



## UTTOXETER TOWN COUNCIL

### MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY, 8 FEBRUARY 2022 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, D Goodfellow, R Hawkins, H Headech (Deputy Mayor), K Hudson, P Hudson, Z Krupski, L Sylvester, M A Trener

Officer in attendance – T Jeffery, Town Clerk/RFO

It was noted that there were two PCSO's, three Members of the Public and Dr D Atherton 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 P Lancaster, N Lowe and M Williams 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 D Goodfellow declared an interest in Item No. 29(a)-(c).

Councillor K Hudson declared an interest in Item No. 32.

Councillor P Hudson declared an interest in Item No. 32.

Councillor C Sylvester declared an interest in Item No. 29(a)-(c).

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

**5. DISPENSATION PROCEDURE**

To consider and approve dispensation requests as in accordance with Standing Order 13(d), that all Dispensation requests shall be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the Dispensation was required.

Council would decide whether to grant the dispensation at the relevant meeting. Unless Council grant the relevant delegated power to Committee, it was Council that decided whether to grant the dispensation.

None received.

**6. MINUTES**

(a) The minutes of the Council Meeting held on 11 January 2022 were approved as a correct record and signed by the Chair.

It was noted that Councillors T Crutchley, D Goodfellow, K Hudson, P Hudson, C Sylvester and L Sylvester abstained from the vote due to nonattendance at the Council meeting.

(b) Council gave consideration to the Recommendations of the Policy and Planning Committee held on 25 January 2022..

RESOLVED that the Recommendations of the Policy and Planning Committee held on 25 January 2022 be approved and ordered to form part of the minutes attached hereto as Appendix A.

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

**7. ACCOUNTS**

(a) Consideration was given to the list of accounts submitted for payment in the sum of £39,898.50.

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 January 2022.

RESOLVED that the same be noted.

**8. BANK BALANCES**

At 8 February 2022 the bank balances stood at:

RBS Current Account	£ 10,028.00
RBS Special Interest Account	£286,141.57
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 266.09
RBS Deposit Account 32 Carter Street	£ 655.00
RBS 19A High Street Deposit Account	£ 324.62
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 event since the last meeting:  
29 January 2022 Dove Valley Annual Presentation Night

(b) The Clerk reported that the Deputy Mayor attended the above mentioned event with the Mayor.

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

None received.

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

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

- (a) The Clerk reported that County Councillor Hudson would provide Council with a Report on County Council matters at the Council meeting scheduled to take place on 8 March 2022.
- (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 Council have any questions for her, it would be appreciated if these could be given in writing and she would answer them accordingly. It was noted no questions were raised.

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

Councillor Trenery reported attendance at the Fairtrade Uttoxeter Steering Group meeting held on 13 January 2022. She urged Members to support the Mayor's Fairtrade Coffee Morning being held at the Town Hall on 25 February 2022.

**13. TOWN CLERK'S REPORT**

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

- (a) Various SPCA correspondence (Bulletin – 10 January, Completed Members Survey dated 18 January 2021, 24 January 2022, as forwarded to Members.
- (b) SLCC Membership - News Bulletin dated 10 December 2021, as forwarded to Members.
- (c) SCC PTTRO Temporary Road Closure Orders - PTTRO 4260645 Dove Walk, Uttoxeter received 7 January 2022, as forwarded to Members and incorporated within the Council's website and social media.
- (d) ESBC Temporary Road Closure Orders/Notifications (Email received dated 5 January 2022 to ESBC as copied to the Town Council for information, regarding the request for road closure orders for the 2022 Makers Markets, as forwarded to Members and Staff on 6 January 2022, Email dated 10 January 2022 received from ESBC with respect to the Uttoxeter Road Runners Festival of Running scheduled to take place on Sunday, 1 May 2022, as forwarded to Members on 11 January 2022.
- (e) SCC Sustainability inc. tips of the week correspondence dated – (11 January 2022, 17 January 2022, 24 January 2022, 1 February 2022), as forwarded to Members.
- (f) SCC Vaccination and Testing Stakeholder Update (dated 7 January 2022, 14 January 2022, 28 January 2022) as forwarded to Members.
- (g) Staffordshire Means Back to Business correspondence (New funding to grow your SME and skill base dated 7 January 2022, Why now's the time to get a £5,000 grant to grow your business dated 14 January 2022, dated 28 January 2022), as forwarded to Members.
- (h) Email received dated 5 January 2022 from ESBC's Principal Democratic Services Officer advising Members that on 5 January 2022 ADSO (the Association of Democratic Services Officers) and LLG (Lawyers in Local Government) launched a petition via Change.org to "call on the government to create Parliamentary time to agree a change in the law to allow councils in England to meet remotely if they wish. A full copy of the petition can be accessed at <https://t.co/GuNvh142Ve>, as forwarded to Members on 6 January 2022.
- (i) On 7 January 2022 liaised with Council's Insurance Provider on a number of occasions regarding the insurance claims currently in place and pressurisation tests for the Town Hall boilers.
- (j) Liaised with Council's Insurance Provider regarding the Council's claim for storm damage and vehicle damage. Council is informed that Zurich confirmed that it would reimburse the Council £1,340 minus the £250 excess for the roof storm damage.
- (k) Liaised with EPOS on a number of occasion for issues with the new receipting system and queries on card payments.
- (l) 31 January 2022 - Liaised with First County Monitoring, SCC, local retailers and the Police regarding the High Street bollard on 27 January 2022.
- (m) SCC Libraries Update – Email dated 31 January 2022 - What's going on in Libraries this February, as forwarded to Members.
- (n) 1 February 2022 - Further liaised with the local Police and SCC regarding the incident with the High Street bollard on 27 January 2022.
- (o) Further liaised with Council's Insurance Provider regarding storm damage and sought advice as requested by the Office Manager on annual inspections.

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

- (p) My Staffordshire Newsletter: February edition, as forwarded to Members accordingly.
- (q) Liaised with Council's Insurance Provider and Architect regarding the internal damage within the Town Hall following the recent storm damage.
- (r) Liaise with Council's Internal Auditor regarding the EPOS Now queries on card payments.
- (s) Liaised with Elan City, SCC and Contractors regarding the delivery of and installation of the next two SIDS Signs (one for Highwood Road and one for Kingfisher Way).

The Clerk reported that as Item No. 13(j), confirmation from Zurich had been received that it would be transferring the Council £1,090 for the external storm damage to the Town Hall which was for the drone fees and repair works less the excess. She reported that she was awaiting quotes for the internal repairs due to the damage and she would continue to liaise with Zurich accordingly.

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

**14. UTTOXETER – A COMPASSIONATE COMMUNITY**

The Clerk reported that:

- (a) Dr D Atherton was in attendance at the meeting to provide Council with an update on Uttoxeter becoming a Compassionate Community.

The Mayor welcomed Dr Atherton to the meeting and suspended Standing Orders accordingly. Dr Atherton expressed his thanks to Council for the opportunity for promoting Compassionate Communities. He reported that:

- He had been a GP for 24-25 years and been in Uttoxeter since 1997.
- He was the Clinical Director of East Staffordshire Primary Care Network which cover the whole of East Staffordshire, some 120,000 people.
- During the pandemic, it was noted that a number of local community groups provided a wonderful service to those in need within our community and provided free of charge volunteer support for the Vaccine Campaign across Staffordshire and within the Town.
- A unique opportunity to provide a project which would be the first of its kind in Staffordshire and will serve as a pilot for strengthening communities across the county.
- He was working with the NHS, Patient Participation Groups, SCC, Burton Albion Community Trust, Staffordshire Community Foundation, Support Staffordshire, Uttoxeter Heath Community Centre, Uttoxeter's Random Acts of Kindness Group, Uttoxeter Cares and St Giles Hospice being amongst the key organisations already involved.
- To create a revolutionary blueprint which aimed to encourage people to improve their lives, relationships and wellbeing by contributing to their local community.
- Eventually, the project will see the creation of a 'hub' consisting of volunteers and 'community connectors' who will help people make new social connections and access support and voluntary services.
- Compassionate Communities is an established programme elsewhere in the UK, which centres on acting with kindness and compassion, having a profound effect on everyone's health and wellbeing.
- The aim is to build strong social networks and community engagement so that people are supported in their health and wellbeing, and can build or already have supportive relationships in place to help deal with the serious illness, ageing, caregiving and loss.
- Compassionate Communities provide expertise in working with naturally occurring networks to build and run a civic programme which brings those together and helps identify unmet needs.
- The Compassionate Community project will launch a Joy app which will use technology to help people find out about social groups, community organisations and volunteer opportunities locally.
- He was currently putting together an application for Compassionate Communities UK Charter Award.
- He was looking at this from an NHS point of view, to open the doors to those wonderful people doing amazing things in the community and voluntary sector.

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- It would be a form of social prescribing, which is one of the aims in the NHS long term plan - people who are actively helping in their community can find meaning, purpose and enjoyment, more so than being a consumer of the service.
- As well as working towards Compassionate Communities status, the project would map out the social, community and voluntary aspects.
- Voluntary groups across the town forging new connections that will make it much easier for people to find out how to join in and understand what different groups have to offer within our town.
- He urged residents to become involved with the Compassionate Community and asked 'is there something you can do to help' – Get involved.
- He expressed his thanks to Council to listening and providing him with the platform to promote Uttoxeter becoming a Compassionate Community.

The presentation was followed by a brief question and answer session. The Mayor expressed Council's thanks to Dr Atherton for an informative update on the Compassionate Communities and he reinstated Standing Orders accordingly.

The Mayor reported that he along with Councillors Headech and P Hudson, were members of the Compassionate Community Committee and that they would continue to provide Council with updates accordingly.

RESOLVED that the same be noted.

- (b) As part of the Compassionate Communities, the Chair reported that he would be requesting that the Policy and Planning Committee under its Partnerships terms of reference, consider the following at a future meeting:
- creating an incentives scheme to celebrate and highlight the most creative compassionate organization, event, and individual(s) to form part of an annual award administered by a committee drawn from the Compassionate Community members. A 'Mayors Prize' will recognize individual(s) for that year those who most exemplify the Town's values of compassionate care.
  - Work with local social or print media to encourage an annual town-wide short story or art competition that helps raise awareness of ageing, dying, death, loss, or caring.

RESOLVED that the same be noted.

**15. POLICE REPORTS / UPDATES**

The Clerk reported:

- (a) Receipt of the Uttoxeter Heath Ward Report for January 2022 (received 12 January 2022) and for February (received 31 January 2022), as forwarded to Members for information.
- (b) Receipt of the Uttoxeter Town Ward Report for February 2022 (received 31 January 2022), as forwarded to Members for information.

RESOLVED that with respect to Item Nos. 15(a)-(b), the same be noted.

- (c) That PCSO Hales 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 Hales to the meeting. She reported on the following:

- Crime - Overall 31% increase this year compared to last year – an increase from 358 last year to 470 recorded this year.
- Biggest reductions top three were:
  - Burglary Residential - previous year was 5 and this year it was 1, a decrease of 80%.
  - Theft of motor vehicles – previous year was 2 and this year it was 1, a decrease of 50%.
  - Vehicle interference – previous year was 3 and this year it was 1, a decrease of 67%.
- Biggest increase was reports of Public Order Offences - previous year was 14 and this year it was 39. It was noted that the night-time economy was still continuing to rise in the alcohol related reports of public order/assaults in the town centre during the late evenings.

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- Due to the increase in town centre public order incidents, the safer nights operations was now back up and running in Uttoxeter and Burton and .
- Antisocial Behaviour (ASB) had decreased in the last year, in 2021 there was 124 reports and in 2020, there were 138.
  - Biggest reduction – a decrease in reports of neighbour disputes. This year 11 reports had been received in comparison to 22 last year. A decrease of 10.
  - Biggest increase – a increase in reports of nuisance communications over the past year, 4 incidents last year to 5 incidents reported this year.

Councillor Trenergy sought clarity on the levels of Policing within the Town in particular at weekends. PCSO Hales reported that 2 PCSO's were within the Town until 10pm and 1-2 Police Officers until 3am-4am per shift.

The Mayor expressed Council's thanks to PCSO Hales for an informative update and he reinstated Standing Orders accordingly.

RESOLVED that the same be noted.

**16. HIGH STREET BOLLARD UPDATE**

The Clerk provided Council with an update on a further incident that occurred on 27 January 2022 with the High Street bollard. She reported that the Police had been informed of the incident and that SCC's Claims Department were taking the necessary action including reimbursement for the Clerk's time.

The Clerk reported receipt of an email received from a local retailer requesting that Council consider revisiting the road closure order for a Sunday to 3.00pm. She reported that he had been advised that it would be SCC that he would need to liaise with on this matter.

It was noted that Councillor P Hudson had a meeting on 24 February 2022 with SCC's Strategic Community Infrastructure Manager and suggested that the retailer be encouraged to contact him direct.

Councillor P Hudson expressed his thanks to the Clerk for the amount of time that she had carried out on matters relating to the High Street bollard and liaison with SCC.

RESOLVED that the same be noted.

**17. TOWN COUNCIL ACCOUNTS – UP TO AND INCLUDING 31 DECEMBER 2021**

Council gave consideration to the Town Council Accounts up to and including 31 December 2021 as prepared by the RFO and the Chair and Vice-Chair of the Finance and General Purposes Committee. Council's instruction was sought.

RESOLVED that the Town Council Accounts for up to and including 31 December 2021 be accepted and approved.

**18. 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:*

- 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).*
- Seeks clarity on how decisions are made for granting permission/declining for events to take place within the Town.*

The Clerk reported receipt of an email dated 13 January 2022 received from County Councillor P Hudson advising Council that he had received the following response from County Officers 'Currently any Special Event TTRO or TTRN is publicised in accordance with our process. Once publicised, the public consultation begins and anyone is welcome to contact us to provide comment. On a separate note, NMU & TMA Assurance are currently in the process of contacting

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*all parish, town borough and district councils with a view to adding them to the one network distribution list for road closures so that they receive these notifications directly at the point of creation going forward via automated email.*

*If the closures are the responsibility of a Borough/Town/District Council, we would expect the organisers to carry out their own consultation, on which we provide comment as necessary as a consultee, and then add the Borough Council closure to One Network as the Network Authority. It is currently not sent to stakeholders though, as this would duplicate the Borough Council's process.' Council's instruction was sought.*

The Chair summarised the information received and reported that, unless it was the Town Council applying for the road closure order, the Town Council was a consultee only and that it was under the authority of SCC to permit or decline a road closure order application for an event to take place within the town.

RESOLVED that the same be noted.

**19. FUTURE USE OF THE TOWN CENTRE IN RELATION TO THE HUNT MEETINGS**

Councillor T Crutchley requested this matter be included within the Agenda and requested that Council, following the planned Hunt Meet in Uttoxeter Market Square on New Year's Day which was subsequently cancelled and switched to another venue, she requested that Council gave consideration to the future use of the town centre in relation to the hunt meetings following recent news of hunts being found to act unlawfully and she suggested that the Town Council should not be seen to be promoting or having association with groups linked to unlawful behaviours.

Councillor T Crutchley proposed that the Council 'write to the County Council Highways Lead to request that in future, they refuse permission for the hunt to meet in Uttoxeter town centre given the concerns regarding hunts being known for breaking the law, concerns that it is a danger to local wildlife which our biodiversity strategy is seeking to protect, and it impedes normal traffic and activity in the town.' Councillor Krupski seconded the proposition.

It was noted that no evidence was provided that the local Hunt in question had broken the law. It was noted that some Members expressed their concerns of the safety of pedestrians within the town centre during the Meet and the close proximity of horses to the public in attendance. It was noted that the Meet took place on a local farm and it was understood that this would be same going forward. A lengthy debate ensued.

Councillor T Crutchley's proposition was put to the vote, the vote being:  
In favour of the proposition – 4 votes  
Against the proposition – 6 votes  
Abstention from the vote – 1  
The proposition was lost.

**20. UPCOMING REPORT FROM MIDLANDS CONNECT ON THE A50-A500 ROAD CORRIDOR**

The Clerk reported receipt of an email dated 1 February 2022 received from Midlands Connects Engagement Assistant, as forwarded to Members on 2 February 2022, advising Council that the Midlands Connects Report on the A50/A500 manufacturing corridor, which was extremely important for residents of Uttoxeter, was now nearly ready for release.

Council was advised that the upcoming report named 'Levelling up Stoke, Staffordshire & Derby: The road to success. A strategic plan to improve the A50/A500 North Midlands Manufacturing Corridor' outlines Midlands Connect latest suggested plan to reduce congestion, improve reliability and support large manufacturers for the benefit of local residents, business and industry in the area. The report would be launched via an event on zoom on 23 February 2022 and Council was asked to nominate a Town Council Representative(s) to attend the meeting. Council's instruction was sought.

RESOLVED that:

- (i) The Clerk liaise with Midlands Connect Engagement Assistant to advise that Council appointed Councillors C Sylvester and Z Krupski as Council Representatives to attend the launch via an event on zoom on 23 February 2022.
- (ii) Councillors C Sylvester and Z Krupski provide Council with an update following the meeting.

**21. ESBC – UTTOXETER PRECEPT REQUIREMENT 2022/23**

- (a) The Clerk reported receipt of an email dated 13 January 2022 received from ESBC's Financial Management Unit confirming receipt of the Council's completed Precept Requirement Form as issued to ESBC on 12 January 2022.

RESOLVED that the same be noted.

- (b) Members were provided with a copy of the completed Precept Breakdown for 2022-23 for their information.

RESOLVED that the same be noted.

**22. RISK ASSESSMENTS – UPDATED**

Council was asked to review and adopt the following updated Policies:

- (a) **FIRE EVACUATION PROCEDURE**  
Fire Evacuation Procedure. Council's instruction was sought.

RESOLVED that the Fire Evacuation Procedure be adopted and approved.

- (b) **FIRE SAFETY POLICY**  
Fire Safety Policy. Council's instruction was sought.

RESOLVED that the Fire Safety Policy be adopted and approved.

- (c) **FIRE RISK ASSESSMENT**  
Fire Risk Assessment. Council's instruction was sought. The Clerk reported that Fire Extinguisher training was required for all Staff members and that the Office Manager had obtained a quote for 5 delegates in the sum of £240 including travel plus vat. Council's instruction was sought.

Councillor M Crutchley sought clarity on the validity of the training. The Clerk reported that she would confirm with Councillor M Crutchley however she understood validity was for three years.

RESOLVED that:

- (i) The quotation received from The Training Company for Fire Extinguisher training for 5 members of staff in the sum of £240 including travel plus vat, be accepted and approved, funded by the Training budget allocation.
- (ii) The Fire Risk Assessment be adopted and approved.

**23. ELKES BISCUITS**

*As Resolved by Council at its Extraordinary Meeting held on 30 November 2021 that:*

- (i) *The Town Council take steps to support employees to find new jobs and offers the Town Hall for a job fair to be held locally.*
- (ii) *The Clerk write to the Owner of Elkes Biscuits to express Council's dismay that this proud brand and business has been in Uttoxeter for over 100 years and may close resulting in the loss of 500 jobs and Council urges you to increase your focus and efforts in finding a suitable new owner. Alternatively, to consider rationalising the business to make it more cost effective and profitable to either retain or to sell on.*



(iii) *The Clerk write to the Leader of ESBC and the Leader of SCC and relevant Organisations (locally and nationally) to:*

- *Ascertain what further action they have taken or are considering taking to preserve this much needed employment in Uttoxeter;*
- *To ascertain, if the results of the consultation that is currently taking place is for the closure of the business and the loss of 500 jobs, what further action are they intending to take to find these individuals alternative employment and provide them with the appropriate support and assistance in finding gainful employment.*
- *Advise that the Town Council wishes to work with ESBC and SCC and other Organisations to offer the use of the Town Hall for a jobs fair to assist the Elkes employees seek alternative employment.*

The Clerk reported receipt of a letter dated 10 January 2022 received from The Site General Manager of Elkes in response to the above mentioned. Council's instruction was sought.

Members gave consideration to the contents of the correspondence received, the conditional agreement to sell the Elkes Biscuits to the Boparan Private Office (BPO), due to be completed on 12 February 2022. The Mayor reported that The General Site Manager of Elkes had stated in his response *'We believe this is very good news for the business and the town, securing the immediate future of the site and keeping alive the 100-year biscuit making heritage in Uttoxeter.'*

Councillor Krupski requested that it be recorded within the Minutes that he had pointed out that, following the sale, the business would now be owned by high end investors. Following due debate, it was

RESOLVED that at this time, the same be noted.

**24. DEFIBRILLATOR FOR UTTOXETER TOWN HALL**

*As Resolved by Council at its meeting held on 11 January 2022 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.*

The Clerk reported the following:

- (a) A Meeting took place with Uttoxeter Knights on 18 January 2022 and Council were advised that the Knights would be in a position to provide £250 towards the siting of a defibrillator on the Town Hall. Council was advised that a defibrillator costs approximately £2,000. Costings were awaited from AED.
- (b) Receipt of an email dated 21 January 2022 from ESBC's Planners informing Council that the siting of a defibrillator on the Town Hall would require Listed Building Consent. Council's instruction was sought.

RESOLVED that (a) and (b) as recorded above, be deferred for consideration by the Finance and General Purposes Committee at its next meeting.

**25. POLICY AND PLANNING COMMITTEE MEMBERSHIP**

As requested by the Chair of the Policy and Planning Committee, Council was asked to give further consideration to the vacancy within the Policy and Planning Committee. Members were advised that the Committee meetings took place on the fourth Tuesday of the month at 2.00pm.

It was noted that the current Committee Membership:

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

Council's instruction was sought.

Councillor L Sylvester reported that she would no longer be available to meet in the afternoons and would prefer the meeting time be revised to permit her to remain on the Committee.

Councillors P Hudson and M Crutchley suggested that the Committee meeting be moved to an evening meeting. The Clerk reported that when the timing of the meeting had been raised previously, it was noted that the Policy and Planning Committee Members preference was for a daytime meeting. She raised her concerns with respect to her availability for a further evening meeting and regards the impact evening meetings have on her normal working day. She reported that she would discuss amending the time of the meeting with the Chair of the Committee who was absent from this meeting. It was noted that Councillors Krupski, L Sylvester and Treney confirmed that they would be available to attend a morning meeting on the fourth Tuesday of the month. Following due debate, it was

RESOLVED that:

- (i) The current Policy and Planning Committee Membership remain as is.
- (ii) The Clerk liaise with the Chair of the Committee with respect to the meeting taking place within the morning of the fourth Tuesday of the month, commencing forthwith.

**26. FAIRTRADE UTTOXETER**

The Clerk reported receipt of the notes from the Fairtrade Uttoxeter Steering Group meeting held on 13 January 2022 for Members information.

RESOLVED that the same be noted.

**27. HMRC SUPPORT**

The Clerk reported receipt of an email dated 19 January 2022 from HMRC Re: Claiming back Statutory Sick Pay due to coronavirus, as forwarded to Members and Council's Payroll Provider.

RESOLVED that the same be noted.

**28. STAFFORDSHIRE PENSION FUND CORRESPONDENCE**

- (a) LGPS Employer Focus Newsletter – January 2022 dated 11 January 2022, as forwarded to Members and Council's Payroll Provider on 11 January 2022.
- (b) LGPS Additional January Employer Focus Newsletter on progress on the McCloud Judgment (McCloud Contacts) as forwarded to Members and Council's Payroll Provider on 27 January 2022.

RESOLVED that with respect to 28(a)-(b) as above, the same be noted.

It was proposed, seconded and carried that Councillor Headech, the Deputy Mayor Chair the meeting for Item No. 29(a)-(c).

It was noted that Councillors C Sylvester and D Goodfellow declared an interest in Item No. 29(a)-(c) and they left the Chamber before the debates/votes.

**29. PLANNING APPLICATIONS**

Council is asked to give consideration to the undermentioned Planning Applications:

- (a) 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.
- (b) P/2022/00042 - Conversion of office (Class B1(a)) to dwellinghouse (Class C3) including erection of single storey side extension, single storey front extension to form double garage, installation of rooflights on side and rear elevations installation of air con unit and air source heat pump, enlargement of window openings and raised patio areas, The Barn, Moor House Farm, Wood Lane, ST14 8JR.
- (c) P/2021/01689 - Demolition of existing bungalow to facilitate the erection of a detached employment building comprising of uses Class E(g)(iii) (Industrial Processes), B2 (General Industrial) & B8 (Storage & Distribution) with external yard, landscaping, access, car parking, septic tank and associated works, Fuel Energy Services Ltd, Dovefields, ST14 8SW.

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

It was noted that Members had been issued with the Planning Decision Notices as received from ESBC since the date of the last meeting for their information.

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

RESOLVED that with respect to Planning Applications No.:

- (i) P/2021/01625 – Council had no comment to make at this stage.
- (ii) P/2022/00042 – Council had no comment to make at this stage.
- (iii) P/2021/01689 – Council request that the Planning Authority ensure that the following biodiversity protection measures, the Applicant be requested to:
  - Maintain the existing tree cover as far as possible;
  - Ensure a good buffer area to the watercourse to protect biodiversity;
  - The use of wildlife-friendly lighting and fencing;
  - The use of permeable surfaces wherever possible for parking and roadways, especially given they are building in an area which could be liable to flooding and drainage has to be maximised;
  - Install bat boxes and the like.

It was noted that Councillors D Goodfellow and 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.

Councillor P Hudson left the meeting at 8.20pm to attend another Parish Council 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. **RECOMMENDATIONS OF THE WORKING COMMITTEE HELD ON 27 JANUARY 2022**  
Council gave consideration to the Recommendations of the Working Committee Meeting held on 27 January 2022.

RESOLVED that the Recommendations of the Working Committee Meeting held on 27 January 2022 be approved and ordered to form part of the minutes attached hereto as Appendix B.

Councillor K Hudson declared an interest in Item No. 32 and she left the Chamber before the debate/vote. It was noted that Councillor P Hudson had declared an interest in this Item however, it was noted that he left the meeting at 8.20pm.

32. **ST JOHN'S HALL, CARTER STREET – CURRENT ST JOHN AMBULANCE PREMISES**  
The Clerk reported that a meeting with St John Ambulance was due to take place mid-February and that an update would be provided to Council following the meeting. Councillor Krupski reported storm damage had occurred to the roof of St John's Hall over the weekend. It was noted that the Clerk would liaise with St John Ambulance to advise.

RESOLVED that this matter be included for further consideration by Council at its next meeting, in private.

It was noted that Councillor K Hudson returned to the Chamber.

33. **CEMETERY EXTENSION**  
The Clerk reported receipt of a quotation received 1 February 2022 received from North Point Surveys (as recommended by Surveyor who carried out the initial site visits for the extension) to carry out the necessary land Registry compliant plan as requested by Council's Solicitor. Council's instruction was sought.

RESOLVED that the quotation received from North Point Surveys in the sum of £465 plus vat be accepted and approved, funded by the Cemetery Repairs and Maintenance budget allocation.

34. **STAFFING INCLUDING TRAINING**  
(a) The Clerk reported receipt of an emails dated 12 January 2022 received from Unite enclosing a ballot paper for strike action, as forwarded to Members on 12 January 2022 and email

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

dated 14 January 2022 received from Unison 'Important communication from UNISON' as forwarded to Members on 17 January 2022.

RESOLVED that the same be noted.

- (b) The Clerk reported on the staff lieu time hours for up to 4 February 2022 were 16 hours. Council were reminded of the previous months lieu time hours upto 2 January (25¾) and December (21¼).

RESOLVED that the same be noted and approved.

- (c) Council was informed that the Mayor and Deputy Mayor had carried out the Staff Annual Appraisals of the Town Clerk and Office Manager and reviewed the appraisals made by the Office Manager for the Town Hall Staff in January. He reported that these were particularly relevant because of major changes in job descriptions of all Town Hall Staff as incorporated during 2020-21. He reported that following the appraisals, Recommendations had been made by the Mayor and Deputy Mayor, which would be included for consideration by the Personnel Committee at its meeting scheduled to take place on 17 February 2022.

RESOLVED that the same be noted.

35. **AGENDA ITEMS FOR NEXT MEETING**

None received.

The meeting closed at 8.35pm.