



UTTOXETER TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY, 9 NOVEMBER 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, T Crutchley, R Hawkins, H Headech (Vice-Chair and Deputy Mayor), K Hudson, P Hudson, Z Krupski, N Lowe, L Sylvester, M A Trenery, M Williams.
Officer in attendance – T Jeffery, Town Clerk/RFO

It was noted that there were two Members of the Public and one Member of the Press in attendance.

Prior to the meeting, the Chair reported the very sad news that former Town and Borough Councillor Lynne Shelton had passed away on 4 November 2021 after a long illness. She was very well thought of by those here that knew her and by so many other people throughout the town. Our thoughts go out to her family at this difficult time, rest in peace Lynne.” A minutes silence was observed.

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 Councillor K Smith and D Goodfellow.

RESOLVED that the same be noted and approved for Town Councillor apologies.

(b) The Clerk reported the names of Councillors absent from the meeting and their apologies had not been received: Councillors M Lloyd-Ewer and P Lancaster.

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, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda.

The Mayor welcomed members of the public to the meeting. 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.

Signed: Date:

Councillor P Hudson declared an interest in Item No. 31
Councillor K Hudson declared an interest in Item No. 31
Councillor N Lowe declared an interest in Item No. 31
Councillor C Sylvester declared an interest in Item Nos. 28(a)-(b)

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 12 October 2021 were approved as a correct record and signed by the Chair.

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

(b) The minutes of the Extraordinary Council Meeting held on 21 October 2021 were approved as a correct record and signed by the Chair.

It was noted that Councillors T Crutchley and L Sylvester abstained from the above mentioned vote.

(c) Council gave consideration to the Recommendations of the Town Centre Forum Meeting held on 21 October 2021.

RESOLVED that the Recommendations of the Town Centre Forum Meeting held on 21 October 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 26 October 2021.

Councillor Williams reported that there was a minor amendment to the detail included under Item No. 6(b) under Recommendation (i) to read 'National Bus Strategy'.

Councillor P Hudson reported that SCC were not directly involved with the National Bus Strategy.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting, as amended, held on 26 October 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 26 October 2021.

RESOLVED that the Recommendations of the Finance and General Purposes Committee Meeting held on 26 October 2021 be approved and ordered to form part of the minutes attached hereto as Appendix C.

(f) Council gave consideration to the Recommendations of the Jubilee Committee Meeting held on 1 November 2021.

RESOLVED that the Recommendations of the Jubilee Committee Meeting held on 1 November 2021 be approved and ordered to form part of the minutes attached hereto as Appendix D.

It was noted that Councillors T Crutchley and M A Treney abstained from the above mentioned vote.

Signed: Date:

7. ACCOUNTS

- (a) Consideration was given to the list of accounts submitted for payment in the sum of £43,095.72.

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

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

RESOLVED that the same be noted.

8. BANK BALANCES

At 9 November 2021 the bank balances stood at:

RBS Current Account	£ 12,770.00
RBS Special Interest Account	£359,145.30
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 0.00
RBS Deposit Account 32 Carter Street	£ 654.97
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 attended the following events since the last meeting:

20 October 2021	Royal Navy Association Trafalgar Dinner
21 October 2021	Opening of new Lidl store
29 October 2021	Poppy Appeal Race Day

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

14 October 2021	Fairtrade Uttoxeter Meeting
20 October 2021	Royal Navy Association Trafalgar Dinner
21 October 2021	Opening of new Lidl store
29 October 2021	Poppy Appeal Race Day
2 November 2021	Staffs Girl Guiding Annual Review

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 verbal update on County Council matters arising since the date of the last meeting as follows:

- The High Street bollard was repaired and in full working order until an incident which occurred on 21 October 2021 which was being investigated by the Police.
- SCC's Contractor ATG had attended to carry out repairs to the bollard however, there appears to be an ongoing issue following the incident with the bollard which is being progressed by SCC and ATG.
- The latest Speed Indicator Devices (SIDS) had been incorporated within Stafford Road last Friday which were already having quite an effect. Previously between 90-100 vehicles had been travelling over the speed limit however on Monday, he reported that 33 were seen to be travelling over the speed limit. The highest speed recorded was 47 mph.
- He had been educating drivers on the Law and the requests for repeater speed signage.
- As New Road had been designated a camera zone, he was hopeful that Stafford Road would be included within the designated camera route.
- He had attended a positive meeting regarding the Quarry and Sport Hub and reported that triggers were in place going forward for Section 106 Monies being raised from housing developments within the area to progress the development.
- He would continue to provide Council with updates on all matters accordingly.

Signed: Date:

(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 Williams reported attendance at the Sustainable Uttoxeter Meeting on the 20 October 2021 and reported that the meeting covered the following:

- An update on applications for potential grant fundings
- A review of the Big Green Week which was a great success and very well attended. It was planned to build on this success by developing into a conference event for next year
- Continuing the set-up of the 10 working groups which will feed back to the Steering Committee
- The development of a quarry panel to link in with the Staffordshire Wildlife and other interested parties to explore the restoration of areas where quarry extraction would cease
- Feasibility study and consultation to map out what Net Zero emissions looks like for Uttoxeter and the resulting actions to achieve it. It was hoped that the study would start in January once funding was officially confirmed. This could also help to inform parts of the neighbourhood plan where and if appropriate.
- She would continue to provide updates accordingly.

13. TOWN CLERK'S REPORT – 9 NOVEMBER 2021

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

- (d) SCC PTTRO Temporary Road Closure Orders (PTTRO 4251595 B5027 Stafford Road), as forwarded to Members and incorporated within the Council's website and social media accordingly.
- (e) Blooming Brilliant News: Celebrating the RHS Community Awards 2021 dated 8 October 2021, RHS Issue 18 dated 13 October 2021 as forwarded to Members.
- (f) Cemetery Extension – 7 October 2021 liaised with Council's Solicitor regarding the potential purchase of the extension to the Cemetery.
- (g) 12 October 2021 Completed Information Governance and Data Protection Officer Service Satisfaction Questionnaire as issued by SCC for the DPO Services the Council provides.
- (h) 12 October 2021 received an email from Borough Councillor/Leader of ESBC D Goodfellow in response to Council's correspondence regarding the weeds within the Town, as forwarded to Members on 13 October 2021.
- (i) Received and responded to an email from a member of the public seeking an update on the Council meeting held on 12 October 2021 and the address by West Midlands Ambulance Service.
- (j) Liaised with West Midlands Ambulance Service regarding a number of questions received from a member of the public with respect to numbers and recruitment for the community first responders for the Town.
- (k) Received an email dated 14 October 2021 promoting 'restart a heart' training (free CPR and first aid skills sharing) being held at St John Ambulance, Stafford on Saturday, 16 October (3pm-5.30pm), as forwarded to Members on 14 October 2021.
- (l) Liaised with St John Ambulance regarding offering free 'restart a heart' training (free CPR and first aid skills sharing) within the Town Hall for Uttoxeter residents.
- (m) 15 October 2021 Liaised with a member of the public providing responses received from West Midlands Ambulance Service following their questions on the numbers and recruitment for the community first responders for the Town.
- (n) Received an email dated 18 October 2021 from Sustainability Matters Stafford Team regarding verges for wildlife, as forwarded to Members and Admin Staff on 18 October.
- (o) 19 October 2021 - Rialtas Solutions attended remotely to carry out 6-month health check on the accounting system.
- (p) Liaised with MPB Contractors and County Councillor Hudson regarding the permits to dig for the additional SID's.
- (q) 22 October 2021 - Liaised with SCC, a member of the public, the Police and First County Monitoring with respect to an incident with the High Street bollard.
- (r) Liaised with ESBC's Brewhouse, Arts & Town Hall Manager regarding an empty shop window trail as part of the re-opening of High Streets Initiative.

Signed: Date:

- (s) Liaised with the Tenant for 19A High Street.
- (t) Liaised with curtain companies for quotations for replacement Alan Dean Suite curtains.
- (u) 25 October 2021 – Liaised with First County Monitoring and Iceland regarding high Street bollard reinstatement.
- (v) Liaised with Redfern Cottage regarding permission to use the Coat of Arms within their tea towels for sale within the shop.
- (w) Received a call from a member of the public regarding progression of a pathway within Bramshall Park.
- (x) received and responded to an email from SCC with respect to Public Footpath No. 43 Uttoxeter Town and Recommendations by the Footpaths Committee.
- (y) Liaised with St John Ambulance regarding a tour of the premises located in Carter Street.
- (z) Received and responded to an email dated 28 October 2021 from The Stevenson Family expressing their thanks to Council for agreeing to refurbish the Stevenson Bench donated to the Town in memory of their Grandparents.
- (aa) Liaised with a member of the public regarding the Parks Development.
- (bb) 26-28 October – Liaised with SCC regarding the Permit to Dig for the additional SID signs.
- (cc) 26-28 October 2021 - Liaised with SCC regarding an update on the High Street bollard.
- (dd) Your Monthly Digital Digest from Cloudy IT dated 28 October 2021 as forwarded to Members.
- (ee) Parish Online Newsletter - October Edition forwarded to Members on 29 October 2021.

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

14. POLICE REPORTS / UPDATES

The Clerk reported:

- (a) Receipt of the Uttoxeter Town Ward Report for October 2021 as received 3 November 2021, forwarded to Members for information.
- (b) That on this occasion no PCSO was not in attendance to provide Council with an update on Policing matters for the Town since the date of the last meeting.

RESOLVED that the same be noted.

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

The Chair reported receipt of Station Manager Tattum's apologies.

RESOLVED that the Clerk liaise with Station Manager Tattum to extend him an invitation to the Town Council meeting scheduled to take place on 11 January 2022.

16. TOWN COUNCIL ACCOUNTS – UP TO AND INCLUDING 30 SEPTEMBER 2021

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

Council was informed that Rialtas Software completed its mid-year health-check on 19 October 2021 and Council's Internal Auditor, Toplis Associates was due to complete the Interim Internal Audit in 11 November 2021 for Accounts up to and including 30 September 2021.

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

17. WEST MIDLANDS AMBULANCE AND FIRST RESPONDERS SERVICE

Following the West Midlands Ambulance Service presentation to Council at its meeting held on 12 October 2021, Council was asked to give consideration to the following matters raised during the address to Council:

(a) **ACCIDENT AND EMERGENCY**

Council gave consideration to contacting the County Council and East Staffordshire CCG to ascertain what steps were being taken to reduce the impact of delays in transferring patients from ambulances to Accident and Emergency departments and from A&E to the wards and subsequent discharge. Council's instruction was sought.

RESOLVED that the Clerk:

- (i) Liaise with Councillor C Sylvester to facilitate questions from Members to be issued to the County Council and East Staffordshire CCG regarding what steps were being taken to reduce the impact of delays in transferring patients from ambulances to Accident and Emergency departments and from A&E to the wards and subsequent discharge, etc.
- (ii) Subject to (i) as above, issue the questions to SCC and East Staffordshire CCG accordingly.

(b) DEFIBRILLATORS WITHIN THE TOWN AND ADDITIONAL PROVISIONS

Council was informed of the current locations of the Defibrillators located within the Town and the surrounding area together with information received from WMAS regarding the Defibrillators being registered on The Circuit:

- (i) 24 Hour Publicly Accessible Locations in Uttoxeter:
 - Uttoxeter Fire Station, Cheadle Road (registered)
 - Bradley House Club, Bradley Street (registered)
 - Dove Funeral, Carter Street (registered)
 - Heath Community Centre, Holly Road (registered)
 - Angus Mackinnon's, Derby Road (registered)
 - Wilfred House, Carter Street (registered)
 - Cinebowl, Town Meadows Way (registered)
 - Waitrose Carpark, Bridge Street (not registered)

24 Hour Publicly Accessible Locations in the surrounding area:

- Doveridge Village Hall (not registered)
- Denstone Village Hall (registered)
- Marchington Village Hall (registered)

Other internal locations within Uttoxeter (Not available 24 hours):

- Uttoxeter Community Fire Station, Cheadle Road (registered)
- Uttoxeter Leisure Centre, Stone Road (registered)
- Northgate Surgery, Carters Square (registered)
- Asda, Carters Square (not accessible to the public) (not registered)
- Tesco (not accessible to the public) – WMAS request more information on location
- Thomas Alleyne's High School, Dove Bank (registered)
- Oldfields Hall Middle School, Stone Road (not registered)
- JCB, Uttoxeter – WMAS request more information on location
- Staffordshire Clinic – WMAS request more information on location
- Uttoxeter Golf Club (registered)

The Mayor reported that the list as recorded above showed the information the Clerk had received from West Midlands Ambulance Service which highlighted if the defibrillator was registered, not registered or further information was required.

RESOLVED that the same be noted.

- (ii) Council was asked to give consideration to working with the local press and West Midlands Ambulance Service to promote the need for the defibrillators to the registered with The Circuit which was used by the emergency services when required. It was noted that they cannot advise members of the public of the locations of this vital potentially lifesaving equipment if they were not aware of their locations. Council's instruction was sought.

Councillor Lowe reported that he was aware of a number of additional Defibrillators located within the Town that were in addition to the list provided.

RESOLVED that Clerk:

- (i) Liaise with the locations where additional information is required and request that they register their device upon The Circuit.
- (ii) Liaise with Councillor Lowe regarding additional defibrillator locations.

Signed: Date:

- (iii) Incorporate an updated list of Defibrillator locations upon the Council's website and social media.
 - (iv) Liaise with the local Press to encourage promotion of the importance to register Defibrillators with The Circuit and to encourage individuals to confirm the defibrillator locations to enable an updated list to be circulated.
- (iii) Following the address to Council by the West Midlands Ambulance Service on 12 October 2021, Council gave consideration to additional defibrillators within the Town and other measures to assist residents within the Town. Council's instruction was sought.

The Clerk reported that going forward the Policy and Planning Committee would be requesting ESBC's Planners liaise with Developers with respect to Section 106 Monies being allocated for the provision of a public accessible defibrillator within developments.

RESOLVED that:

- (i) The Clerk liaise with Uttoxeter Knights with respect to the locations of further planned defibrillators by the Knights and to request future defibrillators be located at the Train Station, within the local parks and within one or two locations on the south side of the Town.
- (ii) The Town Council works with ESBC to ensure that for any sizeable housing developments in and around Uttoxeter, it is made a condition of the planning permission that S106 Monies be allocated to provide adequate public accessible defibrillators within that development.
- (iii) The Town Council works with Uttoxeter Compassionate Community and other organisations with the aim of providing other additional defibrillators and any other measures necessary to assist residents within the Town.

(c) **'RESTART A HEART' SESSIONS – UTTOXETER TOWN HALL**

As Resolved by Council at its Extraordinary Council Meeting held on 21 October 2021 that the Clerk liaise with St John Ambulance to progress 'restart a heart' sessions being offered from Uttoxeter Town Hall free of charge.

Council was advised that the Office Manager was currently liaising with St John Ambulance with respect to the above mentioned event providing CPR and Defibrillator training to members of the public being held within the Town Hall.

The Clerk reported that two dates had been offered which would be promoted in due course. She reported that the courses would be for up to 30 people, pre booked on a first come first served basis.

RESOLVED that the Clerk liaise with the local Branch of St John Ambulance and the Community First Responders to offer further First Aid/CPR training course within the Town Hall in the future.

18. **ESBC - NOTICE OF REVIEW OF POLLING DISTRICTS AND POLLING PLACES FOLLOWING THE LOCAL BOUNDARY REVIEW**

The Clerk reported receipt of an email dated 29 October 2021 received from ESBC's Electoral Services Officer informing Council of the Notice of Review of Polling Districts & Polling Places following the Local Boundary Review. Council was advised that the Consultation period began on 1 November 2021 and ended on 30 November 2021. Council's comments were sought.

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

The Mayor suggested that, as Council had no comment to make, Members could make their own individual representations on the above mentioned review accordingly.

19. HAVE YOUR SAY ON POLICING, AND FIRE AND RESCUE IN STAFFORDSHIRE

The Clerk reported receipt of an email dated 28 October 2021 received from Ben Adams, Staffordshire Commissioner for Police, Fire and Rescue, Crime extending an invitation to take part in a consultation to provide feedback on key priorities in his proposed Police and Crime Plan, and Fire and Rescue Plan for 2021-2024. Council's instruction was sought.

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

The Mayor suggested that, as Council had no comment to make, Members could make their own individual representations on the above mentioned consultation accordingly.

20. TOWN CENTRE MASTERPLAN UPDATE

The Clerk reported receipt of a request from ESBC to provide Uttoxeter Town Council with a Briefing on the results of the Town Centre Masterplan consultation. The Mayor reported that ESBC had offered a Town Councillor Members Briefing in private on 7 December 2021 and that would not be a Council meeting, it would be an informal Members Briefing only. He reported that the report was not being released by ESBC until after the briefing. He confirmed that Council would consider its response to the Town Centre Masterplan at its meeting scheduled to take place on 14 December 2021. Council's instruction was sought.

RESOLVED that ESBC provide a Town Councillor Members Briefing on the Town Centre Masterplan Consultation to be held in private on 7 December 2021 at 7.00pm.

21. SPEED INDICATOR DEVICE DATA

Council gave consideration to:

- (a) The latest information from the Speed Indicator Signs located within New Road and Bramshall Road by Councillor M Crutchley for August 2021. Council was informed that the latest data and future data would be duly incorporated within the Council's website accordingly.

RESOLVED that that same be noted and approved.

- (b) Sharing the SID Data to date and going forward with SCC and the Police Community Speedwatch Team for their information and action. Council's instruction was sought.

RESOLVED that Councillor P Hudson as County Councillor and Community Speedwatch Lead, he be authorised to share the SID Data with SCC and the Police Community Speedwatch Team for their information and action accordingly.

22. STANDING COMMITTEE MEMBERSHIP – POLICY AND PLANNING COMMITTEE

Council was asked to give consideration to the vacancy upon the Policy and Planning Committee following the resignation of Councillor P Hudson from the Committee. Council instruction was sought.

For Members ease, the current Membership is as follows:

Chair: Councillor M Williams Vice-Chair: Councillor H Headech
Councillors: Councillors Z Krupski, P Lancaster, N Lowe, L Sylvester, M A Trenery, *Vacancy*

RESOLVED that at this time, the vacancy remain vacant.

23. REMEMBRANCE PARADE – SUNDAY, 14 NOVEMBER 2021

The Clerk reported that joint invites had been duly issued on behalf of the Uttoxeter Branch of the Royal British Legion and the Town Council inviting participation within Uttoxeter's Annual Remembrance Day Parade and Service scheduled to take place on Sunday, 14 November 2021 followed by 'after proceedings' within the Town Hall.

Councillor P Hudson expressed his thanks to the Town Hall Team for their work involved within the organisation of the event and reported that he would be in attendance at Burton due to his role of Deputy Mayor of East Staffordshire.

RESOLVED that the same be noted.

24. BIODIVERSITY COMMITTEE

As reported to Council at its meeting held on 13 July 2021 'Prior to the Recommendations of the Biodiversity Committee 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.'

Council was informed that The Globe Foundation had agreed the terms and conditions and that all the necessary arrangements were in place and that the administration, etc of the Biodiversity Committee would be transferred on 10 November 2021 to Sustainable Uttoxeter Initiative.

RESOLVED that Council accepted and approved the transfer of the administration, etc, of the former Biodiversity Committee to Sustainable Uttoxeter Initiative commencing from 10 November 2021.

25. FAIRTRADE UTTOXETER

The Clerk reported receipt of the notes from the Fairtrade Uttoxeter Steering Group meeting held on 14 October 2021 for Members information.

RESOLVED that the same be noted.

26. HMRC SUPPORT

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

- (a) Employer Bulletin - October 2021 received 13 October 2021.
- (b) Fuel, functions and flat rates – employee expenses received 27 October 2021.
- (c) Making Tax Digital for VAT-registered businesses received 3 November 2021.

RESOLVED that with respect to 26(a)-(c) as above, the same be noted.

27. STAFFORDSHIRE PENSION FUND CORRESPONDENCE

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

- (a) LGPS Annual General Meeting – 2 November 2021.
- (b) LGPS Employer Focus Newsletter October 2021.
- (c) LGPS Staffordshire Pension Fund Forum AGM Reminder - 2 November 2021 10am.

RESOLVED that with respect to 27(a)-(c) as above, the same be noted.

It was proposed, seconded and carried that Councillor Headech, the Deputy Mayor Chair the meeting for Item No. 28(a)-(b).

It was noted that Councillor C Sylvester declared an interest in Item Nos. 28(a)-(b) and he left the Chamber during the debate/vote.

28. PLANNING APPLICATIONS

Council gave consideration to the undermentioned Planning Application:

- (a) P/2021/01340 - Erection of a detached building to form 3, 1 bed apartments including car parking and amenity areas, Land North of Lidl Foodstore, Town Meadows Way, ST14 8AZ.
- (b) P/2021/01378 - Reduce canopy by up to 2 metres of 1 Horse Chestnut tree (W1 of TPO 78), Woodland Adjacent, Mallard Close, ST14 8TZ.

RESOLVED that with respect to Planning Application No.:

- (i) P/2021/01340,
 - (a) Council objects to this application due to the following:

Signed: Date:

1. Policy T1 of the Uttoxeter Neighbourhood Plan requires all applications, regardless of scale to consider their wider impact on traffic and road safety. The entrance to the property is very near an extremely busy roundabout which is one of the main approaches into and around Uttoxeter and is acknowledged by the Highways Authority as frequently busy and congested. This proposal will increase the number of households from one to three and correspondingly increase the number of resident and visitor cars entering and exiting the site. The Council request that ESBC Planners consult again with the Highways Authority regarding traffic flows and access.
 2. Under Policy T3 of the Uttoxeter Neighbourhood Plan the applicant has not provided satisfactory evidence that sufficient parking spaces have been provided. There is no capacity for on-street parking and the off-street parking provisions are for three places only, making no allowance for two car households or visitors or vehicle tracking as required by ESBC Parking Standards.
- (b) Council requests, if the application is approved, the following:
1. The use of semi permeable surfaces on this site to mitigate the rainwater run-off from a sloping site and compensate for the loss of green areas.
 2. ESBC's Planners ask the applicant to consider the installation of swift bricks and hedgehog access to the dwellings in accordance with Policy SP29 of the East Staffordshire Local Plan.

(ii) P/2021/01378, Council had no comment to make at this stage.

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

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

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

RESOLVED that the same be noted and approved.

It was proposed, seconded and carried that Council consider Item No. 32 at this stage of the meeting.

32. **FUTURE OF THE HIGH STREET BOLLARD**

As Recommended by the Policy and Planning Committee at its meeting held on 26 October 2021, that the Clerk include the Future of the High Street Bollard for due consideration by Council, in private, at its meeting scheduled to take place on 9 November 2021.

Council gave consideration to the above mentioned. Council's instruction was sought. County Councillor Hudson and the Clerk provided Council with an update on the High Street bollard since the date of the last meeting.

RESOLVED that County Councillor Hudson:

- (i) Liaise with the local Police Sergeant to request that, due to the awaiting repair to the High Street bollard, express collective extreme concerns for the pedestrian and road safety, and to request assistance from the Police at this time with unauthorised vehicles accessing the High Street.
- (ii) Continue to provide Council with updates on better solutions for the High Street, with the potential of being pedestrianised 24 hours per day/7 days a week.

It was noted that Councillor P Hudson left the meeting at 8.40pm.

Signed: Date:

30. RECOMMENDATIONS OF THE WORKING COMMITTEE HELD ON 28 OCTOBER 2021

Council gave consideration to the Recommendations of the Working Committee Meeting held on 28 October 2021.

RESOLVED that the Recommendations of the Working Committee Meeting held on 28 October 2021 be approved and ordered to form part of the minutes attached hereto as Appendix E.

It was noted that Councillors K Hudson and N Lowe declared an interest in Item No. 31 and they left the Chamber during the debate/vote.

31. ST JOHN AMBULANCE PREMISES UPDATE

As Resolved by Council at its Extraordinary Council Meeting held on 21 October 2021 that the Clerk write to St John Ambulance HQ, Savills and St John Ambulance General, by recorded delivery, to:

- (i) Seek an urgent update on the current and future use of the building and request an urgent tour of the building.*
- (ii) Reiterate that Uttoxeter Town Council holds the Deed of Gift for the building.*
- (iii) Advise that there are a number of charitable organisations who wish to use the building.*

Council was informed that letters had been sent recorded delivery to St John Ambulance HQ's in London and Birmingham on 25 October 2021 along with letters issued to Savills and a number of St John Ambulance contacts accordingly.

The Clerk reported receipt of an email dated 25 October 2021 received from SJA's Head of Property offering to meet on 28 October 2021 to provide a tour of the building. She reported that the Mayor, Deputy Mayor and herself had met with SJA's Head of Property on 28 October 2021 and provided Council with an update.

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

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

33. STAFFING INCLUDING TRAINING

(a) The Clerk reported the staff lieu time hours for up to 31 October 2021 were 12¼ hours. Council was reminded of the previous months' lieu time hours as reported to Council were 13¼ (to 1 October) and 22 hours for September. The Clerk reported that the Office Manager had requested she advise Council that a number of events would be taking place over the coming weeks and that lieu time would be accumulated.

RESOLVED that the same be noted and approved.

- (b) The Clerk reported the following training had been completed since the date of the last meeting:
- Emergency First Aid at Work – The Clerk, the Events Operator and Councillor Lowe.
 - Fire Marshall, Working at Height and Manual Handling – Events Operator
 - Evac Chair Training – The Clerk, F/T Admin Officer, Events Operator and Councillor Lowe. The Clerk reported that as part of the Evac Chair Training, all Members had been issued with a Personal Emergency Evacuation Plan (PEEP) form for Members to complete and for them to be retained and used in the case of an emergency.

RESOLVED that the same be noted and approved.

(c) The Mayor provided Council with a detailed update on Staffing matters, absences, and emergency measures put in place, etc since the date of the last meeting.

RESOLVED that the same be noted and approved.

34. AGENDA ITEMS FOR NEXT MEETING

None received.

The meeting closed at 9.00pm.

Signed: Date: