



## **UTTOXETER TOWN COUNCIL**

### **MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON TUESDAY, 22 APRIL 2021 COMMENCING AT 7.00PM AND THERE WERE PRESENT:**

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

Councillors: M Crutchley, H Headech, P Hudson, Z Krupski, P Lancaster, K Smith, C Sylvester, L Sylvester, M A Trenergy, M Williams.

It was noted that County Councillor Brookes, nine 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 919 7751 5961. 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. She reported that this meeting was being held due to the meeting on 13 April 2021 being postponed following the passing of His Royal Highness The Prince Philip, The Duke of Edinburgh.

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 requested that Council and members of the public pay their respects to the recent passing of His Royal Highness The Prince Philip, The Duke of Edinburgh. She stated that on behalf of the Town Council and the residents of Uttoxeter, we express our sadness and condolences to Her Majesty the Queen and her family at this very sad time. Over the course of his 99-year life, from his service in World War Two to his 73 years as Consort to Her Majesty The Queen, his entire life in the public eye, His Royal Highness The Prince Philip, The Duke of Edinburgh had dedicated himself to the people of the United Kingdom, the Commonwealth and of course his family. He will be truly missed. It was noted that the address was followed by a minute's silence. 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 Councillors T Crutchley, Goodfellow and K Hudson.

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**

The Mayor reported that as 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.

The Mayor reported that five members of the public had made contact with the Clerk prior to the meeting to advise that they wished to address Council and she welcomed the first member of the public to address Council.

The member of the public expressed her thanks for the opportunity to speak to Council on Items Nos. 14(II) and (nn) correspondence on the Uttoxeter Masterplan.

*She reported that “When the Uttoxeter Masterplan was adopted at an ESBC Meeting, there has grown a deepening concern in Uttoxeter as more residents become aware of this plan. Many residents and businesses are not in agreement with the findings of the report and we share an overall concern that no one is listening to our concerns. There are now more residents that have voiced their concerns than the number who responded to the initial consultation. The concerns largely centre around the poor execution of the consultation process, the lack of promotion of the consultation, the agency commissioned producing a questionable and sparse development plan and the Council that did not have a robust scrutiny process in place before it was put forward by Councillor Allen. In my opinion adopting this masterplan, ESBC was negligent in its duties, namely ensuring the report was value for money as well as fit for purpose.*

*The brief as we know was to provide a vision for Uttoxeter considering its heritage, its location, its retail and business development opportunities, producing sound ideas for Uttoxeter. So not only did the agency not deliver, the Council did not deliver either. It has become clear that key individuals with a stakeholder interest in the sites identified in the plan were not consulted which further damns the report authors. Asserting that the sites are derelict, ignores the thriving business that we use. Many of us have been trying to reach out to Councillors, The Mayor, MP’s in the belief our representatives would listen and should listen to engage with us to address the floors in the report and the plan, I personally have been met with deflexion. Uttoxeter deserves a debate on the value of this plan and whether it passes the fit for purpose test.*

*Two small developments of town centre housing is a very weak solution for the rejuvenation of our High Street. More housing within the town centre will be the death of the centre and not the golden goose of rejuvenation. What would be the saving of the High Street is more leisure outlets, more restaurants, cafes and bars, more artisan shops in the High Street. Business space opportunities would help. All the areas that should have been reported on in this brief had it been followed. The people I fear have spoken but are not being listened to and I ask everyone here present tonight to listen, it is time for action. Thank you”.*

The Mayor thanked the member of the public for addressing Council and reported that Item Nos. 14(II) and (nn) would be considered by Council later in the meeting.

The Mayor welcomed the second member of the public to the meeting to address Council. The member of the public expressed her thanks for the opportunity to speak to Council on Item No. 6(a).

She stated that “I am concerned that although residents are encouraged to attend the Town Council meetings and ask questions; that the town councillors appear to disregard resident’s opinions or questions as if they have no value. The reason I state this is because at the last council meeting on the 9 March I posed the following question:

- *Are the Conservative Town Councillors 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 you were not in a position to answer the question at that moment due to time constraints, would you have the courtesy to confirm your responses in writing to me. One month later and I have not received a response from either the Mayor or any of the Conservative Town Councillors. This disregard to a member of the public and resident of Uttoxeter fuels distrust and encourages belief that there is a hidden agenda. Surely openness and honesty should be any Town Councillors mantra.*

*I will therefore ask this question again, are the Conservative Town Councillors 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?*

*I would therefore politely request that I receive a response to this question, in writing, from the Mayor as the figurehead of the Conservative Town Councillors before the next Town Council meeting."*

The Mayor thanked the member of the public for addressing Council.

The Mayor welcomed the third member of the public to the meeting to address Council. The member of the public expressed her thanks for the opportunity to speak on behalf of her Husband, regarding Item No. 15(b).

*She reported that her Husband wished to address Council Item No. 15(b), the draft Minutes of the last Town Council meeting held on 9 March 2021 and stated "Councillor McGarry, I would like to know why you put forward an amendment to the resolution and talk of collaboration. Your relationship as Mayor with ESBC is too cosy and not in the interests of the people of Uttoxeter. Last year no proper appraisal was given by the Town Council of the proposed Masterplan and votes since then have been governed by the party whip and, once again, not the interests of the town. How do you think the people of Uttoxeter are going to benefit from this new collaboration with ESBC?"*

The member of the public wished to address Council on Item No. 6(a). She reported that she wished to read out at statement as follows:

*"Madam Mayor Councillor McGarry, things have got to change. The Town Council must act according to the Nolan Principles and cannot just do the minimum to hide facts from the electors. You failed to advise the public at the meeting on 9 March about the resignation of two Town Councillors. You could have announced the news easily somewhere during the meeting. When something happened unexpectedly not on the Agenda, for the interest of the town for transparency, you should be able to bring it to the attention of the town without us waiting another week and finding it out from the newspaper.*

*Again, you did the minimal to alert people of Uttoxeter about the vacancies and the election which was called upon. You did nothing to actively let people know of the notice of the election, you could have used the Facebook page as you did on 15 October 2020 when the Council had two co-option vacancies. Why didn't the Town Council keep up with the trend and make an effort to use these easily available facilities?"*

The Mayor thanked the member of the public for addressing Council.

The Mayor welcomed the fifth member of the public to the meeting to address Council. The member of the public reported that her questions were pertinent to the Council but did not relate to the Agenda.

*She reported that "her questions related to the activities of yourself as Mayor McGarry and are important to many residents of Uttoxeter who deserve answers on the now defunct charity Rakemark Respite. I have three questions I would like to put to you."*

Signed: ..... Date: .....

The Mayor intervened and stated that the questions were not pertinent to the Council Agenda or to the business of the Council and therefore in accordance with the public participation policy and related advice received from SPCA, permission to address Council could be withdrawn. She advised the member of the public that she could continue providing that the questions were pertinent to the Council and not related to anything in her past. The member of the public responded by stating *“these questions need to be answered. If you are not willing to do this in public, I will take it back to the Police and action fraud and get answers that way.”*

The Mayor suggested that the member of the public make contact with the Police. It was noted that permission to continue speaking was withdrawn by the Chair of the meeting.

4. **DECLARATIONS OF INTEREST**

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

Councillor McGarry declared an interest in Item Nos. 28(a)-(j)  
Councillor C Sylvester declared an interest in Item Nos. 28(a)-(j)  
Councillor M Crutchley declared an interest in Item Nos. 28(a)-(j)

5. **DISPENSATION PROCEDURE**

To consider and approve dispensation requests as in accordance with Standing Order 13(d), that all Dispensation requests shall be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the Dispensation is required. Council will decide whether to grant the dispensation at the relevant meeting. Unless Council grant the relevant delegated power to Committee, it is Council that decides whether to grant the dispensation.

None received.

6. **MINUTES**

(a) The minutes of the Virtual Meeting held on 9 March 2021 were approved as a correct record and signed by the Chair.

It was noted that a member of public had addressed Council within Item No. 3 Public Participation on Item No. 6(a).

(b) Council gave consideration to the Recommendations of the Virtual Footpaths Committee Meeting held on 18 March 2021.

RESOLVED that the Recommendations of the Virtual Footpaths Committee Meeting held on 18 March 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 March 2021.

RESOLVED that the Recommendations of the Virtual Policy and Planning Committee Meeting held on 23 March 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 Uttoxeter in Bloom Committee Meeting held on 26 March 2021.

RESOLVED that the Recommendations of the Virtual Uttoxeter in Bloom Committee Meeting held on 26 March 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 £45,496.17.

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 March 2021.

RESOLVED that the same be noted.

**8. BANK BALANCES**

At 22 April 2021 the bank balances stood at:

RBS Current Account	£ 12,355.19
RBS Special Interest Account	£237,117.27
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 3,494.49
RBS Deposit Account 32 Carter Street	£ 654.90
RBS 19A High Street Deposit Account	£ 324.80
Barclays Business Deposit Account	£ 85,000.00

**9. TOWN MAYOR'S REPORT**

The Clerk reported that the Mayor attended the following socially distanced event:  
31 March 2021 Presentation of trees to Windsor Park Middle School as winners of the Council's National Tree Week School Picture competition 2020.

The Mayor reported that she was privileged to have attended Windsor Park Middle School for a socially distanced presentation, seeing the children working in their Eco Garden, in particular providing Council with an update was most fitting on Earth Day.

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

To receive written questions from members of Uttoxeter Town Council.

None received.

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

- (a) The Clerk reported that no written County Councillor Reports had been received.

It was noted that County Councillor Brookes had joined the meeting however he was experiencing technical difficulties.

- (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**

Councillor Treney reported that she had attended the following meetings on behalf of the Council:

- (i) Plastic Free Uttoxeter on 31 March 2021 - She would be bringing forward further details and a proposal to a future Council Meeting on Plastic Free Uttoxeter  
(ii) Fairtrade Uttoxeter on 15 April 2021 – The notes from the meeting will be issued to Council for information in due course.

**13. TOWN COUNCIL – CASUAL VACANCIES**

- (a) The Clerk reported receipt of the resignations of Town Ward Councillor C Green and Heath Ward Councillor J Fitchett with immediate effect as dated 8 March 2021.

Council was informed that as in accordance with Section 87 (2) of the LGA 1972, ESBC were notified of the two Casual Vacancies on 10 March 2021 and Notices had been duly incorporated within the town centre and Town Hall noticeboards accordingly.

The Mayor reported that a member of the public had addressed Council within Item No. 3 Public Participation with respect to Casual Vacancies. She reported that in response to the address, the two resignations had been received after the Agenda had been issued and therefore they could not be included within the business considered by Council in its last meeting. She had provided Members with an update on the two resignations in private following the meeting. She reported that contact and advice had been sought from ESBC's CEO and the Elections Team and that as recorded, the Clerk had duly reported the two Casual Vacancies to ESBC accordingly.

RESOLVED that the same be noted.

- (b) The Clerk reported receipt of a Notice of Election received from ESBC dated 14 April 2021 informing Council that an Election would take place on Thursday, 20 May 2021 for the Heath Ward and Town Ward Casual Vacancies, as forwarded to Members on 14 April 2021.

The Clerk reported receipt of the Statement of Persons Nominated had been received prior to the meeting and the Notices would be duly displayed accordingly.

RESOLVED that the same be noted.

#### **14. TOWN CLERK'S REPORT**

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

- (a) Various SPCA E-Bulletins, as forwarded to Members including LGA Model Code of Conduct (dated 25th March 2021) and Remote Meetings: Call for Evidence seeking Council to response to the MCHLG call for evidence on remote meetings as announced by the Minister of State, Luke Hall MP, in his letter circulated on 26th March. Council is informed that NALC's Policy Committee is encouraging all member councils to respond to MHCLG before the deadline of 17 June 2021. NALC itself will accordingly frame its response over the coming weeks, liaising with relevant stakeholder bodies from this end. In the meantime, NALC is supporting the application by Hertfordshire County Council, Lawyers in Local Government and the Association of Democratic Services Officers to the court for a declaration to the effect that the Local Government Act 1972 itself does not inhibit the lawfulness of holding meetings by remote means. This action will continue despite the Government's decision and is expected to be determined before the end of April.
- (b) SPCA Training – New Courses – Issued to Members 19 March 2021 and 7 April 2021.
- (c) Various GOV.UK Coronavirus emails, as forwarded to Members.
- (d) Various Staffordshire Means back for Business emails, as forwarded to Members.
- (e) Various Updates for Community testing as forwarded to Members and promoted via the Council's social media.
- (f) Notified ESBC of the two Casual Vacancies on 10 March 2021.
- (g) Received an email dated 3 March 2021 from a member of the public regarding titles 'Uttoxeter Deserves Better' enclosing the UBD Statement and details of the Petition and Uttoxeter Deserves Better Campaign. Council is informed that clarification is awaited if the contents of the correspondence have been issued to ESBC direct and with respect to GDPR confirmation. Council is informed at the time the Agenda was issued; no further response has been received.
- (h) Received and responded to an email on 11 March 2021 from a member of the public with respect to attendance and public speaking at the Council meeting on 9 March 2021.
- (i) Email received and responded to an email received from County Councillor Brookes following the Town Council meeting on 9 March 2021 with respect to the two casual vacancies upon the Council.
- (j) Received and responded to three emails received on 11 March 2021 from a member of the public with respect to the Council's 'contact us' part of the website and inclusions of political affiliation within the Councillors page.
- (k) Received emails on 11 March 2021 from a number of members of the public seeking information on the Casual vacancies who were advised to make contact with ESBC's Elections office direct.

Signed: ..... Date: .....

- (l) Responded to a letter of complaint regarding the Cemetery as considered by Council and its Working Committee.
- (m) Email from Support Staffordshire Re: East Staffs VCSE Forum details – 18 March 2021 at 1pm, as forwarded to Members.
- (n) Received a Freedom of Information Request on 16 March 2021 from a member of the public with respect to the Council's website. Response issued 15 April 2021.
- (o) Email received from SCC Re: Active Travel Consultation Last chance to have your say - We're consulting on proposals to improve footways and cycle routes in parts of Cannock, Stafford, Burton upon Trent and Newcastle-under-Lyme as forwarded to Members on 11 March 2021.
- (p) PTTRO 4220606 Brookside Road, Uttoxeter received 15 March 2021 as forwarded to Members and included within the Council's website and social media.
- (q) SCC Email - Plenty of testing options available for residents dated 15 March 2021 as forwarded to Members and incorporated upon the Council's social media.
- (r) SCC Email - We're moving to Libby - Staffordshire Libraries will be moving our digital eMagazines, eComics and eAudiobooks from RBdigital to the Libby app on 22 March, as forwarded to Members on 17 March 2021.
- (s) SCC Email 17 March 2021 - Apply now - £5m Staffordshire Means Back to Business Support Scheme open as forwarded to Members and included on Council's social media on 18 March 2021.
- (t) Copied into an email on 19 March 2021 from Councillor Williams as issued directly to a member of the public regarding an email sent directly titled Astoundingly Awful Plans re Uttoxeter Town Centre.
- (u) Received email from SCC seeking promotion of Staffordshire Libraries and Reading Friends within the town centre noticeboards and social media. Carried out.
- (v) Received email on 19 March 2021 regarding an invitation to the Rural/Market Town Group (RMTG) meeting - Monday, 29 March 2021 via Zoom, as forwarded to Council's representative Councillor Trener who attended on behalf of the Council.
- (w) Received an email from a member of the public dated 22 March 2021 seeking an update on the minutes included within Council's website. Council is informed that the member of the public was advised on 24 March 2021 that all archived minutes were available via the Council's website.
- (x) Email received from Trent Rivers Trust dated 23 March 2021 Re: Current Vacancies - Derbyshire Wildlife Trust, as forwarded to Members on 23 March 2021.
- (y) Coronavirus update: Tuesday 23 March 2021 received from SCC as forwarded to Members.
- (z) Received further email from a member of the public dated 22 March 2021 seeking information on Councillors' party affiliation, as responded to 24 March 2021 advising that in England a Councillor's membership of a political party is not a disclosable pecuniary interest and that the Town Council is under no obligation to record or to publicise an individual councillor's political affiliation or lack thereof.
- (aa) Received a copy of an email dated 24 March 2021 from a member of the public as issued to ESBC's CEO direct regarding the consultation for Uttoxeter Masterplan.
- (bb) Liaised with The Staffordshire Safer Roads Partnership on 25 March 2021 (as applied for 27 October 2020) to seek an update on the Council's applications as applied for under the wheelie bin sticker initiative for speed signs for wheelie bins within the Town as part of the Council's traffic calming programme. Council is informed that, as similar to the Community Speedwatch Initiative, at this time, these cannot be progressed at this time.
- (cc) Council is informed that, as approved by the Mayor, 8 surplus square 30"x30" tables have been donated to Windsor Park Middle Schools outdoor Eco area for their use.
- (dd) Liaised with MidMC on 25 March 2021 regarding the office emails transfer which will take place as soon as possible to 365 via ....uttoxetc.org.uk as used by Councillors.
- (ee) Received copy of an email response from ESBC dated 25 March 2021 to a member of the public regarding a complaint received from a local resident Re: Pollution in Stafford Road, Uttoxeter.
- (ff) Received a copy of a response to ESBC from a member of the public copied to the Clerk for information with respect to pollution in Stafford Road.
- (gg) Copied into a response from Councillor Williams dated 29 March 2021 to a member of the public regarding Uttoxeter Master Plan.

- (hh) Received AGAR 2020/21 - revised guidance document for intermediate External Audit received from Mazars LLP.
- (ii) SLCC News Bulletin - 1 April 2021 as forwarded to Members on 7 April 2021.
- (jj) Received a card of thanks from Tynsel Parkes CE Primary Academy expressing its thanks to Council for its recent S137 Sundry Grant.
- (kk) Received My Staffordshire Newsletter – April dated 1 April 2021, as forwarded to Members on 7 April 2021.
- (ll) Received an email from a member of the public dated 3 April 2021 seeking next steps for the Uttoxeter Masterplan and informing the Clerk that the member of the public will be in attendance to address Council at its next meeting. Council is informed that the Clerk responded to the member of the public, copied to Borough Councillor Allen for his information and response.
- (mm) SCC Coronavirus Updates - Make getting tested twice weekly a part of your routine, as forwarded to members on 7 April 2021.
- (nn) Received a copy of an email dated 7 April 2021 from Borough Councillor Allen responding to a member of the public with respect to the next steps of the Uttoxeter Masterplan.
- (oo) PTTRO 4219699 B5027 Stone Road, Bramshall received 7 April 2021 – Council is informed of the PTTRO that will come into operation from 21:30 hours on 1 May 2021 and it is anticipated that the said works will be completed by 14:00 hours on 2 May 2021, as forwarded to Members on 8 April 2021.
- (pp) PTTRO 4219701 Bennetts Lane, Bramshall and Loxley Lane, Loxley – Council is informed that the PTTRO Order will be in operation from 21:30 hours on 8 May 2021 and the said works will commence on or as near as practicable to that date. It is anticipated that the works will be completed by 14:00 hours on 9 May 2021, as forwarded to Members on 12 April 2021.
- (qq) Council is informed that Rialtas will assist with the Accounts Year End on 12 May 2021 and Council's Internal Auditor will be carrying out the Audit on 27 May 2021 for Accounts up to and including 31 March 2021.
- (rr) Received an invitation to Transforming the Trent Valley Parish Council meeting - Connecting Communities Through Action for 13 April 2021, as forwarded to members of the Policy and Planning Committee accordingly.
- (ss) Email from SPCA issued on behalf of NATO (National Association of Civic Officers) regarding suggested information on paying tribute to the passing of HRH Prince Philip, The Duke of Edinburgh, as forwarded to Members on 12 April 2021.
- (tt) SCC - Library and Arts Service Update as forwarded to Members on 12 April 2021.
- (uu) Email from SCC - Residents urged to help businesses as restrictions ease, as forwarded to Members on 12 April 2021.
- (vv) 14 April – Kiosk Meeting with Tenant, Architect and Midland Conservation in readiness for the works to the Kiosk taking place on 26 April 2021.
- (ww) Received an email from U3A informing of the National U3A Day on 2 June 2021 and seeking Council's permission for use of a pop-up electrical supply within the High Street (one is not located within the High Street) and permission for holding a celebration within the High Street potentially including Singing for Pleasure, Folk Dancing, Rusty Voices, Ukuleles, Exercise for All and the Art Sketching group. Council is informed that the Clerk has responded to advise that the Council does not own the area outside the Town Hall and has been provided with contact details for SCC and The Maltings for the event.
- (xx) Liaised with L G Woodwards Ltd with respect to the repair/reinstatement of the Lantern located on the Kiosk.
- (yy) Liaised with Midland Conservation Ltd with respect to carrying out the cleaning of the Millennium Monument and Jubilee Bench at the time the Conduit is cleaned.
- (zz) On 14 April 2021 received and responded to an email from Borough Councillor Grosvenor with respect to access matters into the local post office following receipt of a complaint. Council is informed that the Town Council had not advised the post office on access matters and it was suggested that Councillor Grosvenor make contact with SCC.
- (aaa) On 15 April 2021 received and responded to a Reference request received from Wootton Parish Council for City Illuminations (Council's Christmas lights Contractor).
- (bbb) SLCC News Bulletin - 15th April 2021, as forwarded to Members on 15 April 2021.

- (ccc) 16 April 2021 - Uttoxeter Traffic Calming Programme – Installation of 4 no. Speed Indicator Signs within New Road and Bramshall Road.
- (ddd) Received an email dated 15 April 2021 from SCC’s Cabinet Member for Highways and Transport acknowledging receipt of the email issued to him regarding seeking an update on the High Street bollard reinstatement and to be advised that he will respond once he has the required information from his officers.

Councillor Trenergy reported that with respect to Item No. 14(a) the SPCA Bulletin dated 25 March contained the LGA Model Councillor Code of Conduct which NALC was encouraging Councils to adopt. She reported that this was a document which she and Councillor C Sylvester had had the opportunity to look at in another context, and they both considered that it was a very good document which, with minor adaptations to amend it to the needs of our Council, could readily be adopted. She reported that as the Council’s Code of Conduct was due to be reviewed at the Annual Meeting, there would be merit in the Council looking at adopting this new recommended document at that stage.

RESOLVED that the:

- (i) With respect to Item Nos. 14(a)-(ddd), the same be noted.
- (ii) With respect to the Model Code of Councillor Conduct, the Clerk liaise with Councillors Trenergy and C Sylvester and the Office Manager to make any amendments and email Members to seek their comments prior to it being considered/adopted by Council.
- (ii) Include the amended Code of Conduct for review/adoption by Council at its Annual Meeting.

**15. PREPARING FOR THE POSSIBLE RETURN OF FACE-TO-FACE MEETINGS**

As in accordance with correspondence received from NALC and SPCA received since the date of the last meeting (4 March 2021 and 26 March 2021) with respect to providing information on the Roadmap to lifting the lockdown and preparing for the possible return of face-to-face meetings.

- (a) Council gave consideration to the following as circulated within the Agenda:
  - (i) The Bulletin Extra dated 26 March 2021.
  - (ii) The Letter to Council Leaders regarding remote meetings.
  - (iii) NALC Coronavirus Information and preparing for the possible return of face-to-face meetings together with, to help local councils prepare for this possibility, NALC had provided some advice.
  - (iv) NALC’s Legal Briefing L01-20) – The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

RESOLVED that with respect to Item No. 15 (a)(i)-(iv) as above, the same be noted.

- (b) Council gave consideration to the date of its Annual Meeting (currently scheduled to take place on 11 May 2021) being held virtually prior to 7 May 2021 or being held face-to-face after 7 May 2021. Council’s instruction was sought.

It was noted that Members preferred to bring forward the Annual Meeting to enable it to take place virtually via the Zoom platform.

RESOLVED that:

- (i) The Clerk continue to provide Council with updates from NALC and SPCA on the Law for Virtual Meetings being extended.
- (ii) Subject to (i) as above, the Annual Meeting take place virtually prior to the 7 May 2021, potentially on 4 May 2021.

It was noted that the above mentioned would be subject to further updates being received from NALC and SPCA on the extension to the Law for Virtual Meetings together with Members availability and adhering to the necessary Notice period required for the meeting.

- (c) Council gave consideration to the date of its Annual Parish Community Meeting which was generally held the same evening as the Council's Annual Meeting. Council's instruction was sought.

RESOLVED that the Annual Parish Community Meeting take place virtually prior to the 7 May 2021 on the same evening as the Annual Meeting.

It was noted that the above mentioned would be subject to further updates being received from NALC and SPCA on the extension to the Law for Virtual Meetings together with Members availability and adhering to the necessary Notice period required for the meeting.

**16. TOWN COUNCIL INSURANCE**

Council was asked to give consideration to the following quotations for the Council's Insurance Provisions commencing from 29 April 2021 (including tax):

- Zurich (1 Year Contract) - £5,032.46
- Zurich (Year 1 of a 3-Year Contract – Yrs. 2-3 subject to annual inc) - £4,084.25
- BHIB – (1 Year Contract) - £6,820.86
- BHIB – (Year 1 of a 3-Year Contract - Yrs. 2-3 subject to annual inc) - £6,466.87
- Came & Company (1 Year Contract) - £14,560

Council was informed that Zurich were the Council's current provider in the sum of £4,684 and that £5,500 was included within the Precept. Council's instruction was sought.

RESOLVED that the quotation received from Zurich for a 3-year Contract in the sum of £4,084.25 (Year 1 of a 3-Year contract) be accepted and approved, funded by the Insurance budget allocation.

**17. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND – ELECTORAL REVIEW OF EAST STAFFORDSHIRE BOROUGH COUNCIL: FINAL RECOMMENDATIONS**

The Clerk reported receipt of an email dated 30 March from the Review Officer at Local Government Boundary Commission for England detailing the final recommendations setting out new electoral arrangements for East Staffs Borough Council, as forwarded to Members on 31 March 2021.

Council was informed that The Local Government Boundary Commission for England had published its final recommendations setting out new electoral arrangements for East Staffordshire Borough Council. Details of the recommended changes contained in a report which explained how they had been developed, including how the LG BCE had taken into account local views. The report and interactive mapping were available via <https://consultation.lgbce.org.uk/node/18788> and the full library of information relating to the review is available via <http://www.lgbce.org.uk/all-reviews/west-midlands/staffordshire/east-staffordshire>

Council was informed that the recommendations only become law once they had received parliamentary approval. The formal document (a draft Order) to start that process would be laid in Parliament shortly. The draft Order would provide for the new electoral arrangements for East Staffordshire to come into effect for local elections in 2023. Council's instruction was sought.

Councillor Treney reported that the Boundary Commission proposals make some changes to the boundaries of the Heath and Town Wards in Uttoxeter. She stated that there was already an imbalance in the populations of the two wards, and once Parliament approves the recommendations, she reported that she believed, 40% of our electorate in Town Ward with two Borough Councillors and 60% in Heath Ward with 3 Borough Councillors.

She reported that currently the distribution of Town Council seats was half-and-half being 8 Councillors in the Town Ward and 8 Councillors in the Heath Ward.

RESOLVED that once Parliament has approved the Boundary Commission proposals, Council make contact with ESBC to enquire whether prior to the 2023 elections the current balance of Town Council seats needs revising, in order to better reflect the balance of the electorate across the two wards.

**18. UTTOXETER TOWN COUNCIL - EX-OFFENDERS POLICY FOR THE COUNCIL**

As Resolved by Council at its meeting held on 9 March 2021, Council was asked to give consideration to the amended Draft Ex-Offenders Policy as produced by the Office Manager and Councillor Trenergy. Council's instruction was sought.

RESOLVED that the Draft Ex-Offenders Policy be accepted and adopted.

**19. STEPHEN LAWRENCE DAY**

Councillor T Crutchley requested this matter be included within the Agenda and in her absence, the Mayor requested that the Council acknowledge that the 22 April 2021 was Stephen Lawrence Day as it was 28 years to the day when this young man was murdered in a racist attack. This was a day dedicated to Stephen's memory that also allowed people to reflect upon the part we all play in creating a society in which everyone can flourish.

RESOLVED that the Clerk express Council's thanks to Councillor T Crutchley for highlighting this important memorial day to the Council.

**20. UTTOXETER TRAFFIC CALMING MEASURES – SPEED INDICATOR DEVICES (SIDS)**

The Clerk reported that the Town Council's Speed Indicator Devices had been installed on New Road and Bramshall Road on 16 April 2021 as part of the traffic calming measures programme for the Town.

Councillor P Hudson wished to express his thanks to the residents of New Road for bringing their concerns with speeding to the attention of the Town Council and to thank them for their patience. He reported that he would, in due course, be liaising with the Community Speedwatch Team and Staffordshire Police with respect to the limit for each location and sharing the data from the SIDS.

The Mayor wished to acknowledge the amount of work carried out by the Clerk in the background with organising for the SIDS to be purchased and installed.

RESOLVED that the same be noted.

**21. PROPOSED BASE STATION INSTALLATION - SHELL UTTOXETER SSTN, NEW ROAD, UTTOXETER, STAFFORDSHIRE, ST14 7DG [N.G.R E 408025, N 334606]**

The Clerk reported receipt of an email and letter dated 24 March 2021 received from Town Planning Coordinator for Waldon Telecom Ltd with respect to the above mentioned. Council's comments were sought.

RESOLVED that Council had no comment to make at this stage.

**22. ESBC – TOWN AND COUNTRY PLANNING ACT 1990-TOWN AND COUNTRY PLANNING (TREES) REGULATIONS 1999 – TREE PRESERVATION ORDER NO. 406 – LAND AT BANK CLOSE**

The Clerk reported receipt of a letter dated 24 March 2021 from ESBC's Planners informing Council that as per the Tree Preservation order made on 30 September 2020, ESBC had confirmed its Order on 23 March 2021.

RESOLVED that the same be noted.

**23. ESBC - 2021 BUDGET ANNOUNCEMENTS AND BUSINESS SUPPORT GRANTS**

The Clerk reported receipt of a letter received 24 March 2021 from ESBC informing Council that as on 3 March 2021 the Chancellor announced that eligible ratepayers would receive discounts on their business rates for 2021/22.

RESOLVED that the same be noted.

**24. SUSTAINABLE UTTOXETER - COUNCIL REPRESENTATIVE**

The Clerk reported receipt of an email dated 31 March 2021 received from The Globe Foundation extending an invitation to Councillor Williams to join the Sustainable Uttoxeter as the Town Council Representative. Council's instruction was sought.

RESOLVED that the Clerk liaise with The Globe Foundation to advise that Council appointed Councillor Williams to represent the Council on Sustainable Uttoxeter.

**25. ESBC - BRITISH TELECOMMUNICATIONS CONSULTATION ON REMOVAL OF PUBLIC CALL BOXES - UTTOXETER**

The Clerk reported receipt of a letter dated 13 April 2021 received from ESBC's Planning Support and Local Land Charges Manager informing Council that they had received notification from BT for the removal of public call boxes for 01889 562267 (o/s No 84 Pennycroft Road) and 01889 562204 (Leighton Close). Council was asked to make any comments on the removal by 21 May 2021.

RESOLVED that the Clerk liaise with ESBC's Planning Support and Local Land Charges Manager to advise that Council were in support of the removal of two proposed public call boxes.

**26. SCC - HIGH STREET-PARK STREET, UTTOXETER PROPOSED PARKING RESTRICTIONS**

The Clerk reported receipt of an email dated 13 April 2021 received from Amey's Senior Transport Planner with respect to the making and implementation of a Traffic Regulation Order (TRO).

Council was informed that, as part of the Council's Divisional Highway Programme, SCC working in partnership with Amey, had been commissioned to implement parking restrictions at High Street and Park Street, Uttoxeter. The aim of scheme was to improve road safety within the area and the proposals were shown on the drawing as circulated to Members. Council was advised that the email forms part of the statutory consultation for implementing these measures and Council was asked to provide its comments on these proposals via <https://forms.office.com/r/Sq1Wb9x9yG> by 30 April 2021, as forwarded to Members on 15 April 2021. Council's comments were sought.

RESOLVED that Council welcomes the proposed parking restrictions for High Street and Park Street.

The Clerk reported that County Councillor Brookes had made contact with her to advise that he was having difficulties in returning to the meeting and wished for her to on his behalf, express his sincere thanks to the Town Council for purchasing and incorporating the Speed Indicator Devices (SIDS) and to be advised that following complaints from a number of residents with respect to the sightline/visibility of the SID located on the entrance into Town from Bramshall Road, he had made contact with the adjacent landowner and to advise Council that the landowner would be trimming the hedge back to increase visibility of the SID shortly. He wished to express his thanks to Council for their support given to him as County Councillor during the last four years.

The Mayor expressed her thanks to County Councillor Brookes for his update and expressed her thanks to him as County Councillor over the last four years and wished him and all candidates the very best for the upcoming County Council elections.

**27. SCC - PROPOSED TRO: MARKET PLACE, MARKET STREET AND QUEEN STREET, UTTOXETER**

The Clerk reported receipt of an email dated 12 April 2021 received from SCC's Engineer Consulting seeking Committee comments on the proposals for a review of the parking restrictions in Uttoxeter, as forwarded to Members on 15 April 2021.

Council was informed that "several locations had been identified where the introduction of, or amendments to existing Traffic Regulation Orders (TRO) can be made to improve parking provision, traffic flows or safety within the town and surrounding area. One such location is the area around the Market Square comprising of Market Place, Market Street and Queen Street." Council was informed that this correspondence formed part of the statutory consultation process which would conclude on Monday, 26 April 2021. Council's comments were sought.

Councillor Trenery reported that the proposals were as in accordance with the Council's suggested improvements around Park Street roundabout and should be welcomed.

RESOLVED that Council welcomes the proposals for improvements within Market Place, Market Street and Queens Street.

It was proposed, seconded and carried that Councillor Williams Chair the meeting for Item Nos. 28(a)-(k).

It was noted that Councillors McGarry, C Sylvester and M Crutchley declared an interest in Item No. 28(a)-(k) and they were removed from the virtual meeting to the Waiting Room during the debates/votes.

**28. PLANNING APPLICATIONS**

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2021/00319 - Erection of a single storey side extension, Eaton Cottage, 14 Eaton Street.
- (b) P/2021/00353 - Installation of car park management system (ANPR), White Hart Hotel.
- (c) P/2021/00354 - Listed Building Consent for the installation of car park management system (ANPR) and associated signage, White Hart Hotel.
- (d) P/2021/00361 - Display of signage in association with the installation of a car park management system (ANPR), White Hart Hotel.
- (e) P/2021/00320 - Erection of a two-storey side extension, alterations to the existing roof to facilitate additional living space and erection of a front canopy, 28 Bramshall Road.
- (f) P/2021/00370 - Outline application for the erection of a detached dormer bungalow with integral garage with all matters reserved, Land to rear of 71 Stafford Road.
- (g) P/2021/00389 - Prior approval for the change of use of ground floor shop (Class E) to residential (Class C3), 34 Bridge Street.

Council was informed that extensions had been granted for (a)–(g) as above to enable Council to make its comments accordingly.

- (h) P/2021/00197 - Display of 2 non-illuminated billboard signs, 1 double sided non-illuminated totem sign, 1 double sided non-illuminated welcome sign, 4 double sided monolith totem signs, and ten flags on poles, Land to the west of Uttoxeter, A50 Bypass.
- (i) P/2021/00326 - Retention of a portacabin for hot food café, Loxley Layby, Stafford Road.
- (j) P/2021/00478 - Crown reduction by up to 30% of 2 Sycamore trees (TPO 260), White Hart Hotel.

RESOLVED that with respect to Planning Application No:

- (i) P/2021/00319, Council had no comment to make at this stage.
- (ii) P/2021/00353, Council had no comment to make at this stage.
- (iii) P/2021/00354, Council had no comment to make at this stage.
- (iv) P/2021/00361, Council has no comment to make at this stage.
- (v) P/2021/00320, Council requested that ESBC's Planners give consideration to the right to light/sight line of the neighbouring properties and take into consideration any comments/concerns received and raised from the neighbouring properties prior to approval being granted.
- (vi) P/2021/00370, ESBC's Planners be advised that Council was unable to make any comments at this stage due to the insufficient information on the proposals included within the application.
- (vii) P/2021/00389, Council objects to the planning application due to the following:
  - Council request that ESBC's Planners check that this building is located within the Conservation Area contrary to the information included within the application.
  - Change of use for the ground floor units does not comply with Policies TC1, TC3 and T3 of the Adopted Uttoxeter Neighbourhood Plan.
  - No outdoor space for the residents.
  - No parking provisions for the residents, not being in line with ESBC's Planning Requirements.
  - Are there any proposals to make changes to the original shop window frontage as this would be contrary to the Uttoxeter Neighbourhood Plan.
- (viii) P/2021/00197, Council had no comment to make at this stage.
- (ix) P/2021/00326, Council had no comment to make at this stage.

- (x) P/2021/00478, Council request that ESBC’s Planners:
  - Application does not acknowledge that the area is within the Conservation Area.
  - Prior to approval being granted, liaise with the Owner of the White Hart as the application does not indicate that the Owners are aware or are in agreement with the proposals as included within the application.

It was noted that Members had been issued prior to the meeting with ESBC’s Decision Notices since the date of the last meeting.

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

29. **COUNCIL IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**  
Pursuant to Section 1(2) of the above Act it was requested that the public and press were not present due to the confidential nature of the business to be transacted and were asked to withdraw.

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.

30. **PRIVATE COUNCIL BUSINESS – MEMBERS CODE OF CONDUCT**  
Following the Council meeting held on 9 March 2021, on 10 March 2021 the Clerk received a call from a member of the public to advise that he was aware of a matter that the Mayor had reported to Members during the confidential part of the meeting. The Mayor reminded Members that they had a duty to comply with the Members Code of Conduct as agreed and signed for by all Members on their appointment.

Members were reminded that once Council Resolved to exclude members of the public in the meeting due to the confidential nature of the business to be transacted, any information revealed in confidence to Councillors in closed session should not be repeated to members of the public following the meeting.

RESOLVED that the same be noted.

It was noted that Councillor P Hudson left the virtual meeting at 8.15pm to attend another Parish Council meeting.

31. **CEMETERY UPDATES**  
(a) **CONSECRATION OF AREAS WITHIN THE CEMETERY**  
The Clerk reported receipt of an email dated 22 March 2021 received from Lichfield Diocese Registry Assistant informing Council that the fees for the consecration of further land within the Cemetery would be £1,000. For Guidance Notes/Information Required. Council’s instruction was sought.

The Clerk requested Council’s assistance with the volume of work involved with the completion of the required documentation as in accordance with the Guidance issued.

RESOLVED that:

- (i) Council authorises the fees in the sum of £1,000 as above, funded by the Cemetery Repairs and Maintenance budget allocation.
- (ii) The Mayor and the Clerk be authorised to progress and submit the necessary documentation accordingly.

(b) **PROPOSED EXTENSION TO THE CEMETERY**  
Due to timescales of meetings, Council gave consideration to the following:  
(i) The updates as received from Fidler Taylor (Valuers/Surveyor):

- Email dated 12 April 2021 following the site visit on 9 April 2021. Council was asked to consider and confirm the proposed boundary as included within the plan as received from Fidler Taylor which equates to 2.2 acres.

- Email dated 15 April 2021 providing Council with an update and professional advice on the purchase of the proposed extension to the Cemetery.

Council's instruction was sought. The Chair and the Clerk provided Council with an update on the proposed extension to the Cemetery and shared photographs of the proposed extension.

RESOLVED that the Clerk:

- (i) Liaise with Councillor Headech with respect to detail to be included within the Option Agreement.
  - (ii) Be authorised to liaise with Council's Solicitor with respect to the production of an Option Agreement.
  - (iii) Include this matter for further consideration by Council, in private, at a future meeting.
- (ii) The Clerk reported receipt of an email dated 8 April 2021 received from The Environment Agency West Midlands Customer & Engagement Officer informing Council that, with respect to its enquiry on the flood area boundaries, a response would be issued in within 20 working days.

RESOLVED that upon receipt of a response, this matter be included for further consideration by Council, in private, at a future meeting.

- (iii) Archaeological advice dated 6 April 2021 as received from SCC as circulated to Members with the Agenda. Council's instruction was sought.

RESOLVED that the Clerk be authorised to liaise with ESBC's Planners to seek pre-planning advice on the potential extension to the Cemetery including on the Archaeological advice received, funded by Cemetery Repairs and Maintenance budget allocation.

- (iv) Members were furnished with a copy of the data as recorded within the On-Line mapping system with respect to flood boundaries and information. It was noted that no flooding boundaries were included within the land adjacent to the Cemetery.

RESOLVED that that same be noted.

(c) **FACULTY**

The Clerk reported that the Faculty had been duly submitted and a response was awaited.

RESOLVED that the same be noted.

(d) **WATER LEAK**

The Clerk reported that Council's Grounds Maintenance Contractor was currently ascertaining the location of a water leak within the Cemetery and would carry out the necessary repair, funded by the Cemetery repairs and maintenance budget allocation.

RESOLVED that the same be noted and approved, funded by the Cemetery Repairs and Maintenance budget allocation.

32. **PROPERTY VALUATIONS – INSURANCE PURPOSES**

Council gave consideration to the costs to carry out current valuations on the Town Hall and 32, 34-36 Carter Street as follows:

- Bagshaws - £1,500 minimum, plus vat and expenses.
- David Brown Property - £1,675 plus vat

Council was informed that a number of valuers were approached however, only the two responses had been received. Council's instruction was sought.

RESOLVED that the quotation received from David Brown Property in the sum of £1,675 plus vat, be accepted and approved, funded by the relevant Properties budget allocations.

Signed: ..... Date: .....

**33. GLOBE FOUNDATION – ECO CENTRE VEGAN FAIR**

The Clerk reported receipt of an email dated 3 April 2021 received from The Globe Foundation seeking Council's permission (as the holder of the Market Charter for the Town) for a Vegan Fair/Event to be held on 3 July 2021 at the ECO Centre, raising funds for The Globe Foundation.

It was understood that the event would take place within the ECO Centre and would be a non-profit fundraising event with activities, talks and stands rather than a market and would mainly be held inside the Eco Centre but due to social distancing, they may need to put a few of the tables on the cobbled patio area outside. Council was advised that the event would not affect or compete with the normal markets and they would make sure that it was not held on a Makers market day. The Clerk reported that the Council had been contacted as the holder of Market Charter. Council's instruction was sought.

RESOLVED that the Clerk liaise with The Globe Foundation to advise that Council supports and encourages the Vegan Fair/Event at the ECO Centre on 3 July 2021.

**34. TOWN HALL - CLEANING PROVISIONS**

The Clerk reported receipt of a quotation dated 25 March 2021 received from Spotless Cleaning for the cleaning provisions for the Town Hall by a Contractor on a weekly, quarterly and annual scheduled programme, commencing from 14 May 2021 in the sum of £16 per hour as circulated to Members. Council's instruction was sought.

The Mayor and the Office Manager provided Council with an update on the requirements going forward for the cleaning provisions within the Town Hall on a weekly, quarterly and annual basis.

RESOLVED that the quotation received from Spotless Cleaning in the sum of £16 per hour for cleaning provisions within the Town Hall (weekly, quarterly and annual schedule of works), be accepted and approved, funded by the Town Hall Repairs and Maintenance budget allocation.

**35. HMRC SUPPORT**

The Clerk reported receipt of the following support emails:

- (a) Budget 2021 - Dated 5 March 2021 as forwarded to Members and Council's Payroll Provider on 5 March 2021.
- (b) Employer Update dated 18 March 2021 as forwarded to Members and Council's Payroll Provider on 18 March 2021.
- (c) Get ready for the new tax year as forwarded to Members and Council's Payroll Provider on 26 March 2021.
- (d) Employer Bulletin dated 14 April 2021 as forwarded to Members and Council's Payroll Provider on 15 April 2021.
- (e) PAYE – starting the new tax year dated 16 April 2021 as forwarded to Members and Council's Payroll Provider on 15 April 2021.

RESOLVED that with respect to 35(a)-(e) as above, the same be noted.

**36. STAFFORDSHIRE PENSION FUND**

The Clerk reported receipt of the following:

- (a) Email dated 9 March 2021 received from Staffordshire Pensions Fund confirming the Council's key contacts (Council's Payroll Provider and the Clerk) for their records.
- (b) LGPS March Employer Focus Newsletter - SCC Issue - All other Employers received 22 March 2021 as forwarded to Members and Council's Payroll Provider accordingly.
- (c) Understanding the Employer Role Training from the LGA - The Local Government Association will be running the Employer Role course over four dates which covers the duties and responsibilities of Local Government Pension Scheme (LGPS) employers covering Brief Overview, Joining the LGPS, CARE vs Final Pay, Absences, Additional Contributions, Regulatory Requirements – Actives, all Types of Retirement and Death, Early Leavers, etc on either 23 or 26 April 2021. The charge was £270 plus VAT for the day long course. Council's instruction was sought.

- (d) Email dated 24 March 2021 extending an invitation to a virtual LGPS Pension Fund Employer Training on Ill Health Process on Thursday 29 April 2021.
- (e) Email dated 8 April 2021 LGPS -Draft funding strategy statement - Employer consultation, as forwarded to Members on 8 April 2021. Council was informed that comments on the consultation need to be submitted by 18 May 2021. Council's comments were sought.

RESOLVED that with respect to:

- (i) 36(a), (b) and (d) as above, the same be noted.
- (ii) 36(c), the Clerk be authorised to attend the Understanding the Employer Role Training from the LGA, in the sum of £270 plus VAT, funded by the Training budget allocation.
- (iii) 36 (e), Council had no comments to make at this stage.

**37. STAFFING**

- (a) The Clerk reported that staff lieu time hours up to 31 March 2021 was 23¼.

RESOLVED that the same be accepted and approved.

- (b) The Mayor to provide Council with a brief update on Staffing matters including a detailed pensions update, since the date of the last meeting.

RESOLVED that the same be accepted and approved.

- (c) The Clerk reported Admin staff had completed the following training sessions during March 2021:
  - (i) SPCA Parish On-Line – Basic & Advanced (F/T Admin)
  - (ii) Risk Assessments & Covid Secure Risk Assessments – (Office Manager & F/T Admin)

RESOLVED that the same be accepted and approved.

**38. AGENDA ITEMS FOR NEXT MEETING**

The meeting closed at 8.49 pm.