



UTTOXETER TOWN COUNCIL

DRAFT MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON TUESDAY, 9 MARCH 2021 COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Town Mayor – Councillor S McGarry

Councillors: M Crutchley, T Crutchley, D Goodfellow, H Headech, K Hudson, P Hudson, Z Krupski, C Sylvester, L Sylvester, M A Trenery, M Williams.

It was noted that County Councillor Brookes, twelve 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 Webinar Meeting ID was 987 2309 5257. 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".

2. **APOLOGIES FOR ABSENCE**

(a) The Clerk reported that approved apologies had been received from Councillors Fitchett, Green, Lancaster and Smith.

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.

3. **PUBLIC PARTICIPATION**

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

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

Signed: Date:

The Mayor reported that four members of the public had made contact with the Clerk prior to the meeting to advise that they wished to address Council.

The first member of the public wished to make representations to the Council with respect to Item No. 14 her correspondence to the Council regarding Webcasts and Item No. 15 the Uttoxeter Masterplan.

The member of the public expressed her thanks for the opportunity to speak to Council on Items Nos. 14 and 15. She reported that:

- With respect to Item No. 15. She asked the Town Council to:
 - Consider her suggestion to urge ESBC to ensure that when they conduct the further consultation for the Uttoxeter Masterplan, they adopt the same best practice methods of communication followed by the compilers of the current Census 2021.
 - Suggest that ESBC should correspond with the People of Uttoxeter and the surrounding areas in the same manner as they would be/have been contacted for the Census 2021 by sending letters to every household, together with the necessary information leaflets to explain the Masterplan. She stated that residents should be given an option to complete the questionnaires and give their opinions online and should be given an option to request the documents in a paper format.
 - Suggested that as in accordance with standard practice for consultations, a window of 12 weeks should be given for people to submit their responses.
 - Agreed that this suggestion for the proposed “renewed consultation” would be the right step forward for the regeneration of the town.
 - To link in with the Motion from Councillor Trenergy under Item No. 15(b), she suggested that the Town Council speak to ESBC to request a stakeholders panel be formed and for members of the panel to set up the relevant working groups. Members of the working groups would consult with members of the public with regards to their views and ideas about the town.
- With respect to Item No. 14, she felt that it would be beneficial to the community if the Uttoxeter Town Council, to promote the digital world, the Council follow SCC’s good practice that shortly after a virtual meeting, the relevant session from the meeting video clips was placed under the individual agenda items. She stated that if webcasts were incorporated on the Town Council website, this could show with greater transparency, the actions of the elected members of the Council and she felt it would improve its engagement with the public.

The Mayor thanked the member of the public for addressing Council and reported that Council would consider the matters under Item Nos. 14 and 15.

A second member of the public wished to make representations to the Council with respect to Item No. 15 - The Uttoxeter Masterplan. She reported that:

- As a very concerned resident, she had emailed all those town councillors who had supported the current Uttoxeter Masterplan Plus in mid-February with questions regarding the implication of reduced parking, removal of the bus station and the lack of evidence in creating a green and environmentally sustainable plan which would be in keeping with our historic market town.
- That to date she had received a reply from the Mayor and a further reply from another Councillor and that only 4 councillors had endeavoured to answer the questions put to them.
- This amounted to an unacceptable response from 65% of the Conservative Councillors ignoring her email containing pertinent questions and that 5 councillors had not even acknowledged receipt of her email.
- She was under the impression that the Town Councillors were elected to serve and support their residents however stated that she felt that this did not seem to be the case.
- Enquired if these Councillors were unable to be trusted to respond to valid residents requests and have no opinions except to follow the party line.
- That over 2,300 households had now rejected the current Masterplan and, although the Conservative Town Councillors were now supporting further consultation; though Borough Councillor Allen had stated publicly that this would not change what had already been accepted by ESBC and yourselves.

Signed: Date:

- She enquired if the Conservative Town Councillors were prepared to lobby Borough Councillor Allen and ESBC to rescind or at least amend the Masterplan once further consultation has taken place and studies have been undertaken about the use of both the car parks and the bus station over a considered period post Covid? She stated that if, your answer is no, where is true democracy and how can you ever expect the people to trust you ever again. If you are not in a position to answer these detailed questions now; due to time constraints, will you have the courtesy to confirm your responses in writing to me.
- The member of the public expressed her thanks to Council.

The Mayor thanked the member of the public for addressing Council and reported that Council would consider the matters under Item No 15.

A third member of the public wished to make representations to the Council with respect to Item No. 15 - The Uttoxeter Masterplan. She reported that she was speaking on behalf of another member of the public who was unable to attend and wished to provide a message/question to Borough Councillor Allen. The Mayor reported that Borough Councillor Allen was not in attendance at the meeting.

The member of the public wished to ask Borough Councillor Allen the following:

- When is Borough Councillor Allen going to acknowledge and accept that well over 2,000 residents of Uttoxeter and the surrounding area are opposed to the Masterplan, the current Masterplan.
- This number represents 15.4% of the population which I am sure you can agree is a significantly larger number than the 161 responses you received to the poorly advertised consultation process. This equates to 1.24%.
- You have an obligation as a Public Officer to represent the electorate and you cannot continue to ignore the public in the hope that we will go away.
- We do not approve the Masterplan for our Town and we demand that it is scrapped and a properly constructive consultation takes place.
- As you are aware Councillor Grosvenor has twice been denied the inclusion of the petition on the Agenda with an ESBC meeting and quite frankly we are not happy to be told by you and your colleagues, this is not acceptable that we cannot have a voice in this - this is not democratic.”

The Mayor thanked the member of the public for proving the question to Borough Councillor Allen and reported that she would ensure that the question is passed on to him accordingly.

The Mayor expressed her thanks to all members of the public for addressing Council under Item No. 3.

It was noted that the meeting experienced some zoom technical issues.

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. 30(a)
- Councillor Goodfellow declared an interest in Item Nos. 30(a)
- Councillor C Sylvester declared an interest in Item Nos. 30(a) and 34
- Councillor L Sylvester declared an interest in Item No. 34
- Councillor M A Treney declared an interest in Item No. 34

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 was required.

Signed: Date:

Council would decide whether to grant the dispensation at the relevant meeting. Unless Council granted the relevant delegated power to Committee, it was Council that decided whether to grant the dispensation.

None received.

6. MINUTES

- (a) The minutes of the Virtual Meeting held on 9 February 2021 were approved as a correct record and signed by the Chair.
- (b) Council gave consideration to the Recommendations of the Virtual Uttoxeter in Bloom Committee Meeting held on 23 February 2021.

RESOLVED that the Recommendations of the Virtual Uttoxeter in Bloom Committee meeting held on 23 February 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 23 February 2021.

Councillor Williams reported that there was an amendment to the narrative as included within page 4 of the Recommendations and proposed the following narrative replacement: *"Councillor Headech urged Borough Councillor Allen to request that ESBC Planning Officers look at developments where section 106 monies had not been spent on projects for which they were originally requested and with the cooperation of the developer, draft a legal agreement known as a Deed of Variation which would enable the monies to be spent on a different project within the vicinity of the development."* The amendment was seconded by Councillor Trenery.

RESOLVED that the Recommendations of the Virtual Policy and Planning Committee meeting held on 23 February 2021, as amended above, be approved and ordered to form part of the minutes attached hereto as Appendix B.

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

- (d) Council gave consideration to the Recommendations of the Virtual Finance and General Purposes Committee Meeting held on 23 February 2021.

RESOLVED that the Recommendations of the Virtual Finance and General Purposes Committee meeting held on 23 February 2021 be approved and ordered to form part of the minutes attached hereto as Appendix C.

7. ACCOUNTS

- (a) Consideration was given to the list of accounts submitted for payment in the sum of £23,577.89.

RESOLVED that the list of accounts as above be accepted and approved, and the Mayor and Councillor C Sylvester be authorised to sign it.

- (b) Council gave consideration to the monthly summaries of the Council's income for February 2021.

RESOLVED that the same be noted.

8. BANK BALANCES

At 9 March 2021 the bank balances stood at:

RBS Current Account	£ 9,809.20
RBS Special Interest Account	£264,887.92
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 3,399.49
RBS Deposit Account 32 Carter Street	£ 654.89
RBS 19A High Street Deposit Account	£ 324.80
Barclays Business Deposit Account	£ 85,000.00

Signed: Date:

9. **TOWN MAYOR AND DEPUTY MAYOR'S REPORT**

The Clerk reported that the Mayor and Deputy Mayor had not attended any events since the date of the last meeting.

10. **TO RECEIVE WRITTEN QUESTIONS FROM MEMBERS OF UTTOXETER TOWN COUNCIL**

None received.

11. **REPORTS FROM COUNTY AND BOROUGH COUNCILLORS**

(a) The Mayor reported that no written County Councillor Reports had been received however, 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, and as in the February meeting, due to the size of the business to be conducted within the Agenda, 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 and reported that it was difficult for him to give a presentation to Council in the 3-minute time limit. He reported that:

- Last week he had met with the Chair of the Footpaths Committee Councillor Trenergy to look at the works that SCC had been carrying out to improve the footpaths located between Timber Lane and Cullamore Lane. He urged people to go and view and use the footpath when the works were completed and it was an avenue of oxygen for Uttoxeter. He congratulated the County Council for identifying this valuable footway for around the town and welcomed the funding for improvements to the footpaths within the town.
- SCC had almost completed the Balance Street refurbishment and that the County Council Highways Team had done an excellent job.
- The pedestrian crossing in Bridge Street was near completion, it still had service treatment to the crossing to be incorporated over the next few days.
- He had been working on the removal of the market day parking restrictions in Market Place which would be happening over the next few weeks to allow vehicles to park to support the local businesses within the Town.

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

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

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

None.

13. **TOWN CLERK'S REPORT**

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

- (a) Various SPCA E-Bulletins, as forwarded to Members.
- (b) Various NALC CEO Bulletin, as forwarded to Members.
- (c) Various GOV.UK Coronavirus emails, as forwarded to Members.
- (d) Email from SCC dated 4 February 2021 - Let's Get Testing partner pack, as forwarded to Members.
- (e) Email from Trent Barton dated 10 February 2021 encouraging participation within the “what is the new ‘normal’ survey given the Coronavirus has changed all of our daily lives” and that Trent Barton are encouraging participation within the survey to see how it has impacted use of the bus, etc, as forwarded to Members on 10 February 2021.

- (f) Email SCC dated 10 February 2021 - People over 70 and those on the Shielded Patients List can now book their vaccine without an invitation, as forwarded to Members.
- (g) Various emails from Support Staffordshire, as forwarded to Members.
- (h) SCC Emails - Case of South African Strain of Covid Identified in Staffordshire dated 11 February 2021 and Three new testing sites dated 16 February as forwarded to Members.
- (i) Response issued to County Councillor Brookes following receipt of an email received following the Council meeting held on 9 February 2021.
- (j) Reconfiguration of Town Council offices for its Council's administrators.
- (k) Liaising with family members of the late Mr Frank Parker with respect to road naming.
- (l) Receipt of an email dated 16 February 2021 received from a local Organisation as issued to ESBC's CEO and Borough Councillor Allen directly with respect to an Open Letter on Uttoxeter Town Masterplan.
- (m) Received email from a local resident dated 17 February 2021 as issued to Kate Griffiths MP regarding the Uttoxeter Masterplan and online Survey.
- (n) Arranged repairs for Bentley Road Bus Shelter the sum of £301.66 plus vat, funded by the Bus Shelter Repairs and Maintenance budget as approved by Council within its Estimates/Precept.
- (o) SLCC News Bulletin dated 19 February 2021 as forwarded to Members.
- (p) SCC Email Re: IT Support available from Your Library dated 22 February 2021 as forwarded to Members.
- (q) Email received from ESBC dated 23 February 2021 Re: Promotion of #staylocal campaign - messages of support, as forwarded to Members.
- (r) Email dated 23 February 2021 a member of the public as issued direct to ESBC as copied to the Town Council regarding Uttoxeter Masterplan.
- (s) Staffordshire Means Back to Business – Government Roadmap email dated 23 February 2021 as forwarded to Members.
- (t) ESBC East Staffordshire #Staylocal Campaign - Business Toolkit email dated 15 February 2021 regarding re-opening High Streets Safely Project and seeking Council's support in promoting with local businesses, as forwarded to Members on 17 February 2021 and as included within the Town noticeboards and Council's social media.
- (u) Receipt of an email titled 'Fwd.: De-ja viiew' received from a local resident dated 23 February 2021 with respect to the further consultation on the Masterplan.
- (v) Your Library Service in March email received from SCC, as forwarded to Members on 2 March 2021.
- (w) 'Keep going' to make the roadmap a reality urges council" email dated 2 March 2021, as forwarded to Members.
- (x) My Staffordshire email dated 2 March 2021 as forwarded to Members.
- (y) Liaised with County Councillor Brookes and the Market Traders regarding parking within Market Place on market days.

Councillor Treney sought clarity on the Item Nos. 13(m), (r) and (u) as recorded as correspondence received from members of the public with regard to the Masterplan. The Clerk was asked to provide clarity on the above-mentioned correspondence as received.

The Clerk reported that the correspondence received from the members of the public had been issued directly to either the MP or Borough Councillor Allen which had been copied to the Town Council for information. The Clerk provided Council with a brief on the above mentioned which were in response to the MP's on-line survey, to Borough Councillor Allen on the Masterplan and suggestions to Borough Councillor Allen on the Masterplan for the town. The Clerk reminded Members that all correspondence included within the Clerk's Report was available for Members to view prior to the meeting. The Mayor reiterated that should Members wish to view documentation included within the Clerk's Report, to contact the Clerk prior to the Council meetings accordingly.

RESOLVED that with respect to 13(a)-(y) as above, the same be noted.

14. **CORRESPONDENCE RECEIVED FROM MEMBERS OF THE PUBLIC**

The Clerk reported receipt of email dated 16 February 2021 received from a member of the public regarding webcasts.

Signed: Date:

The Mayor reported that a member of the public had addressed Council on this matter under Item No. 3 with respect to the Council incorporating webcasts within its website.

Councillor M Crutchley reported that he had viewed a number of other local Town and Parish Councils and that it was not a statutory requirement for the Council to provide webcasts and that, in his opinion, this would be additional works for the Clerk and Admin Staff to carry out.

The Mayor reported that she was hopeful that face to face meetings will reconvene shortly following the Covid-19 Vaccination Programme and that Council would not be wishing to expand additional time and funding for carrying out such additional duties. The Mayor reported that members of the public could and have been recording the meetings themselves.

RESOLVED that the Clerk write to the member of the public to thank them for their correspondence and to advise that, as the Council was hopeful that face to face meetings will reconvene shortly, no action would be taken on the webcast suggestion.

15. **UTTOXETER MASTERPLAN**

(a) **FURTHER CONSULTATION ON UTTOXETER MASTERPLAN BROUGHT FORWARD - ESBC PRESS RELEASE**

Council was informed that ESBC announced on 22 February 2021 that it would bring forward the next round of consultation on the key sites identified in the recently adopted Uttoxeter Masterplan. ESBC expected the consultation to begin in May but would only commence once face to face consultation was practically achievable. For further information, the Press Release was available via <http://eaststaffsbc.gov.uk/es-news/further-consultation-uttoxeter-masterplan-brought-forward>

RESOLVED that the same be noted.

(b) Councillor Trenerly requested this matter be included within the Agenda and requested that Council gave consideration to her Motion “that Uttoxeter Town Council contacts ESBC to welcome the promised further Masterplan consultation and to urge that firstly they treat the Town Council as a Key Stakeholder in this renewed consultation, and secondly that they approach the Town Council to provide names and contact details of local organisations which should be included in the consultation, as Uttoxeter Town Council has the up-to-date knowledge base of local organisations which neither ESBC nor Cushman and Wakefield possess.”

Council’s instruction was sought. Councillor McGarry reported that she would like to make an amendment to Councillor Trenerly’s Motion and proposed “that Uttoxeter Town Council contacts ESBC to welcome the further consultation on the Masterplan and that the Council looks forward to receiving all documentation relating to this consultation as a key stakeholder for Uttoxeter and further that, as previously discussed with the Deputy Leader for Planning and Regeneration, that the Town Council work collaboratively with the Borough Council to ascertain contact details for retailers and other stakeholders prior to this next round of consultation being delivered.”

Councillor T Crutchley seconded Councillor Trenerly’s Motion. Councillor M Crutchley seconded the Mayor’s amended Motion.

It was noted that two members of the public addressed Council on the Uttoxeter Masterplan under Item No. 3.

Councillor Trenerly in her right to respond to the amended Motion requested that the Mayor provide further detail on the amended Motion and she sought clarity if the amended Motion would be seeking a guarantee that the Town Council would be a key stakeholder and would include confirmation being received on who was being consulted. She reiterated that the Town Council was best placed to provide the Consultants with this information.

Councillor Krupski concurred with Councillor Trenerly and sought further clarity on the amendment. He reported that the list of stakeholders in the Cushman and Wakefield Report showed that 18 Key stakeholders had been consulted, 7 of which were Borough or County Councillors and MP’s, it being noted that one was from Derbyshire.

Councillor Krupski reported that out of the remaining 11 stakeholders, there was one major employer (JCB) and that others like Foxes or the Laundry had not been approached and that one Doctors Surgery had been approached, but others had not.

Councillor Krupski reported that there were a number of landowners, developers and Burton Chamber of Commerce that had been approached however, he expressed his concern that few local organisations had been approached and that the Town Council had not been approached a key stakeholder despite being the architects of the Neighbourhood Plan and being at the centre of Town life.

He reported that the list of minor stakeholders included Uttoxeter Town Council who had received an email only about the consultation and that the minor stakeholders list included 7 other Parish Council's, some leisure facilities and a small amount of local organisations however it was noted that no town centre shops, local Schools, the Library, bus companies or the Legion vital to the towns life had been approached.

He reported that he was involved within a number of organisations and had written to Cushman and Wakefield direct to express his concerns on the lack of keyholder consultation which had been copied to ESBC's CEO requesting information from to substantiate who had been contacted. He reported that to date, no response has been received from either Cushman and Wakefield or from ESBC. He expressed his concern that we as ratepayers have not received what we have paid for and urged the question to be asked whether the ratepayer had received value for money.

Councillor M Crutchley enquired if taxpayers monies had been spent on the Cushman and Wakefield's fees. Councillor Krupski reported that as far as he was aware, the fees had been funded by taxpayers monies.

The Mayor reported that two Motions had been made, Councillor Trenergy's Motion and her amended Motion and she wished to put them to the vote.

The Mayor put forward Councillor Trenergy's Motion as recorded below to the vote:
"that Uttoxeter Town Council contacts ESBC to welcome the promised further Masterplan consultation and to urge that firstly they treat the Town Council as a Key Stakeholder in this renewed consultation, and secondly that they approach the Town Council to provide names and contact details of local organisations which should be included in the consultation, as Uttoxeter Town Council has the up-to-date knowledge base of local organisations which neither ESBC nor Cushman and Wakefield possess" as seconded by Councillor T Crutchley.

The vote being 3 in favour of the proposition and 8 against the proposition. The proposition was lost.

The Mayor's amended Motion "that Uttoxeter Town Council contacts ESBC to welcome the further consultation on the Masterplan and that the Council looks forward to receiving all documentation relating to this consultation as a key stakeholder for Uttoxeter and further that, as previously discussed with the Deputy Leader for Planning and Regeneration, that the Town Council work collaboratively with the Borough Council to ascertain contact details for retailers and other stakeholders prior to this next round of consultation being delivered" as seconded by Councillor M Crutchley.

The vote being 8 in favour of the amended Motion proposition, 2 against and 1 abstention. The proposition was carried.

RESOLVED that Uttoxeter Town Council contacts ESBC to welcome the further consultation on the Masterplan and that the Council looks forward to receiving all documentation relating to this consultation as a key stakeholder for Uttoxeter and further that, as previously discussed with the Deputy Leader for Planning and Regeneration, that the Town Council work collaboratively with the Borough Council to ascertain contact details for retailers and other stakeholders prior to this next round of consultation being delivered.

Signed: Date:

16. CHANGES TO THE FORMAT AND CONTENT OF THE TOWN CLERK'S REPORT ON COUNCIL AGENDAS

Councillor Treney requested this matter be included within the Agenda and requested Council gave consideration to the format and content of the Town Clerk's Report on the Council Agendas.

Councillor Treney reported that the Clerk's Report was the 'bread and butter' business of the Town Council given it included NALC, SPCA, SCC and ESBC correspondence and important updates. She reported that she felt that the information being received was being 'clumped together' and had been relegated to an appendix distributed with the Agenda.

The Mayor reported that she had requested that, given the amount of information included within the Clerk's Report, she had requested that this be included as an appendix to the Agenda.

Councillor Treney proposed "that items included within the Town Clerk's Report return to proper Agenda Items, not in Report form and include details of the issue raised and detail of the response sent", as seconded by Councillor T Crutchley.

Councillor C Sylvester reported that he was surprised that this matter had been raised again given that the Council had considered the Clerk's Report at its meeting held on 8 September 2020 which he reported that 12 members had voted in favour and only 1 member had voted against, when that the Council authorised the:

- (i) *Clerk to liaise with the Mayor on a regular basis to review the correspondence received and the Clerk, under her delegated power respond/action accordingly, including the redirection of correspondence to be included for consideration by the relevant Committee or by Council.*
- (ii) *Remove the correspondence currently being received from outside bodies - Support Staffordshire, NALC, SPCA, general correspondence, etc. from within the Agenda.*

The Mayor put forward Councillor Treney's proposition as recorded below to the vote: "that items included within the Town Clerk's Report return to proper Agenda Items, not in Report form and include details of the issue raised and detail of the response sent", as seconded by Councillor T Crutchley.

The vote being 3 in favour of the proposition and 8 against the proposition. The proposition was lost.

17. VIRTUAL INTERNAL AUDIT – 12 MARCH 2021

The Clerk reported that Council's Internal Auditor would be carrying out a virtual Interim Internal Audit for Accounts up to and including 30 September 2020 on 12 March 2021 and that clarification would be provided on the End of Year Audit for Accounts up to and including 31 March 2021.

RESOLVED that the same be noted and approved.

18. TOWN COUNCIL ACCOUNTS – UP TO AND INCLUDING 31 DECEMBER 2020

Council gave consideration to the Town Council Accounts up to and including 31 December 2020, subject to Internal Audit, as prepared by the RFO and the Chair of the Finance and General Purposes Committee.

Council was informed that Rialtas Software completed its mid-year health-check on 2 November 2020 and Council's Internal Auditor; Toplis Associates would complete the Interim Internal Audit for Accounts up to and including 30 September 2020 on 12 March 2021.

RESOLVED that the same be noted and approved.

19. VIREMENT – TOWN HALL

Council was asked to give consideration to authorising for a virement of £19,000 from the Town Hall Rates (no charges due for the current fiscal year) to Town Hall Repairs and Maintenance budget allocation to enable the Covid Refurbishment to take place. Council's instruction was sought.

RESOLVED that Council authorise the RFO to carry out a virement of £19,000 from the Town Hall Rates to the Town Hall Repairs and Maintenance budget allocation.

20. AGENDA/DOCUMENT PDF PACKAGE – ADOBE ACROBAT PRO DC SOFTWARE

Councillor M Crutchley requested this matter be included within the Agenda and requested Council gave consideration to the Council's requirements to create Agendas/Documents as PDF's and suggested that Council consider a 7-day free trial and potential purchase of the Adobe Acrobat Pro DC software that could be utilised to produce PDF's from soft and hard copy documents. Council was informed that should a trial be successful, the purchase a 12-month license would be in the sum of £150.92 plus vat.

Councillor M Crutchley reported that this programme would assist the Council to be as paperless as possible and that he had viewed a number of systems. He requested that the Staff participate within the trial and if beneficial, the potential purchase of the Adobe Acrobat Pro DC software which would enable the Staff to produce working PDF documents. Council's instruction was sought.

RESOLVED that:

- (i) The Clerk be authorised to participate within the 7-day free trial of the Adobe Acrobat Pro DC software.
- (ii) Following the trial, the Clerk provide Council with an update on the trial and if beneficial, Council considers the purchase of the software at a future meeting.

21. TRAFFIC CALMING MEASURES FOR UTTOXETER – HIGHWAY SPEED SIGNS

The Clerk reported that, as part of the Town Council's next steps in its traffic calming measures programme for Uttoxeter, the speed signs were incorporated upon the highway on every entrance into the Town by SCC on 19 February 2021 together with sharks teeth highway markings as Reported to Council on 9 February 2021.

Council was informed that upon receipt of costings from SCC for potential updated yellow speed signage on the entries into the Town, the costings would be included for due consideration by Council. The Clerk reported that a meeting was scheduled to take place on 10 March 2021 with SCC's Officers to agree the position of one of the SID Signs for Bramshall Road.

RESOLVED that the same be noted.

22. TOWN COUNCIL WEBSITE

The Mayor reported that the Town Council launched its new website on 2 March 2021 as previously approved by Council. The Mayor reported that Councillors had participated within two feedback sessions and she expressed her thanks to the Admin Assistant who had carried out the works to the website in conjunction with the Website Provider.

RESOLVED that the same be noted.

23. TOWN COUNCIL INSURANCE

Council was informed that its current Insurance Policy comes to an end on 28 April 2021 and that the Clerk was currently seeking quotations.

RESOLVED that the Clerk include the quotations for consideration by Council at its next meeting.

24. NEW UTTOXETER TOWN COUNCIL POLICIES

Council was asked to give consideration to the following:

(a) EX-OFFENDERS POLICY FOR THE COUNCIL

The Clerk reported that during the Office Manager's recent training session with Support Staffordshire. Council was informed that it was a requirement for all Organisations to have an Ex-Offenders Policy. Council was asked to give consideration to the Draft Ex-Offenders Policy as produced by the Office Manager. Council's instruction was sought.

Councillor Trenery requested the Draft Ex-Offenders Policy be amended slightly and she offered her assistance.

RESOLVED that the Office Manager and the Councillor Trenery review the Draft Ex-Offenders Policy and include the amended Draft for further consideration by Council at its next meeting.

(b) **LONE WORKING POLICY**

Council was asked to give consideration to the Draft Lone Working Policy as produced by the Office Manager. Council's instruction was sought.

RESOLVED that the Draft Lone Working Policy be approved and adopted.

25. **EARMARKED FUNDS**

(a) In readiness for the end of the fiscal year, Council was asked to confirm its current Earmarked Reserves (as reviewed by Council on 24 November 2020 and the Finance and General Purposes Committee on 26 January 2021) as circulated to Members with the Agenda Pack as recorded below.

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 Cont General Reserve (RBS)	0.00		0.00
321 Cemetery Chapel Upkeep	0.00		0.00
322 Millennium Reserve	0.00		0.00
323 Cemetery Reserve	22,100.00		22,100.00
324 Cemetery Tree Works	5,000.00		5,000.00
325 Cupola Lights Reserve	3,500.00		3,500.00
326 EM Res - Phase II Refurb Unit	38,842.08		38,842.08
327 EMR St Mary's Closed Churchyar	750.00		750.00
330 Capital Receipts Reserve	0.00		0.00
331 Council Tax Support Reserve	0.00		0.00
332 EM Res - Town Hall Restoration	0.00		0.00
333 Cont General Reserve (Barclay)	75,000.00		75,000.00
334 TH/Unit 4a Refurb Reserve	1,376.14		1,376.14
335 TH Decor 5yr Prog Reserve	10,000.00		10,000.00
336 War Memorial Reserve	2,000.00		2,000.00
337 Christmas Lights Reserve	1,005.50		1,005.50
338 Church Gates Reserve	960.00		960.00
339 Unit 4a Purchase Reserve	0.00		0.00
341 EM Reserve TCent/Gateway/SIDS	8,290.00		8,290.00
342 BioDiversity Strategy Reserve	685.96		685.96
343 EMR - Kiosk	1,000.00		1,000.00
344 EMR - 32 Carter St Roof	24,000.00		24,000.00
	194,509.68	0.00	194,509.68

RESOLVED that the same be noted and approved.

(b) In readiness for the start of the new Fiscal year, Council was asked to confirm its additional new Earmarked Reserves (as Recommended by the Finance and General Purposes Committee on 26 January 2021) that the following additional Earmarked Reserves will be incorporated from 1 April 2021, subject to no expenditure being carried out by 31 March 2021:

- (i) Virement of £2,000 to the existing War Memorial EMR
- (ii) Virement of £1,166 from 1100/102 to make a new Town Hall/Town Centre Events (Tesco Groundwork Grant) EMR
- (iii) Virement of Election costs in the sum of £7,000 to make a new Election Costs EMR
- (iv) Virement of £2,500 to make a new Cemetery Tree/Bulb Planting EMR
- (v) Virement of £4,050 to make a new Above Ground Level Sanctum EMR
- (vi) Virement of £2,500 to make a new Cycle Rack EMR

Council's instruction was sought.

RESOLVED that the Earmarked Reserves as recorded above, subject to no expenditure being carried out by 31 March 2021, the same be accepted and approved.

Signed: Date:

26. VIRTUAL MEETING WEBINAR PACKAGES

As Resolved by Council at its meeting held on 9 February 2021 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.

The Mayor reported that, as emailed to all Councillors and unanimously agreed, she sought retrospect approval for the purchase of Zoom Webinar at a cost of £32 per month. The Mayor reported that the Council's package had been duly upgraded in readiness for this meeting. Council's instruction was sought.

RESOLVED that the same be accepted and approved, funded from the Office Equipment budget allocation.

27. S137 SUNDRY GRANT

The Clerk reported receipt of a S137 Sundry Grant application received from Uttoxeter Road Runners dated 10 February 2021 seeking a Grant in the sum of £420. Council's instruction was sought.

RESOLVED that, a S137 Sundry Grant be awarded to Uttoxeter Road Runners in the sum of £420, funded by the Sundry Grant budget allocation and the Organiser be asked to keep Council updated on the progress with respect to the event taking place.

28. FAIRTRADE UTTOXETER

The Clerk reported receipt of notes from the Fairtrade Uttoxeter Steering Group Meeting held on 4 February 2021 for Members information.

Councillor Treney reported that there had been a supportive article within the Uttoxeter Echo and that a virtual coffee morning and quiz had proved successful.

RESOLVED that the same be noted.

29. SCC - TEMPORARY ROAD TRAFFIC REGULATION ORDER – STAFFORD ROAD

The Clerk reported receipt of an email 26 February 2021 received from SCC's Strategic Asset and Network Management Team informing Council of PTTRO 4219097 B5027 Stafford Rd, Uttoxeter that "SCC on 18 March 2021 made an Order the effect of which will be to prohibit any vehicle from proceeding in that length of B5027 Stafford Road in Uttoxeter, for a distance of approximately 60 metres either side of the Level Crossing, unless the vehicle was being used in connection with the works. Pedestrian and cycle access would be available." as forwarded to Members on 2 March 2021.

Council was informed that the order would come into operation on 22 March 2021 and the said works would commence on or as near as practicable to that date. It was anticipated that the works would be completed by 24 March 2021.

RESOLVED that:

- (i) The same be noted.
- (ii) In future, SCC Temporary Road Traffic Regulation Orders be forwarded to Members, included within the Council's website for promotion, and recorded within the Clerk's Report.

It was proposed, seconded and carried that Councillor Williams Chair the meeting for Item Nos. 30(a).

It was noted that Councillors Goodfellow, McGarry and C Sylvester declared an interest in Item No. 30(a) and they were removed from the virtual meeting to the Waiting Room during the debates/votes.

30. PLANNING APPLICATIONS

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

- (a) P/2021/00233 - Listed Building Consent for internal alterations to include reinstatement of an original brick stairs which are located in the under stairs cupboard, re-open bricked up passage to give access to the lobby at the backdoor, removal of wooden stairs and door into the current lounge and doorway bricked up and plastered over with skirting board to match existing, The Old Vicarage, 26 Church Street.

Members were provided with the latest list of ESBC Planning Application Decision Notices issued since the date of the last meeting.

RESOLVED that with respect to Planning Application No. P/2021/00233, 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.

31. 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.

It was noted that Councillor P Hudson left the virtual meeting at 8.20pm to attend another Parish Council meeting.

32. RECOMMENDATIONS OF THE WORKING COMMITTEE

Council gave consideration to the Recommendations of the Virtual Working Committee Meeting held on 25 February 2021.

RESOLVED that the Recommendations of the Virtual Working Committee meeting held on 25 February 2021 be approved and ordered to form part of the minutes attached hereto as Appendix D.

33. GROUNDS MAINTENANCE AND GRAVE DIGGING CONTRACTS 2021-2024

(a) GROUNDS MAINTENANCE CONTRACT

As Resolved by Council at its meeting held on 9 February 2021 that *'the Clerk*

- (i) *Offer, subject to Contract, the Grounds Maintenance Contract to Tenderer 1, 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.*

The Mayor reported that as Recommended by the Working Committee at its meeting held on 25 February 2021 that *'the Clerk:*

- (i) *Liaise with Councillor Krupski with respect to the wording of suitable penalty clauses being incorporated within the Contract/SLA.*
- (ii) *The Clerk include the Cemetery's Grave Digging Contract and Grounds Maintenance Contract for further consideration by Council, in private, at its meeting scheduled to take place on 9 March 2021.*

As (ii) above, Council was asked to give further consideration to the Grounds Maintenance Contract.

The Mayor, the Clerk and the Office Manager/Cemetery Manager provided Council with an update on the numerous requests for outstanding documentation and information relating to the Contract and clarification on team management which had not been received.

The Mayor reported that the Council had tentatively offered the Contract to the current Contractor which had been awarded to aid continuity however, she raised her concerns that due to changes with the Contractor's Team, continuity would not be received.

It was noted that the Clerk had sought advice from SPCA and that, due to the lack of responses received from the Contractor which were due to unforeseen circumstances, the Council were in order to review the Contract offer given no Contract had been issued.

The Clerk reported that the Contractor had been advised that the offer was subject to Contract and subject to the outstanding documentation as requested in the correspondence from the Office Manager dated 21 December 2020 being provided.

The Office Manager provided an update on the outstanding documentation, information received to date and the request for a site meeting at their earliest convenience. She reported that some information had been provided however, she had concerns on the continuity of the Contract due to staff changes.

It was noted that Members raised their collective concerns that the information had not been provided in a timely manner pre-contract and to the lack of continuity for the current regime going forward.

Council gave further 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 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 and it was noted 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). Council's instruction was sought. Following lengthy debate, it was

RESOLVED that:

- (i) The Clerk advise Tenderer 1 that the tentative offer of the Grounds Maintenance Contract for Uttoxeter Cemetery and St Mary's Churchyard be withdrawn and no further action be taken.
- (ii) The Office Manager be authorised to liaise with the Mayor and Councillor Krupski with respect to penalty clauses being incorporated within the Contract.
- (iii) The Office Manager be authorised to incorporate suitable Key Performance Indicators (KPI's) within the Contract.

Signed: Date:

- (iv) The Clerk offer, subject to Contract, the Grounds Maintenance Contract to Tenderer 2 (SJL Landscapes Ltd) 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.

EXTENSION OF TIME

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

(b) **GRAVE DIGGING CONTRACT**

As Resolved by Council at its meeting held on 9 February 2021 and the Recommendations of the Working Committee Meeting held on 25 February 2021, the Mayor and the Clerk provided Council with an update on the Grave Digging Contract for Uttoxeter Cemetery together with an update on the complaints received. Council's instruction was sought.

Following lengthy debate, it was

RESOLVED that:

- (i) The Clerk and the Office Manager meet with the Senior Officers of Idverde to discuss the amendments that Council will be incorporating into its Contract following recent events and to seek assurances from Idverde prior to the new Contract commencing on 1 April 2021.
- (ii) The Office Manager be authorised to liaise with the Mayor and Councillor Krupski with respect to penalty clauses being incorporated within the Contract.
- (iii) The Office Manager be authorised to incorporate suitable Key Performance Indicators (KPI's) within the Contract.

It was noted that Councillors C Sylvester, L Sylvester and Trenery declared an interest in Item No. 34 and they were removed from the virtual meeting to the Waiting Room during the debates/votes.

34. **THE QUEEN'S AWARD FOR VOLUNTARY SERVICE**

The Clerk reported that, following the Council meeting held on 9 February 2021 where Council Resolved to nominate the Heath Community Centre Volunteers for The Queen's Award for Voluntary Service.

Council was informed that the Deputy Lieutenants Office had made contact with the Clerk and suggested that Council consider nominating the group for The Queen's Award for Voluntary Services given the Awards for a Superhero as considered by Council on 9 February 2021 was for individuals only. Council's instruction was sought.

RESOLVED that:

- (i) Council wishes to nominate The Heath Community Centre Volunteers for The Queen's Award for Voluntary Service.
- (ii) The Mayor and the Clerk be authorised to progress the nomination accordingly.

It was noted that Councillors C Sylvester, L Sylvester and Trenery were returned to the virtual meeting.

35. **HMRC SUPPORT**

The Clerk reported receipt of the Employer Bulletin dated 10 February 2021, as forwarded to Members and Council's Payroll on 11 February 2021.

RESOLVED that the same be noted.

36. **STAFFING**

- (a) The Clerk reported that staff lieu time hours up to 28 February 2021 was 13 hours.

RESOLVED that the same be noted and approved.

- (b) As requested by the Mayor, Council was asked to give consideration to seeking a Student/Graduate to assist the Clerk with Council business and administration. The Mayor reported thereon. Council's instruction was sought.

RESOLVED that the Mayor and the Clerk be authorised to seek further information and include for further consideration by Council, in private, at a future meeting.

- (c) The Mayor provided Council with a brief update on progression of Staffing matters accordingly since the date of the last meeting.

RESOLVED that the update received by the Mayor, be accepted and approved.

- (d) The Clerk reported Admin staff had completed the following training sessions during February 2021:
- (i) Mental Health Awareness (Office Manager & FT Admin)
 - (ii) Good Employment Practice (Office Manager)

RESOLVED that with respect to 36(d) as above, the same be noted.

- (e) Staff Training – Council was asked to give consideration to the four Admin Staff undertaking Fire Warden Training the quotation received from The Training Society for on-site training in the sum of £350 plus £21.60 travel (proposed dated of 14 June 2021). Council’s instruction was sought.

RESOLVED that the quotation received from The Training Society in the sum of £350 plus £21.60 travel, be accepted and approved, funded by the Training budget allocation.

37. AGENDA ITEMS FOR NEXT MEETING

The Mayor wished to advise Members that two Councillors had resigned following the issue of the Council Agenda and she reported that the Casual Vacancies would be included for consideration by Council at its next meeting . The Clerk reported that as in accordance with the LGA 1972, she would notify ESBC of the casual vacancies accordingly.

The meeting closed at 9.15 pm.