



UTTOXETER TOWN COUNCIL

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

Chair and Town Mayor – Councillor C Sylvester

Councillors: M Crutchley, T Crutchley, R Hawkins, H Headech (Vice-Chair and Deputy Mayor), K Hudson, P Hudson, P Lancaster, N Lowe, L Sylvester, M Williams.
Officer in attendance – T Jeffery, Town Clerk/RFO

It was noted that there were two Members of the Public and PCSO Leathers 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 D Goodfellow, Z Krupski, M Lloyd-Ewer, K Smith and A Trenery.

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: None

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.

Councillor P Hudson declared an interest in Item Nos. 18, 23, 27 and 28

Councillor K Hudson declared an interest in Item No. 28

Councillor N Lowe declared an interest in Item No. 28

Councillor C Sylvester declared an interest in Item Nos. 24 and 27

Councillor M Williams declared an interest in Item Nos. 24(l)

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 is required. Council will decide whether to grant the dispensation at the relevant meeting. Unless Council grant the relevant delegated power to Committee, it is Council that decides whether to grant the dispensation.

The Clerk reported receipt of a letter dated 13 December 2021 as received from Councillor M Lloyd-Ewer requesting a Dispensation from attending Council Meetings due to personal reasons.

RESOLVED that the Council approves a Dispensation be granted to Councillor M Lloyd-Ewer for three months, to be reviewed accordingly.

It was noted that Councillor T Crutchley voted abstained from the above mentioned vote.

6. MINUTES

(a) The minutes of the Council Meeting held on 9 November 2021 were approved as a correct record and signed by the Chair.

(b) With respect to the minutes of the Extraordinary Council Meeting held on 30 November 2021 Councillor P Hudson reported that with respect to Item No. 11(d), he requested the following amendment that 'County Councillor Fisher' as recorded within the Recommendations should be replaced with 'the Deputy Police, Fire and Crime Commissioner.' The amended was seconded by Councillor K Hudson.

The minutes of the Extraordinary Council Meeting held on 30 November 2021 were approved, as amended, as a correct record and signed by the Chair.

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

(c) Council gave consideration to the Recommendations of the Finance and General Purposes Committee held on 23 November 2021.

RESOLVED that the Recommendations of the Finance and General Purposes Committee held on 23 November 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 Footpaths Committee held on 2 December 2021.

RESOLVED that the Recommendations of the Footpaths Committee held on 2 December 2021 be approved and ordered to form part of the minutes attached hereto as Appendix B.

7. ACCOUNTS

(a) Consideration was given to the list of accounts submitted for payment in the sum of £34,003.44.

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 November 2021.

RESOLVED that the same be noted.

8. BANK BALANCES

At 14 December 2021 the bank balances stood at:

RBS Current Account	£ 10,119.00
RBS Special Interest Account	£313,719.73
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 100.76
RBS Deposit Account 32 Carter Street	£ 654.98
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:

- 11 November 2021 Poppy Afternoon Tea at the Town Hall
- 11 November 2021 Remembrance Day
- 12 November 2021 Mayor of East Staffordshire Charity Ball
- 13 November 2021 Uttoxeter Town Brass Band Charity Concert
- 14 November 2021 Annual Remembrance Parade and Reception at Town Hall
- 20 November 2021 Cheadle Christmas Lights Switch On
- 26 November 2021 Uttoxeter Christmas Light Switch On
- 26 November 2021 Conduit - Beacon of Light Switch On
- 1 December 2021 Opening of Winter Wonderland for the Autism Pyramid
- 5 December 2021 Uttoxeter Town Mayor Civic Service
- 12 December 2021 Mayor of East Staffordshire Christmas Carol Concert

The Mayor expressed his thanks to his fellow Councillors for joining him at his Civic Service.

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

- 11 November 2021 Poppy Afternoon Tea at the Town Hall
- 13 November 2021 Uttoxeter Town Brass Band Charity Concert
- 14 November 2021 Annual Remembrance Parade and Reception at Town Hall
- 20 November 2021 Cheadle Christmas Lights Switch On
- 26 November 2021 Uttoxeter Christmas Light Switch On
- 26 November 2021 Conduit - Beacon of Light Switch On
- 4 December 2021 Mayor of Stone's Trafalgar Evening
- 5 December 2021 Uttoxeter Town Mayor Civic Service
- 8 December 2021 RNA Christmas Get Together

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

None received.

11. POLICE REPORTS / UPDATES

The Clerk reported:

(a) Receipt of the Uttoxeter Town Ward Report for November 2021 as received 4 December 2021, forwarded to Members for information on 7 December 2021.

RESOLVED that the same be noted.

(b) PCSO Leathers was in attendance to provide Council with an update on Policing matters for the Town since the date of the last meeting. The Chair suspended Standing Orders and welcomed PCSO Leathers to the meeting. He reported on the following:

- Crime - Overall 8% increase this year compared to last year – a increase from 393 last year to 425 recorded this year.
- Specific incident with the High Street bollard and driver prosecution
- There had been an increase reports of public order offences from previous year 17 and this year 35.
- He reported that issues were ongoing with groups accessing the roofs. Parents had been spoken with and that the Police would continue to monitor.

Signed: Date:

It was noted that Councillor P Hudson requested in his capacity as County Councillor if the Police could provide him with figures on a regular basis to enable him to have the latest updated figures for the Town. He requested PCSO Leathers pass on his thanks to the Police Officers for the Town for their assistance with Policing in Old Knotty Way and Bennetts Lane incident.

Councillor P Hudson requested the Police support with monitoring traffic accessing the High Street bollard following a further incident with the bollard by unknown persons on 10 December 2021 and he urged the Police to look into this matter on his behalf together with further incidents with vehicles damaging the bollards located within the Market Place and High Street. It was noted that PCSO Leathers would liaise directly with Councillor P Hudson.

It was noted that a member of the public asked PCSO Leathers on the drugs figures for the Town. PCSO Leathers reported that each force had a Disruption Team that dealt with drugs related matters and that Uttoxeter's issue was proportionate to some small villages.

The Mayor expressed his thanks to PCSO Leathers for his update and for responding to questions raised by Members and the member of the public. He reinstated Standing Orders according.

12. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

- (a) County Councillor P Hudson provided a verbal report on the following SCC matters since the date of the last meeting:
- Bus Service Improvement Plan - During the last Meeting, Members had mentioned the Bus Service Strategy for Staffordshire. He reported that he had spoken with the Cabinet Member for Highways and reported that SCC do not run the Bus Service Strategy, it was Bus companies who put forward their ideas to the County Council which are passed to Government. There was £113 million from Government to deliver the outcomes of the recent public engagement. He would be attending a Workshop on 21 January 2022. He would provide Council with an update in February on this matter.
 - Household Support Funds - The County Council were continuing to issue Household Support Funds to help those most in need this winter. 50% of the total funding must be spent on families with children and that the County Council had 25,000 vouchers. There had been 1,200 applications to date and the monies needed to be spent by 31 March 22.
 - Staffordshire Means back for Business - He reported that the Town Council had considered Elkes at its last meeting and that he had abstained from the vote, as he was aware that SCC and ESBC were in contact with Elkes. He reported that he had raised this matter at a meeting held at SCC and reported that they were continuing to monitor the situation. He reported that SCC had been advised by Elkes that they do not, at this time, have any plans for redundancies and that they do not require any assistance at this time. He reported that he had advised SCC that the Town Council had offered the Town Hall for a Jobs Fair if the need arose.
 - Covid-19 – At this time, Staffordshire has a higher rate than the national average. Children are the main concern and reported that:
 - 12-15 are eligible for the second dose vaccine and 18+ for a booster.
 - 76.9% people in care homes in Staffordshire have had the booster.
 - 72% of over 50's have had a booster.
 - Still need to vaccinate approximately 376,000 people.
 - County has the capacity for 90,000-115,000 vaccinations to be carried out per week.
 - SCC had awarded the Home Care Staff Workers a winter bonus in thanks for the excellent work that have done and continue to do in support of the NHS.
 - High Street Bollard – He had spoken with County Officers regarding the future of the High Street bollard. He reported that the bollard had been repaired by the County Council's Contractor twice in the last two weeks and then following a further incident that had occurred on 10 December 2021, the bollard was not in use as it required further works. He reported that each repair had cost the County Council between £500-£1,000 and that in the near future he would be requesting AMEY carry out a Feasibility Study on the High Street to improve the situation.

Signed: Date:

- Stafford Road – As County Councillor he had been asked to look at reducing the speed of traffic approaching Stafford Road from 60mph to 40mph before the new traffic lights. He enquired if Councillors would like to suggest where the 40mph limit needed to start from, potentially from the Poppin Jay hollow.
 - Next year he would be looking at incorporating solid white lines for Stafford Road to stop cars overtaking.
 - He continued to request for Stafford Road to become a designated camera route and that he was currently awaiting a reply.
- DHP Local Fund – He had earmarked £4,500 from his Members Fund towards the purchase of the Speed Indicator Devices for the Town. He reported that he had provided £1,500 towards the Stafford Road SIDS and that he had £3,000 towards another pair to be purchased prior to 31 March 2022. It was noted that the purchase of two additional SIDS had been included for consideration by Council at its January Meeting. He reported that he could not promise any monies towards future SIDS from 1 April 2022 however he would continue to support the Town Council where possible in the purchases.
- He provided Members with a brief on what had been carried out since his appointment as County Councillor for the Town in 2021 as follows:
 - Granted permission for the Area of Reflection which was fantastic for the Town.
 - Committed to enhancing road safety, some had been carried out and he would continue to do more.
 - Progressed the Community Speedwatch which had appointed a number of local residents along with Councillors.
 - In 2022, the County Council would be further investing in our roads which included potholes. He reported that he had spoken to highways earlier in the day regarding Derby Road and that he would continue to progress this area accordingly.
 - Schools – He had made contact with all local Schools and some visits had taken place with some scheduled to take place in the New Year.
 - He had got all three Council's working together for the benefit of the Town.
 - Better communication with the local Police who now attended Town Council meetings and provided Members with updated figures for the area.
 - Worked in partnership to ensure that the people of Uttoxeter had more say on the Masterplan which included more consultations. He was delighted to say that more people 'had their say' and that 'they did listen'.
 - As County Councillor he had 3 years to go and wished to take the opportunity to thank his fellow Councillors along with members of the public for their support. He reminded everyone that he was contactable by email or telephone. He reported that he would not respond to comments/reports made on social media.

The Mayor expressed his thanks to Councillor P Hudson as the County Councillor for the Town for his hard work and for what he had carried out to benefit the Town so far.

Councillor Hawkins requested clarity on the situation at Elkes as reported within the County Councillor Report that Elkes do not have any plans for redundancies. Councillor P Hudson reported that he had been advised that that was the case and that, at this time, Elkes did not require any assistance from SCC.

- (b) The Clerk reported that no written Borough Councillor Reports had been received. She reported that Borough Councillor McGarry wished for it to be reiterated that should Members 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.

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

None.

14. **TOWN CLERK'S REPORT**

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

Signed: Date:

- (a) Various SPCA correspondence (New* Communication and Engagement Courses - Breakthrough Communications dated 9 November 2021, Bulletin 11 November 2021, FW: £500,000 fuel poverty fund opens for grant applications via Western Power dated 18 November 2021, Bulletin – 18th November, SPCA AGM on 6 December 2021 at 7pm via zoom dated 21 November 2021, Annual Report dated 21 November 2021, Bulletin 25 November 2021, 2022 Course Dates - available for booking dated 25 November 2021, Bulletin – 2 December 2021), as forwarded to Members accordingly.
- (b) SCC PTTRO Temporary Road Closure Order PTTRO 4257339 Wood Lane, as forwarded to Members and incorporated within the Council's website and social media accordingly.
- (c) Blooming Brilliant News: Issue 19 as forwarded to Members on 15 November 2021 and Issue 20 as forwarded to Members on 8 December 2021.
- (d) Received an email from Tutbury Parish Clerk dated 5 November 2021 offering new Town Councillors Code of Conduct training by SPCA on 8 November 2021.
- (e) Healthwatch Staffordshire (Email dated 5 November 2021 – Introduction to Healthwatch Staffordshire including attachment providing details of the Community Outreach Leads, as forwarded to members on 5 November 2021, Healthwatch Staffordshire E-bulletin dated 16 November 2021, E-bulletin dated 19 November 2021) as forwarded to Members accordingly.
- (f) Various meetings with the Chair of F&GP, the Mayor and Deputy Mayor to go through the proposed Estimates in readiness for consideration by Council accordingly and liaison with Council's Internal Auditor.
- (g) Received a copy of an email from County Councillor Hudson responding to a member of the public on 12 November 2021 regarding traffic issues in Uttoxeter including the High Street.
- (h) Received and responded to an email from Councillor T Crutchley regarding a road closure order for 1 January 2022.
- (i) Received and responded to an email received from the Marketing Administrator for Care Choices offering Council copies of the Staffordshire Care Services Directory for the Town Hall foyer. Members are advised the leaflets are available within the Town Hall foyer.
- (j) Circulated an email received from a member of the public who had been in attendance at the Council meeting on 9 November 2021, as forwarded to Members as requested by the Mayor.
- (k) On 18 November 2021 attended a meeting with the F&GP Committee Members and Council's Architect to view the roof replacement works at 32, 34-36 Carter Street and the ventilation works due to the cellar.
- (l) Email received from SLCC dated 19 November 2021 Re: Civility and Respect Project Update - November 2021, as forwarded to Members accordingly.
- (m) Received an enquiry from a member of the public regarding the St Modwen Development and link road. The member of the public was encouraged to contact ESBC Planners direct.
- (n) 27-30 November 2021 - Dealt with a leak with the Town Hall roof including liaison with Council's Architect, Builders and Council's Insurance Provider.
- (o) 30 November – 1 December 2021 Received and responded to an email received from a local Scout leader for Uttoxeter regarding advice and support from the Mayor and Deputy Mayor for a British Walking Federation event celebrating the 40th anniversary in September 2023 and a potential two day walking festival throughout the town.
- (p) Liaised and met with a prospective Tenant for 19A High Street including liaison with the Mayor, Deputy Mayor and the Chair of F&GP including liaison with Council's Solicitor.
- (q) Liaised with MidMC regarding the Council's domain name transfer from BT to MidMC for future renewal ease.
- (r) Received and responded to an email from a Member of Uttoxeter Knights with respect to the recent editorial within The Echo on defibrillators within the Town and clarification on them being registered with The Circuit.
- (s) Email received dated 2 December 2021 received from Trent Rivers Trust regarding the RBMP and FRMP consultation response, as forwarded to Members on 2 December 2021.
- (t) Received and responded to an email dated 2 December 2021 received from SCC's Traffic and Network Manager seeking if Council requested to receive Advanced Notification of Road Closures, as forwarded to Members on 2 December 2021. Council is informed that the Clerk has opted in to receive such notifications.
- (u) Received an email dated 2 December from Support Staffordshire extending an Invitation to the next East Staffordshire VCSE Forum meeting - 7/12/21 @ 1pm, as forwarded to Members on 2 December 2021.

Signed: Date:

- (v) Received an email dated 4 December 2021 received from Denstone Matters - a possible problem for all communities as issued to the Mayor and Deputy Mayor for information.
- (w) Liaised with Elan City regarding the batteries and charger for the SID Signs as discussed with Councillor M Crutchley.

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

15. UPDATE ON THE TOWN CENTRE MASTERPLAN CONSULTATION AND BRIEFING

Council was asked to give consideration to providing Council's response to the Town Centre Masterplan Briefing as provided to Members by ESBC on 7 December 2021. Council's instruction was sought.

The Mayor provided Council with an overview on the briefing provided by Borough Councillor Allen and ESBC's Enterprise Manager as follows:

- Most of the Town Councillors attended the confidential briefing to see the Masterplan Consultation Report before it was released to the public.
- It was expected that the Consultation Report would have been released to the public prior to this evening's Council Meeting, however, at this time, ESBC had not released it.
- He reported that it was anticipated that over the coming days, the Consultation Report would be available via the Borough Council and Town Council websites (UTC would provide a link to ESBC's website) and that Consultation Reports would be available within the Town Hall foyers.
- He reported that he wished to provide a couple of key points:
 - Only 680 responses were received which equates to 3% of the population of the town
 - 74% of the returned responses put The Maltings as priority to be enhanced
 - There were three main items from the briefing that the public had chosen, that residents did not want the bus station to close or the public toilets to close (which was not part of the Masterplan) and they did not wish to see building on the Maltings carpark.
- He reported that other points had been raised that would be advised when the report was issued by ESBC.
- He was pleased to hear that ESBC had confirmed that they planned to further consult with Town Council and members of the public at each stage as the project progresses.

RESOLVED that the Clerk write to ESBC's Enterprise Manager to:

- (i) Express Council's thanks for the way he had organised the consultations and for the detailed verbal briefing as provided to the Town Councillors.
- (ii) State that the Town Council supports the proposed method going forward of further consulting with the Town Council and members of the public at each stage as the project progresses.
- (iii) Express Council's thanks for keeping everyone fully informed.
- (iv) Request that the Clerk be issued with the link to ESBC's website promoting the Masterplan Consultation Report to enable it to be included within the Town Council's website and for delivery of the documents to be incorporated within the Town Hall foyer accordingly.

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

16. ESBC PARISH PRECEPT REQUIREMENT – GRANT SUPPORT AND TAXBASE FOR 2022/23

The Clerk reported receipt of an email dated 1 December 2021 and letter received 6 December 2021 received from ESBC's Principal Accountant informing Council that the Tax Base for Uttoxeter for 2022/23 was 4,526.9. The Mayor reported that this figure would be included within the January Council Meeting Agenda for Members information.

RESOLVED that the same be noted.

17. REDUCED TRAIN TIMETABLE UPDATE

As Resolved by Council at its meeting held on 14 September 2021 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.'* Council's instruction was sought.

Signed: Date:

The Clerk reported receipt of an email dated 13 December 2021 received from Councillor Trenergy advising that she had viewed the new timetable which seemed to be a muddled document however it looked as if some trains had just been re-instated.

RESOLVED that the same be noted.

It was noted that Councillor P Hudson had declared an interest in this Item however, it was noted that he left the meeting at 7.45pm to attend another Parish Council Meeting.

18. SCC - PROPOSED PARKING RESTRICTIONS, UTTOXETER

The Clerk reported receipt of an email dated 15 November 2021 received from SCC's Senior Transport Planner seeking comments on the proposed Parking Restrictions for Uttoxeter for the following as part of the Uttoxeter Parking Strategy, as forwarded to Members on 16 November 2021 as issued to Members prior to the meeting:

(a) High Street-Park Street (Site No. 2). Council's comments were sought. It was noted that the plans included parking provisions for nos. 3-25 Park Avenue. Following due debate, it was

RESOLVED that the Clerk advise SCC that with respect High Street-Park Street (Site No. 2), the Town Council requests that SCC:

- (i) Provide designated parking provisions for the four terraced houses located on Park Avenue (nos. 27-33) that do not have any parking provisions.
- (ii) As previously requested by Council, incorporate additional bollards within Park Place off Cheadle Road.

(b) Oldfield Road between the junction with Hockley Road and Picknalls (Site No. 5). Council's comments were sought.

RESOLVED that the Clerk advise SCC that the Town Council welcomes the proposals for Oldfield Road between the junction with Hockley Road and Picknalls (Site No. 5).

(c) Smithfield Road near Stone Road and New Street (Site No. 8). Council's comments were sought. Councillor M Crutchley reported that SCC had consulted with the residents of Smithfield Road as part of its previous public consultation as he had been contacted by some residents. Following due debate, it was

RESOLVED that the Clerk advise SCC that the Town Council requests that SCC incorporate double yellow lines on the northside and the southside of Smithfield Road and that the residents are encouraged to use the free carpark located in Fairfield Road.

It was noted that Councillors K Hudson and C Sylvester abstained from the vote.

19. ROAD CLOSURES FOR EVENTS WITHIN THE TOWN

Councillor T Crutchley requested that this matter be included within the Agenda and she requested that Council gave consideration to the Town Council being notified when temporary road closure applications have been submitted to the County Council or the Borough Council for events to take place within the Town. She reported that she wished to bring to Council's attention that a temporary road closure order had been applied for the Town for the New Year's Day Hunt Meet to take place within the Town Centre which the Town Council were not aware of. She stated that the road closure application had been submitted by unidentified persons which had now been withdrawn.

She stated that the Town Council should be informed at the application stage of any temporary road closure order for the Town to enable the Town Council to consider it if supports or does not the proposed event to take place within the Town Centre. She reported that the Town Council should be asked its views prior to the County Council or the Borough Council granting permission for such temporary road closures, in particular, following recent press coverage, for the Hunt to meet within the Town. Council's instruction was sought.

The Mayor reminded Councillor T Crutchley that the Agenda Item for debate was for road closures for the Town and not specific events and suggested that Councillor T Crutchley include a further item for debate within a future Town Council meeting on specific events within the Town.

Councillor M Crutchley reported that it was for the Borough and County Council to grant such permission and it was not under the remit of the Town Council. He stated that the Town Council would not wish to receive/consider all temporary road closure orders for utilities/repairs to take place.

Councillor T Crutchley reiterated her concern that the Town Council were not notified of events taking place within 'our' Town and that the Council should be asked for its opinion. Councillor Williams concurred that the Town Council should know the information including background information on events taking place within the Town. Following considerable debate, it was

RESOLVED that the Clerk write to SCC and ESBC to:

- (i) Request that the Town Council are notified at the earliest opportunity when they receive a temporary road closure order application for an event to take place within the Town (*not utilities/repairs*).
- (ii) Seeks clarity on how decisions are made for granting permission/declining for events to take place within the Town.

It was noted that Councillor M Crutchley and K Hudson voted against the above mentioned proposition.

20. **HMRC SUPPORT**

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

- (b) RTI payments made early at Christmas dated 16 November 2021.
- (c) Staff parties and employees' travel expenses dated 25 November 2021.
- (d) Statutory pay – more help for employers dated 6 December 2021.
- (e) Employer Bulletin dated 8 December 2021.

RESOLVED that with respect to 20(a)-(e) as above, the same be noted.

21. **STAFFORDSHIRE PENSION FUND CORRESPONDENCE**

The Clerk reported receipt of the LGPS Employer Focus Newsletter dated 18 November 2021 as forwarded to Members accordingly.

RESOLVED that the same be noted.

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

The Clerk reported receipt of an email dated 1 December received from Bowcock & Pursaill, Council's HR Provider providing a link to their November 2021 Newsletter, as forwarded to Members on 1 December 2021.

RESOLVED that the same be noted.

23. **SCC - PLANNING APPLICATIONS**

Council gave consideration to the undermentioned Planning Applications as received from SCC:

- (a) Email dated 10 November 2021 received from SCC's Planning Information Officer seeking comments on Planning Application No. SCC/21/0025/FULL-ES For Northern Extension to Uttoxeter Quarry for the Winning and Working of Sand and Gravel with Restoration to Agriculture, Water Based Recreation and Nature Conservation, with the Continued Use of Existing Access, Site Offices, Processing Plant, Silt Lagoons and Ancillary Infrastructure - Uttoxeter Quarry, Spath, Uttoxeter, Staffordshire, ST14 5AP, as forwarded to Members on 12 November 2021.

RESOLVED that the Clerk advise SCC that with respect to Planning Application No. SCC/21/0025/FULL-ES, the Town Council had no comment to make at this stage.

- (b) Email dated 8 December 2021 received on behalf of Graham Allen (Case Officer) for Planning Application No. SCC/21/0047/FULL-ES for the importation and temporary storage of limestone scalplings with the erection and use of an aggregate washing plant at Uttoxeter Quarry, Spath, as forwarded to Members on 8 December 2021.

RESOLVED that the Clerk advise SCC with respect to Planning Application No. SCC/21/0047/FULL-ES, the Town Council requests that the Planning Authority and Enforcement be requested to, should the planning application be approved, closely monitor the additional traffic including HGV's, the additional noise and dust that would take place.

It was proposed, seconded and carried that Councillor Headech, the Deputy Mayor Chair the meeting for Item No. 24(a)-(l). It was noted that Councillor C Sylvester declared an interest in Item No. 24(a)-(l) and he left the Chamber during the debate/vote.

24. ESBC - PLANNING APPLICATIONS

Council gave consideration to the undermentioned Planning Applications received from ESBC:

- (a) P/2021/01189 - Installation of telecoms shelter containing active telecoms equipment for connection of fibre to the premise and surrounding 1.8 m security fencing, Grass verge at the side of Old Knotty Road.
- (b) P/2021/01380 - Internal and external alterations to the existing unit to facilitate the sub-division into two units with associated car park alterations, Former Frankie And Bennys Restaurant, Dovefields Retail Park, Town Meadows Way, ST14 8AZ.
- (c) P/2021/01395 - Erection of a part first floor part two storey rear extension and increase of ridge height to existing roof, 35 Stafford Road, ST14 8DW.
- (d) P/2021/01399 - Application under Section 73 of the Town and Country Planning Act 1990 for a Minor Material Amendment relating to planning permission P/2021/00030 for the erection of a detached dormer bungalow without complying with Condition 2 by way of a brick and render finish in lieu of cladding, Plot 19 Oaklands Grove, off Westlands Road.
- (e) P/2021/01415 - Erection of an agricultural building for the storage and maintenance of equipment to be used to maintain fields and grounds, Lower Leasows Cottage, Stafford Road, ST14 8QA.
- (f) P/2021/01464 - Crown reduction by up to 50% of 1 Cherry tree, St Marys House , 25 Church Street, ST14 8AG.
- (g) P/2021/01459 - Erection of a single storey front extension and two storey side and rear extension, 69 Byrds Lane, ST14 7NF.
- (h) P/2021/01510 - Application under Section 73 of the Town and Country Planning Act 1990 for a Minor Material Amendment to planning permission P/2020/00142 for the erection of 2 dwellings, provision of new access and car parking, along with associated works (REVISED SCHEME) without complying with Condition 2 by way of amendment to form new site access, Sunnylea, Park Street, ST14 7AW.
- (i) P/2021/01522 - Installation of 4no EV chargers including equipment compound and substation, Shell Uttoxeter, New Road, ST14 7DB.
- (j) P/2021/01524 - - Erection of a spectator stand, Oldfields Sports and Social Clubhouse, Springfield Road, ST14 7JX.
- (k) P/2021/01527 - Display of non-illuminated signs comprising 2 x main EVC signs, 1 x direction sign and 1 x entrance sign, Shell Uttoxeter, New Road, ST14 7DB.

It was noted that Councillor Williams declared an interest in Item No. 24(l) and she left the Chamber during the debate/vote.

- (l) P/2021/01556 - Erection of a two storey and first floor side extension, Heath Firs, 29 Heath Road, ST14 7LT.

Council was informed that extensions had been obtained for (a), (c)-(d), (f)-(g) as above to enable Council to make its comments accordingly. Following due debate, it was

RESOLVED that with respect to Planning Application Nos:

- (i) P/2021/01189, Council had no comment to make at this stage.

Signed: Date:

- (ii) P/2021/01380, Council had no comment to make at this stage.
- (iii) P/2021/01395, Council request that ESBC’s Planners take into consideration the impact the proposed extension will have on the neighbours privacy, line of sight and the close proximity to the boundary prior to consent being granted.
- (iv) P/2021/01399, Council had no comment to make at this stage.
- (v) P/2021/01415, Council requests that ESBC’s Planner incorporate Article 4 Direction upon the consent for this development (remove the right to amend the planning from agriculture use in the future).
- (vi) P/2021/01464, Council had no comment to make at this stage.
- (vii) P/2021/01459, Council request that ESBC’s Planners take into consideration the impact the proposed extension will have on the neighbours privacy, line of sight and the close proximity to the boundary prior to consent being granted.
- (viii) P/2021/01510, Council request that ESBC’s Planners request the use of semi permeable surfaces for access and parking to compensate for loss of natural drainage.
- (ix) P/2021/01522, Council request that ESBC’s Planners request the use of semi permeable surfacing materials wherever possible.
- (x) P/2021/01524, Council request the ESBC’s Planners request the use of construction materials more sympathetic and in keeping with the Grade II Listed Club House.
- (xi) P/2021/01527, Council had no comment to make at this stage.
- (xii) P/2021/01556, Council request that ESBC’s Planners take into consideration the impact the proposed extension will have on the neighbours privacy, line of sight and the close proximity to the boundary prior to consent being granted.

It was noted that with respect to P/2021/01524, there were five in favour of the proposition and four abstentions. The proposition was carried.

It was noted that Councillor C Sylvester returned to the meeting. It was noted that the Mayor, Councillor C Sylvester resumed the Chair and he expressed his thanks to the members of the public for their attendance at the meeting.

25. **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.

26. **RECENT STORM DAMAGE**

- (a) The Mayor reported that during the evening of 26 November 2021 the Town Hall roof suffered some damage during Storm Arwen which had resulted in a leak within the ceiling located on the first floor corridor. Council was advised that the Clerk had carried out emergency provisions for the leak and Council’s Architect and a Builder attended on 30 November 2021. The Clerk reported that the damage had been reported to the Council’s Insurance Provider and that she was liaising with them regarding a claim for the repairs accordingly. It was noted that extensive scaffolding would be required to carry out the necessary repairs in due course.

Council was informed that, due to restricted access at this time to the Town Hall roof, as requested by Council’s Architect, the Mayor and the Clerk/RFO had authorised an emergency appointment of the services of Optical Art to attend with a Drome to access the Town Hall roof in the sum of £500 and requested Council authorise retrospect approval. Council was informed that a number of photos and videos had been taken and shared with Council’s Architect and Builder accordingly. It was noted that there was a further leak within the roof over the Admin Office which again, the drone footage had shown the potentially issues. The Mayor and Clerk provided Council with a brief and informed Members that the photos of the roof were available for Members perusal. Council’s instruction is sought.

RESOLVED that

- (i) Council authorises the retrospect approval for the services of Optical Art in the sum of £500, to be funded by the Town Hall Repairs and Maintenance and form part of the insurance claim.
- (ii) The Mayor, Deputy Mayor and the Clerk continue to pursue the insurance claim, continue to liaise with Council's Architect and DCH Builders with respect to the necessary repairs required.
- (iii) The Clerk continue to provide Council with updates accordingly.

- (b) The Clerk provided Council with an update damage to a vehicle by the Council's bins and damage to a pane of glass on the St Mary's Church Clock during Storm Arwen on 26 November 2021. She reported that Council's Insurance Provider had been updated and she provided Council with an update on the action taken to date.

RESOLVED that the same be noted.

It was proposed, seconded and carried that Councillor Headech, the Deputy Mayor Chair the meeting for Item No. 27. It was noted that Councillor C Sylvester declared an interest in Item No. 27 and he left the Chamber during the debate/vote.

27. SCC – PLANNING RESPONSE TO ESBC REF: P/2021/01294

The Clerk reported receipt of a copy of the response from SCC School Organisation as issued to ESBC relating to Planning Application No. P/2021/01294 The Parks for Council's information.

RESOLVED that the same be noted.

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

It was noted that Councillors K Hudson and N Lowe declared an interest in Item No. 28 and they left the Chamber during the debate/vote.

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

- (a) The Clerk report receipt of an email dated 19 November 2021 received from St John Ambulance's Head of Property informing Council that following our meeting, he had spoken with his District Manager and with the groups currently located within the building regarding use of the hall to gain an understanding of possible spare capacity, and he had asked his finance colleague to provide him with cost data to enable him to analyse. As soon as he had this information, he was suggesting a further meeting be held. Council's instruction was sought.
- (b) The Clerk reported receipt of an email dated 7 December 2021 from a local Group enquiring if an update had been received from St John Ambulance. The Clerk provided Council with a brief update.
- (c) The Clerk reported that no further update was available at this time.

RESOLVED that with respect to 28(a)-(c) as above, the Mayor, Deputy Mayor and the Clerk continue to meet with St John Ambulance and interested parties accordingly and continue to provide Council with update accordingly.

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

29. 19A HIGH STREET

The Clerk reported that Council's new Tenant commenced the 3-year Lease for 19A High Street on 3 December 2021 and she reported receipt of the refundable deposit, one month's rent in advance, the Signed Lease, the Signed Statutory Declaration and Signed Warning Notice as served to the Tenant by Council's Solicitor dated 3 December 2021.

RESOLVED that the same be noted and approved.

30. STAFFING INCLUDING TRAINING

- (a) The Clerk reported that the staff lieu time hours for up to 5 December 2021 were 21¼. Council is reminded of the previous months lieu time hours for November (22) and October (12¼). He reported that the Staff had been in attendance at a number of Council events (the Poppy Tea, Remembrance Parade and Reception, Christmas Lights Switch On and the Mayor's Civic Service).

Councillor M Crutchley reported attendance at some of the above mentioned events and he expressed his thanks to the Staff for the organisation and for their attendance at the various Council organised events.

RESOLVED that the same be noted and approved.

- (b) The Mayor reported that he and the Deputy Mayor would be carrying out the Clerk's and the Office Manager's annual appraisals in January and that the Office Manager had carried out the part and fulltime Admin Officers appraisals.

RESOLVED that the same be noted and approved.

31. AGENDA ITEMS FOR NEXT MEETING

Future use of the Town Centre in relation to the Hunt Meet – Councillor T Crutchley (*February*)

The meeting closed at 8.53pm.