
- (f) P/2021/00079 - Prune 1 Silver Birch tree (T1) to give 3 metre clearance from the building, prune 1 Cherry tree (T2) to give 2 metre clearance to the building and 0.5m clearance to wires, prune 1 Oak tree (T3) to give 2 metre clearance by removing two lower branches over roof and epicormic growth from stem, prune 1 Prunus (T4) to give 2 metre clearance from the building, Thomas Alleyne's High School.
- (g) P/2021/00089 - Formation of an access and driveway including gates and walling, Strawberry Garden Centre, Bramshall Road.
- (h) P/2021/00100 - Erection of a two-storey side extension including demolition of single storey element, 1 Ashbourne Road, Uttoxeter, ST14 7BA.

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/2020/01471 as above, Council request that the Planning Authority to:
 - (a) Request permeable block paving be incorporated otherwise ensure that the Applicant adheres to the drainage policies that were agreed under the Neighbourhood Plan particularly Policy D1.7.
 - (b) The Applicant takes into account mitigation to climate change as required in the National Planning Policy Framework paragraphs 149-154.
- (ii) P/2020/01510 as above, Council requests that the Planning Authority request that the Developers ensure that they:
 - (a) maximise the use of energy efficient materials in the build of this house.
 - (b) Install swallow bricks or any other means to support wildlife within the area due to the rural location of the house.
 - (c) The Applicant takes into account mitigation to climate change as required in the National Planning Policy Framework paragraphs 149-154.
- (iii) P/2021/00030 as above, Council objects to this planning application due to:
 - (a) The volume of additional traffic that would be generated adding further pressure and highway dangers to/from Westlands Road.
 - (b) Council request that, should the Planning Authority approve this application, request an increase in the contributions under Section 106.

Signed: Date:

- (iv) P/2021/00054 as above, Council had no comment to make at this stage.
- (v) P/2021/00056 as above, Council had no comment to make at this stage.
- (vi) P/2021/00079 as above, Council had no comment to make at this stage.
- (vii) P/2021/00089 as above, Council had no comment to make at this stage.
- (viii) P/2021/00100 as above, Council had no comment to make at this stage.

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

EXTENSION OF TIME

A 30-minute extension was proposed, seconded and carried.

27. **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.

The Chair expressed her thanks to the Press and Public for their attendance and participation in the meeting.

RESOLVED that the same be noted and approved.

28. **GROUNDS MAINTENANCE AND GRAVE DIGGING CONTRACTS 2021-2024**

- (a) Council was asked to give consideration to the Tenders received for the Grounds Maintenance Contracts for Uttoxeter Cemetery and St Mary’s Closed Churchyard commencing from 1 April 2021 to 31 March 2024.

Council was informed that 9 Tender Packs had been sent out for the Grounds Maintenance Contract for the Cemetery and St Mary’s Closed Churchyard and 4 Tenders had been returned as follows:

Tender 1 - (All sums plus vat)	2021/22	£33,813.00
	2022/23	£34,827.39
	2023/24	£35,872.21
Tender 2 - (All sums plus vat)	2021/22	£32,000.00
	2022/23	£32,800.00
	2023/24	£33,619.00
Tender 3 - (All sums plus vat)	2021/22	£51,000.00
	2022/23	£51,000.00
	2023/24	£52,530.00
Tender 4 - (All sums plus vat)	2021/22	£38,691.46
	2022/23	£38,691.46
	2023/24	£38,691.46

Council was informed that the sum for the current contract was £32,765.88. Council’s instruction was sought.

The Office Manager provided Council with a brief on the Tender documents received and the current Contractors together with additional provisions that had been included within Tender 4. The Clerk reported that all Tender packs had been provided with the same specification and Schedule of Works as issued to Members via email prior to the meeting.

The Clerk reported that £37,000 had been included within the 2021-22 budget allocations for the Grounds Maintenance for the Cemetery (£34,000) and St Mary’s Closed Churchyard (£3,000). Following lengthy debate, it was

RESOLVED that:

- (i) The Clerk offer, subject to Contract, the Grounds Maintenance Contract to Tenderer 1 (Greenfingers Landscapes Ltd), Council's current Contractor, to aid and assist with continuity, for the Grounds Maintenance for Uttoxeter Cemetery and St Mary's Closed Churchyard commencing from 1 April 2021 to 31 March 2024 be accepted and approved, funded from the Grounds Maintenance budget allocations.
- (ii) The Clerk provide Council with an update, in private, at its meeting scheduled to take place on 9 March 2021.

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

EXTENSION OF TIME

A 15-minute extension was proposed, seconded and carried.

- (b) Council was asked to give consideration to its Grave Digging Contract for Uttoxeter Cemetery commencing from 1 April 2021 to 31 March 2024.

Council was informed that 3 Tender Packs had been sent out for the Grave Digging Contract for the Cemetery and 2 Tenders had been returned as follows:

Tender 1	2021/22	Fees from £77.27 to £412.12
	2022/23	Fees from £77.27 to £412.12
	2023/24	Fees from £77.27 to £412.12
Tender 2	2021/22	Fees from £100.00 to £420.00
	2022/23	Fees from £100.00 to £420.00
	2023/24	Fees from £110.00 to £430.00

Council was informed that the fees for the current contract were between £77.27 to £412.12. Council's instruction was sought.

Council gave consideration to the Tenders received. Following due debate, it was

RESOLVED that:

- (i) The Clerk offer, subject to Contract, the Contract for the Grave Digging duties at Uttoxeter Cemetery to Tenderer 1, Council's current Contractor (Idverde Ltd) commencing from 1 April 2021 to 31 March 2024, as per the costings reported above, be accepted and approved, funded from the Grave Digging budget allocation.
- (ii) The Clerk provide Council with an update, in private, at its meeting scheduled to take place on 9 March 2021.

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

29. HMRC – STATUTORY PAYE QUESTIONNAIRE

As previously reported to Council on 13 October 2020 that "The Clerk reported receipt of an email dated 2 October 2020 received from HMRC's Tax Specialist informing Council that he would now have the responsibility of taking forward the work that was commenced by his colleague prior to Covid-19 following receipt of the Council's completed questionnaire." Council Resolved that the Clerk continue to provide Council with an update accordingly.

The Clerk reported receipt of a letter dated 13 January 2021 received from HMRC's Tax Specialist following completion of the Employer Questionnaire in October 2020, Council was informed that HMRC had reviewed the information as provided and confirmed that there were no issues in respect of Compliance with the Council's Statutory PAYE obligations.

RESOLVED that the same be noted.

Signed: Date:

30. HIGH STREET BOLLARD

The Clerk reported receipt of an email dated 11 January 2021 received from P C Paynes Electrical Services suggesting that the Council considered replacing the two cameras located at the High Street bollard together with a new system recorder and setting up the new system to enable the Council to issue High Street access fobs (which at this time it could not do) in the sum of £730. Council was advised that the Town Council does not own the High Street bollard and was responsible for monitoring and the issue of the fobs. Council's instruction was sought.

RESOLVED that this matter be deferred for consideration by the Finance and General Purposes Committee at a future meeting.

31. LETTER SENT ON BEHALF OF VICE LORD-LIEUTENANT OF STAFFORDSHIRE – UNSUNG HEROES

The Clerk reported receipt of a letter dated 1 February 2021 received on behalf of the Vice Lord-Lieutenant of Staffordshire seeking Council's assistance in identifying the County's unsung heroes of the past 12 months. Council was asked to consider "identifying the superhero, and do you think they are worthy of national recognition?" Council's instruction was sought. Following lengthy debate, it was

RESOLVED that the Clerk liaise with the Vice Lord-Lieutenant of Staffordshire to advise that Council wishes to nominate the Volunteers of The Uttoxeter Heath Community Centre Management Committee for the Unsung Heroes Award for the tireless work they carry out for the benefit of the community prior to and during the pandemic.

32. STAFFORDSHIRE PENSIONS FUND

The Clerk reported receipt of:

(a) **LOCAL GOVERNMENT PENSION SCHEME – LGPS - EXIT CREDIT PAYMENT CONSULTATION - SCC MAILING - OTHER BODIES**

Email dated 13 January 2021 received from Staffordshire Pension Fund Communications Officer, as forwarded to Members on 21 January 2021.

(b) **LGPS PENSION FORUM ANNUAL GENERAL MEETING – ALL EMPLOYERS**

Email dated 21 January 2021 received from Staffordshire Pension Fund Communications Officer extending an invitation to the Pensions Forum Annual General Meeting on 23 February 2021, as forwarded to Members on 21 January 2021.

(c) **LGPS - EMPLOYER FOCUS NEWSLETTER - ALL OTHER EMPLOYERS**

Email dated 26 January 2021 received from Staffordshire Pension Fund Communications Officer, as forwarded to Members on 26 January 2021.

RESOLVED that with respect to 32(a)-(c) as above, the same be noted and approved.

33. STAFFING

(a) The Clerk reported that staff lieu time hours up to 31 January 2021 was 5 hours.

RESOLVED that the same be noted and approved.

(b) The Mayor reported that there was no update on Staffing matters since the date of the last meeting.

RESOLVED that the same be noted.

(c) Council was informed that the F/T Admin Officers First Aid Certificate expired in April 2021 and Council were asked to give consideration to authorising for the staff member to attend a course on 20 April 2021 to renew the Certificate at a cost of £150. Council instruction was sought.

RESOLVED that the same be accepted and approved funded by the Training budget allocation.

- (d) The Clerk reported that the Admin staff had completed the following training sessions during January 2021:
- (ii) Equality & Diversity
 - (iii) First Aid at Work (P/T Admin)
 - (iv) Writing Good Policies & Procedures (Office Manager)
 - (v) Developing Effective Communication & Media Strategies (F/T Admin)

RESOLVED that the same be noted and approved.

34. **AGENDA ITEMS FOR NEXT MEETING**

None.

The meeting closed at 9.44 pm.