



## UTTOXETER TOWN COUNCIL

### MINUTES OF THE VIRTUAL ANNUAL MEETING HELD ON WEDNESDAY, 5 MAY 2021 COMMENCING AT 7.55PM 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, P Lancaster, K Smith, C Sylvester, L Sylvester, M A Trenery, M Williams.

It was noted that ten members of the public and one member of the local press were in attendance.

#### 1. APPOINTMENT OF MAYOR 2021/22

- (a) In accordance with Standing Order 5(e), Council appointed The Mayor for 2021/22.

Council was informed that all eligible Members had been furnished with a Declaration of Acceptance of Office to be signed virtually by the successful Member in the meeting, to be duly witnessed by the Clerk as Proper Officer of the Council. The newly appointed Mayor would provide the original document to Clerk following the meeting. The Clerk would sign the Declaration at a later date. Council's instruction was sought.

Councillor P Hudson proposed Councillor C Sylvester be appointed as Mayor for 2021/22. Councillor K Hudson seconded the proposition. The proposition was put to the vote and was carried.

It was noted that Councillors T Crutchley, Krupski and Trenery abstained from the above-mentioned vote.

- (b) The Clerk reported that the newly appointed Mayor had signed his Declaration of Acceptance of Office which was witnessed by the Clerk and Members.

The newly appointed Mayor would, in normal circumstances receive The Mayoral Chain of Office however, due to the meeting being by virtual means, this will be issued prior to the next meeting.

The Mayor stated it was an honour and a privilege to be given this opportunity to represent and serve the people of Uttoxeter and expressed his thanks to retiring Mayor Councillor McGarry for the way she had professionally and diligently led the Town Council and carried out her civic duties during her term in office. He stated that she was an extremely hardworking Mayor, very visible in the community before the pandemic struck and, on those occasions allowed to by Covid 19 restrictions. The pandemic meant that, not only was an extra year added to her term of office, but she had to lead the Council in dealing with all the extra problems that Covid 19 had caused the Town and the Town Hall. Thank you, Sue you did a superb job.

- (c) Prior to the meeting the retiring Mayor Councillor S McGarry had been issued with her Past Mayor's Jewel of Office.

#### 2. APPOINTMENT OF DEPUTY MAYOR 2021/22

Council gave consideration to the appointment of the Deputy Mayor for 2021/22.

Councillor L Sylvester proposed Councillor H Headech be appointed as Deputy Mayor for 2021/22. Councillor P Hudson seconded the proposition. The proposition was put to the vote and was carried.

It was noted that Councillors T Crutchley, Krupski and Trenery abstained from the above-mentioned vote.

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

**3. CHAIR'S WELCOME**

The Chair welcomed Members and Members of the Public and Press to the virtual Meeting and provided a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014" and the use of mobile phones.

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 946 1321 0123. 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.

**4. APOLOGIES FOR ABSENCE**

(a) The Clerk reported that all members of the Council were in attendance at the meeting.

RESOLVED that the same be noted.

(b) As reported above, the Clerk reported that all Council Members were in attendance.

RESOLVED that the same be noted.

**5. 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 or business pertinent to the Council.

The period of time designated for public participation at a meeting as in accordance with standing order 3(f) 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 one member of the public wished to address Council and she welcomed the member of the public to address Council.

The member of the public expressed her thanks for the opportunity to speak to Council on Item No. 11(b xi) the Town Centre Forum. The member of the public wished to ask a question to Council with respect to the Town Centre Forum whose terms of reference were due to be considered by Council this evening. She requested Council consider:

- matters concerning the town centre,
- how attendees would like to see it develop,
- how positive change can be achieved.

She reported that she understood that the Committee had been meeting for a few years now, although not during the pandemic, under the Chairmanship of Councillor Trenergy and understood that they had discussed many excellent ideas and that they had considered proposals from individuals and groups in and around the town. She stated that her question concerned the liaison by the Town Council with ESBC. She asked Council the following questions:

1. Did the Town Council make ESBC aware of the existence of this group?
2. Were the deliberations and conclusions of the group reported to ESBC?

3. Was the work of this group made available to the Consultancy Firm who produced the Master Plan for the Town which had been so poorly received by so many residents?
4. What is the perceived future for the work of this Forum in relation to Development of the Town Centre. She expressed he thanks to Council for the opportunity to address Members.

The Mayor thanked the member of the public for addressing Council and reported that Item No. 11(b xi) would be considered by Council later in the meeting.

**6. 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. 51 and 52(a)-(d)  
Councillor C Sylvester declared an interest in Item Nos. 51 and 52(a-d)  
Councillor M Crutchley declared an interest in Item Nos. 51 and 52(a-d)

**7. 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.

**8. MINUTES**

- (a) The minutes of the Virtual Meeting held on 22 April 2021 were approved as a correct record and signed by the Chair.
- (b) Council gave consideration to the Recommendations of the Virtual Policy and Planning Committee Meeting held 27 April 2021.

RESOLVED that the Recommendations of the Virtual Policy and Planning Committee Meeting held on 27 April 2021 be approved and ordered to form part of the minutes attached hereto as Appendix A.

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

- (c) Council gave consideration to the Recommendations of the Virtual Finance and General Purposes Committee Meeting held on 27 April 2021.

RESOLVED that the Recommendations of the Virtual Finance and General Purposes Committee Meeting held on 27 April 2021 be approved and ordered to form part of the minutes attached hereto as Appendix B.

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

**9. ACCOUNTS**

- (a) Consideration was given to the list of accounts submitted for payment in the sum of £19,696.58.

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

It was noted that Councillor Headech was not currently a Council Signatory.

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

- (b) Council gave consideration to the monthly summaries of the Council’s income and invoices issued for up to 28 April 2021.

RESOLVED that the same be noted.

10. **BANK BALANCES**

At 5 May 2021 the Clerk/RFO reported that the bank balances stood at:

RBS Current Account	£ 10,000.00
RBS Special Interest Account	£370,596.36
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors’ Account	£ 3,494.49
RBS Deposit Account 32 Carter Street	£ 654.91
RBS 19A High Street Deposit Account	£ 324.81
Barclays Business Deposit Account	£ 85,000.00

The Clerk/RFO reported that the first payment of the Annual Precept and Support Tax Grant had been received from ESBC on 30 April 2021 and the monies were deposited within the Special Interest Account.

11. **APPOINTMENT OF COMMITTEES**

(A) **STANDING COMMITTEES**

i) **FINANCE AND GENERAL PURPOSES COMMITTEE - (FOURTH TUESDAY OF THE MONTH HELD AT 5.30PM)** (7 Members)

- Chair: Councillor S McGarry  
Vice-Chair: Councillor C Sylvester  
Councillors: Councillors M Crutchley, D Goodfellow, P Hudson, Z Krupski, *Vacancy*

**Terms of reference:** To consider matters and make recommendations to Council in relation to:  
19A High Street  
32 Carter Street  
Redfern’s Cottage, 34-36 Carter Street  
The Kiosk  
Quality Council status  
Applications for Grant Aid  
The continuation of the refurbishment of the Town Hall (*former Community Projects*)

Council’s instruction was sought. It was noted that Mayor and Deputy Mayor were ex-officio.

RESOLVED that the Finance and General Purposes Committee membership, the amended time and the terms of reference as recorded above, be accepted and approved.

ii) **POLICY AND PLANNING COMMITTEE - (FOURTH TUESDAY OF THE MONTH HELD AT 2.00PM)** (8 Members)

- Chair: Councillor M Williams  
Vice-Chair: Councillor H Headech  
Councillors: Councillors P Hudson, Z Krupski, P Lancaster, L Sylvester, M A Trenergy, *Vacancy*.

**Terms of reference:** To consider matters and make recommendations to Council in relation to:  
Allotments  
Christmas Lights Tenders (*Christmas Lights Event – Town Hall Entertainments*)  
Highways  
Millennium Monument  
Partnerships  
War Memorial  
Planning including Neighbourhood Planning – Delegated Power to respond to planning applications.  
Climate Change Emergency:  
1. Actively support small and large planning applications for new renewable energy in the area

2. Use your voice
  3. Manage land for nature
  4. Use your powers wisely - Ensure you know the climate change or nature implications of decisions before you make them
  5. Use differential car-parking charges to support low-carbon vehicles
- Council's instruction was sought.

RESOLVED that the Policy and Planning Committee membership and the terms of reference as recorded above, be accepted and approved.

iii) **WORKING COMMITTEE - (FOURTH THURSDAY OF THE MONTH HELD AT 5.30PM** (6 Members)

Chair: Councillor S McGarry  
Vice-Chair: Councillor M A Trenery  
Councillors: H Headech, K Hudson, P Hudson, P Lancaster

**Terms of reference:** To consider matters and make recommendations to Council in relation to:  
The Cemetery

St Mary's Closed Churchyard

Dr Johnson Celebrations

Climate Change Emergency:-

1. Reduce pesticide use and other harmful activities
2. Manage land for nature

Council's instruction was sought.

RESOLVED that the Working Committee membership, the amended time and the terms of reference as recorded above, be accepted and approved.

(b) **COUNCIL'S OTHER COMMITTEES**

i) **ALLOTMENTS COMMITTEE** (4 Members plus 1 representative of 4 Allotment Associations).

Chair: Councillor C Sylvester  
Vice-Chair: Councillor Z Krupski  
Councillors: T Crutchley, P Lancaster

Plus one representative from the 4 local associations.

**Terms of reference:** To meet with Allotment Association Members and make recommendations to Council. Council's instruction was sought.

RESOLVED that the Allotments Committee membership and the terms of reference as recorded above, be accepted and approved.

ii) **EMERGENCY PLAN** (4 Members plus The Clerk, Town Clerk and Office Manager)

Chair: The Mayor  
Councillors: H Headech, P Hudson, S McGarry

**Terms of reference:** To prepare an Emergency Plan to submit to Council. Council's instruction was sought.

RESOLVED that the Emergency Plan membership and the terms of reference as recorded above, be accepted and approved.

iii) **FOOTPATHS COMMITTEE** (3 Members and 2 representatives of Utttoxeter Walking Club)

Chair: Councillor M A Trenery  
Vice-Chair: Councillor Z Krupski  
Councillors: Councillor M Crutchley

**Current Terms of reference:** To consider matters relating to public footpaths in the area and make recommendations to Council.

Plus - Climate Change Emergency - Manage land for nature. Council's instruction was sought.

RESOLVED that the Footpaths Committee membership and the terms of reference as recorded above, be accepted and approved.

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

iv) **MARKETS COMMITTEE (AT 5.30PM)** (6 Members)

Chair: Councillor S McGarry  
Vice-Chair: Councillor C Sylvester  
Councillors: K Hudson, P Lancaster, Z Krupski, M A Treney

**Terms of reference:** To plan strategy for the markets including all associated administration and management and make recommendations to Council. Council's instruction was sought.

RESOLVED that the Markets Committee membership, the amended time and the terms of reference as recorded above, be accepted and approved.

v) **PERSONNEL COMMITTEE** (6 Members)

Chair: The Mayor  
Councillors: M Crutchley, P Lancaster, L Sylvester, M A Treney, M Williams

**Terms of reference:** To consider personnel matters and make recommendations to Council. Council's instruction is sought.

RESOLVED that the Personnel Committee membership and the terms of reference as recorded above, be accepted and approved.

vi) **PERSONNEL APPEALS COMMITTEE** (3 Members)

Chair: Councillor H Headech  
Councillors: T Crutchley, Z Krupski

**Terms of reference:** To consider personnel appeals and make recommendations to Council. Council's instruction was sought.

RESOLVED that the Personnel Appeals Committee membership and the terms of reference as recorded above, be accepted and approved.

vii) **TOWN HALL ENTERTAINMENTS COMMITTEE** (6 Members plus representatives of local organisations)

Chair: Councillor P Hudson  
Vice-Chair: Councillor M A Treney  
Councillors: M Crutchley, P Lancaster, C Sylvester, *Vacancy*,

**Terms of reference:** To organise a calendar of public events at the Town Hall.

Non-Council Members: Representatives from St Mary's Players, Uttoxeter Knights, Uttoxeter Lions and local Community Groups and Outside Bodies. Council's instruction was sought.

RESOLVED that the Town Hall Entertainments Committee membership and the terms of reference as recorded above, be accepted and approved.

viii) **UTTOXETER IN BLOOM COMMITTEE** (4 Members and a number of non-Council Members who represent other organisations or are Bloom volunteers)

Chair: Councillor M Williams  
Vice-Chair: *Vacancy*  
Councillors: K Hudson, P Lancaster

**Terms of reference:** To consider all matters in relation to Uttoxeter in Bloom and the Heart of England Competition entry and make recommendations to Council, it being noted that this Committee has delegated powers to spend its grant allocation from ESBC. Council's instruction was sought.

RESOLVED that the Uttoxeter in Bloom Committee membership and the terms of reference as recorded above, be accepted and approved.

xi) **TOWN CENTRE FORUM** (5 Members and representatives of other organisations/local businesses)

Chair: Councillor M A Treney

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

Vice-Chair: Councillor C Sylvester  
Councillors: Z Krupski, P Lancaster, *Vacancy*

**Terms of reference:**

1. The main issues affecting the Town Centre
2. How attendees would like to see the Town Centre develop
3. The means by which positive change might begin to be achieved
4. Climate Change Emergency:-
  - (a) *Promote practical action by local people*
  - (b) *Bring together groups of people for bulk purchases*
  - (c) *Develop and promote lift-sharing scheme*

Council's instruction was sought.

RESOLVED that the Town Centre Forum membership and the terms of reference as recorded above, be accepted and approved.

Councillor Sylvester referred to the question as raised by the member of public under Item No. 5 regarding what liaison does this Forum have with ESBC. He reported that this Committee does not have a direct liaison with ESBC however deliberations were reported to ESBC by the Town Council.

It was noted that Councillors Trenergy, Krupski and T Crutchley expressed their concerns that the previous recommendations from the Town Centre Forum meeting had not issued to ESBC as part of consultation with the Town Council on the Uttoxeter Town Centre masterplan.

xii) **BIODIVERSITY GROUP (UNRN Uttoxeter Nature Recovery Network)** (2 Members and representatives of other organisations and interested parties)

Chair: M Williams  
Councillor: L Sylvester

**Terms of reference:**

To advise the Council on matters affecting biodiversity in the Uttoxeter area, and to initiate and co-ordinate action by the community to promote a vibrant and diverse biosphere in that area

Plus - Considering Climate Change Emergency:-

1. *Be a force for good - Encourage the formation of Climate Action groups*
2. *Reduce pesticide use and other harmful activities*
3. *Manage land for nature*
4. *Increase tree cover*
5. *Buy green*
6. *Minimise waste going to landfill or incineration*

Council's instruction was sought.

Councillor McGarry suggested that as this Committee was originally not under the Town Council and biodiversity was a subject included with a number of other local groups, Council was asked to consider the future of this Committee.

Councillor Trenergy concurred and agreed that further discussion should commence with the Sustainable Uttoxeter Initiative to merge the two groups into one, under the banner of Sustainable Uttoxeter rather than a Town Council Committee.

RESOLVED that at this time, the Biodiversity Group membership and the terms of reference as recorded above, be accepted and approved.

xiii) **UTTOXETER YOUTH COUNCIL** (5 Members and Representatives from Oldfields Hall Middle School, Windsor Park Middle School and Thomas Alleyne's High School and Staffordshire Council of Voluntary Youth Services (SCVYS))

Chair: The Mayor  
Councillors: T Crutchley, Z Krupski, L Sylvester, *Vacancy*

**Terms of reference:** To be determined. Council's instruction was sought.

RESOLVED that the Uttoxeter Youth Council membership as recorded above, be accepted and approved and the Committee meet within the next 3 months to determine the terms of reference for the Uttoxeter Youth Council.

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

Council was reminded that The Mayor and Deputy Mayor were ex officio members of all Committees.

(c) **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

- (i) **UTTOXETER GENERAL CHARITIES** *(formerly The Charity Trustees)*  
Councillors T Crutchley, Z Krupski, M A Trenergy, *Vacancy*

RESOLVED that the same be noted and approved.

- (ii) **EMERGENCY CO-ORDINATING COMMITTEE**  
The Town Mayor and the Town Clerk.

RESOLVED that the same be noted and approved.

- (iii) **ENVIRONMENT AGENCY** (Flood warning information meetings)  
Councillor P Hudson

RESOLVED that the same be noted and approved.

- (iv) **OLDFIELDS SPORTS CENTRE MANAGEMENT COMMITTEE**  
Councillors C Sylvester and Z Krupski

RESOLVED that the same be noted and approved.

- (v) **PATIENT PARTICIPATION GROUP, BALANCE STREET**  
Councillor P Lancaster

RESOLVED that the same be noted and approved.

- (vi) **POLICE PARTNERSHIP MEETING**

The Mayor, Deputy Mayor and Councillors M Crutchley, P Hudson, P Lancaster, M A Trenergy plus the Town Clerk. *(Note: All Councillors will be advised of Police Partnership Meetings)*

RESOLVED that the same be noted and approved.

- (vii) **QUARRY LIAISON COMMITTEE**  
Councillor P Hudson

RESOLVED that the same be noted and approved.

- (viii) **STAFFS PARISH COUNCILS' ASSOCIATION (SPCA)**  
Councillors P Lancaster, *Vacancy* and the Town Clerk

RESOLVED that the same be noted and approved.

- (ix) **UTTOXETER HERITAGE TRUST** *(formerly Redfern Cottage Steering Group – Non-Voting Representatives)*  
Councillors T Crutchley and H Headech

RESOLVED that the same be noted and approved.

- (x) **FAIRTRADE STEERING GROUP**  
Councillors M A Trenergy, *Vacancy*

Note: Town Mayor is Patron of Fairtrade Uttoxeter (UTC 13/11/19 Item 21(b))

RESOLVED that the same be noted and approved.

- (xi) **GLOBE FOUNDATION – PLASTIC FREE COMMUNITIES SCHEME STEERING GROUP**  
Councillors M A Trenergy, *Vacancy*

RESOLVED that the same be noted and approved.



(xii) **PARISH COUNCIL FORUM**

Councillor M A Treney (Appointed UTC 9/06/20)

RESOLVED that the same be noted and approved.

(xiii) **SUSTAINABLE UTTOXETER**

Councillor M Williams (Appointed UTC 22/04/21)

RESOLVED that the same be noted and approved.

12. **BANK MANDATES**

(a) **Royal Bank of Scotland/Natwest Bank**

Council was asked to authorise six signatures for the Council's Bank Accounts (Royal Bank of Scotland/Natwest Bank Mandate) for the upcoming year including The Mayor and Deputy Mayor. Council was informed that Councillors S McGarry, C Sylvester, P Hudson, M A Treney and Z Krupski (plus one vacancy) are the Council's current cheque signatories. Council's instruction was sought.

RESOLVED that Councillors C Sylvester, H Headech, Z Krupski, P Hudson, S McGarry and M A Treney be appointed as signatories for the year 2021/22.

(b) **Barclays Bank**

Council was asked to authorise two signatures for the Barclays Bank Mandate for the upcoming year which were currently Councillors S McGarry and M A Treney. Council's instruction was sought.

RESOLVED that Councillors S McGarry and M A Treney remain as signatories for the Barclays Bank Account for the year 2021/22.

13. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21 PART 3 FOR THE YEAR ENDING 31 MARCH 2021**

The Clerk reported that following Rialtas Business Solutions Ltd attendance to assist her with year-end procedures on 12 May 2021 and Council's Internal Audit for the fiscal year ending 31 March 2021 on 27 May 2021 by Toplis Associates Ltd, Council was informed that the end of year accounts and annual return would be included for consideration by Council at its meeting scheduled to take place on 8 June 2021.

RESOLVED that the same be noted

14. **ATTENDANCE RECORD**

As Resolved by Council's Policy and Planning Committee at its meeting held on 23 July 2013 to publish the attendance record of Council and Standing Committee Meetings annually. Council was informed that the Attendance Record would be incorporated within the website in due course.

RESOLVED that the Clerk be authorised to incorporate the Councillor Attendance Record for 2020/21 within Council's website in due course.

The Mayor reported that all Draft Policies to be reviewed by Council were available for perusal via the Council's Website via <https://www.uttoxetertowncouncil.org.uk/policies/> for Appendices G-JJ(i).

15. **STANDING ORDERS**

In accordance with Standing Order No. 5j(ix). Council was asked to review and adopt NALC's latest Model Standing Orders. Council's instruction was sought.

RESOLVED that NALC's latest Model Standing Orders be adopted and approved.

16. **FINANCIAL REGULATIONS**

In accordance with Standing Order No. 5j(ix), Council is asked to review and adopt NALC's latest Model Financial Regulations. Council's instruction was sought.

RESOLVED that Council adopts NALC's latest Financial Regulations be adopted and approved.

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

17. **ASSET REGISTER**

In accordance with Standing Order No. 5j(xiii), to review Council's Asset Register for 2021/22. Council's instruction is sought. Council's instruction was sought.

RESOLVED that the Asset Register for 2021/22 be adopted and approved.

It was noted that Councillor K Smith left the meeting at 9.15pm.

18. **RISK ASSESSMENTS**

(a) **BUSINESS RISK ASSESSMENT**

Council was asked to review and adopt its Business Risk Assessment. See Appendix J via the website. Council's instruction was sought.

RESOLVED that the Business Risk Assessment be adopted and approved.

(b) **FIRE EVACUATION PROCEDURE**

Council was asked to review and adopt its Fire Evacuation Procedure. Council's instruction was sought.

RESOLVED that the Fire Evacuation Procedure be adopted and approved.

(c) **FIRE SAFETY POLICY**

Council was informed that Fire Safety Training was scheduled to take place and the Office Manager would be updating this Policy which would be included for consideration by Council in due course.

RESOLVED that the same be noted.

(d) **FIRE RISK ASSESSMENT**

Council was informed that Fire Risk Assessment was due to be updated and would be included for consideration by Council in due course.

RESOLVED that the same be noted.

(e) **STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS**

Council was asked to review and adopt its Statement of Internal Control and Annual Review of Effectiveness of Internal Control. Council's instruction was sought.

RESOLVED that the Statement of Internal Control and Annual Review of Effectiveness of Internal Control be adopted and approved.

(f) **UTTOXETER CEMETERY**

Council was asked to review and adopt its Risk Assessment for Uttoxeter Cemetery. Council's instruction was sought.

RESOLVED that the Risk Assessment for Uttoxeter Cemetery be adopted and approved.

19. **MODEL PROTOCOL FOR PARISH OR TOWN COUNCILLOR/CLERK RELATIONS**

Council was asked to review and adopt its Model Protocol for Parish or Town Councillor/Clerk Relations Policy as provided by SPCA. Council's instruction was sought.

RESOLVED that the Model Protocol for Parish or Town Councillor/Clerk Relations Policy be adopted and approved.

20. **PRESS AND SOCIAL MEDIA POLICY AND PROTOCOL**

In accordance with Standing Order No. 5j(xviii), Council was asked to review and adopt its Press and Social Media Policy and Protocol Policy which covers Protocol of recording, photography and use of Social Media at meetings of the Council. Council's instruction was sought.

RESOLVED that the Press and Social Media Policy and Protocol Policy which covers Protocol of recording, photography and use of Social Media at meetings of the Council be adopted and approved.

21. **FREEDOM OF INFORMATION ACT COMPLIANCE/FREEDOM OF INFORMATION POLICY**  
In accordance with Standing Order No. 5j(xvii), Council is asked to review and adopt its Freedom of Information Act Compliance/Policy as provided by NALC LTN 37. Council's instruction was sought.

RESOLVED that the Freedom of Information Act Compliance/Freedom of Information Policy as provided by NALC LTN 37 be adopted and approved.

22. **COMPLAINTS PROCEDURES**  
(a) In accordance with Standing Order No. 5j(xvi), Council was asked to review and adopt its Complaints Procedure. Council's instruction was sought.

RESOLVED that the Complaints Procedure be adopted and approved.

- (b) Council gave consideration to and considered adopting the Unreasonably Persistent and Vexatious Complaints Procedure. Council's instruction was sought.

RESOLVED that Unreasonably Persistent and Vexatious Complaints Procedure be adopted and approved.

23. **REDUNDANCY POLICY**  
Council was asked to review and adopt its Redundancy Policy. Council's instruction was sought.

RESOLVED that the Redundancy Policy be adopted and approved.

24. **DISCIPLINARY PROCEDURE**  
Council was asked to review and adopt its Disciplinary Procedure. Council's instruction was sought.

RESOLVED that the Disciplinary Procedure be adopted and approved.

25. **PROCEDURE FOR HEARING APPEAL BY COUNCIL**  
Council was asked to review and adopt its Hearing Appeal Procedure. Council's instruction was sought.

RESOLVED that the Hearing Appeal Procedure be adopted and approved.

26. **LOCAL GOVERNMENT PENSION SCHEME DISCRETIONARY POLICY**  
Council was informed that a response was awaited from the LGPS with respect to the above-mentioned Policy and once updated, it would be included for consideration by Council in due course.

RESOLVED that the same be noted.

27. **HEALTH AND SAFETY POLICY**  
Council was asked to review and adopt its Health and Safety Policy. Council's instruction was sought.

RESOLVED that the Health and Safety Policy be adopted and approved.

28. **EQUALITY AND DIVERSITY POLICY**  
Council was asked to review and adopt its Equality and Diversity Policy. Council's instruction was sought.

RESOLVED that the Equality and Diversity Policy be adopted and approved.

29. **GENERAL DATA PROTECTION REGULATION (GDPR) INCLUDING POLICIES**  
In accordance with Standing Order No. 5j(xvii), Council was informed that as in accordance with advice from Council's DPO, all Council's GDPR Policies including Information and Data Protection, Social Media and Electronic Communication, Contact Privacy Notice including Email Contact, Contact Information and Retention and Disposal Policy were currently being reviewed by the Office Manager and would be included for consideration by Council in due course.

RESOLVED that the same be noted.

30. **RECRUITMENT POLICY**

Council was asked to review and adopt its Recruitment Policy. Council's instruction was sought.

RESOLVED that the Recruitment Policy be adopted and approved.

31. **REGISTER OF GIFTS AND HOSPITALITY POLICY**

Council was asked to review and adopt its Gifts and Hospitality Policy. Council's instruction was sought.

RESOLVED that the Register of Gifts and Hospitality Policy be adopted and approved.

32. **CODE OF CONDUCT**

Council was asked to review and adopt Local Government Association Model Councillor Code of Conduct. The Chair reported receipt of an update from SPCA who had recommended that the Council continue with its current NALC Members' Code of Conduct as in accordance with Legal Topic Note 80 until further updates were available from SPCA. Council's instruction was sought thereon.

RESOLVED that:

- (i) The current NALC Members' Model Code of Conduct as in accordance with Legal Topic Note 80 be adopted and approved.
- (ii) Upon receipt of an update from SPCA, the Code of Conduct be included for due consideration by Council in due course.

33. **SMOKING POLICY**

Council was asked to review and adopt its Smoking Policy. Council's instruction was sought.

RESOLVED that the Smoking Policy be adopted and approved.

34. **FLEXIBLE WORKING AND DISCRETIONARY LEAVE POLICY**

Council was asked to review and adopt its Flexible Working and Discretionary Leave Policy. Council's instruction was sought.

RESOLVED that the Flexible Working and Discretionary Leave Policy be adopted and approved.

35. **WAR MEMORIAL POLICY**

Council was asked to review and adopt its War Memorial Policy. Council's instruction was sought.

RESOLVED that the War Memorial Policy be adopted and approved.

36. **PUBLIC PARTICIPATION POLICY**

Council was asked to review and adopt the updated Public Participation Policy. Council's instruction was sought.

RESOLVED that the Public Participation Policy be adopted and approved.

37. **UTTOXETER YOUTH COUNCIL**

Council was asked to review and adopt its Policies for the Youth Council as follows:

- (a) Statement of Aims.
- (b) Safeguarding and Child Protection Policy.
- (c) Volunteer Policy.
- (d) Equality Policy.

Council's instruction was sought.

RESOLVED that, with respect to 37(a)-(d) as above, the Uttoxeter Youth Council Policies as recorded above, be adopted and approved.

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

**38. REGISTER OF COUNCILLORS INTEREST**

Members were reminded that their Members' Interests Forms were to be duly updated and issued to the Clerk following the meeting. The Register of Councillors Interest, as provided by ESBC, as forwarded to Members on 28 April 2021.

Members were reminded that it was their responsibility to ensure the forms were kept up to date.

RESOLVED that the same be noted.

**39. BANKING AND INVESTMENT POLICY**

Council was asked to review and adopt its Banking and Investment Policy. Council's instruction was sought.

RESOLVED that the Banking and Investment Policy be adopted and approved.

**40. TRAINING AND DEVELOPMENT POLICY**

Council was asked to review and adopt its Training and Development Policy. Council's instruction was sought.

RESOLVED that the Training and Development Policy be adopted and approved

**41. LONE WORKING POLICY AND EX-OFFENDERS POLICY**

Council was reminded that it had recently reviewed and adopted the above-mentioned Policies.

RESOLVED that the current Lone Working and the Ex-Offenders Policies be adopted and approved.

**42. TOWN COUNCIL INSURANCE**

In accordance with Standing Order No. 5j(xiv), Council was informed that its Insurance Policy was, as Resolved by Council on 28 April 2021 under a 3-year contract commencing from 29 April 2021 with Zurich Insurance Plc.

RESOLVED that the same be noted and approved.

**43. CALENDAR OF MEETINGS 2021/22**

In accordance with Standing Order No. 5j(xxi), Council gave consideration to the ordinary meetings of the Council taking place at Uttoxeter Town Hall commencing at 7.00pm as follows: 5 May 2021, 8 June 2021, 13 July 2021, 14 September 2021, 12 October 2021, 9 November 2021, 14 December 2021, 11 January 2022, 8 February 2022, 8 March 2022, 12 April 2022, 10 May 2022.

Council was reminded that Members were furnished with the dates for Council Meeting during their 4-year Term of Office within their New Councillor packs as issued on 14 May 2019.

RESOLVED that the same be noted and approved.

**44. RETIRING TOWN MAYOR'S REPORT**

The Clerk reported that the retiring Mayor, Councillor McGarry had not attended any events since the date of the last meeting.

Councillor McGarry reported that she was delighted to have donated her cheques to her supporting Charities, Highfield Court and The Fountains Signing Choir.

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

None received.

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

(a) The Clerk reported that she had received an update from County Councillor Brookes who was still experiencing difficulties in joining the meeting.

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

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

Councillor Trenergy reported attendance on 23 April 2021 at the Plastic Free Uttoxeter Committee meeting and that she would be bringing forward an update following the meeting to the Town Council meeting scheduled to take place on 8 June 2021.

**48. 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/acted on a number of matters as follows:

- (a) Various SPCA E-Bulletins including Extra Bulletins, as forwarded to Members.
- (b) SPCA Training Newsletter dated 20 April 2021 as forwarded to Members.
- (c) Various NALC CEO Bulletin, as forwarded to Members.
- (d) Various GOV.UK Coronavirus emails, as forwarded to Members.
- (e) Various Staffordshire Means back for Business emails, as forwarded to Members.
- (f) Liaised with U3A regarding National U3A Day on 2 June and the Mayor Elect attending.
- (g) SCC Coronavirus update: Monday 19 April, as forwarded to Members 20 April 2021.
- (h) 20-21 April - Liaised with a number of members of the public with respect to participation within the Council meeting on 22 April 2021.
- (i) Liaised with a member of the public with respect to her enquiry dated 21 April 2021 about the Annual Parish Community Meeting.
- (j) Copied into an email from a member of the public dated 21 April 2021 to Borough Councillor Allen seeking an update on the adopted Masterplan.
- (k) Copied into an email from a member of the public dated 22 April 2021 as issued direct to Borough Councillor Allen regarding Uttoxeter Master Plan - Response to Cllr George Allen's email dated 29/01/2021.
- (l) 22 April 2021 - Emergency call out with Steve Counce Ltd – to address blocked drains issue at the Town Hall.
- (m) 23 April 2021 - Received a response from the local Police Sergeant acknowledging the installation of the SIDS.
- (n) Received an email dated 23 April 2021 from a member of the public with respect to the changes to the Webinar meeting procedure during the Council Meeting on 22 April 2021.
- (o) Staffordshire Means Back to Business: Funding and support, as forwarded to Members on 23 April 2021.
- (p) Liaised with Members and a Bloom volunteer with respect to a meeting to discuss a Covid-19 Memorial bed being incorporated at Bramshall Road Park.
- (q) Received and responded to an email on 23 April 2021 received from a member of the public with respect to the return of face-to-face meetings in the near future.
- (r) Received an email regarding the Council Meeting held on 22 April received from a member of the public and responded on 28 April 2021.
- (s) Staffordshire Day is coming! Dated 25 April 2021, as forwarded to Members 26 April 2021.
- (t) Received Everyone Health email regarding Free Weight management Health Service for your Parish dated 26 April 2021 as forwarded to Members.
- (u) Copied into an email from a local resident dated 26 April 2021 to the Borough Councillors and Councillor P Hudson expressing thanks to Council for the installation and funding of the SIDs and requesting Council revisit the possibility of making the SIDs located in New Road permanent.
- (v) SCC Coronavirus update: 26 April 2021 - Younger people urged not to delay in taking vaccine when offered as forwarded to Members on 27 April 2021.
- (w) Temporary Traffic Regulation Notice - Emergency Closure for High Street, Uttoxeter dated 27 April 2021. Council is informed that closure is in place for up to 21 days due to likelihood of danger to the public during repairs to foul sewer being undertaken by Severn Trent Water, as forwarded to Members on 27 April 2021.
- (x) Received and responded to a number of emails dated 26-28 April as received from a member of the public with respect to the Annual Parish Meeting, the Council's Annual Meeting and inclusions within the Council website.
- (y) Received on 28 April 2021 and responded to an email from a member of the public with respect to licences for opening a new business within the Town.

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

- (z) Received an email from SCC dated 28 April 2021 regarding IRONMAN 70.3 Staffordshire 2021 Call for Volunteers, as forwarded to members accordingly.

RESOLVED that with respect to Item Nos. 48(a)-(z), the same be noted.

**49. MARKETS AGREEMENT**

Council was informed that the current Markets Agreement with ESBC was due to expire on 28 November 2021. As in accordance with Clause 11 in the agreement, Council was asked to give consideration to the Agreement being extended for a further period (previously 3-year period). Council's instruction was sought.

RESOLVED that the Clerk liaise with ESBC to advise that the Town Council wishes to extend the Markets Agreement for a further 3-years.

**50. FAIRTRADE UTTOXETER**

The Clerk reported receipt of notes of the Fairtrade Uttoxeter Meeting 15 April 2021 for Members information.

RESOLVED that that same be noted.

It was proposed, seconded and carried that Councillor Headech, the Deputy Mayor Chair the meeting for Item Nos. 51 and 52(a)-(d).

It was noted that Councillors Goodfellow, McGarry and C Sylvester declared an interest in Item Nos. 51 and 52(a)-(d) and they were removed from the virtual meeting to the Waiting Room during the debates/votes.

**51. ESBC - TOWN AND COUNTRY PLANNING ACT 1990 – APPEAL UNDER SECTION 78 – WRITTEN REPRESENTATION – PIPERS CROFT, WOOD LANE**

The Clerk reported receipt of a letter received 28 April 2021 advising Council of the Planning Appeal as in accordance with that Town and Country Planning Act 1990 – Appeal Under Section 78 – Written Representation for Pipers Croft, Wood Lane.

RESOLVED that the same be noted.

**52. PLANNING APPLICATIONS**

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2021/00441 - Change of use from a Florist Shop (Class E) to a Cafe and Gin Bar (Class E & Sui Generis), 3 - 5 Church Street.
- (b) P/2021/00492 - Application under Section 73 of the Town and Country Planning Act 1990 for a Minor Material Amendment for the erection of 429 dwellings, public open space, landscaping, drainage attenuation areas, access roads and associated works and the demolition of existing buildings without complying with Condition 2 of planning permission P/2015/01497 by way of substitution of house types on Plots 182-259 and associated garaging, Hazelwalls Farm, Timber Lane.
- (c) P/2021/00525 - Application under Section 73 of the Town and Country Planning Act 1990 for the removal of condition 30 of planning permission P/2018/00530 relating to the Hybrid application including a full planning application for the demolition of existing buildings and structures to facilitate the erection of a Lidl food store (Class A1) and two retail units (Class A1) and associated means of access, parking, landscaping and infrastructure works, and an outline planning application for the demolition of existing buildings and structures to facilitate a drive-thru restaurant (Classes A3/A5) including details of access (Noise Assessment submitted), Brookside Business Park, Brookside Road.
- (d) P/2021/00535 - Erection of a single storey rear extension, 27 Lightfoot Road.

RESOLVED that with respect to Planning Application Nos.:

- (i) P/2021/00441, Council requests that the ESBC's Planners:
  - (a) Be mindful that the premises are within the Uttoxeter Conservation Area which is not mentioned within the planning application.

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

- (b) As the plan received is not detailed, Council is unclear if there are adequate fire escapes from the first floor and requests that ESBC's Planners clarify this matter prior to consent being granted.
- (ii) P/2021/00492, Council had no comment to make at this stage.
- (iii) P/2021/00525, Council had no comment to make at this stage.
- (iv) P/2021/00535, Council had no comment to make at this stage.

**EXTENSION OF TIME**

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

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

53. **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 his thanks to the Press and Public for their attendance and participation in the meeting.

RESOLVED that the same be noted and approved.

54. **STAFFORDSHIRE PENSION FUND**  
The Clerk reported receipt of the LGPS Employer Focus Newsletter for April 2021 as forwarded to Members and Council's Payroll Provider on 22 April 2021.

RESOLVED that the same be noted.

55. **STAFFING**  
(a) The Clerk reported that staff lieu time hours were reported to Council on 22 April 2021 however she reported that, as authorised by the former Mayor, she had worked a considerable number of additional hours to accommodate the Council's meetings, issuing Agenda packs to enable the two meetings held this evening to take place in addition to the Council's year end accounts being completed.

RESOLVED that the same be noted.

- (b) The Clerk reported that the Fulltime Admin staff member had completed Emergency First Aid training in April 2021.

RESOLVED that the same be noted.

56. **AGENDA ITEMS FOR NEXT MEETING**  
The Clerk reported that the next Town Council meeting would take place on 8 June 2021 and as in accordance with current Government Guidance, it would be an actual meeting to be held socially distanced within the Ballroom.

The Chair expressed a vote of thanks be recorded to the Clerk for the additional works she had carried out on during the last few weeks.

The meeting closed at 9.50pm.