



## UTTOXETER TOWN COUNCIL

### MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY, 13 JULY 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, M A Trenergy, M Williams.

It was noted that two members of the public were in attendance.

#### 1. CHAIR'S WELCOME

The Chair provided a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014" and he 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 Councillors M Lloyd-Ewer, N Lowe, K Smith and L Sylvester.

RESOLVED that the same be noted and approved.

(b) It was noted that all other Councillors were in attendance at the meeting.

#### 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. 26 and 27(a)-(i)

Councillor C Sylvester declared an interest in Item Nos. 27(a)-(i)

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

None received.

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

**6. MINUTES**

- (a) The minutes of the Council Meeting held on 8 June 2021 were approved as a correct record and signed by the Chair.
- (b) Council gave consideration to the Recommendations of the Policy and Planning Committee Meeting held on 22 June 2021.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting held on 22 June 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 Biodiversity Committee Meeting held on 22 June 2021.

Prior to the Recommendations being ratified by Council, Councillor Williams provided Council with a point of clarity that as Recommended by the Biodiversity Committee on 22 June 2021, providing sufficient progress had been made in the necessary arrangements it was intended to transfer the administration, etc of the Biodiversity Committee to Sustainable Uttoxeter Initiative by September 2021.

RESOLVED that the Recommendations of the Biodiversity Committee Meeting held on 22 June 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 Finance and General Purposes Committee Meeting held on 22 June 2021.

RESOLVED that the Recommendations of the Finance and General Purposes Committee Meeting held on 22 June 2021 be approved and ordered to form part of the minutes attached hereto as Appendix C.

It was noted that Councillor Trenerly and T Crutchley voted against the above-mentioned vote and Councillor Goodfellow abstained from the above-mentioned vote.

- (e) Council gave consideration to the Recommendations of the Markets Committee Meeting held on 23 June 2021.

RESOLVED that the Recommendations of the Markets Committee Meeting held on 23 June 2021 be approved and ordered to form part of the minutes attached hereto as Appendix D.

**7. ACCOUNTS**

- (a) Consideration was given to the list of accounts submitted for payment in the sum of £42,964.27.

RESOLVED that the list of accounts as above be accepted and approved, and the Mayor and Councillor Trenerly 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 30 June 2021.

RESOLVED that the same be noted.

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

**8. BANK BALANCES**

At 13 July 2021 the bank balances stood at:

RBS Current Account	£ 10,304.07
RBS Special Interest Account	£289,835.25
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 0.00
RBS Deposit Account 32 Carter Street	£ 654.93
RBS 19A High Street Deposit Account	£ 324.82
Barclays Business Deposit Account	£ 85,000.00

**9. UTTOXETER TOWN MAYOR AND DEPUTY MAYOR EVENTS ATTENDED REPORT**

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

10 June 2021	West Midland Reserve Forces & Cadets Association virtual AGM
17 June 2021	Fairtrade Uttoxeter Steering Group Meeting
10 July 2021	Opening of Uttoxeter Community Garden, Heath Community Centre

The Mayor expressed his thanks to everyone who had attended the opening of the Community Garden which had been a great success.

(b) The Clerk reported that the Deputy Mayor attended the following events since the last meeting:

17 June 2021	Fairtrade Uttoxeter Steering Group Meeting
4 July 2021	Community Speedwatch Training
7 July 2021	Cemetery 'It's Your Neighbourhood Parks and Open Spaces' Judging

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

None received.

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

(a) County Councillor P Hudson provided Council with a written report on SCC matters arising since the date of the last meeting and he provided a verbal update on the following priorities:

**Supporting the Covid 19 Recovery**

- It had been a challenging 12 months and we know that the challenge to keep making the easing of lockdown steps work remains.
- Looking forward to the lifting of restrictions on 19 July 2021 and to getting our County back to some form of normality and kick starting our local economy.
- However, we must not be complacent. Recently in Uttoxeter there has been a spike in the infection rate and over 70 cases have been reported. Mainly in the 17 to 25 years age group. Due to the very good work of the vaccination programme in Staffordshire, there have been no serious illness or deaths reported.
- It is right that people should use common sense and keep themselves and others safe in the future months. There is no doubt that Covid will be with us for a long time and we must learn to live with it.
- **Community Collect: People without symptoms only** - Everyone is being encouraged to have a Covid test twice weekly, even if they have had the vaccine.
- You can find your nearest community testing centre or pharmacist offering testing kits by your postcode at [Find where to get rapid lateral flow tests - NHS \(test-and-trace.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus/testing-centres/)
- Full details of all the testing options are available at [www.staffordshire.gov.uk/coronavirus](https://www.staffordshire.gov.uk/coronavirus)
- **People with symptoms:-** People should self-isolate book an appointment at one of the national testing sites only. This can be done at [www.nhs.uk/coronavirus](https://www.nhs.uk/conditions/coronavirus/testing-centres/) or by phoning 119.
- **Support for groups helping people self-isolate: Groups and organisations working with vulnerable communities in Staffordshire are 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.

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

**Safer Roads**

County Councillor P Hudson reported that:

- Potholes are the largest area of complaints and SCC recognise that and they are repairing nearly 1,000 a week across Staffordshire.
- He was aware of local issues and he had asked for those to be escalated in priority.
- The Stafford Road traffic lights were now in operation and he had received a lot of positive feedback so far. The operations will be monitored for a period and adjustments made if necessary. The 30-mph speed limit has temporary signs in place which will be made permanent in August. He was aware that there was a problem with speeding vehicles, and this will be addressed by Community Speed Watch (CSW) and Road Policing Team.
- On Saturday, 3 July 2021 a further 7 volunteers received training for the Community Speed Watch. He expressed his thanks to those residents for coming forward. He reported that a further 7 volunteers would receive training soon. He expressed his thanks to the Heath Community Centre for allowing them to use their facilities.
- The CSW Team had designated further roads into the scheme which included Stafford Road, Old Knotty Way, Cheadle Road, Ashbourne Road and the 40mph area of New Road.
- The Town Council was in the process of downloading the data from the SIDS which would be analysed accordingly.

**Area of Reflection**

- Things were moving behind the scenes on this matter and he was hopeful to provide a further update on this very soon.

**Schools and Education**

- It was great to see that two of our schools, Picknalls and Thomas Alleyne's have been successful in obtaining funding from some of their Condition Improvement Fund bids.

**Regeneration**

- It was great to see that the consultation on the Uttoxeter Master Plan had started and he encouraged everyone to get involved and have their say on this very important matter for Uttoxeter.
- It was very pleasing to see that all the local Councils were talking to each other and working together to deal with local issues.

(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 Trenery reported that she had attended the following events:

- (a) Fairtrade Uttoxeter meeting held on 17 June 2021 together with the Mayor. She reported that the Notes from the meeting were included within the Agenda for Members information under Item No. 24.
- (b) Plastic Free Uttoxeter meeting on 24 June 2021.
- (c) The Joint Coffee Morning - Fairtrade Uttoxeter and the Museum of Uttoxeter Life on 10 July 2021 at Redfern Cottage.

Councillor Williams reported that she had attended a meeting of Sustainable Uttoxeter on 23 June 2021 and that the structure of the Steering Group was taking shape and that the terms of reference were being drawn up. She reported that that the formal launch of Sustainable Uttoxeter and its Working Groups/Partnership event was being planned for September together with formal training events for all members of the group.

**13. UTTOXETER TOWN COUNCIL – HEATH WARD CASUAL VACANCY**

The Clerk reported receipt of the following:

- (a) The resignation of Heath Ward Councillor S McGarry with immediate effect dated 16 June 2021.

Council was informed that as in accordance with Section 87 (2) of the LGA 1972, the Clerk notified ESBC of the Casual Vacancy on 17 June 2021.

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

- (b) Notice of Vacancy in Office of Councillor dated 18 June 2021 received from ESBC's Returning Officer which was duly incorporated within the town centre and Town Hall noticeboards and the Council's social media on 18 June 2021.
- (c) Email dated 7 July 2021 received from ESBC's Principal Elections Officer informing Council that a request had been received by ESBC for an Election to be convened.

Council was informed that ESBC's Returning Officer had confirmed that the Election would take place on Thursday, 12 August 2021.

The Clerk reported that Council was issued with the Notice of Election on 8 July 2021 which had been duly advertised within the Town Hall and Town centre notice boards.

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

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

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

- (a) Various daily updates from GOV.UK for: Coronavirus (COVID-19) as forwarded to Members.
- (b) Various SPCA correspondence (Bulletin 3 June 2021, Bulletin dated 10 June 2021, Training spaces available dated 15 June 2021, Bulletin 17 June 2021 - Healthwatch Services, "Do It To Feel Good" Campaign and News from NALC, SPCA Courses Available for booking including finance courses dated 23 June 2021, The Queen's Platinum Jubilee Beacons – 2 June 2022 – dated 24 June 2021, Bulletin dated 1 July 2021, Communities Training Sessions dated 1 July 2021), all as forwarded to Members accordingly.
- (c) Various NALC correspondence (Newsletter dated 3 June 2021, NALC CEO Bulletin dated 4 June 2021, NALC Newsletter dated 9 June 2021, CEO's Bulletin dated 18 June 2021, The future of high streets and town centres event dated 22 June 2021, NALC Newsletter dated 23 June 2021, Bulletin dated 25 June 2021, NALC Events dated 28 June 2021, On Line Events dated 29 June, Newsletter dated 30 June 2021, Bulletin dated 2 July 2021, Future Communities 2021 email dated 5 July 2021, NALC Online Events – The Future of High Streets and Town Centres event was scheduled to take place on 29 September 2021 online (Mayor, Deputy Mayor, Chair of Markets and Clerk to attend), Newsletter dated 7 July 2021), all as forwarded to Members accordingly.
- (d) Various Staffordshire Means Back to Business correspondence (email dated 11 June 2021, The funding and support your business needs dated 18 June 2021, Back to Business dated 25 June 2021), all as forwarded to Members accordingly.
- (e) Received and responded to a number of emails from a member of the public regarding attendance at the Town Council meeting and the Agenda pack.
- (f) Received various SCC Temporary Traffic Regulations Orders (PTTRO 4220606 Brookside Road, forwarded to Members on 8 June 2021, PTTRO 4237810 Pinfold Street, forwarded to Members on 8 June 2021, PTTRO 4241201 A518 Stafford Road, forwarded to Members on 8 June 2021, PTTRO 4233206 Bennetts Lane, Bramshall and Loxley Lane, Loxley, forwarded to Members on 14 June 2021).
- (g) Email from SCC dated 4 June 2021 Re: 100% of training paid for; hear from inspirational businesses, forwarded to Members on 8 June 2021.
- (h) Email - Councillor briefing and Leek update on Leek popup vaccination centres dated 4 June 2021, forwarded to members on 8 June 2021.
- (i) Various Coronavirus Updates from SCC (7 June 2021, 14 June 2021, 21 June 2021, 25 June 2021), all as forwarded to Members on 8 June 2021.
- (j) Email from SCC informing of the Sunday Closure on the A518 for essential maintenance and re-surfacing to take place, as forwarded to Members on 8 June 2021.
- (k) Received and responded to an email from a member of the public regarding attendance at the Town Council meeting on 8 June.
- (l) Various ICCM Member Newsletters and Updates (8 June 2021, Updated Guidance on Arranging or Attending a Commemorative Event in England on 21 June 2021, Newsletter dated 23 June 2021, Newsletter dated 28 June 2021) all as forwarded to the Office Manager.
- (m) Email dated 9 June 2021 - All member briefing on the COVID-19 Vaccination Programme (Wednesday 16 June 2021 - 5.30pm - 7.00pm), as forwarded to Members on 9 June 2021.

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

- (n) Submitted the completed Annual Governance and Accountability Return 2020/21 Part 3 to Mazars LLP as approved by Council on 8 June 2021.
- (o) Incorporated 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 within the Council's website and noticeboards on 9 June 2021 as approved by Council on 8 June.
- (p) Stakeholder Update: Community Testing – w/c 14.6.21 forwarded to members on 14 June.
- (q) Received a copy of an email dated 14 June 2021 received from a member of the public as issued direct to ESBC regarding the Consultation for Uttoxeter Masterplan.
- (r) All member briefing on the COVID-19 Vaccination Programme received 15 June 2021 inviting Members to attend an update virtual meeting on 16 June 2021 - 5.30pm-7.00pm) as forwarded to Members.
- (s) Received a copy of an email regarding scheduled work at Uttoxeter station and issues that the Railway Station Adopters are encountering as issued to the Community Engagement Manager on 15 June 2021.
- (t) Received a response to a member of the public as issued from ESBC dated 15 June 2021 regarding the Town Centre Masterplan.
- (u) Received an email on 18 June 2021 from a member of the public with respect to overhanging trees in Greenfield Drive/Hall Road. Council was informed that the complaint was issued to ESBC's Enforcement on 18 June 2021.
- (v) East Staffordshire VCSE Locality Forum on 24 June 2021 received on 18 June 2021 as forwarded to Members.
- (w) Received and responded to an email dated 21 June 2021 received from a member of the public seeking an update from the Town Council on the next stages of consultation on the Town Centre Masterplan. Council was informed that the member of the public were advised to contact ESBC direct.
- (x) Received and responded to an email from a member of the public dated 21 June 2021 seeking secure dog friendly facilities within the Town parks. Council was informed that the member of the public was advised to contact ESBC direct,
- (y) Received and responded to an email from a member of the public dated 21 June 2021 raising concerns with respect to speed, volume and noise of vehicles travelling in Bramshall Road affecting Buttercup Close residents. Council was informed that County Councillor Hudson and Community Speedwatch Lead had been advised of the issues raised.
- (z) Email received from Cannock Chase - New educational film about Cannock Chase AONB with Mike Dilger, Stafford born Ecologist, Author and TV Broadcaster dated 22 June 2021 as forwarded to Members. Council was informed that as requested, the details had been included within the Council's social media.
- (aa) SLCC Bulletin dated 25 June 2021, as forwarded to Members.
- (bb) Local Trust Big Local email dated 30 June 2021, as forwarded to members 2 July 2021.
- (cc) SCC – S278 Brookside Road Highway Works email dated 25 June 2021 detailing programmed works on Brookside Road to be started on 12th July 2021, as forwarded to Members 29 June 2021.
- (dd) My Staffordshire Newsletter, dated 1 July 2021, as forwarded to Members 2 July 2021.
- (ee) RHS, Blooming Brilliant News, dated 1 July 2021, as forwarded to Members 2 July 2021.
- (ff) Email received from SCC dated 3 July 2021 Press Release - Residents Warned on Rising Cases in Uttoxeter as forwarded to Members and Staff.
- (gg) SCC email - Caution urged as more areas see sharp rise in cases dated 5 July 2021 as forwarded to Members and Staff.
- (hh) SCC Email - IRONMAN 70.3 Staffordshire 2021 Route and Road Access dated 6 July 2021 as forwarded to Members and Staff.
- (ii) Received on 6 July 2021 the Property Valuation Report from David Brown Property for the Town Hall, 32 Carter Street and 34-36 Carter Street for reinstatement values for insurance purposes, as issued to Council's Insurance Company. Council was informed that the detail had been included within the Asset Register accordingly.
- (jj) Received and responded to an email dated 7 July 2021 from Zurich informing Council that the updated reinstatement property valuations had been incorporated within the Council's Policy which had provided a reduction of £ 304.07 including tax in the Council's annual premium. A refund was scheduled to be received shortly.
- (kk) Dove Catchment Partnership Newsletter Summer 2021 - 7 July 2021 forwarded to Members.

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

RESOLVED that with respect to 14(a)-(kk), the same be noted and approved.

**15. COMMITTEE MEMBERSHIP AND OUTSIDE BODIES REPRESENTATIVES**

(a) As Resolved by Council at its meeting held on 8 June 2021, Members are furnished with an updated list for their information.

(b) Council was asked to consider the vacancies within the following Committee's as follows:

(i) **Finance and General Purposes Committee** – (7 Members) - held on the fourth Tuesday of the month at 5.30pm

Chair: **Vacancy**

Vice-Chair: Councillor C Sylvester

Councillors: M Crutchley, D Goodfellow, P Hudson, Z Krupski, M Lloyd-Ewer.

Council's instruction was sought.

RESOLVED that Councillor P Hudson be appointed as Chair of the Committee and one Vacancy remain.

(ii) **Working Committee** (6 Members) – held on the fourth Thursday of the month at 5.30pm

Chair: **Vacancy**

Vice-Chair: Councillor M A Trenergy

Councillors: Councillors H Headech, P Hudson, P Lancaster, **Vacancy**

Council's instruction was sought.

RESOLVED that Councillor Headech be appointed as Chair of the Committee and Councillor Krupski be appointed as Committee Member.

i) **Emergency Plan** (3 Members plus the Mayor, Town Clerk and Office Manager)

Chair: The Mayor

Councillors: H Headech, P Hudson, **Vacancy**

Council's instruction was sought.

RESOLVED that the Vacancy remain on the Emergency Plan.

ii) **Markets Committee** (6 Members) - to be held after 5.30pm

Chair: **Vacancy**

Vice-Chair: Councillor C Sylvester

Councillors: K Hudson, P Lancaster, Z Krupski, M A Trenergy

Council's instruction was sought.

RESOLVED that Councillor C Sylvester be appointed as Chair, Councillor Krupski be appointed as Vice-Chair of the Committee and one Vacancy remain.

(c) Council was asked to consider the vacancies upon its Outside Bodies as follows:

(i) **Staffs Parish Councils' Association (SPCA)**

Councillors P Lancaster, **Vacancy** and the Town Clerk

Council's instruction was sought.

RESOLVED that the Vacancy remain on SPCA.

(ii) **Globe Foundation – Plastic Free Communities Scheme Steering Group**

Councillors M A Trenergy, **Vacancy**

Council's instruction was sought.

RESOLVED that the Vacancy remain on the Globe Foundation – Plastic Free Communities Scheme Steering Group.

**16. UTTOXETER MASTERPLAN - CONSULTATION UPDATES**

The Clerk reported receipt of the following emails:

(a) Dated 21 June 2021 from ESBC's Enterprise Manager, as copied to Members confirming that the Town Council had been incorporated on ESBC's mailing list for future Uttoxeter Consultations.

- (b) Uttoxeter Masterplan Further Stakeholder Consultation Workshop dated 1 July 2021 and 5 July 2021 received from the Associate Principal of URBED (Urbanism Environment and Design) Ltd extending an invitation to a series of participatory stakeholder workshops running through summer 2021, as forwarded to Members on 5 July 2021.
- (c) Uttoxeter Masterplan Consultation Update #1 dated 5 July 2021 received from ESBC's Enterprise Manager, as forwarded to Members on 5 July 2021.

Council's instruction was sought.

The Chair reported that he had been in liaison with ESBC and that an update had been delayed awaiting the Governments decision on the easing the restrictions from 19 July 2021. He reported that ESBC were in the process of making additional plans for the Consultations on the Uttoxeter Masterplan. He reported that the following were provisional updates and once confirmed, he would issue Members with full details:

- Workshop 2 (in person) to take place on 3 August 2021 held 3.00pm-5.00pm will now be held within the Town Hall.
- Public Consultations would take place for 6-weeks and further use of the Town Hall was to be confirmed for Consultations on 7 August 2021, 28 August 2021 and 8 September 2021. It was anticipated that displays would be available within the Town Hall foyers throughout the consultation period however this was to be determined by ESBC in due course.

Councillor P Hudson expressed his disappointment with the workshops which commenced this evening when all Town Councillors were in attendance at this Council meeting. He reported that August was the holiday period for many of the Town's residents and he suggested that the consultation run throughout the summer period and further into September.

Councillor Headech concurred with the comments made by Councillor P Hudson and stated that the consultations were being held during the annual closure of one of the largest employers within the area. Councillor Krupski suggested that the consultation period be extended to the end of September when the holiday period was over.

RESOLVED that the Clerk write to ESBC to request that the public Uttoxeter Masterplan Consultation period be extended further into September and request an additional consultation day be added later in September when the holiday period is over to enable as many stakeholders, retailers and local residents to participate in the Consultation as possible.

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

17. **THANK YOU TO UTTOXETER COVID-19 VOLUNTEERS**

Councillor Williams requested that this matter be included within the Agenda and requested that Council gave consideration to issuing a vote of thanks to all the Town's volunteers. She reported that the Council could take this opportunity to express its thanks to all the volunteers who had helped roll out the Covid vaccination programme. She reported that these were people who had given their time freely, without complaint to help us all be a little safer in this pandemic. They had turned up on the cold and miserable days of the early part of the year, and more recently on blazing hot days and during days of torrential rain, all with good cheer and common sense. Without their help the rollout would have taken so much longer and put more of us at risk.

RESOLVED that on behalf of the Council, the Clerk issue a Press Release expressing Council's sincere thanks and gratitude to all the Town's volunteers who had helped roll out the Covid vaccination programme for the Town.

18. **S137 SUNDRY GRANT APPLICATION – KATHARINE HOUSE HOSPICE**

The Clerk reported receipt of a S137 Sundry Grant applications dated 21 June 2021 received from Katharine House Hospice, as forwarded to Members on 21 June 2021. Council's instruction was sought. Following due debate, it was

RESOLVED that Katharine House Hospice be awarded a Sundry Grant in the sum of £300 funded by the Sundry Grant (S137) budget allocation in support of the work carried out for Uttoxeter's residents.

It was noted that Councillors M Crutchley and H Headech voted against the above proposal.

**19. SCC - UTTOXETER COMMUNITY PROJECT**

The Clerk reported receipt of an email dated 6 July 2021 received from SCC’s Cabinet Member for Communities and Culture Kinver Division informing Council that a recent helpful and informative meeting had taken place with Dr Atherton about how SCC could work and align our community focused work and was seeking interest from the Town Council in participating in discussions to progress the initiative. Council’s instruction was sought.

The Chair reported that an initial meeting had been set up by SCC and interested parties had been invited to attend on 3 August 2021. He reported that he, the Deputy Mayor and the Clerk would be attending and that he would provide Council with an update at its September Council meeting.

RESOLVED that Councillor C Sylvester provide Council with an update on the Uttoxeter Community Project at its meeting scheduled to take place on 14 September 2021.

**20. PLASTIC-FREE UTTOXETER**

As Resolved by Council at its meeting held on 8 June 2021 that *“Councillor Trenergy provide Council with further information on the Plastic Free Uttoxeter for consideration by Council at its next meeting.”*

Council was asked to give consideration to the Town Council supporting all plastic free initiatives in the Uttoxeter area and that they would lead by example by phasing out single use plastics wherever possible from its own activities within three months and that the Council would actively encourage hirers and users of the Town Hall and visitors to the Cemetery to refrain from using single use plastics where possible. Council’s instruction was sought.

RESOLVED that the:

- (i) “Uttoxeter Town Council supports all plastic free initiatives in the Uttoxeter area and will lead by example by phasing out single use plastics wherever possible from its own activities within three months and the Council would actively encourage hirers and users of the Town Hall and visitors to the Cemetery to refrain from using single use plastics where possible.”
- (ii) The Clerk liaise with Plastic Free Uttoxeter with respect to issuing a joint Press Release promoting (i) as above.

**21. REDUCED TRAIN TIMETABLE, UTTOXETER**

Councillor M A Trenergy requested this item be included within the Agenda and requested that Council gave consideration to the drastically reduced service by EMR in particular the Newark Castle to Derby/Crewe service. Councillor Trenergy reported that the reduction had resulted in the cancellation of seven trains a day which had a serious impact on commuters and employees especially at a time when the use of public transport should be encouraged. She reported that the reduction in service was detrimental to the use of sustainable transport in the town.

A number of Members expressed their concern that the reduction in service had been carried out without consultation and that there was no guarantee that the services would be reinstated in December 2021. Council’s instruction was sought. Following due debate, it was

RESOLVED that the Clerk write to East Midlands Railways, Kate Griffiths MP, SCC’s Cabinet Member David Williams and the North Staffordshire Community Rail Partnership to protest about the long-term drastic reduction in train services, in particular the Newark Castle to Derby/Crewe service which is having a serious impact on Uttoxeter residents and employees, and is detrimental to the use of sustainable transport in the town. The Town Council urges East Midlands Railways to reinstate the services without delay, and to work towards the increase in services which had been promised in the past.

It was noted that Councillors D Goodfellow and P Lancaster voted against the above proposal.

**22. REMEMBRANCE PARADE EVENT - AFTER PROCEEDINGS**

As the Remembrance Parade was organised in conjunction with the Royal British Legion and the Town Council, the Chair of Royal British Legion and Town Councillor P Hudson requested that Council gave consideration to hosting the Remembrance Parade 'after proceedings' within the Town Hall on an annual basis and that the event formed part of the Mayor's Civic calendar.

Councillor P Hudson reported that the RBL had funding for the refreshments for the 'after proceedings' event for this year however going forward he requested that the Town Council make the necessary budget inclusions within the Precept for hosting the event within the Town Hall in future. Council's instruction was sought.

RESOLVED that the Town Council:

- (i) Hosts the Annual Remembrance Parade 'after proceedings' within the Town Hall for this year and going forward.
- (ii) Accepts the offer from the Royal British Legion to fund the associated catering costs for this year's event
- (iii) Includes appropriate funding provisions within Civic budget allocation within the annual Precept/Estimates going forward.

It was noted that Councillor T Crutchley voted against the above-mentioned proposal.

**23. TOWN HALL – REPLACEMENT FLOORING - FOYER TO THE GROUND FLOOR TOILETS**

Council gave consideration to the quotation received from Smithfield Carpets for the flooring provision to match the first and second foyers in the sum of £386 plus vat, to be funded by the Town Hall Repairs and Maintenance budget. Council's instruction was sought.

RESOLVED that the quotation received from Smithfield Carpets in the sum of £386 plus vat, be accepted and approved, funded by the Town Hall Repairs and Maintenance budget allocation.

**24. FAIRTRADE UTTOXETER**

The Clerk reported receipt of the notes from the Fairtrade Uttoxeter Steering Group meeting held on 17 June 2021 for Members information.

RESOLVED that the same be noted.

**25. HMRC SUPPORT**

The Clerk reported receipt of the following support and employer emails as forwarded to Members and Council's Payroll Provider accordingly:

- (a) Employer Bulletin 90 dated 9 June 2021.
- (b) Payrolling – the benefits dated 14 June 2021.
- (c) June Employer Bulletin EU Transition important update dated 23 June 2021.
- (d) Email Support, dated 25 June 2021, as forwarded to Members and Council's Payroll provider, 28 June 2021
- (e) Email Support, dated 30 June 202, as forwarded to Members and Council's Payroll provider, 2 July 2021.

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

It was noted that Councillor Goodfellow declared an interest in Item Nos. 26 and 27(a)-(i) and he left the Chamber during the debates/votes.

**26. PLANNING APPEAL DECISION – PLANNING INSPECTORATE APP/B3410/W/21/3270974: PIPERS CROFT WOOD LANE, ST14 8JR**

The Clerk reported receipt of an email dated 7 July 2021 received from ESBC's Planning Support and Local Land Charges Manager providing Council with a copy of the appeal decision for the above-mentioned appeal. It was noted that the Appeal had been dismissed

RESOLVED that the same be noted.

It was proposed, seconded and carried that Councillor Headech, the Deputy Mayor Chair the meeting for Item Nos. 27(a)-(i). It was noted that Councillor C Sylvester declared an interest in Item Nos. 27(a)-(i) and he left the Chamber during the debates/votes.

**27. PLANNING APPLICATIONS**

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2021/00776 - Alterations to existing building to include re-cladding of existing roof and elevations, installation of new window and doors on the front, rear and yard elevations, installation of rooflight and erection of an infill extension to the rear elevation, Elliotts Building, Brookside Business Park.
- (b) P/2021/00825 – Outline application for the erection of a detached dwelling with all matters reserved including demolition of part of dwelling and existing garage, 8 Kimberley Drive.
- (c) P/2021/00831 - Erection of a replacement detached garage, 2 Cross Road.
- (d) P/2020/00840 – Change of use of part of ground floor from lock-up garage to office use class E and associated building work, including replacement of existing windows to front elevation. 35 Church Street.
- (e) P/2020/00846 – Alterations to the existing single storey front and side extension flat roof to form a pitched roof and conversion of existing garage to form additional living accommodation, 11 Westward Close.
- (f) P/2020/00848 – Erection of a detached garage and hobby room, Jeswang, Sunnyside Road.
- (g) P/2021/00864 - Permission in Principle of one dwelling, Hillbrow, Highwood.
- (h) P/2021/00894 - Change of use of ground floor shop (Class E) to a one-bedroom flat (Class C3), Ground Floor, 34 Bridge Street.
- (i) P/2021/00896 - Erection of a single storey front and side extension and conversion of garage to form kitchen, 23 Elder Close.

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

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

RESOLVED that with respect to Planning Application No:

- (i) P/2021/00776, Council had no comment to make at this stage.
- (ii) P/2021/00825, Council Objects to the planning application on the basis that the outline application gives insufficient detail regarding access and adequate off-street car parking provision for the existing and proposed residences.
- (iii) P/2021/00831, Council had no comment to make at this stage.
- (iv) P/2020/00840, Council had no comment to make at this stage.
- (v) P/2020/00846, Council had no comment to make at this stage.
- (vi) P/2020/00848, Council had no comment to make at this stage.
- (vii) P/2021/00864, Council Objects to the planning application due to the complete lack of information and the vague sketches as included within the application.
- (viii) P/2021/00894, Council Objects to the revised planning application for this site due to the following:
  - (a) Change of use to the ground floor units does not comply with policies TC1, TC3 and T3 of the Adopted Uttoxeter Neighbourhood Plan.
  - (b) No outdoor space provision for the residents.
  - (c) No parking space provision for the residents therefore not in line with ESBC's planning requirements.
  - (d) Any changes to the original shop window frontage would be contrary to the Adopted Uttoxeter Neighbourhood Plan.
- (ix) P/2021/00896, Council requests that ESBC's Planners take into consideration the impact, the line of sight and proximity the proposed extensions would have on the neighbouring properties prior to permission being granted.

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

28. **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 members of the public for their attendance in the meeting. It was noted that due to the acoustics within the Ballroom, the members of the public informed Members that it had been difficult to hear the debates during the meeting at times. The Mayor reported that, subject to the Government Roadmap, he was hopeful that the meetings would be returning to the Alan Dean Suite going forward.

RESOLVED that the same be noted and approved.

29. **AREA OF REFLECTION**

(a) Councillor P Hudson provided Council with an update on the Area of Reflection and requested Council's approval for the Clerk to issue a press release once the WWI Commemorative Plaque, the two Commemorative Benches and the Soldier silhouette had been installed as per the provisional dates as reported during the update. Council's instruction was sought. Councillor P Hudson provided Council with a detailed update on the Area of Reflection, the Section 50 Licence/Permit to Dig and given it was 100 years since the Royal British Legion was formed, on a potential small Act of Remembrance being held on 29 August 2021 in the Market Square.

Councillor Trenery paid tribute to the amount of work undertaken by the Clerk and Councillors to progress the Area of Reflection.

RESOLVED that the same be noted and approved.

(b) Council was advised that the two Commemorative Benches and the Soldier silhouette had been gifted to the Town Council by the Royal British Legion and Uttoxeter Knights. The Clerk reported that the above-mentioned items had been added to the Council's Asser Register and Insurance Policy accordingly and that Council's Insurance Provider had confirmed that there was no additional costs applicable.

RESOLVED that the same be noted and approved.

30. **TOWN HALL DESIGNATED PREMISES SUPERVISOR (DPS)**

Council was asked to give consideration to the Register of Interest as received from The Bank House for the DPS provision at the Town Hall. Council was informed that a proposal was awaited from The Bank House at this time. Council's instruction was sought.

RESOLVED that the Clerk in liaison with the Mayor and Deputy Mayor continue to progress discussions with the Bank House and be authorised to progress the appointment of the DPS for the Town Hall accordingly.

31. **STAFFING**

(a) The Clerk reported the staff lieu time hours for up to 30 June 2021 were 19½. Council was reminded of the previous months lieu time hours were 30¼ for June, 40½ for May which included the additional hours for the Council and Parish meetings and year end.

RESOLVED that the same be noted and approved.

(b) The Mayor provided Council with a brief update on Staffing matters, the potential vacancy, details of an Extraordinary meeting since the date of the last meeting.

RESOLVED that the same be noted.

(c) The Clerk reported that the Admin Staff had all completed Fire Warden Training on 14 June 2021.

RESOLVED that the same be noted.

32. **AGENDA ITEMS FOR NEXT MEETING**

None received.

The meeting closed at 8.25pm.

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