



## **UTTOXETER TOWN COUNCIL**

### **MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY, 11 JANUARY 2022 IN THE BALLROOM, UTTOXETER TOWN HALL COMMENCING AT 7.00PM AND THERE WERE PRESENT:**

#### **Chair and Deputy Mayor – Councillor H Headech**

Councillors: M Crutchley, R Hawkins, Z Krupski, P Lancaster, N Lowe, MA Trenergy, M Williams.

Officer in attendance – T Jeffery, Town Clerk/RFO

It was noted that there was one Member of the Public 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, K Hudson, P Hudson, C Sylvester and L Sylvester and that Council had granted Dispensations for Councillors M Lloyd-Ewer and K Smith absence.

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 Chair 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 N Lowe declared an interest in Item No. 33

Councillor Z Krupski declared a non-pecuniary interest in any matter relating to Redfern Cottage.

#### 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.

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

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.

The Chair reminded Members that Council Resolved at its meeting held on 11 June 2019 that *'Council authorised a general dispensation to be granted to all serving Members of Uttoxeter Town Council under Section 33 of the Localism Act 2011, for the setting of the Annual Precept and the dispensation to be in operation until May 2023.'*

RESOLVED that the same be noted.

6. **MINUTES**

(a) The minutes of the Council Meeting held on 14 December 2021 were approved as a correct record and signed by the Chair.

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

(b) Council gave consideration to the Recommendations of the Queen's Jubilee Committee held on 29 November 2021.

RESOLVED that the Recommendations of the Queen's Jubilee Committee held on 29 November 2021 be approved and ordered to form part of the minutes attached hereto as Appendix A.

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

7. **ACCOUNTS**

(a) Consideration was given to the list of accounts submitted for payment in the sum of £22,528.31.

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

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

RESOLVED that the same be noted.

8. **BANK BALANCES**

At 11 January 2022 the bank balances stood at:

RBS Current Account	£ 9,932.50
RBS Special Interest Account	£302,539.72
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 220.76
RBS Deposit Account 32 Carter Street	£ 654.99
RBS 19A High Street Deposit Account	£ 324.61
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:

15-17 December 2021      Mayoral Visits to Residential Homes (gifts at the entrance)  
18 December 2021      The Marchington Singers Annual Christmas Concert  
19 December 2021      Started the 24 Hour Swimathon

(b) The Clerk reported that the Deputy Mayor had not attended any events since the last meeting.

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

None received.

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

(a) The Clerk reported that County Councillor P Hudson had advised that he would provide Council with a written report at its next meeting on County Council matters.

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**

None received.

13. **TOWN CLERK'S REPORT**

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

- (a) Various SPCA correspondence (Bulletin – 9 December 2021, Covid Plan B guidance for Parish and Town Councils dated 10 December 2021, Training 2022 - Q1 booking is live dated 16 December 2021, Bulletin – 16 December 2021, Bulletin – 23 December 2021), as forwarded to Members.
- (b) SLCC Membership - News Bulletin dated 10 December 2021 as forwarded to Members.
- (c) SCC Covid-19 Updates - (SCC vaccination and testing stakeholder update dated 17 December 2021, SCC vaccination and testing stakeholder update dated 23 December 2021) as forwarded to Members.
- (d) Staffordshire Means Back for Business dated 17 December 2021, as forwarded to Members accordingly.
- (e) SCC PTTRO Temporary Road Closure Orders - PTTRO 4260588 B5027 Stone Road, Bramshall dated 14 December 2021, as forwarded to Members and incorporated within the Council's website and social media accordingly.
- (f) SCC - Sustainability tip of the week (dated 20 December 2021, 27 December 2021), as forwarded to Members.
- (g) SCC Library Update - Happy New Year 2022 from Staffordshire Library and Arts Service dated 2 January 2022, as forwarded to Members.
- (h) My Staffordshire dated 4 January 2022 as forwarded to Members on 4 January 2022.
- (i) Staffordshire Means Back to Business correspondence dated 10 December 2021, as forwarded to Members.
- (j) 10 and 13 December 2021 liaising with insurance company and SCC regarding wind damage to Town Hall, St Mary's Parish Church Clock, a vehicle and damage to the High Street bollard on 10 December 2021.
- (k) Liaised with SCC, ATG and First County Monitoring regarding issues with the High Street bollard on 14 December 2021.
- (l) Received an email from the Deputy Lieutenant Re: Letter to Promote The Queen's Platinum Jubilee Street Parties and Beacons - 2nd June 2022, as forwarded to Members and Admin Staff on 14 December 2021.
- (m) Received an email dated 15 December 2021 received from Staffordshire Commissioner for Police, Fire & Rescue and Crime Re: Have your say on the amount you pay towards policing and fire & rescue services in Staffordshire, as forwarded to Members on 15 December 2021.
- (n) Received and responded to an email dated 14 December 2021 regarding intermittent issues with the SID Sign located adjacent to Shell in New Road. Council is advised that advice is being received from ELAN City regarding additional measures that the Council can take during the time when sun/daylight hours are reduced given the SID Signs are solar powered.
- (o) Liaised with SCC and ESBC regarding footway complaint from Dovefields to Town Meadows Way following a number of complaints from members of the public.
- (p) Liaised with a number of companies regarding the Council's broadband and telephone provisions in readiness for consideration by the F&GP Committee.
- (q) Email dated 16 December 2021 from Project Manager Landscape Architect, Love Solihull advising Members of the Small Habitats Grant Fund – GBSLEP, as forwarded to Members.
- (r) Received an email dated 17 December 2021 received from The Police, Fire and Crime Commissioners Office Re: Your feedback helped shape our new Police and Fire plans, as forwarded to Members on 17 December 2021.
- (s) 15-17 December 2021 – Liaised with EPOS on a number of occasions regarding the new receipting system card payment set up.
- (t) 20 December 2021 – Liaised with EPOS regarding the final preparations for the Council's new receipting system going live from 1 January 2022 which includes the ability to take card payments including customer not present payments over the phone.

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

- (u) 20 December 2021 - Liaised with ESBC Planning Team regarding the complaints for Footpath 2(a).
- (v) 20 December 2021 – Liaised with the Mayor, Deputy Mayor, Chair of F&GP and Councillor M Crutchley regarding the purchase of two additional SIDS batteries and one charger.
- (w) Liaised with Contractor regarding installation of the SIDS and fees.
- (x) Booked Councillor Williams on the virtual Sustainability and Climate Change – Adaption measures for your Council for 28 February 2022.

RESOLVED that the same be noted and approved.

**14. POLICE REPORTS / UPDATES**

- (a) The Clerk reported receipt of the Uttoxeter Town Ward Report for December 2021 as received and forwarded to Members for information on 4 January 2022.
- (b) It was noted that PCSO Hadfield was not in attendance at the meeting and that no address would take place on this occasion.

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

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

The Clerk reported that due to the number of apologies received from Members prior to the meeting, following discussion with the Mayor and Deputy Mayor, Station Manager Mark Tattum address to Council had been deferred to take place on 8 March 2022.

RESOLVED that the same be noted and approved.

**16. ESBC – PARISH PRECEPT REQUIREMENT: UTTOXETER TOWN COUNCIL – GRANT SUPPORT AND TAX BASE FOR 2022/23**

As reported to Council on 14 December 2021, the Clerk reported receipt of an email and letter dated 1 December 2021 received from ESBC's Principal Accountant informing Council that the Local Council Tax Support Grant for 2022/23 would be £23,695 and the Tax Base for Uttoxeter for 2022/23 would be 4,526.9. The Chair reported that as advised by the Mayor on 14 December 2021 that this correspondence would be included within the January Council Meeting Agenda for Members information. Council was informed that a net Precept Requirement of £280,486.72 would result in a Parish Council Tax Rate Freeze (Parish Rate of 61.96 as 2021/22).

RESOLVED that the same be noted.

**17. EARMARKED RESERVES**

*As Resolved by Council at its Extraordinary Council meeting held on 30 November 2021 that the Clerk liaise with Council's Internal Auditor to seek clarification on the Council reviewing its current Earmarked Reserves.*

- (a) The Clerk reported receipt of a letter dated 5 January 2022 received from Council's Internal Auditor in response to the above mentioned together with a copy of the current Earmarked Reserves. It was noted that the advice was for the Council to retain its current Earmarked Funds as recorded. Council's instruction was sought.

RESOLVED that the correspondence and advice received from Council's Internal Auditor be accepted and approved.

- (b) Council was asked to:

- (i) Approve the Council's existing Earmarked Funds as issued to Members as at 30 September 2021. Council's instruction was sought.

The Clerk/RFO provided Council with an update on the expenditure as approved by Council from its Earmarked Reserve Funds from 1 October 2021 to 31 December 2021 which included EMR 322 Elections in the sum of £7,000; EMR 324 Cemetery Tree Works/Bulbs in the sum of £1,490, EMR 330 TH/TC Events (Tesco) in the sum of £1,145.83 and EMR 341 T/Centre/Gateways/SIDS in the sum of £1,235 and invoice awaited from Elan City for two SIDS funded by SCC and UTC).

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

Council gave consideration to its Earmarked Reserves as at 31 December 2021 as follows:

	Open. Balance	Net Trans to 31/12	Closing Balance
320 Cont General Reserve (RBS)	0.00		0.00
321 Cemetery Chapel Upkeep	0.00		0.00
322 EMR - Elections	7,000.00	-7,000.00	0.00
323 Cemetery Reserve (Waterpipe)	22,100.00		22,100.00
324 Cemetery Tree Works/Bulbs	7,500.00	-1,490.00	6,010.00
325 Cupola Lights Reserve	4,000.00		4,000.00
326 EM Res - Phase II Refurb Unit	38,842.08		38,842.08
327 EMR St Mary's Closed C/Yard	750.00		750.00
330 EMR TH/TC Com Events(Tesco)	1,166.00	-1,145.83	20.17
331 Council Tax Support Reserve	0.00		0.00
332 EM Res - Town Hall Restoration	0.00		0.00
333 Cont General Reserve (Barclay)	85,000.00		85,000.00
334 TH/Unit 4a Refurb Reserve	1,376.14		1,376.14
335 TH Decor 5yr Prog Reserve	12,500.00		12,500.00
336 War Memorial Reserve	4,000.00		4,000.00
337 Christmas Lights Reserve	1,005.50		1,005.50
338 Church Gates Reserve	960.00		960.00
339 EMR - AGL Sanctum Purchase	4,050.00		4,050.00
341 EMR TCent/Gateway/SIDS	8,290.00	-1,235.00	7,055.00
342 BioDiversity Strategy Reserve	685.96		685.96
343 EMR - Kiosk	1,000.00		1,000.00
344 EMR - 32 Carter St Roof	24,000.00		24,000.00
345 EMR - Cycle Rack	2,500.00		2,500.00
	<u>226,725.68</u>	<u>-10,870.83</u>	<u>215,854.85</u>

It was noted that the invoice from Elan City had not been allocated from the above mentioned EMR 341 at this stage.

RESOLVED that the Council's existing and updated Earmarked Funds for up to and including 31 December 2021 as recorded above, be accepted and approved.

- (ii) As in accordance with the advice received from Council's Internal Auditor, Council was asked to consider two additional Earmarked Reserves for the Council's Tenants Refundable Deposits (32 Carter Street in the sum of £654.18 and 19A High Street in the sum of £324.61). Council's instruction was sought.

RESOLVED that the Clerk/RFO be authorised to produce two additional Earmarked Reserves for the Council's Tenants Refundable Deposits for 32 Carter Street in the sum of £654.18 and 19A High Street in the sum of £324.61.

**18. ESTIMATES AND PRECEPT 2022/23**

*As Resolved by Council that an Extraordinary Council Meeting be convened, in private, on Tuesday, 30 November 2021 to give consideration to the Draft Estimates/Precept. Council was informed that the Draft Estimates/Precept shall be included for consideration by Council at its meeting scheduled to take place on 11 January 2022.*

- (a) Council gave consideration to the Draft Burial Fees for Uttoxeter Cemetery for 2022/23 which had been increased by 3%. Council's instruction was sought.

RESOLVED that the Burial Fees for 2022/23, be accepted and approved and ordered to form part of the minutes attached hereto as Appendix B.

- (b) Council gave consideration to the draft Town Hall Hire Charges for 2022/23 which had been increased by 5%. Council's instruction was sought.

RESOLVED that the Town Hall Charges for 2022/23, be accepted and approved and ordered to form part of the minutes attached hereto as Appendix C.

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

- (c) Council gave consideration to the Draft Estimates and supporting budget notes for 2022/23 as prepared and submitted by the RFO/Clerk, the Chair and Vice-Chair of Finance and General Purposes Committee. Council's instruction was sought.

For Members information, the Draft Estimates had been revised as below following the Extraordinary Council Meeting held on 30 November 2021:

- Reduction in SIDS for the purchase of 2 no. less £1,500 balance to be funded by General Free Funds (£4,831.46 for purchase and install as existing)
- Additional £1,000 for Tourism/Business Website Production (as UTC 30 Nov)
- Increase of £500 for Town Hall Cleaning (as requested by the O/Manager/as discussed with the Mayor, Deputy Mayor and Chair of F&GP)
- Increase of £2,000 in Town Hall Gas/Elect (as UTC 30 Nov)
- Increase of £348 in Town Hall Repair/Maint (as discussed with the Mayor, Deputy Mayor and Chair of F&GP)

It was noted that Members perused and approved the Draft Estimates, page by page.

RESOLVED that the Estimates for the financial year 2022/23, as prepared and submitted by the RFO/Clerk, the Chair and Vice-Chair of the Finance and General Purposes Committee, be accepted and approved and ordered to form part of the minutes attached hereto as Appendix D.

- (d) Council determined the Precept Requirement for Uttoxeter Town Council for the financial year ending 31 March 2023.

The RFO/Clerk and the Deputy Mayor reported that the Tax-base for 2022/23 was 4,526.9 (in comparison to 4,368.7 for 2021/22) and that a Net Precept Requirement of £280,486 would provide a Parish Council Tax Rate freeze.

Councillor M Crutchley paid tribute to his fellow Council Members and the Clerk/RFO for their excellent budget management and for not increasing the Parish Council Tax Rate for the residents of the Town.

RESOLVED that the Precept Requirement for Uttoxeter Town Council for the financial year ending 31 March 2023 be £304,181 (Gross/Net Expenditure) less support tax grant allocation for 2022/23 of £23,695, providing a Precept Requirement of £280,486 (Net).

- (e) Council's permission was sought for the Chair of the Meeting, the Deputy Mayor (in the absence of the Mayor and the Chair of Finance and General Purposes Committee), together with the RFO/Clerk to sign the completed Precept Requirement Form before submitting to ESBC in the sum of £280,486 (Net) Requirement to be issued to ESBC before 14 January 2022.

RESOLVED that the Chair of the Meeting, the Deputy Mayor together with the RFO/Clerk to sign the completed Precept Requirement Form to be submitted to ESBC in the sum £304,181 (Gross/Net Expenditure) less support tax grant allocation for 2022/23 of £23,695, providing a Precept Requirement of £280,486 (Net).

19. **ADAM PEATY OBE**

Council was asked to send congratulations to Olympic, World, European and Commonwealth Champion Adam Peaty on being awarded an OBE for his services to swimming in the New Year's Honours list. Council's instruction was sought.

RESOLVED that the Clerk send Council's congratulations to Olympic, World, European and Commonwealth Champion Adam Peaty on being awarded an OBE for his services to swimming in the New Year's Honours list.

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

**20. ROAD CLOSURES FOR EVENTS WITHIN THE TOWN**

*As Resolved by Council at its meeting held on 14 December 2021 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.*

Council's instruction was sought. The Clerk reported receipt of an email dated 4 January 2022 received from ESBC's Senior Democratic Services Officer providing Council with the following response:

- 1. It is ESBC's usual procedure to inform relevant town/parish when an order is made within their area.*
- 2. The Borough Council action any application received for social events under the Town Police Clauses Act, in liaison with Staffordshire County Council. Any applications for otherwise are actioned by the SCC.*

The Clerk reported that County Councillor Hudson had advised that a response would be issued to Council for consideration at a future meeting. She reported that, as issued to Councillors, ESBC were copying the Clerk into correspondence they had received when a road closure order had been requested.

Councillor Hawkins sought clarity on whether the Town Council's views were being sought or if the correspondence was being received for information only. The Clerk reported that, as Resolved by Council, the Town Council had requested they be notified at the earliest opportunity when ESBC/SCC receive a temporary road closure order application for an event to take place within the Town. Councillor Hawkins reported that in his opinion, the Town Council should be properly consulted for their comments for road closure requirements for events to take place within the Town.

RESOLVED that the same be noted.

**21. SPEED INDICATOR DEVICES – PURCHASE OF TWO ADDITIONAL SIGNS & ADDITIONAL BATTERIES AND A CHARGER**

Council was asked to give consideration to:

- (a) The purchase of two additional Speed Indicator Devices from Elan City in the sum of £3,642.24 including delivery plus vat plus installation. Council was informed that County Councillor P Hudson had £3,000 to contribute to the purchase and installation of the two additional SID Signs subject to them being purchased this financial year. Council's instruction was sought.*

The Clerk reported that the quotation had been frozen until 20 January 2022 as price increases were due from 1 January 2022. Councillor M Crutchley reported that he had received positive feedback from residents on the signs currently located. Following due debate, it was

RESOLVED that the quotation received from Elan City for the purchase of two additional Speed Indicator Devices in the sum of £3,642.24 including delivery plus vat plus installation be accepted and approved, funded by County Councillor P Hudson's contribution of £3,000 with the balance being funded by Council's General Free Funds.

It was noted that Councillor Trenery voted against the above mentioned proposition.

- (b) Retrospect approval for the purchase of two additional 12V 22Ah Batteries and one external battery charger in the sum of £147.92 including vat, due to issues with the working order of the SIDS as discussed with the Mayor, Deputy Mayor, Chair of F&GP and Councillor M Crutchley. Council's instruction was sought.*

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

Councillor M Crutchley reported that due to the lack of sun, he had experienced some issues with the SIDs not working. He reported that the replacement batteries had been incorporated successfully over the festive period. The Clerk reported that Elan City had confirmed that it was common to receive issues with the battery charge over a 6-8 week period from the beginning of December due to the lack of sun and she expressed her thanks to Councillor M Crutchley for his time and assistance with the charging and installation of the batteries.

RESOLVED that Council authorised the retrospect approval for the purchase of two additional 12V 22Ah Batteries and one external battery charger in the sum of £147.92 including vat, funded by the Council's General Free Funds.

It was noted that Councillor Treney voted against the above mentioned proposition.

22. **WEST MIDLANDS AMBULANCE SERVICES AND FIRST RESPONDER SERVICES – ACCIDENT AND EMERGENCY**

*For information: As Resolved by Council at its meeting held on 9 November 2021 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.*

The Clerk reported receipt of an email dated 15 December 2021 received from The PALS & Complaints Manager for East Staffordshire CCG acknowledging receipt of Council's correspondence including questions and to advise that a response would be issued in due course.

The Clerk reported that no further response had been received at this time.

RESOLVED that upon receipt of a response, this matter be included for further consideration by Council.

23. **DEFIBRILLATOR FOR UTTOXETER TOWN HALL**

Council was asked to give consideration to obtaining costings and Listed Building Consent for the citing of a publicly assessable defibrillator on the exterior of the Town Hall. Council was informed that the Clerk, subject to Council approval, would liaise with Uttoxeter Knights regarding assistance with funding/part funding the defibrillator. Council's instruction was sought.

RESOLVED that the Clerk be tasked with:

- (i) Liaising with Uttoxeter Knights to ascertain funding opportunities and grants.
- (ii) Liaising with ESBC's Planners to seek advice on Planning/Listed Building consent required.
- (iii) Providing Council with an update at its next meeting.

24. **AED AND CPR TRAINING AT UTTOXETER TOWN HALL**

The Clerk reported that the Mayoress, Councillor L Sylvester and the Office Manager attended the AED and CPR Training session held within the Town Hall on 13 December 2021 carried out by St John Ambulance. Council was informed that 28 local residents attended the training (max. 30 people). Councillor Headech reported that the Office Manager was liaising with St John Ambulance with regard to additional training sessions being held within the Town Hall.

RESOLVED that the same be noted and welcomed.

25. **QUARRY LIAISON COMMITTEE – TOWN COUNCIL REPRESENTATIVE**

The Clerk reported receipt of a request received from Councillor P Hudson that he would like Council to consider appointing an alternative Town Councillor to the Quarry Liaison Committee given he attends the meetings as County Councillor. Council's instruction was sought.

RESOLVED that Councillor R Hawkins be appointed as the Council's Representative on the Uttoxeter Quarry Liaison Committee.

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



**26. ESBC - REVIEW OF STATEMENT OF GAMBLING POLICY 2022-2025 – GAMBLING ACT 2005**

The Clerk reported receipt of an email dated 15 December 2021 received from ESBC's Enforcement Manager informing Council of the above mentioned as forwarded to Members on 15 December 2021.

*Council was advised that ESBC, as the Local Authority, wishes to carry out a formal review of the Council's Statement of Gambling Policy. As part of this process the Council wishes to undertake formal consultation with you, prior to finalising the document. It is a legal requirement under Section 349 of the Gambling Act (2005) (the Act) for the Licensing Authority to prepare the Statement that they propose to apply in exercising their functions under the Act. The Statement must be published every three years and separate from this, the Authority may review and alter the policy during that period. The consultation process will take place for 28 days from 16 December 2021, and will close on 12 January 2022. The draft Policy will be available on our website at [www.eaststaffsbc.gov.uk](http://www.eaststaffsbc.gov.uk) from tomorrow. After reading the Policy, we would appreciate it if you could please make your comments in writing to the Licensing Team, East Staffordshire Borough Council, Town Hall, Burton on Trent, Staffordshire DE14 2EB, by email to: [licensing@eaststaffsbc.gov.uk](mailto:licensing@eaststaffsbc.gov.uk) or via our website using the feedback form. All responses will be considered prior to the adoption of the revised Statement of Gambling Policy 2022-2025. Once the consultation process is complete a report will be prepared for the revised policy to be formally adopted at full council. Council's comments were sought.*

RESOLVED that Council had no comment to make.

**27. RBS RIALTAS – OMEGA ACCOUNTS PACKAGE – 3-YEAR LOYALTY SCHEME**

Council was asked to give consideration to an email received from Rialtas dated 20 December 2021 offering the Council a 3-year Year End Loyalty Scheme package with Rialtas, the Council's Accounts Package Provider. Council was informed that if the Council agreed to the 3-Year package, they would receive preferential Year End Date (provide them with 5 dates over three weeks and receive 7% discount on the 2022 fee. Council's instruction was sought.

RESOLVED that Council accepts the offer for a 3-year Year End Loyalty Scheme as received from RBS Rialtas as above, funded by the Accounting Services budget.

**28. HMRC SUPPORT**

The Clerk reported receipt of an email dated 22 December 2021 Re: Government support affected by Omicron as forwarded to Members and Council's Payroll Provider accordingly:

RESOLVED that the same be noted.

**29. PLANNING APPLICATIONS**

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2021/01566 - Erection of a two storey extension to the West elevation, Forest Gate, Wood Lane, ST14 8JR.
- (b) P/2021/01605 - Reduction in height of trees including Sycamore and Yew to a manageable height due to overhanging car park and neighbouring properties, Uttoxeter Library, ST14 7JQ.
- (c) P/2020/01510 - Erection of a replacement dwelling and alterations to existing outbuilding involving partial demolition to form gym, Robin Hill, Wood Lane, ST14 8BE.
- (d) P/2021/00806 - Erection of a storage container, Uttoxeter Heath Community Centre, Holly Road, ST14 7NA.
- (e) P/2021/01466 - Display of 2x non-illuminated totem signs, Land West of A522, Uttoxeter, ST14 5DS.
- (f) P/2021/01625 - Reserved Matters Application relating to P/2018/01378 for the erection of a single dwelling including details of appearance, landscaping, layout and scale, Land to the front of Chorlton Terrace.
- (g) P/2021/01653 - Erection of two entrance walls associated with application reference P/2019/00600, Hazelwalls Farm, Timber Lane, ST14 8DQ.

Council was informed that an extension had been obtained for (b-c) as above to enable Council to make its comments accordingly.

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

RESOLVED that with respect to Planning Application No:

- (i) P/2021/01566, Council Objects to this application due to the proposed extension being of significant size which would make the dwelling twice its current size which would be intrusive on the landscape. Council request that, should the Planning Authority permit this application, the Planners ensure that the impact, line of sight and proximity on the neighbouring properties be mitigated prior to consent being granted.
- (ii) P/2021/01605, Council had no comment to make at this stage.
- (iii) P/2020/01510, Council reiterates it previous comments that:
  - (a) The Applicant maximise the use of energy efficient materials in the build of this dwelling;
  - (b) Install swallow bricks and any other means to support wildlife within the area due to the rural location of the dwelling;
  - (c) Take into account mitigation to climate change as required in the National Planning Policy Framework paragraphs 149 – 154.
- (iv) P/2021/00806, Council had no comment to make at this stage.
- (v) P/2021/01466, Council had no comment to make at this stage.
- (vi) P/2021/01625, Council requests that the Planning Authority:
  - (a) Request the use of semi permeable surfaces for access and parking to compensate for loss of natural drainage;
  - (b) Take into account the impact, the line of sight and proximity of this dwelling to neighbouring properties is given consideration prior to consent being granted.
- (vii) P/2021/01653, Council had no comment to make at this stage.

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

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

30. **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.

31. **ST MARY’S PARISH CHURCH UPDATE**

The Clerk reported receipt of an email from the St Mary’s Parish Church Warden dated 22 December 2021 advising the Clerk that:

- (a) The PCC had authorised for the replacement Church entrance gates be made/installed. Council was informed that funding for the gates was via the Earmarked Reserve in the sum of £960 (the original cost of the gates when the order was placed some 6 years ago). The Clerk reported that she had received an updated cost from Mr Yoxall to advised that there would be an increase in the costs to £1,132.50, an increase of £172.50. She reported that it was anticipated that the gates would be completed by summer 2022.

RESOLVED that:

- (i) Council authorises the Clerk to vire £172.50 from Council’s General Free Funds to the current EMR 338 Church Gates of £960, balance of £1,132.50.
  - (ii) The updated quotation received from A Yoxall, in the sum of £1,132.50 be accepted and approved, funded by the Church Gates Earmarked Reserve.
- (b) The Church Warden had arranged for the repair to the Church Clock fascia to be carried out in February 2022 at no cost. The Clerk provided Council with a brief update.

RESOLVED that that same be noted and approved.

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

- (c) The Clerk provided Council with an update on the email received from the Church Warden with respect to the spire, funding, etc. It was noted that there were a number of Churches and meeting houses located within the Town. Following due debate, it was

RESOLVED that the Clerk liaise with the Church Warden to advise that the Council carries out its duties for the Closed Churchyard and Church Clock as in accordance with the LGA 1972 s.215 and PCA 1957 s.2, 6 and 15 and, to advise that the Council would not be in a position to provide any additional funding for the Church.

**32. EXTENSION TO UTTOXETER CEMETERY**

The Chair and the Clerk provided Council with a detailed update on the email dated 21 December 2021 received from Council's Solicitor. Council was informed that the Mayor, Deputy Mayor and the Clerk were, as Recommended by the Working Committee, progressing with the purchase accordingly. It was noted that detail recorded within the Minutes would be limited due to the purchase being 'subject to contract'.

Council was informed that at the request of the seller, there would be a covenant for the Council by means of no building to be incorporated within the land and that the Council incorporated and maintained stock proof fencing along the boundary, as reported in detail to Members. Following due debate, it was

RESOLVED that, subject to contract, the quotation received from SJL Landscapes in the sum of £2,500 plus vat for the installation of stock proof fencing along the new boundary, be accepted and approved, funded by the Council's General Free Funds.

It was noted that Councillor N Lowe declared an interest in Item No. 33 and he left the Chamber during the debate/vote.

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

The Clerk reported receipt of an email dated 17 December 2021 received from St John Ambulance Head of Property to advise that he was still in the process of obtaining costs for the flat roof repairs and that he provided a draft running cost assessment and the anticipated usage of the building which had been issued to the Mayor and Deputy Mayor accordingly.

Council was advised that meeting dates were awaited to enable the meeting to take place with Mayor, Deputy Mayor, the Clerk, St John Ambulance and members of the local Group to meet to discuss the way forward with the Deed of Gift for the building.

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

It was noted that Councillor N Lowe returned to the meeting.

**34. STAFFING INCLUDING TRAINING**

- (a) The Clerk reported the staff lieu time hours for up to 2 January 2022 were 25¾. Council was reminded of the previous months lieu time hours for December (21¼) and November (22).

RESOLVED that the same be noted and approved.

- (b) The Clerk reported that the Office Manager participated in CPR & AED Training on 13 December 2021 as provided by St John Ambulance.

RESOLVED that the same be noted.

- (c) The Deputy Mayor provided Council with an update on Staffing matters since the date of the last meeting.

RESOLVED that the same be noted and approved.

**35. AGENDA ITEMS FOR NEXT MEETING**

None received.

The meeting closed at 8.30pm.

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