



UTTOXETER TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY, 8 JUNE 2021 IN THE BALLROOM, UTTOXETER TOWN HALL COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Town Mayor – Councillor C Sylvester

Councillors: M Crutchley, T Crutchley, D Goodfellow, H Headech, K Hudson, P Hudson, Z Krupski, P Lancaster, N Lowe, M Lloyd-Ewer, S McGarry, K Smith, L Sylvester, M A Trenerly, M Williams.

It was noted that one member of the public was in attendance.

1. CHAIR'S WELCOME

The Chair welcomed the two newly Elected Town Councillors Nigel Lowe and Max Lloyd-Ewer to the meeting. He provided a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014" and briefed Councillors and members of the public on the use of emergency exits from the Ballroom to the fire point located outside Wilkos in the event of a fire.

2. APOLOGIES FOR ABSENCE

(a) The Clerk reported that approved apologies had been received from Councillor T Crutchley.

RESOLVED that the same be noted and approved.

(b) The names of Councillors who were absent and apologies had not been received.
Councillor K Smith.

RESOLVED that the same be noted.

3. PUBLIC PARTICIPATION

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

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

It was noted that no members of the public wished to address Council on this occasion.

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 D Goodfellow declared an interest in Item Nos. 33(a)-(f)

Councillor McGarry declared an interest in Item Nos. 24 and 33(a)-(f)

Councillor C Sylvester declared an interest in Item Nos. 33(a)-(f)

5. DISPENSATION PROCEDURE

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

Signed: Date:

Council grant the relevant delegated power to Committee; it was Council that decided whether to grant the dispensation.

None received.

6. **DECLARATIONS OF ACCEPTANCE OF OFFICE – NEWLEY ELECTED COUNCILLORS**

The Clerk confirmed receipt of the signed Declarations of Acceptance of Office for the newly elected Uttoxeter Town Councillors N Lowe and M Lloyd-Ewer following the By-Election held on 20 May 2021.

RESOLVED that the same be noted.

7. **MINUTES**

(a) The minutes of the Virtual Annual Parish Community Meeting held on 5 May 2021 were approved as a correct record and signed by the Chair.

(b) The minutes of the Virtual Annual Council Meeting held on 5 May 2021 were approved as a correct record and signed by the Chair.

(c) Council gave consideration to the Recommendations of the Footpaths Committee Meeting held on 20 May 2021.

RESOLVED that the Recommendations of the Footpaths Committee Meeting held on 20 May 2021 be approved and ordered to form part of the minutes attached hereto as Appendix A.

(d) Council gave consideration to the Recommendations of the Policy and Planning Committee Meeting held on 25 May 2021.

With respect to Item No. 14 as included within the Recommendations, Councillor McGarry sought clarity on the reason why this matter had been considered in private. The Clerk reported that the update provided to Committee was given in private at this stage at the request of the Representatives from Barratt David Wilson Homes and Savills which had been agreed with the Chair of the Policy and Planning Committee.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting held on 25 May 2021 be approved and ordered to form part of the minutes attached hereto as Appendix B.

It was noted that Councillor McGarry voted against the above mentioned and Councillor Goodfellow abstained from the vote.

(e) Council gave consideration to the Recommendations of the Finance and General Purposes Committee Meeting held on 25 May 2021.

With respect to Item No. 13 as included within the Recommendations, Councillor P Hudson reported that he was currently awaiting an update from SCC with respect to the repairs to the High Street bollard.

RESOLVED that the Recommendations of the Finance and General Purposes Committee Meeting held on 25 May 2021 be approved and ordered to form part of the minutes attached hereto as Appendix C.

(f) Council gave consideration to the Recommendations of the Uttoxeter in Bloom Committee Meeting held on 26 May 2021.

RESOLVED that the Recommendations of the Uttoxeter in Bloom Committee Meeting held on 26 May 2021 be approved and ordered to form part of the minutes attached hereto as Appendix D.

(g) Council gave consideration to the Recommendations of the Markets Committee Meeting held on 26 May 2021.

RESOLVED that the Recommendations of the Markets Committee Meeting held on 26 May 2021 be approved and ordered to form part of the minutes attached hereto as Appendix E.

- (h) Council gave consideration to the Recommendations of the Town Hall Entertainments Committee Meeting held on 26 May 2021.

Councillor McGarry requested that the relevant Committee give due consideration to the bookings for birthday parties for 16th, 18th, 21st, 30th, etc that were not currently taken at the Town Hall venue. The Clerk reported that as discussed with the Mayor, this matter had been included for consideration by the Finance and General Purposes Committee at its next meeting.

RESOLVED that the Recommendations of the Town Hall Entertainments Committee Meeting held on 26 May 2021 be approved and ordered to form part of the minutes attached hereto as Appendix F.

It was noted that Councillors N Lowe and M Lloyd-Ewer abstained from the votes for 7(a)-(h).

8. ACCOUNTS

- (a) Consideration was given to the list of accounts submitted for payment in the sum of £69,238.87.

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

It was noted that the Royal Bank of Scotland had advised that Councillor Headech had not been added to the Council's Mandate as a Council Signatory at this time.

- (b) Council gave consideration to the monthly summaries of the Council's income and invoices issued for up to and including 31 May 2021.

RESOLVED that the same be noted.

9. BANK BALANCES

At 8 June 2021 the bank balances stood at:

RBS Current Account	£ 10,000.00
RBS Special Interest Account	£355,426.90
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 2,007.14
RBS Deposit Account 32 Carter Street	£ 654.92
RBS 19A High Street Deposit Account	£ 324.81
Barclays Business Deposit Account	£ 85,000.00

10. TOWN MAYOR AND DEPUTY MAYOR'S REPORT

- (a) The Clerk reported that the Mayor attended the following events since the date of the last meeting:

13 May 2021 Fairtrade Uttoxeter Steering Group Meeting
2 June 2021 Opening U3A's High Life on the High Street event

- (b) The Deputy Mayor had not attended any events since the date of the last meeting.

11. TO RECEIVE WRITTEN QUESTIONS FROM MEMBERS OF UTTOXETER TOWN COUNCIL

To receive written questions from members of Uttoxeter Town Council.

None received.

12. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

- (a) The Clerk reported receipt of a written County Councillor Report dated 2 June 2021 received from County Councillor P Hudson. The Chair reported that as the newly appointed County Councillor was also a Town Councillor, Standing Orders did not require to be suspended. County Councillor P Hudson provided Council with a brief update on the following:

Signed: Date:

- He had been appointed to the Prosperous Overview and Scrutiny Committee, the Planning Committees and Corporate Parenting Committee.
- This was a great opportunity for all three Councils that represent Uttoxeter to work together for the people of Uttoxeter.
- His priorities were as follows:
 - Supporting the Covid-19 Recovery – He stated that it had been a challenging 12 months which continued to be a challenge during the easing of lockdown steps.
 - A successful vaccination roll out in Staffordshire with regular testing in our communities and the in-house test and trace team will hopefully prove to be a long-term game changer.
 - Important that focus remains on making this great County the best it can be and helping people live the best lives they can.
 - Variants: The number of cases of the Variant of Concern (VOC) first identified in India continues to dominate in several areas.
 - Vaccines: A single-dose Covid vaccine made by Janssen had been approved for use in the UK by the medicines regulator. The vaccine was 85% effective in stopping severe illness from Covid-19 in trials and has met expected safety standards. Twenty million doses had been ordered for the UK and would arrive later this year.
 - Staffordshire was seeing more cases of the variant and was taking a proactive approach on a case-by-case basis to do enhanced contact tracing and wider PCR testing where necessary.
 - Covid Case Rates: Despite the increase in VOC cases the seven-day average continued to remain low at 8.1 per 100,000 which was below both the West Midlands average rate of 18.7 and the England rate of 24.7.
 - Community Collect: for people without symptoms. He reported that everyone is being encouraged to have a Covid test twice weekly, even if they have had the vaccine. He stated that over the Bank Holiday weekend there would be a number of testing pop-ups out and about making it as easy as possible for people to get a test and/or pick up home testing kits.
 - The nearest community testing centre or pharmacist offering testing kits were available by searching your postcode via [Find where to get rapid lateral flow tests - NHS \(test-and-trace.nhs.uk\)](https://www.nhs.uk/conditions/covid-19/testing/rapid-lateral-flow-tests/) He stated that full details of all the testing options are available at www.staffordshire.gov.uk/coronavirus
 - He reported that people with symptoms should self-isolate book an appointment at one of the national testing sites which could be done via www.nhs.uk/coronavirus or by phoning 119.
 - He stated that support for groups helping people self-isolate and groups/organisations working with vulnerable communities in Staffordshire were set to benefit from a new County Council fund.
 - The #DoingOurBit Covid-19 Self Isolators Grants Scheme is now accepting applications from groups who support vulnerable people who must self-isolate because they have tested positive for COVID-19 or have been in close contact with others who have.
 - Full details of how to apply can be found here – so please encourage your local groups to apply
 - The vaccination programme was now open to people aged 30 and over (or will turn 30 by July 1) and everyone in this cohort was being encouraged to book online via the national website.
 - Staffordshire was pressing on with the second doses.
 - Safer Roads – County Councillor P Hudson reported that The Cabinet had approved the Highways and Transport Capital Programme for 2021/22 which consisted of two parts, the Highway Maintenance and the Integrated Transport Improvements.
 - They were not ringfenced, and precise allocation can be determined locally.
 - Issues that the Council were aware of in New Road were being addressed and that the signage and SIDS and the Community Speedwatch have all had a significant effect in this area.

Signed: Date:

- County Councillor P Hudson stated that he realised that there was more work to do in this area and SCC would be assessing the road in the future when more normal traffic levels were back.
- He had written to Staffordshire Police to train more Community Speedwatch volunteers locally and to assess more roads to become part of the scheme in Uttoxeter.
- Repairs were carried out to street lighting in Old Knotty Way and should now have resolved the issues there.
- Repairs were carried out on Bridge Street on the non-slip surface and SCC would keep a watching brief on that. He stated that this was a crossing point, as approved by the previous member and stated that this was not a zebra crossing.
- Potholes were the largest area of complaints and SCC recognise that. He stated that SCC would be carrying out a complete review of reporting issues and that he very much hoped we would see vast improvements. He encouraged members and members of the public be patient whilst the improvements were being carried out.
- He stated that he was aware of local issues. He had asked for those to be escalated in priority.
- He hoped to provide an update on the Area of Reflection very soon.
- **Schools and Education** – He reported that he had made contact with every school in Uttoxeter since being elected. It had been difficult to arrange visits due to the covid restrictions, however he had been able to visit Picknalls First School and he had spoken with Head Teachers at Oldfields Middle School and Tynsel Parkes Primary Academy. He reported that he had a visit to Thomas Alleyne’s High School planned for this month.
 - He was delighted to see the consultation on the new First School on Bramshall Meadows and the proposed development at Oldfields Middle School giving a possibility of a further 120 student places.
 - He reported that he was aware that there were 300 places available at Thomas Alleyne’s High School and that the County Council would continue to monitor the situation as there would be insufficient places for our children due to new builds of housing.
 - He stated that the Department for Education was making £220 million available to Local Authorities across England to coordinate Holiday Activities and Food Programme. It was anticipated that Staffordshire would receive £2,231,290 under the programme.

County Councillor P Hudson reported that he intended to provide a written report on a bimonthly basis. The Chair expressed his thanks to County Councillor P Hudson for his written report and detailed verbal update.

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

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

Councillor Trenery reported she had attended, along with the Mayor, at the Fairtrade Uttoxeter meeting held on 13 May 2021. She reported that the Notes from the meeting were included within the Agenda for Members information under Item No. 32.

14. UTTOXETER TOWN COUNCIL BY-ELECTION ON 20 MAY 2021 FOR THE HEATH WARD AND TOWN WARD VACANCIES

The Clerk reported receipt of the following emails dated:

- (a) 22 April 2021 received from ESBC’s Principal Elections Officer providing Statement of Persons Nominated for the upcoming Town Council By-Election as above. Council is informed that the Notices were duly displayed within the Town Hall and Town centre noticeboards on 23 April 2021.
- (b) 12 May 2021 received from ESBC’s Principal Elections Officer providing Notice of Poll for the upcoming Town Council By-Election (Town Ward Vacancy and Heath Ward Vacancy) scheduled to take place on 20 May 2021. Council is informed that the Notices were duly displayed within the Town Hall and Town centre noticeboards on 13 May 2021.

Signed: Date:

- (c) Email and Declaration of Result of Poll dated 20 May 2021 received 21 May 2021 received from ESBC's Deputy Returning Officer. Council is informed that the Notices were duly displayed within the Town Hall and Town centre noticeboards on 21 May 2021.

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

15. END OF YEAR ACCOUNTS 2020-21

Council was asked to give consideration to and to approve:

- (a) The detailed End of Year Income and Expenditure Accounts for 2020-21 as prepared by the RFO and the Chair of the Finance and General Purposes Committee. Council's instruction was sought.

RESOLVED that the same be accepted and approved.

- (b) The Cash and Investment Reconciliation and Balance Sheet for 2020-21 Accounts. Council's instruction was sought. It was noted that a vote of thanks was given to the Town Clerk/RFO for her hard work in the preparation of the Council's annual Accounts.

RESOLVED that the same be accepted and approved.

16. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21 PART 3

Consideration was given to the Annual Governance and Accountability Return Part 3.

- (a) Council was informed that Toplis Associates Ltd had completed the Council's Internal Audit on 27 May 2021 and that Mr A Toplis had duly completed page 3 – Annual Internal Audit Report 2020-21 of the Annual Governance and Accountability Return 2020-21 Part 3 and had provided Council with a letter dated 28 May 2021 following the completion of the Annual Internal Audit. Council's instruction was sought.

RESOLVED that the same be noted and approved.

(b) Section 1 – Annual Governance Statement 2020-21

- (i) Council gave consideration to and were requested to complete boxes 1-9 on page 4 of the Annual Governance Statement for the financial year ending 31 March 2021 confirming that there was a sound system of internal control including arrangements for the preparation of the Accounting Statements. Council's instruction was sought.

RESOLVED that it was proposed, seconded and carried that the questions numbered 1-9 on page 4 of the Annual Governance Statement for the financial year ending 31 March 2021 were completed appropriately (1-8 Yes, 9 N/A).

- (ii) Council was asked to authorise the Chair and the Town Clerk/RFO to sign page 4 - the Annual Governance Statement accordingly. Council's instruction was sought.

RESOLVED that page 4 of the Annual Governance Statement be approved and duly signed by the Chair and Town Clerk/RFO.

(c) Section 2 – Accounting Statements 2020-21

- (i) Council gave consideration to and approved Page 5 of the Annual Governance and Accountability Return 2020-21.

RESOLVED that page 5 of the Annual Governance and Accountability Return 2020-21 be accepted and approved.

- (ii) Council was asked to authorise the Chair of the meeting to sign page 5 – the Accounting Statements accordingly. Council's instruction was sought.

RESOLVED that the Chair be authorised to sign page 5 – the Accounting Statements accordingly.

17. NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF PUBLIC RIGHTS – ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

Council gave consideration and approved the Notice of Appointment of Date for the Exercise of Public Rights together with the Declaration of Status of Published Accounts for the year ended 31 March 2021 which would be published on Uttoxeter Town Council’s website and noticeboards on 9 June 2021. Council’s instruction was sought.

RESOLVED that the Notice of Appointment of Date for the Exercise of Public Rights together with the Declaration of Status of Published Accounts for the year ended 31 March 2021, be accepted and approved and duly published on Uttoxeter Town Council’s website and noticeboards on 9 June 2021.

18. FINANCIAL REGULATIONS

Following advice from Council’s Internal Auditor on 27 May 2021, Council gave consideration to amending the wording within 11(h) within the Financial Regulations as suggested by removing “and above [£100]”.as follows:

11 h) When it is to enter into a contract of less than £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£1,000] ~~“and above [£100]”~~.the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply. Council’s instruction was sought.

RESOLVED that Council authorises the removal of “and above [£100]” as included within 11(d) of the Financial Regulations.

19. APPOINTMENT OF INTERNAL AUDITOR

Council was asked to consider the reappointment of Toplis Associates for its Internal Audit provisions for 2021-22. Council was informed that, as included within the correspondence as considered under Item No. 16(a), Council’s current Internal Auditor was working with the Clerk regarding reviewing the reporting process and the replacement receipting system for the Council. Council’s instruction was sought.

RESOLVED that Council accepts and approves the reappointment of Toplis Associates as the Council’s Internal Auditor for 2021-22.

20. TOWN CLERK’S REPORT

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

- (a) Various SPCA E-Bulletins including Extra Bulletins, as forwarded to Members.
- (b) SPCA Training course availability dated 5 May 2021, 18 May 2021 and 25 May 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) Email received from SPCA Re: NALC response to the High Court Judgement dated 28 April 2021, as forwarded to Members on 29 April 2021.
- (f) Received an email and letter dated 29 April from Staffordshire Lieutenancy’s Co-ordinator for East Staffordshire District, as forwarded to Members on 30 April 2021.
- (g) My Staffordshire: 'Staffordshire Day' Special dated 30 April 2021 as forwarded to Members.
- (h) Staffordshire Libraries Update for May dated 4 May 2021 as forwarded to Members.
- (i) Received and responded to a number of emails received from members of the public seeking joining details for the virtual Annual Parish Community Meeting and the virtual Council’s Annual Meeting, dated 4-5 May 2021.
- (j) Incorporated Faculty Notice Form 4A for Uttoxeter Cemetery within the Council’s website, social media, Town centre, Town Hall and Cemetery noticeboards and upon the Cemetery Chapels for 28 days as in accordance with the requirements of the Diocese Office.
- (k) SCC Coronavirus update: 4 May 2021 as forwarded to Members accordingly.

Signed: Date:

- (l) My Staffordshire Newsletter: May edition dated 5 May 2021 as forwarded to Members.
- (m) Received and responded to an email dated 5 May 2021 received from a member of the public with respect to 'A Uttoxeter Town Councillor's role and duties'.
- (n) Received an email dated 6 May 2021 received from Support Staffordshire Re: Message sent on behalf of East Staffordshire Local Strategic Partnership - DA Training, as forwarded to members.
- (o) NALC Coronavirus Update dated 6 May 2021 as forwarded to Members and Officers.
- (p) Staffordshire Means Back to Business - Employee mental health and wellbeing, dated 7 May 2021 as forwarded to Members and Officers.
- (q) Received and responded to an email from Croxden Parish Council enquiring what the Town Council promotes on Loneliness within the community, dated 10 May 2021. Council is informed that the County Council links are included within the Council's social media.
- (r) SCC Coronavirus update: 10 May 2021 as forwarded to Members and Staff 11 May 2021.
- (s) Received and responded to an email from a member of the public dated 11 May 2021 regarding Bradley House Bowls Club.
- (t) 12 May 2021 – Year end carried out with assistance from Rialtas.
- (u) Updated SPCA with the Chair and Clerk contact details as in accordance with the email request dated 13 May 2021.
- (v) SPCA Bulletin dated 14 May 2021 as forwarded to Members 14 May 2021
- (w) Staffordshire Libraries Update for May dated 14 May 2021 as forwarded to Members.
- (x) Staffordshire Residents Urged to Make Easing of Lockdown Work dated 17 May 2021 as forwarded to Members.
- (y) Received an email from ESBC's Election Office dated 14 May 2021 providing the Declaration of Result of Poll for the Election of a Police, Fire and Crime Commissioner for Staffordshire Police Area. Council is informed that the Notices were duly displayed within the Town Hall and Town centre noticeboards on 17 May 2021.
- (z) Trent Rivers Trust - Senior Catchment Manager East (Maternity cover) dated 18 May 2021 as forwarded to Members.
- (aa) Received an email dated 17 May 2021 from a member of the public seeking an update on the availability of the Minutes from the Annual Parish Community Meeting and providing information on walking street markets and the Love Burton Group as responded to on 18 May 2021. Council was informed that the information received regarding the walking street markets and Love Burton Group had been included for consideration by the Markets Committee at its meeting.
- (bb) Received an email dated 18 May 2021 from a member of the public providing links for the Love Burton Group, Scoff and Quaff Festival, Stafford walking street market, totally local in Leek and Newcastle under Lyme's Lymelight festival which has duly been passed to the Office Manager for consideration by the Markets Committee in due course.
- (cc) Received and responded to an email dated 19 May 2021 received from a member of the public seeking confirmation of the Chair and Vice-Chair of the Markets Committee.
- (dd) SCC Email Update - Ways to keep trading safely and #DoDigital for free dated 21 May 2021 as forwarded to Members.
- (ee) Internal Audit – 27 May 2021.
- (ff) Meetings with the Mayor and Deputy Mayor every Thursday.
- (gg) ICCM Member Newsletter dated 26 May 2021, as forwarded to Members on 28 May 2021.
- (hh) Staffordshire Means Back to Business as forwarded to Members on 28 May 2021.
- (ii) Library and Arts Service June Update as emailed to Members on 1 June 2021.
- (jj) 1 June 2021 - Received and responded to an email from a member of the public regarding Traffic Issues on the High Street. Council is informed that the correspondence was issued to County Councillor Hudson as requested.
- (kk) My Staffordshire Newsletter: June edition as forwarded to Members on 1 June 2021.
- (ll) PTTRO 4236481 B5027 Stone Road, Bramshall dated 2 June 2021 advising Council that SCC had authorised a diversion of vehicular traffic for B5027 Stone Road, Bramshall from 20:30 hours on 4 July 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 07:00 hours on 5 July 2021.
- (mm) Coronavirus Update 1 June 2021 received from SCC as issued to Members on 2 June 2021.

RESOLVED that with respect to Item Nos. 20(a)-(mm), the same be noted.

Signed: Date:

21. COMMUNITY SPEEDWATCH AND SID SIGNS UPDATE

Councillor P Hudson requested the following matters be included within the Agenda and he provide Council with an update as follows:

- (a) The Community Speedwatch Group – He reported that the Community Speedwatch Group had been carrying out a number of Speedwatch sessions within the town over the last number of weeks. He reported that 9489 cars had been monitored, over 24 days since 9 May 2021. He reported that 291 had been over the legal speed limit, one had a top speed of 59mph and the average speed of those speeding in a 30mph was 41mph.

He reported that a further 10 volunteers would be receiving Speedwatch Training over the coming weeks. He stated that he was in discussions with the Community Speedwatch Team and the Police with respect to Ashbourne Road, Old Knotty Way, Stafford Road and Derby Road being included within the Town's community Speedwatch programme.

RESOLVED that the same be noted.

- (b) SID Signs – Councillor P Hudson requested that Council gave consideration to working in partnership with SCC and jointly purchasing a further pair of SIDS for use within community enhancing the Council's traffic calming measures for the Town. He reported that as County Councillor he had £1,500 that he could donate towards the purchase of a further pair of SID Signs however the Town Council would be required to fund the remainder. Council's instruction was sought.

RESOLVED that the purchase of a further pair of SID Signs be included for further consideration by the Finance and General Purposes Committee at its next meeting.

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

22. COMMITTEE MEMBERSHIP AND OUTSIDE BODIES REPRESENTATIVES

As Resolved by Council at its meeting held on 5 May 2021, Council was asked to give consideration to the following vacancies on:

- (a) Members were furnished with a copy of the Council's current Committee Membership for their information.

- (i) One vacancy - Finance and General Purposes Committee (held on the fourth Tuesday of the month at 5.30pm).

RESOLVED that Councillor M Lloyd-Ewer be appointed to the Finance and General Purposes Committee.

- (ii) One vacancy – Policy and Planning Committee (held on the fourth Tuesday of the month at 2.00pm).

RESOLVED that Councillor N Lowe be appointed to the Policy and Planning Committee.

- (iii) One vacancy – Town Hall Entertainments Committee (held on an adhoc basis).

RESOLVED that Councillor K Hudson be appointed to the Town Hall Entertainments Committee.

- (iv) Two vacancies including Vice-Chair – Uttoxeter in Bloom Committee (held on an adhoc basis. Councillor K Hudson requested removal from this Committee.

RESOLVED that Councillor H Headech be appointed as Vice-Chair of the Uttoxeter in Bloom Committee and one vacancy remain.

- (v) One vacancy – Town Centre Forum (held on an adhoc basis).

RESOLVED that Councillor N Lowe be appointed to the Town Centre Forum.

- (vi) One vacancy – Uttoxeter Youth Council (held on an adhoc basis). The Chair reported that a meeting would take place in July to enable Members to determine the terms of reference for the Youth Council prior to making further contact with the local Schools.

RESOLVED that Councillor M Lloyd-Ewer be appointed to the Uttoxeter Youth Council.

It was noted that Councillors McGarry and P Hudson queried the timings of the Council's Policy and Planning Committee meetings and requested them to be convened in the evenings. Councillors Treney and Krupski reported that their preference would be to remain with the meetings at the existing times as approved by Council. The Chair reported that he would include this matter for consideration by Council at its next meeting.

- (b) Council's Representatives on Outside Bodies:

- (i) One vacancy – Uttoxeter General Charities (formerly The Charity Trust).

RESOLVED that Councillor N Lowe be appointed to the Uttoxeter General Charities.

- (ii) One vacancy (to be nominated) - Staffordshire Parish Councils' Association (SPCA).

RESOLVED that the vacancy upon SPCA remain at this time.

- (iii) One vacancy – Fairtrade Steering Group.

RESOLVED that Councillor H Headech be appointed to the Fairtrade Steering Group.

- (iv) One vacancy - Globe Foundation – Plastic Free Communities Scheme Steering Group.

RESOLVED that the vacancy upon the Globe Foundation remain at this time.

23. DATA PROTECTION OFFICER SERVICE

The Clerk reported receipt of an email dated 12 May 2021 from SCC informing Council that Council's Data Protection Officer Contract with SCC expired on 5 June 2021. Council was asked to give consideration to appointing SCC for a further one-year contract in the sum of £265 for tier two provisions (as current provision). Council's instruction was sought.

RESOLVED that SCC be appointed as the Town Council's Data Protection Officer commencing from 5 June 2021 for one-year, in the sum of £265, funded by the Subscriptions budget allocation.

It was noted that Councillor McGarry declared an interest in Item No. 24 and left the Chamber during the debate and vote.

24. PROPOSAL TO EXPAND OLDFIELDS HALL MIDDLE SCHOOL

The Clerk reported receipt of an email dated 17 May 2021 received 20 May 2021 from Oldfields Hall Middle School's Headteacher, Chair of Governors and ULT CEO informing Council of the proposal to expand Oldfields Hall Middle School and that the consultation on the proposal was available until 12 noon on 14 June 2021 via www.oldfields.org.uk.

RESOLVED that the Clerk respond to advise that Council would like the Schools to give consideration to providing and enhancing the walking facilities to their School during any developments.

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

It was noted that Councillor McGarry returned to the meeting.

25. BRAMSHALL MEADOWS FIRST SCHOOL - CONSULTATION

The Clerk reported receipt of an email dated 11 May 2021 received from the CEO, Uttoxeter Learning Trust & TAHS informing Committee that the Trust was delighted to share the consultation on the new Free School at Bramshall Meadows which was planned to open September 2022.

Signed: Date:

Council was informed that further information was available on Bramshall Meadows First School via <https://www.bramshallmeadows.org.uk/> and that the consultation ended on 23 June 2021. A live event would be held on 9 June (6 – 7.15 pm) via the website and follow the Trust on twitter @UttoxeterTru. Council's comments were sought.

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

26. PLASTIC-FREE UTTOXETER

Councillor Trenergy requested this matter be included within the Agenda and requested that given that the Council had previously committed to support the establishment of a Plastic-Free Uttoxeter Steering Group and had subsequently nominated a representative on the group established by the Sustainable Uttoxeter initiative.

She reported that in order to support this initiative in moving forward to achieve plastic-free Uttoxeter status, Council was asked to give consideration to formally supporting all plastic-free initiatives in the Uttoxeter area, and to consider leading by example by phasing out single-use plastics in its own activities and to actively encourage hirers and users to refrain from bringing single-use plastics into its buildings. Members were furnished with information on 'The plastic free communities motion'. She reported that the process was similar to the Fairtrade process previously carried out.

Councillor Trenergy reported that Council would need to meet the objective toolkit which were to:

- (i) Agree to put a member on the local Plastic Free Steering Group which it had.
- (ii) Agree to support all Plastic Free Communities Initiatives in its area.
- (iii) To pledge to act by example and remove single-use plastic items from its premises and operations.

She reported that she had liaised with The Globe Foundation who had suggested that the Council initially work towards the Town Council/Town Hall becoming plastic free over a period of time. Council's instruction was sought.

RESOLVED that Councillor Trenergy provide Council with further information on Plastic Free Uttoxeter for consideration by Council at its next meeting.

27. LOCAL GOVERNMENT PENSION SCHEME DISCRETIONARY POLICY

Council was asked to review and adopt its Pension's Discretionary Policy. As reported to Council at its meeting held on 5 May 2021, Council was informed that the LGPS had confirmed the Draft Policy. Council's instruction was sought.

RESOLVED that the Pension's Discretionary Policy be adopted and approved.

28. CEMETERY – FACULTY UPDATE

The Clerk reported receipt of an email dated 4 May 2021 received from The Lichfield Diocesan Registry Assistant providing Council with a Public Notice Form 4A for display within the Council's noticeboards, website, social media and the Cemetery and its Chapels informing the public of the Faculty application, as duly incorporated on 5 May 2021 until 2 June 2021. The Clerk reported that no further update had been received prior to the meeting.

RESOLVED that the same be noted.

29. HMRC SUPPORT

The Clerk reported receipt of the following support and employer emails:

- (a) Dated 5 May 2021 - Action required – submit your April claims for the Coronavirus Job Retention Scheme as forwarded to Members and Council's Payroll Provider.
- (b) Payrolling – the benefits/Support from HMRC dated 10 May 2021 as forwarded to Members and Council's Payroll Provider.
- (c) Dated 14 May 2021 – Covid-19 Support, as forwarded to Members and Council's Payroll Provider.
- (d) Dated 18 May 2021 as forwarded to Members and Council's Payroll Provider.

Signed: Date:

RESOLVED that with respect to Item Nos. 29(a)-(d), the same be noted.

30. **STAFFORDSHIRE PENSION FUND**

The Clerk reported receipt of LGPS Employer Focus Newsletter for May 2021 - All Other Employers dated 19 May 2021 as forwarded to Members and Council's Payroll Provider.

RESOLVED that the same be noted.

31. **BOWCOCK & PURSAILL – COUNCIL'S HR PROVIDER**

The Clerk reported receipt of an email received from Bowcock & Pursaill dated 11 May 2021 providing Members with the May 2021 Newsletter, as forwarded to Members on 12 May 2021.

RESOLVED that the same be noted.

32. **FAIRTRADE UTTOXETER**

The Clerk reported receipt of the notes from the Fairtrade Uttoxeter Steering Group meetings held for members information on:

- (a) 15 April 2021.
- (b) 13 May 2021.

RESOLVED that with respect to Item Nos. 32(a)-(b), the same be noted.

It was proposed, seconded and carried that Councillor Headech, the Deputy Mayor Chair the meeting for Item Nos. 33(a)-(f).

It was noted that Councillors Goodfellow, McGarry and C Sylvester declared an interest in Item Nos. 33(a)-(f) and left the Chamber during the debates/votes.

33. **PLANNING APPLICATIONS**

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2021/00628 Certificate of Lawfulness for the continued use of building as Class E (formerly Class A1) Location: Former Frankie and Bennys Restaurant, Dovefields Retail Park, Town Meadows Way.
- (b) P/2021/00666 - Erection of a single storey side and rear extension two storey rear extension blocking up of existing side window and creation of new window on first floor side elevation, 82 Stanley Crescent.
- (c) P/2021/00691 - Erection of a detached dwelling and garage, Land North of Lidl Foodstore, Town Meadows Way.
- (d) P/2021/00695 - Erection of a part two storey and single storey side/rear extension, 7 Stafford Road.
- (e) P/2021/00707 - Erection of a single storey rear extension, 33 New Road.
- (f) P/2021/00727 - Erection of a detached dwelling, 1 Ashbourne Road.

RESOLVED that with respect to Planning Application Nos.:

- (i) P/2021/00628, Council had no comment to make at this stage.
- (ii) P/2021/00666, Council requests that ESBC's Planners take into consideration the impact, the line of sight and proximity of these extensions to the neighbouring properties prior to permission being granted.
- (iii) P/2021/00691, Council wishes to make the following comments:
 - (a) The application details a 3-bedroom house but the plans show a 4-bedroom house.
 - (b) The entrance to the property is near a very busy roundabout at the junction of Town Meadows Way and Dove Bank - Council requests that ESBC Planners consult with the Highways Authority again regarding traffic flows and access as the previous assessment was conducted in 2014.
 - (c) Council requests the use of semi-permeable surfaces on this site to mitigate the rainwater run-off from a sloping site
 - (d) Council requests that ESBC's Planners ask the applicant to consider the installation of swift bricks to the dwelling.

Signed: Date:

- (iv) P/2021/00695, Council requests that ESBC's Planners take into consideration the impact, the line of sight and proximity of these extensions to neighbouring properties prior to permission being granted.
- (v) P/2021/00707, Council had no comment to make at this stage.
- (vi) P/2021/00727, Council requests that ESBC's Planners:
 - (a) In consideration to the loss of the garden area, Council requests that semi-permeable hard standing is used wherever possible.
 - (b) Council request that ESBC's Planners ask the applicant to consider the installation of swift bricks to the dwelling.

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

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

34. **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 member of the public for their attendance in the meeting.

RESOLVED that the same be noted and approved.

35. **CEMETERY - PROPOSED EXTENSION TO THE CEMETERY/OPTIONS AGREEMENT UPDATE**

Due to the Working Committee meeting being cancelled, Council was asked to consider the Solicitors fees for the Options Agreement as received from Council's Solicitor dated 5 May 2021 as issued to Members.

RESOLVED that the Clerk liaise with Council's Solicitor to advise that Council accepts Bowcock & Pursaill Solicitors quotation in the sum of £1,000 plus vat to deal with the Options Agreement and £350 plus vat to deal with the completion once Council has successfully obtained planning permission.

36. **SCAFFOLDING TOWER**

Following Staff working at Heights Training session on 24 May 2021, Council gave consideration to selling its scaffolding tower given the testing that Council would be required to carry out on the structure even when not in regular use. Council's instruction was sought.

RESOLVED that the Clerk be authorised to seek a 'best offer' for the scaffolding tower following liaison with the Mayor, Deputy Mayor and the Chair of F&GP.

37. **STAFFING**

(a) The Clerk reported the staff lieu time hours for up to 31 May 2021 were 30¼ hours.

RESOLVED that the same be noted and approved.

(b) The Mayor reported that he and the Deputy Mayor were due to meet with the Clerk to further discuss the lieu time and matters raised.

RESOLVED that the same be noted.

(c) The Clerk reported that the Admin Staff all completed Manual Handling and Basic Working at Height training on 24 May 2021.

RESOLVED that the same be noted.

38. **AGENDA ITEMS FOR NEXT MEETING**

None received.

The meeting closed at 8.40pm.