



UTTOXETER TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY, 14 SEPTEMBER 2021 IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Town Mayor – Councillor C Sylvester

Councillors: M Crutchley, R Hawkins, H Headech, K Hudson, P Hudson, Z Krupski, P Lancaster, M Lloyd-Ewer, N Lowe, L Sylvester, M A Trener, M Williams.

It was noted that one member of the public was 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 Alan Dean Suite to the fire point located outside Wilkos in the event of a fire.

It was noted that as Resolved by Council at its Extraordinary Meeting held on 27 July 2021 that *"going forward, all Town Councillors be Granted a Dispensation and Standing Order No. 3(i) be suspended, to permit any Member of the Town Council to remain seated when speaking if they so wished to."*

2. APOLOGIES FOR ABSENCE

(a) The Clerk reported that approved apologies had been received from Councillors T Crutchley, D Goodfellow and K Smith. She reported receipt of Borough Councillor McGarry's apologies.

RESOLVED that the same be noted and approved.

(a) To report the names of Councillors absent from the meeting and their apologies had not been received: Councillors M Lloyd-Ewer

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 P Hudson declared an interest in Item No. 36

Councillor K Hudson declared an interest in Item No. 36

Councillor N Lowe declared an interest in Item Nos. 33(b)(v) and 36

Councillor C Sylvester declared an interest in Item Nos. 33(a)-(b)(i-iv)

Signed: Date:

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.

6. MINUTES

(a) The minutes of the Council Meeting held on 13 July 2021 were approved as a correct record and signed by the Chair.

(b) The minutes of the Extraordinary Council Meeting held on 27 July 2021 were approved as a correct record and signed by the Chair.

It was noted that Councillors K and P Hudson abstained from the above mentioned vote due to not being in attendance at the meeting.

(c) Council gave consideration to the Recommendations of the Footpaths Committee Meeting held on 22 July 2021.

RESOLVED that the Recommendations of the Footpaths Committee Meeting held on 22 July 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 27 July 2021.

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

(e) Council gave consideration to the Recommendations of the Finance and General Purposes Committee Meeting held on 27 July 2021.

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

7. ACCOUNTS

(a) Consideration was given to the list of accounts submitted for payment in the sum of £49,134.39.

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

It was noted that the Royal Bank of Scotland had confirmed that Councillor Headech had been added to the Council's Mandate as a Council Signatory.

(b) Council gave consideration to the monthly summaries of the Council's income and invoices issued for 1-31 July 2021 and for 1-31 August 2021.

RESOLVED that the same be noted.

8. BANK BALANCES

At 14 September 2021 the bank balances stood at:

RBS Current Account	£ 9,989.62
RBS Special Interest Account	£244,756.02
RBS General Reserve Fund Account	£100,000.00

Signed: Date:

RBS Town Mayors' Account	£	0.00
RBS Deposit Account 32 Carter Street	£	654.95
RBS 19A High Street Deposit Account	£	0.00
Barclays Business Deposit Account	£	85,000.00

9. UTTOXETER TOWN MAYOR AND DEPUTY MAYOR EVENTS ATTENDED REPORT

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

15 July 2021	Uttoxeter Fairtrade Meeting
7 August 2021	Attended Public Masterplan Consultation - Town Hall and UHCC
19 August 2021	Town Hall Tea Dance
5 September 2021	Stone Town Mayor's Civic Service
12 September 2021	Mayor of East Staffordshire Civic Service

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

29 August 2021	Act of Remembrance within the Area of Reflection
31 August 2021	Unveiling and Re-opening of The Nottingham Building Society
4 September 2021	Attended Makers Market & Masterplan Consultation
12 September 2021	Mayor of East Staffordshire Civic Service

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 which included the following:

- Safer Roads

- *The Stafford Road Uttoxeter traffic lights were now in operation and he had received a lot positive feedback so far. The operations would be monitored for a period and adjustments made if necessary. The 30-mph speed limit had permanent signs now in place. He reported that repeater signs are not incorporated within a restricted road and you should assume, that unless otherwise signposted it was 30 mph. County Highways and Staffordshire Police have checked the signage and confirmed that all is compliant and in operation. He stated he was aware that there is a problem with speeding vehicles on this road, and this will be addressed by Community Speed Watch and Road Policing Team. We have highlighted it is a hotspot area, and data has been sent to Staffordshire Police, who have already re-acted and several motorists have been reported.*
- *Through the work of the Town Council, County Council, Community Speed Watch and the Road Policing Team we have now significantly reduced the number of speeding motorists in New Road Uttoxeter. The average speed is now 27mph on the main road and 15mph in the service road. The County Council has written to a local resident to highlight the work done and the results. We will continue to monitor this location.*
- *We now have another set of SIDS and we will be discussing the most urgent area to site them. I hope to have this completed in a few weeks.*

- Area of Reflection

- *We have now completed this project and a Service of Dedication was held on 29 August 2021. It was conducted by Rev Chris Brown and attended by Councillors, Royal British Legion, Knights 4 Uttoxeter, Veterans and residents. He expressed his sincere thanks to everyone that was involved in making this happen. We now have an area in our Town to be proud of for future Generations.*

- Regeneration

- *It is great to see that the consultation on the Uttoxeter Master Plan has going for a few weeks now and I would ask all of you to get involved and have your say on this very important matter for Uttoxeter.*
- *It has been very pleasing to see that all the local Councils are now talking to each other and working together to deal with local issues.*
- *He provided Council with a brief update as received from Staffordshire Police on the incident that took place within the town centre on 11 September 2021.*

Signed: Date:

- (b) The Clerk reported that no written Borough Councillor Reports had been received. She reported that Borough Councillor McGarry wished for it to be reported that should Council have any questions or queries for her, it would be appreciated if these could be given in writing and that she would answer in a timely fashion accordingly.

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

Councillor Williams reported attendance at the Steering Group meetings for the Sustainable Uttoxeter Environment and Climate Commission in July and August. She reported that on the agenda were the various grant applications that were being progressed with funding secured to support the Big Green Week that was taking place from the 20-26 September 2021. She advised Council that a Gala Dinner on Saturday, 18 September would start off the events and this was focussed on getting relevant professionals together to discuss the issues and potential solutions around climate change.

Councillor Williams urged Members to attend the Climate Literacy Training which was scheduled for the 24 September 2021. She stated that the Friday session was more for professionals such as Councillors however there was also a public Saturday session which would give you similar benefit. She reported that there was a £10 charge however this could be reclaimed from the Council's Training budget.

Councillor Williams reported that the transfer of the Biodiversity Group was progressing as was the setup of the other working groups. She reported that Volunteers for these groups were always welcomed.

She reported that there were several projects that were being prioritised for the near future including the Quarry (for which a separate committee was being set up) - and the Nature Boost Network around social prescribing.

Councillor Treney reported attendance at the following Meetings:

15 July 2021 – Uttoxeter Fairtrade

24 July 2021 – Plastic Free Uttoxeter Tea Morning

12 August 2021 – Parish Forum

28 August 2021 – Helped at the Fairtrade Group Stall at The Lark in the Park

It was noted that Councillor P Hudson raised his concerns about the plastic situation within the Town and it was noted that Members would be urging all Groups that they were involved in to promote and educate the use of plastics.

13. 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 8 July 2021, Bulletin 15 July 2021, Bulletin 22 July 2021, Email 23 July 2021, Bulletin 30 July 2021, Bulletin 5 August 2021, 12 August 2021, Bulletin dated 19 August 2021, Bulletin 26 August 2021, Bulletin 2 September 2021), as forwarded to Members accordingly.
- (c) Various NALC correspondence (emails dated 8 July 2021, Future Communities 12 July 2021, Making rural housing more affordable 13 July 2021, Newsletter 14 July 2021, Online Events 15 July 2021, CEO Bulletin 16 July 2021, Online Events 20 July 2021, Online Events 27 July 2021, Newsletter 28 July 2021, Newsletter 29 July 2021, CEO Bulletin 30 July 2021, Future Communities 2 August 2021, Newsletter 3 August 2021, Newsletter 4 August 2021, Online Events 5 August 2021, Making Rural Housing more affordable 11 August 2021, Make Housing more affordable 18 August 2021, Future Communities 19 August 2021, CEO Bulletin 20 August 2021, NALC Events 23 August 2021, Making rural housing more affordable 24 August 2021, Levelling up the environment through biodiversity net gain 25

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- August 2021, Tell us about your 2021 local elections 26 August 2021, Newsletter 27 August 2021, Newsletter 1 September 2021, Newsletter 8 September 2021), as forwarded to Members accordingly.
- (d) Various Staffordshire Means Back to Business correspondence (emails dated 9 July 2021, 16 July 2021, 23 July 2021, 30 July 2021, 5 August 2021, £5k business grants, ceramics, free digital help and watch those numbers dated 3 September 2021), as forwarded to Members accordingly.
 - (e) Support Staffordshire - Funding, Training and Services Newsletter dated 26 August 2021, as forwarded to Members 26 August 2021.
 - (f) Various SLCC correspondence (emails dated 9 July 2021 and 20 August 2021), as forwarded to Members accordingly.
 - (g) Various Ironman Updates (9 July 2021, Staffordshire Roads Alert - Plan Ahead for Ironman 17-18 July dated 16 July 2021), as forwarded to Members accordingly.
 - (h) Various SCC Coronavirus Updates (dated 12 July 2021, Stakeholder Update: Extra PCR testing to take place in Uttoxeter dated 14 July 2021, 19 July 2021, 26 July 2021, 2 August 2021, 24 August 2021), as forwarded to Members and Staff accordingly.
 - (i) Various SCC PTTRO Temporary Road Closure Orders (PTTRO 4239537 A518 Derby Road dated 9 July 2021), all as forwarded to Members and incorporated within the Council's website and social media accordingly.
 - (j) Received and responded to an email dated 9 July 2021 received from E-on regarding the Town Christmas lights supplies as issued to City Illuminations accordingly.
 - (k) To report receipt of an email dated 9 July 2021 received from SCC with respect to Loneliness and social isolation - extending the campaign with parish councils". Council is informed that the Clerk has suggested that this correspondence form part of the Uttoxeter Community Projects meetings.
 - (l) Received and responded to an email dated 13 July 2021 received from a member of the public expressing their delight with the wonderful displays of wildflowers throughout the Town.
 - (m) Liaised and responded to two Members of the Public with respect to attendance at the Town Council meeting on 13 July 2021.
 - (n) ICCM Updates (dated 14 July 2021, Member Newsletter 16 July 2021), as forwarded to Members and Staff accordingly.
 - (o) Circulated Members the update Committee and Outside Bodies Membership as Resolved by Council at its meeting held on 13 July 2021.
 - (p) Emails from SCC relating to Libraries (dated 15 July 2021 - Have your say on your library - Burton Library Consultation, 16 July 2021 - Update to Library Services from 19 July, Staffordshire Library and Arts August Update 31 July 2021, Staffordshire Library and Arts September Update 29 August 2021, Burton Library News and Events Update 2 September 2021), as forwarded to Members.
 - (q) Liaised with SCC AMEY regarding the Section 50/Permit to Dig applications for the Area of Reflection.
 - (r) Received and responded to an email dated 16 July 2021 from ESBC's Planner regarding comments for P/2021/00370 as issued to ESBC on 27 April 2021.
 - (s) Email received from Support Staffordshire dated 16 July 2021 regarding Freedom Day & beyond - briefing note from ACRE for village halls and community buildings as forwarded to Members and Staff.
 - (t) Liaised with the Royal Bank of Scotland regarding the proposed meeting for debit and credit card payments for the Council.
 - (u) Globe Eco Centre - Repairs & Earth Fairs, it's all happening this month dated 17 July 2021.
 - (v) Information Commissioner's Office (ICO) As in accordance with the Data Protection Act 2018 – Council is informed that its annual renewal was updated by direct debit (enabling a £5 discount) was authorised by the Mayor and carried out by the RFO on 23 July 2021. Council is informed its annual subscription commences from 3 September 2021- 2 September 2022.
 - (w) Liaised with Elan City regarding the latest order for 2 x SID signs and downloading of data.
 - (x) 23 July 2021 provided Barclays Bank with the Updated Bank Mandate as completed by Councillors C Sylvester and A Trenery. Confirmation is awaited that Councillor C Sylvester has been added to the Barclays Account mandate.

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- (y) Received and circulated an email received from Support Staffordshire dated 23 July 2021 regarding Local Connection Fund (from The National Lottery CF) closes 6th August plus an offer from The Octagon Centre in Burton, as forwarded to Members on 23 July 2021.
- (z) City Illuminations and the Clerk duly completed and applied for the 'Requirements for the attachment of temporary seasonal decorations to Eon/SCC on 23 July 2021 in readiness for the Christmas Lights for 2021.
- (aa) Received and responded to an email dated 26 July 2021 received from a local resident regarding overhanging trees in Wharfe Close.
- (bb) Received and responded to an email dated 26 July 2021 received from Everyone Active regarding promotion of Community Events within the parish with local Leisure Centres, as forwarded to all members of staff.
- (cc) Received an email dated 26 July 2021 received from The Clinical Lead, Community Diagnostic Hubs Project regarding Together We're Better Integrated Care System Community Diagnostic Hubs (CDHs) – Please give us your views as forwarded to Members on 29 July 2021. Members have been encouraged to send their individual responses to the survey by midnight on 23 August 2021.
- (dd) Received an email dated 27 July 2021 received from a member of the public as issued to SCC, ESBC and UTC regarding the road closures required, public safety and legal requirements for the Uttoxeter Town Centre, Boxing Day Event/New Year's Day Hunt. Council is informed that an email was issued to SCC and ESBC confirming that UTC is not involved with the organisation of any such event.
- (ee) Received and responded to a Website Form Submission received from a visitor to the Town expressing concerns at the condition of the Town, the bus station/benches and the public toilets. Council is informed that the concerns raised have been issued to ESBC accordingly.
- (ff) Received an email dated 28 July 2021 informing Council to expect delivery of the 2 x SID at the end of August/beginning of September.
- (gg) Received and responded to an email dated 28 July 2021 received from The Strategic Governance/Commissioning Manager, Staffordshire Safer Roads Partnership Speed Limit Wheelie Bin Stickers regarding the Council's application made in October 2020 which has been delayed due to the pandemic. Council is informed that Staffordshire Police have produced an anti-speeding sticker '30 in my street' as part of their anti-speeding campaign and Council should be receiving some stickers for distribution in due course.
- (hh) Received RHS Blooming Brilliant News: Issue 15 dated 29 July 2021 and Issue 16 as forwarded to Members accordingly.
- (ii) Received and responded to an email dated 29 July 2021 received from ESBC's Social Regeneration Officer informing Council that a meeting of the Parish Council Forum in East Staffordshire will take place on 12 August 2021 at 6.30pm via zoom, as forwarded to Members. Council is informed that Councillor Trener is UTC's Representative on the forum and she will be attending the meeting.
- (jj) Received and responded to an email dated 29 July 2021 from a visitor to the Town expressing her thanks for forwarding her concerns to ESBC for their action accordingly.
- (kk) Received and responded to an email dated 28 July 2021 received from the Chair of Outwoods PC and Horninglow and Eton PC regarding a local Council group Parish Meeting. Council was informed that the Clerk responded to enquire if this meeting would be a duplicate of the ESBC Parish Council Forum meeting scheduled to take place on 12 August 2021. Council is informed that a response is awaited.
- (ll) Liaised SPCA regarding New Councillor and Equality and Diversity Training for Uttoxeter's newly elected Town Councillors.
- (mm) Received email dated 28 July 2021 received from SCC regarding Burton Library Consultation Update - Tickets left, as forwarded to Members on 29 July 2021.
- (nn) Received the Parish Online Newsletter - July Edition, as forwarded to Members on 29 July. August Edition, as forwarded to Members on 26 August 2021.
- (oo) Rural Services Network correspondence (The Rural Bulletin - 27 July 2021, Rural Bulletin 3 August 2021, SSN Rural Funding Digest - August 2021 Edition 4 August 2021, Bulletin 10 August 2021, Flyer to encourage use of Parish Councillor's Guide to Rural Affordable Housing 12 August 2021, Rural Bulletin and Build Back Better High Streets 17 August 2021, Rural Bulletin 24 August 2021, Rural Bulletin 1 September 2021), as forwarded to Members accordingly.

Signed: Date:

- (pp) Received emails dated 29 July 2021 for Local Trust/Big Local - New report investigates the social and economic benefits of investing in community infrastructure and Update 31 August 2021 as forwarded to Members accordingly.
- (qq) 29 July 2021 the Office Manager was delighted to receive some wonderful positive feedback from a local resident regarding the Cemetery and its well-maintained grounds and paid credit to those involved with the upkeep.
- (rr) Received an email from ESBC dated 30 July Re: Burton Towns Fund - Project D Call for Ideas, as forwarded to Members. Council is informed that as requested, the poster has been duly displayed within the town noticeboards.
- (ss) Received an email dated 29 July 2021 received from SCC, copied to UTC and County Councillor Hudson, to a local New Road resident advising them that "SCC had carried out traffic surveys within New Road and New Road service road between 30 June-9 July 2021 using automated vehicle counters placed on the highway for 24hrs a day over a 7 day period. SCC advised that the results of the speed and volume count show that the main speed on New Road during the survey period was 27mph and the main speed on the New Road service road was 15mph. In addition volume counts were also undertaken and these indicate that the number of vehicles using New Road is not excessive for an 'A' road. The speed and volume count do not indicate that there is a speeding issue along New Road or in the adjacent service road, these figures are similar to those being identified by the Town Councils Speed indication device signs and from the Community Speed Watch teams.". Council is informed that a copy of the correspondence and Speed/Volume Count was forwarded to members for their information on 30 July 2021.
- (tt) Received a copy of an email to a member of the public dated 30 July 2021 received from SCC's Network Management Unit in response to the correspondence dated 27 July 2021 regarding the Uttoxeter Town Centre, Boxing Day Event.
- (uu) Your Woodland Trust News dated 30 July 2021 and 8 September 2021 as forwarded to Members accordingly.
- (vv) My Staffordshire Newsletter August Edition dated 2 August 2021 as forwarded to Members.
- (ww) Attended the Masterplan Workshop 2 along with Councillor C Sylvester and Councillors Trenerly and Krupski.
- (xx) Received and responded to an email dated 4 August 2021 from Admiral seeking CCTV footage of an incident on the A518.
- (yy) Emailed Members to respond to ESBC direct with respect to various Planning Applications. Note: Councillors Goodfellow and C Sylvester were not included within the above.
- (zz) 2-4 August 2021 - Liaised and met with potential new Tenant for 19A High Street.
- (aaa) Received an email dated 5 August 2021 received from the Clerk of Uttoxeter Rural Parish Council informing that SPCA would be carrying out a Councillor Training session on 20 and 27 September 2021 via Zoom and to advise that 7 places were available. Council is informed that the Clerk liaised with Councillors Lloyd-Ewer, Lowe and Hawkins regarding attendance.
- (bbb) Received an email dated 6 August 2021 from SCC Re: Vote for the NEW Staffordshire Day Logo for 2022 as forwarded to Members on 6 August 2021.
- (ccc) 6 August 2021 and 9 August 2021 - Liaised with SCC Rights of Way Officers and SCC Highways with respect to the dangerous condition of the steps located from Pennycroft Community Park to/from Dove Way.
- (ddd) Met with Councillors C Sylvester, P Hudson, H Headech and Council's Contractors to confirm the location of the Commemorative Memorial benches and Soldier Silhouette in conjunction with the reinstallation of the WWI Commemorative Plaque for the Town's Area of Reflection.
- (eee) Received and responded to an email dated 9 August 2021 received from a Stanway Close Resident providing Council with an update on the asbestos contaminated soil at Hazelwalls development, as forwarded to Members accordingly as requested.
- (fff) Received a letter of thanks dated 6 August 2021 received from Katharine House Hospice expressing their thanks to Council for its recent Sundry Grant.
- (ggg) Received an emailed dated 9 August 2021 received from NHS Support Services regarding "Tell us your views on Community Diagnostic Hubs", as forwarded to Members on 9 August.

- (hhh) Received and responded to an email dated 10 August 2021 from a member of the public seeking details on what celebrations the Council was organising for the Town commemorating the Queen's Platinum Jubilee.
- (iii) In conjunction with the Mayor, Deputy Mayor and Chair of F&GP renewed the Council's gas supply for the Town Hall with Total Gas & Energy and E-on for the electricity for the Feeder Pillar within Market Place.
- (jjj) Liaised with MidMC and Councillor M Crutchley regarding the SLCC Cyber Protection for the Council. Council will be provided with an update in due course.
- (kkk) 12 August 2021 – Attended together with the Mayor and Deputy Mayor hosted a meeting of interested parties for a discussion on a Uttoxeter Community Project provision.
- (lll) Received an email dated 12 August 2021 from PWLB providing Council with updated guidance and terms on PWLB for future reference, as forwarded to Members.
- (mmm) Email dated 17 August 2021 received from Support Staffordshire providing details of the VCSE Locality Forums due to take place in September, as forwarded to Members 19 August 2021.
- (nnn) Email dated 18 August 2021 from NHS Midlands and Lancashire Commissioning Support, providing an update on the NHS 111 First Programme and the next phase in its evolution, as forwarded to Members 19 August 2021.
- (ooo) Email dated 20 August 2021 from SCC, Last Chance to Have Your Say on the brand new Staffordshire Day Logo, as forwarded to Members 24 August 2021
- (ppp) 25 August 2021 A local Resident visited the Town Hall to express their sincere thanks for the help and support received from Admin Staff whilst researching his family graves within Uttoxeter Cemetery. A gift of a framed "Thank You" cross stich was documented in the Register of Gifts Book and is displayed in the Admin Office.
- (qqq) Received an email from a local resident expressing her concerns with respect to driver and pedestrian safety on the Hockley Road/A518/Kingfisher Way roundabout; increased anti-social behaviour within Bramshall Road Park and lack of support for shop keepers locally against crime including on Makers Market days. Council was informed that the concerns raised by the local resident had been issued to County Councillor Hudson, ESBC and the local Police for their consideration and response direct.
- (rrr) Received an email from the Media Manager at SCC, dated 27 August 2021, requesting Council promote the Grab a Job Clinic being held at Uttoxeter Racecourse on 29 August 2021, forwarded to Members and promoted on Council's Facebook page 27 August 2021.
- (sss) Received an email from CCG communications team dated 27 August 2021 requesting Council circulate information regarding the Primary Care Access Meeting dates, forwarded to Members 27 August 2021.
- (ttt) Received an email from NHS 111's Senior Responsible Officer dated 25 August 2021 providing Council with an update on the NHS First Programme and the next phase of its evolution, as forwarded to Members on 31 August 2021.
- (uuu) Received and responded to an email dated 31 August 2021 received from a local resident with respect to additional defibrillators being incorporated within the 'Birdland' area. Council is informed that the resident was provided with contact details for Uttoxeter Knights.
- (vvv) Received ICO (Information Commissioner's Office) Certificate for Tier 1 due to expire 3 September 2022. Council is informed that a copy has been issued to all Members of Staff and Council's Data Protection Officer at SCC.
- (www) Received a number of emails dated 1-2 September 2021 from a local resident with respect to their concerns about Stafford Road roundabout, Bramshall Park and Policing within the Town. Council is informed that the concerns raised have been issued to County Councillor Hudson, ESBC and the local Police accordingly.
- (xxx) On 2 September liaised with a local resident regarding highways matters, speeding, history of the Town and liaised with County Councillor Hudson accordingly.
- (yyy) 1-2 September 2021 Meeting with Councillor M Crutchley for SID Signs data download.
- (zzz) Received and responded to a letter dated 12 August 2021 received from The Stevenson Family seeking an inspection of the Stevenson Bench located within the Bus Station and offering to fund the associated costs for the refurbishment. Council is informed that the Clerk is currently seeking costings for the replacement slat and Councillor Krupski has kindly agreed to repaint the bench.

Signed: Date:

- (aaaa) The two new SID Signs were delivered to the Town Council in readiness for installation as part of the Uttoxeter Community Speedwatch and Traffic Calming scheme.
- (bbbb) 7 September 2021 - Received a copy of an email issued to County Councillor Hudson from a local resident regarding concerns raised for Stafford Road roundabout and Old Knotty Way.
- (cccc) Received an email dated 7 September 2021 providing Council with a copy of the Uttoxeter Cares Annual Report as forwarded to Members accordingly.

RESOLVED that with respect to 13(a)-(cccc), the same be noted and approved.

14. TOWN COUNCIL ACCOUNTS – UP TO AND INCLUDING 30 JUNE 2021

Council gave consideration to the Town Council Accounts up to and including 30 June 2021 as prepared by the RFO and the Chair of the Finance and General Purposes Committee. Council's instruction was sought.

RESOLVED that the Town Council Accounts up to and including 30 June 2021 be accepted and approved.

15. WEST MIDLANDS AMBULANCE AND FIRST RESPONDER SERVICE

As Resolved by Council at its Extraordinary Council meeting held on 27 July 2021, that the Clerk write to:

- (i) *West Midlands Ambulance Service (copy to MP and local Rural Parish Councils') to request an urgent update on:*
 - (a) *The current position for the First Responder Service for the Town and surrounding areas;*
 - (b) *Seek what has changed/happened to remove the First Responder Service from within the Town given the Town is growing in size.*
 - (c) *Suggest an alternative location at the Town's Community Fire Station should the provision no longer be available at Foxes for the First Responder vehicle.*
- (ii) *Local GP Practices to request that they make contact with West Midlands Ambulance Service to request the urgent reinstatement of the First Responder Service for the Town and surrounding areas.*

The Clerk reported receipt of the following:

- (a) Email dated 2 August 2021 received from The Head of Patient Experience, West Midlands Ambulance Service University NHS Foundation Trust informing Council that *"please be assured we will review your concerns and report back as soon as possible."*
- (b) Letter dated 6 August 2021 received from The CEO, West Midlands Ambulance Service in response to Council's correspondence, as forwarded to Members on 11 August 2021 and circulated with the Agenda pack.
- (c) A number of emails received from various local Rural Parish Council's expressing Council's thanks for providing them with an update and be advised that their respective Council's will be considering the letter in due course.
- (d) An email dated 11 August 2021 received from Dr Atherton providing a response he received from WMAS Executive Director of Nursing and Clinical Commissioning stating *"This is causing concern as it always does when we close ambulance buildings. The current model of delivery and demand means that most of our bases rarely have ambulances in them as they are mostly out responding to patients. The Dove Valley and Abbots Bromley CFR schemes that support Uttoxeter are continuing and ideally we would support them growing. I am happy to discuss or meet with the Town Clerk."*
- (e) Council was informed that West Midlands Ambulance Service Communications Director Murray MacGregor would be in attendance at the Town Council Meeting scheduled to take place on 12 October 2021 to address Council on the First Responder Service for the Town.

Members expressed their concerns with respect to the detail included within the response received from The CEO of West Midlands Ambulance Service. It was noted that Members had received a number of complaints from local residents with respect to the loss of the service for the Town and the concerns were expressed on the current delayed ambulance service response times even in a life threatening emergency.

Signed: Date:

The Chair reported that he had been in contact with Kate Griffiths MP who was aware of the current national situation and that she too was seeking an update on the services being provided for the town. Following lengthy debate, it was

RESOLVED that:

- (a) With respect to Item Nos. 15(a), (c)-(d), the same be noted.
- (b) With respect to Item No. 15(b), the letter be deferred for inclusion within the Town Council meeting scheduled to take place on 12 October 2021 when the West Midlands Ambulance Service Communications Director would be in attendance.
- (c) Members furnish the Clerk with any questions that they wish to put forward to West Midlands Ambulance Service Communications Director on the Ambulance Service and First Responder Service for the Town by no later than 30 September 2021, which would be summarised by the Mayor and Deputy prior to being issued to Mr MacGregor.
- (d) Following the questions being summarised, the Clerk furnish Members with the list of questions issued to the West Midlands Ambulance Service Communications Director.

16. STAFFORDSHIRE FIRE & RESCUE SERVICE - YOUR LOCAL STATION MANAGER

The Clerk reported receipt of an email dated 19 August 2021 received from Station Manager Mark Tattum for Abbots Bromley, Barton under Needwood and Uttoxeter, as forwarded to Members on 31 August 2021.

Council was informed that, "in addition to the traditional role of responding to emergency incidents, much of what Staffordshire Fire and Rescue Service now do is focussed on the prevention of such occurrences and wider improvements in health and wellbeing. Sadly, many of the familiar challenges experienced by communities such as isolation and an aging population also increase the risks from fire, therefore they use information from a variety of partner agencies, along with their own records, to identify those who they believe to be most at risk, with the aim of ensuring everything possible is done to prevent the tragic consequences of fires in the home. If you are aware of someone who you believe would benefit from a free Home Fire Risk Check, please call us on 0800 0241 999, or 01785 238025."

Council was informed that Station Manager Tattum had been extended an invitation to attend a future meeting of the Council to provide an update on the vital work being carried out by Staffordshire Fire & Rescue Service in the area including recruitment and Home Fire Risk Checks.

RESOLVED that the Clerk liaise with Station Manager Tattum to extend him an invitation to provide Council with an update on the vital work being carried out by Staffordshire Fire & Rescue Service in the area including recruitment and Home Fire Risk Checks at the Council Meeting scheduled to take place on Tuesday, 9 November 2021.

17. UTTOXETER MASTERPLAN - CONSULTATION UPDATES

The Clerk reported receipt of the following emails:

- (a) Update #3 email dated 27 July 2021 providing details on the consultation events as reported to Members in the UTC Extraordinary Meeting and forwarded to Members on 28 July 2021.
- (b) Uttoxeter Stakeholder Workshop 2 email confirming that Workshop 2 would be held face to face in Uttoxeter Town Hall on 3 August 2021 3.00pm-5.00pm and within the evening via Zoom, as forwarded to Members 29 July 2021. Council is informed that the poster provided with details about the upcoming wider public consultation events/displays, including dates/venues has been incorporated upon the Council's social media, website, Town Hall and Town centre noticeboards promoting the public consultation from 7 August 2021-26 September 2021.
- (c) Update #4 dated 5 August 2021 as forwarded to Members.
- (d) Update #5 dated 9 August 2021 as forwarded to Members.

- (e) Councillor C Sylvester provided the Council with a verbal update as follows:
- Public Consultations had taken place on:
 - 7 August at the Town Hall in the morning and at the Heath Community Centre in the afternoon.
 - 4 September at the Town Hall in the morning during the Makers Market and at Lark in the Park in the afternoon.
 - 6 September a leaflet was delivered to every household within the Town and surrounding areas providing details of the 10-minute on-line survey for residents to complete and providing details of the virtual Q&A Town Forum event on 23 September 2021. The leaflet also reminded residents of the information on display and hard copies of the questionnaire were available within the Town Hall, the Heath Community Centre and the Leisure Centre until 26 September 2021.
 - 8 September within the Maltings carpark in the afternoon to catch shoppers and parents collecting their children from Thomas Alleyne’s High School.
 - He reported that following discussion with the Deputy Mayor and Chair of Finance and General Purposes Committee and the RFO, it had been agreed to fund £300 towards to the cost (of £1,000) for the leaflet drop delivery to ensure that as many residents took place within the consultation as possible, funded by the Misc. Civic budget allocation.

RESOLVED that with respect to Item Nos. 17(a)-(e), the same be noted.

18. REDUCED TRAIN TIMETABLE, UTTOXETER

As Resolved by Council at its meeting held on 13 July 2021, 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.”

The Clerk reported receipt of the following:

- (a) Email dated 19 July 2021 received from North Staffordshire Community Rail Partnership Chair informing Council that “the NSCRP share the Council’s dissatisfaction about this halving of the rail service at extremely short notice and with no rail replacement bus service offered”.
- (b) Email dated 22 July 2021 received from Kate Griffiths MP expressing “*her thanks to Council to copying her into the correspondence from the Town Council regarding the reduced train timetable at Uttoxeter. I am aware of this issue and have been contacted by a number of constituents regarding this. I have contacted East Midlands Railway as a matter of urgency to consider what mitigations can be put in place to support constituents whose journeys have been affected at such short notice. I will of course keep the Town Council updated with any further news as I receive it.*”
- (c) Email dated 29 July 2021 received from East Midlands Railway’s Customer Service Centre Team Leader thanking Council for its “*correspondence and contact regarding the reduced timetable which has operated since 19 June 2021. Since the changes made to the timetable in May 2021, EMR noticed that the new timetable was not performing as expected on our regional routes, resulting in short notice cancellations and delays. There are multiple factors affecting this, including the delivery of our replacement regional fleet being delayed by the pandemic and staff sickness due to the Coronavirus. We have introduced a dedicated team to fix these issues and to reinstate these services as quickly as possible. Whilst we work to resolve these issues, we have taken the action to stabilise our services by introducing a reduced timetable until further notice. We understand that this change may cause some inconvenience and for this we sincerely apologise to the residents and employees of Uttoxeter. Please be assured that we are continuing to monitor the service cancellations which have impacted our customers and whilst we cannot make any immediate changes, we are working closely with our timetable and planning team to share feedback. Thank you for taking the time to get in touch.*”
- (d) Email and copy of response from EMR dated 4 August 2021 received from Kate Griffiths MP as forwarded to Members on 4 August 2021.

Signed: Date:

Council's instruction was sought. Councillor Trenergy reported that the correspondence received under Item No. 18(a) had not given any reason why alternative bus services had not been incorporated. Following due debate, it was

RESOLVED that the Clerk include the Reduced Train Timetable Service Update within the Town Council Meeting scheduled to take place on 14 December 2021 to ascertain if the services had been put back in place.

19. DR JOHNSON BIRTHDAY CELEBRATIONS – MONDAY, 20 SEPTEMBER 2021

The Clerk reported that the Mayor would be hosting the annual Dr Johnson Birthday Celebrations in Market Place on Monday, 20 September 2021 at 11.00am followed by refreshments at the Town Hall.

RESOLVED that the same be noted.

20. CHRISTMAS LIGHTS SWITCH ON & CHRISTMAS FAIR – FRIDAY, 26 NOVEMBER 2021

Council was informed that the Christmas Lights switch on was scheduled to take place on Friday, 26 November 2021 at 6pm with a Christmas Fair being held 5.00pm-7.00pm (weather permitting).

RESOLVED that the same be noted.

21. UTTOXETER COMMUNITY PROJECTS – COMPASSIONATE COMMUNITY

The Mayor, Deputy Mayor and Clerk to provide Council with an update following the meeting with SCC on forming/supporting a Uttoxeter Community Project following the meeting with SCC and interested parties held on 12 August 2021.

Council was informed that a further meeting was scheduled to take place at the Town Hall on 30 September 2021 to progress Uttoxeter becoming a pilot for a 'Compassionate Community'. The Chair reported that it was likely that a Hub would be based at the Heath Community Centre primarily based around mental health.

RESOLVED that the Mayor, Deputy Mayor and the Clerk continue to provide Council with an updates accordingly.

22. ESTIMATES MEETING/PROJECTS FOR INCLUSION WITHIN THE ESTIMATES/PRECEPT 2022-23

Council was asked to consider:

- (a) Holding an Extraordinary Council Meeting, in private, as Council considers the Draft Estimates for 2022-23 (date to be determined).

RESOLVED that the Clerk:

- (i) Convene an Extraordinary Council Meeting, in private, to enable Council to consider the Draft Estimates for 2022-23 (date to be determined).
- (ii) Liaise with the Mayor, Deputy Mayor and Chair of Finance and General Purposes Committee to ascertain as suitable date and provide members with an update on the date of the meeting accordingly.

- (b) Council was asked to determine any specific projects/funding to be included within the Estimates/Precept for 2022-23. Council's instruction was sought.

The Chair reported that he would like to include the part purchase, part funding being provided by SCC if possible, for a further four SID signs for the Town to continue with the Town's traffic calming/Speedwatch programme.

Councillor M Crutchley requested that grant funding options be explored to reduce the impact on the Town Council and the County Council if possible. Councillor P Hudson reported that he would seek advice/guidance from SCC on potential grants towards traffic calming.

RESOLVED that Members provide the Clerk/RFO with a specific projects/funding to be included within the Draft Estimates for 2022-23 by no later than 30 September 2021.

23. COMMITTEE MEMBERSHIP AND OUTSIDE BODIES REPRESENTATIVES

The Clerk reported that a copy of the updated Committee Membership was emailed to Members on 14 July 2021 (following Review by Council on 13 July 2021).

Council gave consideration to the following Vacancies within its Committee Membership and Outside Bodies Representatives:

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

Chair: Councillor P Hudson

Vice-Chair: Councillor C Sylvester

Councillors: M Crutchley, D Goodfellow, Z Krupski, M Lloyd-Ewer, **Vacancy**

RESOLVED that Councillor Hawkins be appointed to the Finance and General Purposes Committee.

(b) **WORKING COMMITTEE - (FOURTH THURSDAY, HELD AT 5.30PM)** (6 Members)

Chair: Councillor H Headech

Vice-Chair: Councillor M A Trener

Councillors: P Hudson, Z Krupski, P Lancaster, **Vacancy**

Council was informed that Councillor C Sylvester wished to be appointed on the Working Committee as a Committee Member and not just as ex-officio during his Mayoral Term.

RESOLVED that Councillor C Sylvester be appointed to the Working Committee.

(c) **EMERGENCY PLAN** (3 Members plus the Mayor, Town Clerk and Office Manager)

Chair: The Mayor

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

RESOLVED that Councillor M Crutchley be appointed to the Emergency Plan.

(d) **MARKETS COMMITTEE** (6 Members)

Chair: Councillor C Sylvester

Vice-Chair: Councillor Z Krupski,

Councillors: K Hudson, P Lancaster, M A Trener, **Vacancy**

It was noted that the current Committee Members preferred for meetings of the Markets Committee be convened on an adhoc basis, held within the daytime going forward.

RESOLVED that Councillor Lowe be appointed to the Markets Committee.

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

(e) **STAFFS PARISH COUNCILS' ASSOCIATION (SPCA) – TO BE PUT FORWARD AS REPRESENTATIVES**

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

RESOLVED that Councillor Hawkins be put forward as representative on SPCA.

(f) **GLOBE FOUNDATION – PLASTIC FREE COMMUNITIES SCHEME STEERING GROUP**

Councillors M A Trener, **Vacancy**,

RESOLVED that Councillor L Sylvester be appointed to the Globe Foundation Plastic Free Communities Scheme Steering Group.

24. WEEDS WITHIN THE TOWN

Councillor Krupski requested this matter be included within the Agenda and requested Council gave consideration to the volume of weeds located within the High Street and surrounding areas. Councillor Krupski reported that 'he felt it prudent to bring to the Town Council's attention the current state of the weed and grass infestation located within the High Street, Market Square, Carter Street and surrounding areas. These, as we all appreciate are the main retail and leisure areas of the Town which are not only trying to recover from the pandemic but also need to look inviting and vibrant to entice both local and visiting shoppers.'

Councillor Krupski reported that *'On the 8 June, an Officer from the Town Council made contact with ESBC's Waste Management Team to report the weeds situation and to request removal. On 9 July the issue was reported to SCC via its online service, Ref: 4248546. On 21 July, an Officer from the Town Council made further contacts with ESBC's Waste Management to advise that no action had been taken to address the initial request and further requested action to address the issue. Having personally spent many hours removing weeds and small bushes around the time in readiness for the Heart of England in Bloom Judges' visit, I decided as Town Councillor to escalate the matter and emailed Councillor Goodfellow as Leader of the Borough Council on the 14 August and again on 24 August which I have not received a response. I am disappointed that it would appear that ESBC are not interested in making Uttoxeter a more appealing destination for visitors and its residents. More importantly during this period of consultation on the Uttoxeter Masterplan where we are asking our residents for their views on how to improve amongst other things the High Street, one would have expected this simple problem to have been addressed immediately. I would like to ask Councillor Goodfellow as both Leader of ESBC and Town Councillor why no responses have been received by the Admin Officers or myself regarding the requests over the last three months to treat/remove the weeds accordingly.'*

Councillor C Sylvester reported that, in his capacity as Borough Councillor, he had made contact with ESBC to seek an update on the weed situation within the town and reported that ESBC spray the weeds twice a year and weather permitting, this would be carried out next week.

Councillor Krupski expressed his thanks for the update received however expressed his concerns that the Town Council Staff or himself had not received any responses direct from ESBC.

RESOLVED that the Clerk write to ESBC's Leader of the Council to enquire why the Town Council had not received any responses to the emails as issued to ESBC by the Admin Staff and Councillor Krupski and why the spraying of the weeds had not been carried out.

It was noted that Councillor P Hudson abstained from the above mentioned vote.

25. SPEED INDICATOR DEVICE DATA - JULY

Council gave consideration to the data kindly downloaded by Councillor M Crutchley, for July from the Speed Indicator Devices located within New Road (x2) and Bramshall Road (x2). Council's instruction was sought.

Councillor P Hudson reported that the two further Speed Indicator Devices had been received and that he had a meeting scheduled with County Council Officers regarding the location in Stafford Road for the two new devices to be installed.

He reported that the Community Speedwatch Team had highlighted Stafford Road, Kingfisher Way and Highwood Road as areas requiring devices and that the post located in Kingfisher Way required relocating to enable two devices to be sited at separate locations. He reported that the Team would be looking at Ashbourne Road for potential future inclusion. He confirmed that as County Councillor, he would organise the Section 50 Licence and Permits to Dig and enquired if the Town Council would fund the ground sockets, posts and installation.

It was noted that an expression of thanks was issued to Councillor M Crutchley for his continued support and assistance with the SID's including downloading of the data.

He reported that the long-term plan for during his Term of Office was for all major roads into the town to be fitted with SID's. It was noted that the Mayor reported under Item No. 22(b) that he would like to see the Town Council include some funding provisions within the Estimates/Precept for 4 additional SIDS. Councillor M Crutchley suggested that other funding streams be sought for the additional SID's. Councillor P Hudson reported that he would explore the Safer Roads Partnership on Prosperous Scrutiny for any potential funding provisions.

Councillor Williams reported that the Policy and Planning Committee were continuing to pursue the S106 contributions which would include road safety.

RESOLVED that:

- (i) The Town Council fund the ground sockets, posts and installation for the two new SID's to be located within Stafford Road (location to be confirmed by County Councillor P Hudson).
- (ii) Council welcomes County Councillor P Hudson organising the Section 50 Licence and Permit to Dig for the two new SID's for Stafford Road.
- (iii) The Clerk incorporate the data from the Speed Indicator Devices for July within the Council's website.
- (iv) County Councillor P Hudson and the Clerk be tasked with seeking potential grant funding opportunities for the purchase of additional SID's for the town.

It was noted that Councillor Trenergy abstained from the above mentioned votes.

Councillor P Hudson left the meeting at 8.30pm to attend the Marchington Parish Council meeting.

26. ESBC - STAY LOCAL: COMMUNITY EVENTS - WORK WITH US

The Clerk reported receipt of an email dated 27 July 2021 as received from ESBC's Brewhouse, Arts & Town Hall Manager informing Council that, as part of ESBC's Stay Local Campaign (www.eaststaffsbc.gov.uk/coronavirus/stay-local), ESBC were looking for parish councils, community groups, organisations or committees from across East Staffordshire to work with them to deliver events in their local area from August 2021 - March 2022.

Council was informed that *"The events or activities must provide support to local businesses by increasing footfall or encouraging more visitors to the local area. We have a come up with a menu of events and activities for you to choose from - but we would be happy to discuss what you think would work in your community/area. Please have a look at the engagement pack link below - and please feel free to pass on to any groups or organisations you think might want to get involved. [https://issuu.com/eaststaffordshirebc/docs/esbc - shop local campaign - community pack?fr=sMGE0ZTQwNDE3NzU](https://issuu.com/eaststaffordshirebc/docs/esbc_-_shop_local_campaign_-_community_pack?fr=sMGE0ZTQwNDE3NzU)"* Council's instruction was sought.

RESOLVED that the Clerk:

- (i) Forward Members a copy of the above mentioned correspondence to enable them to access the link.
- (ii) Include the above mentioned correspondence for consideration by the Town Centre Forum at its next meeting.

27. MARKET PLACE ELECTRIC BOX

The Clerk reported that the two locks located on the electric box sited in the Market Place required replacing to enable the box to be securely locked for Health and Safety reasons in the sum of £212 plus vat (including parts and labour). Council's instruction was sought.

RESOLVED that the quotation received from L G Woodward Ltd in the sum of £212 plus vat be accepted and approved, funded by the Properties Repairs and Maintenance budget allocation.

28. FAIRTRADE UTTOXETER

The Clerk reported receipt of the notes from the Fairtrade Uttoxeter Steering Group meeting held on 15 July 2021 for Members information.

RESOLVED that the same be noted.

29. ALAN DEAN SUITE – DECORATING

Council gave consideration to the quotation received for redecorating the Alan Dean Suite in the sum of £2,120 which included the change of colour scheme. Council was informed that a number of Contractors had been approached however, only one quotation had been received. Council's instruction was sought.

RESOLVED that the Clerk:

- (i) Liaise with the Contractor to seek a revised quotation for the repainting of the woodwork including dado rails and radiators/pipework only.
- (ii) Include the revised quotation for consideration by the Finance and General Purposes Committee at its next meeting.

Signed: Date:

30. DESIGNATED PREMISES SUPERVISOR (DPS) UPDATE

The Mayor reported that The Bank House – Bistro 1777 had been appointed as the Council's DPS for the Town Hall commencing from 19 September 2021-18 September 2024. Council was advised that the necessary documents would be submitted to Licensing in due course.

RESOLVED that the same be noted and approved.

31. HMRC SUPPORT

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

- (a) Puzzled by statutory payments? Dated 12 July 2021.
- (b) Expenses and benefits – at home or away dated 2 August 2021.
- (c) Employer Bulletin dated 11 August 2021.
- (d) Payroll Support dated 12 August 2021.
- (e) EU trade tips dated 16 August 2021.
- (f) Plan for Jobs dated 19 August 2021.
- (g) Let's Get Back to Business dated 20 August 2021.
- (h) Bumps, Bruises and births, statutory pay explained dated 23 August 2021.
- (i) Company Directors, payroll and reporting dated 25 August 2021.
- (j) Let's Get Back to Business dated 27 August 2021
- (k) Birthdays to sick days – statutory pay explained dated 3 September 2021.

RESOLVED that with respect to 31(a)-(l), the same be noted and approved.

32. STAFFORDSHIRE PENSION FUND CORRESPONDENCE

- (a) LGPS Employer Focus Newsletter July 2021 **Other Employers** SCC as forwarded to Members on 20 July 2021.
- (b) LGPS Employer Focus Newsletter August 2021 **Other Employers** SCC as forwarded to Members on 31 August 2021.

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

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

It was noted that Councillor C Sylvester declared an interest in Item Nos. 33(a)-(b)(i-v) and he left the Chamber during the debates/votes.

It was noted that Councillor N Lowe declared an interest in Item No. 33(b)(v) and he left the Chamber during the debate/vote for this item.

33. PLANNING APPLICATIONS

- (a) Council was informed that due to timescales of meetings, Members (with the exclusion of Councillors Goodfellow and C Sylvester) were encouraged to send their individual comments direct to ESBC for Planning Applications: P/2021/00804, P/2021/00951, P/2021/00955, P/2021/00989, P/2021/01013, P/2021/01030, P/2021/01007, P/2021/01009, P/2021/1090, P/2021/00239, P/2021/01060, P/2021/00118).

RESOLVED that the same be noted.

- (b) Council gave consideration to the undermentioned Planning Applications:
 - (i) P/2021/00531 - Erection of a boundary fence and widening of existing driveway, 2 Hazel Close.
 - (ii) P/2021/00894 - Change of use of ground floor shop (Class E) to a one bedroom flat (Class C3), Ground Floor, 34 Bridge Street
 - (iii) P/2021/01098 - Felling of one Goat Willow, rear of 3-5 Carter Street.
 - (iv) P/2021/01114 - Erection of a two storey side and rear extension along with the installation of three number first floor windows to the northern elevation of the existing dwelling - (Revised Scheme), Victoria Cottage, 17 Leighton Road.
 - (v) P/2021/01134 - Erection of a two storey side and single storey rear extension, Hillcroft, Heath Road.

Signed: Date:

Council was informed that an extension had been obtained for 33(b)(i) 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/2021/00531, Council Objects to the planning application for the extension of the fencing to the boundary due to:
 - The Ownership of the land being unclear;
 - Not being in accordance with the original landscaping layout
- (ii) P/2021/00894, Council wishes to make the following comments:
 - Request that ESBC’s Planners make a condition that the current shop frontage should be retained;
 - Council maintains its previous concerns that there is no safe space for stopping/unloading and no parking provisions for the residents which is not in line with ESBC’s Planning Requirements.
- (iii) P/2021/01098, Council had no comment to make at this stage.
- (iv) P/2021/01114, Council had no comment to make at this stage.
- (v) P/2021/01134, Council had no comment to make at this stage.

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

The Chair expressed his thanks to the member of the public for their attendance at the meeting.

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.

RESOLVED that the same be noted and approved.

35. **QUEEN’S PLATINUM JUBILEE CELEBRATIONS – SATURDAY, 4 JUNE 2022**

Council was asked to give consideration to jointly hosting/organising an event celebrating the Queen’s Platinum Jubilee Celebration on Saturday, 4 June 2022 at Uttoxeter Racecourse.

Council was advised that an initial meeting had taken place with a local Resident/Organiser; the Events Executive, Council’s Office Manager and the Events Manager at Uttoxeter Racecourse to discuss the above mentioned event. Members were provided with detailed costings on the hire of the venue, facilities available for the event and potential inclusions at the event. It was noted that at this stage, further information could not be recorded within the Minutes.

Council was asked to give consideration to:

- (a) Funding the 25% deposit required to secure the booking.
- (b) Councillors to be appointed to the Committee, (Two Councillors as minimum).
- (c) The Council covering the Insurance provisions for the event.
- (d) The event be offered to the public, if possible, free of charge (potentially ticket only).
- (e) Adam Peaty MBE being invited to open the event.
- (f) The new Jubilee Committee to consider the details for the event at a later date and report to Council accordingly.

Councillor Williams reported that the lighting of the beacons to mark the 70th anniversary of the Queen’s coronation was at 9.15pm on 2 June 2021 where more than 1,500 beacons would be lit across the country. It was noted that this was prior to the proposed event.

Members were, in principle in support of the event taking place for the residents of the town and their debate included insurance provisions, organisation of the event, marshalling, risk to the Council inc. the provisions of risk/H&S assessments, affordability and events companies, etc.

Signed: Date:

EXTENSION OF TIME

A 30-minute extension was proposed, seconded and carried.

The Clerk reported that Council's Insurance Company was unable to give a quotation on insurance cover for the event until further information had been provided on the event which was unavailable at this stage. Council's instruction was sought. Following lengthy debate, it was

RESOLVED that:

- (i) The Clerk defer questions (a), (c)-(f), for further inclusion by Council at its meeting scheduled to take place on 12 October 2021, in private.
- (ii) The Office Manager liaise with the Racecourse to delay the payment of the deposit until Council have further considered the event at its meeting on 12 October 2021.
- (iii) Councillors H Headech, Z Krupski and L Sylvester be appointed to the Jubilee Committee.
- (iv) The Mayor and Deputy Mayor liaise with the local Resident/Organiser; the Events Executive and the Office Manager to seek detailed information on the proposals and risk assessments for the event and financial breakdown on the affordability of hosting such an event.

It was noted that Councillors K Hudson and N Lowe declared an interest in Item No. 36 and they left the Chamber during the debate/vote.

36. ST JOHN'S HALL, CARTER STREET – CURRENT ST JOHN AMBULANCE PREMISES

The Clerk reported receipt of a:

- (a) Letter dated 28 June 2021 (received 1 September 2021) from The Secretary, Uttoxeter Lodges Central Committee with respect to the current and future use of St John's Hall in Carter Street.
- (b) Email dated 1 September 2021 received from local Resident and Chairman of the Uttoxeter Lodges (Freemasons) Central Committee seeking a meeting with Members to discuss (a) as above.

Members were reminded that the Town Council holds the Deed of Gift relating to St John Ambulance HQ in Carter Street. The deeds to the premises were handed to Uttoxeter Town Council by the Trustees of the St John Ambulance Room, Carter Street, Uttoxeter, for safe keeping and include the Deed of Gift from the Trustees to the Town Council for them to act as permanent Trustees.

Councillor Headech kindly reviewed the documents and provided Council with a detailed update. Council instruction was sought.

RESOLVED that the Clerk write to St John Ambulance HQ to seek an urgent update on the current and future use of the building and request an urgent tour of the building.

It was noted that Councillors K Hudson and N Lowe returned to the meeting.

37. NOMINATIONS FOR COUNCIL'S ANNUAL COMMENDATION AWARD

Council was asked to provide nominations for the Council's Annual Commendation Award to be awarding on either the Christmas Lights Switch on evening or the Annual Parish Community Meeting. Council's instruction was sought.

RESOLVED that:

- (i) The Annual Commendation Award(s) be presented to the recipient(s) during the Annual Parish Community Meeting.
- (ii) The Clerk include Nominations for the Annual Commendation Award for consideration by Council at its meeting scheduled to take place on 8 February 2022.

Signed: Date:

38. 19A HIGH STREET

The Clerk reported that no further update was available at this time from the prospective Tenant for 19A High Street. Councillor C Sylvester reported the Finance and General Purposes Committee would consider the update if available at its next meeting.

RESOLVED that 19A High Street Update be included for consideration by the Finance and General Purposes Committee at its next meeting.

39. HR PROVISION - RENEWAL

Council gave consideration to the Contract for Council's HR Provision from Bowcock and Pursaill which was due to expire on 16 October 2021. The Clerk reported receipt of an email dated 6 August 2021 offering the Council's HR Provision in a reduced fee from £7,000 to £5,500 (plus vat) for 16 October 2021-15 October 2022 inclusive. Council's instruction was sought.

RESOLVED that the quotation received from Bowcock & Pursaill in the sum of £5,500 plus vat for HR Provision for 16 October 2021-15 October 2022, be accepted and approved, funded by the Admin Professional Fees budget allocation.

40. STAFFING INCLUDING TRAINING

(a) The Chair reported the staff lieu time hours for up to 3 September 2021 were 22 hrs. Council was reminded of the previous two months lieu time hours were 19½ and 30¼. Councillor M Crutchley sought clarity on the additional hours worked since the date of the last meeting.

RESOLVED that the same be noted and approved.

(b) The Mayor provided Council with an update on the appointment of the Events Operator commencing from 6 September 2021.

RESOLVED that the same be noted and approved.

(c) Council gave consideration to the Manual Handling, Working at Heights and Fire Marshall Training for the Events Operator which would be a one day on site course covering all 3 topics in the sum of £245. Council was informed that a proposed training date of 21 October 2021 had been provided by The Training Society. Council's instruction was sought.

RESOLVED that the quotation received from The Training Society in the sum of £245 be accepted and approved, funded by the Training budget allocation.

(d) Council gave consideration to First Aid Training for the Events Operator, Office Manager and Clerk which would be a one day on site course in the sum of £225 (the cost for up to 3 attendees). Council was informed that a proposed training date of 20 October 2021 had been provided by The Training Society. Council's instruction was sought.

RESOLVED that the quotation received from The Training Society in the sum of £225 be accepted and approved, funded by the Training budget allocation.

(e) Council gave consideration to Evac Chair Operator Training for the Events Operator and Admin Staff, (previously undertaken in 2015/some staff received refresher in 2018) in the sum of £450 for on-site training to be provided by Evac+Chair. Council's instruction was sought. It was noted that Councillor Lowe would be participating in the above mentioned Evac+Chair training.

RESOLVED that the quotation received from Evac+Chair in the sum of £450 be accepted and approved, funded by the Training budget allocation.

41. AGENDA ITEMS FOR NEXT MEETING

None received.

The meeting closed at 9.40pm.

Signed: Date: