



UTTOXETER TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY, 8 MARCH 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, R Hawkins, H Headech (Deputy Mayor), K Hudson, P Hudson, Z Krupski, P Lancaster, N Lowe, L Sylvester, M A Trenery, 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 and D Goodfellow and that Council had granted Dispensation for Councillor 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: Councillor Lloyd-Ewer

RESOLVED that the same be noted.

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, 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 the member of the public to the meeting. It was noted that the member of the public did not wish 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 H Headech declared an interest in Item Nos. 31(a)-(b)

Councillor K Hudson declared an interest in Item Nos. 23 and 35

Councillor P Hudson declared an interest in Item Nos. 23 and 35

Councillor Z Krupski declared an interest in Item Nos. 29(d), 31(a)-(b)

Councillor N Lowe declared an interest in Item No. 35

Councillor C Sylvester declared an interest in Item Nos. 29(a)-(f)

Councillor MA Trenery declared an interest in Item Nos. 19(c)-(d)

Councillor M Williams declared an interest in Item Nos. 19(c)-(d)

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 8 February 2022 were approved as a correct record and signed by the Chair.

It was noted that Councillor M Williams abstained from the vote due to nonattendance at the Council meeting.

(b) Council gave consideration to the Recommendations of the Queen’s Jubilee Committee held on 12 January 2022.

Prior to the Council ratifying the Recommendations of the Queen’s Jubilee Committee, Councillor MA Trenery wished for it to be recorded that she raised her concerns with respect to the following:

- Brief terms of reference for the Committee;
- Sought clarity on whether full financial risk assessments had been carried out;
- She noted that the relevant insurance provisions were in place, however sought clarity on the risk management processes were in place.

The Chair permitted Councillor Krupski to respond to the concerns raised by Councillor Trenery and he reported on the following:

- Wished to reassure that full risk assessments had been carried out and that a full risk management programme was in place;
- A Treasurer had been appointed and a bank account was in place where all monies were being banked by UTC Staff accordingly;
- All relevant insurance and certification would be obtained from all traders attending the event including food hygiene prior to the event which would also be issued to the Racecourse for their records;
- 15 local Charities had been offered space at the event to promote themselves;
- Weekly reviews were carried out on the income being received and any expenditure;
- Local businesses had provided sponsorship for some of the expenses, other expenses would be funded by the income generated;
- He confirmed that the income exceeds all outgoings by 50%;
- The Committee expected a large number of attendees to pay on the day;
- No funds could be removed from the bank without two cheque signatories authorising the payments which was confirmed by Councillor Headech;
- He paid tribute to the Committee Members who were working tirelessly behind the scenes for a truly joyous occasion, to celebrate the 70 years our Queen has been on the throne which would be a day of celebration, fun activities, laughter, music and games for all the Family
- The event was being organised by residents of Uttoxeter in conjunction with Uttoxeter Town Council and he reminded Members that the main and only aim was to ensure Uttoxeter’s residents have a fabulous fun day out.

RESOLVED that the Recommendations of the Queen’s Jubilee Committee held on 12 January 2022, be approved and ordered to form part of the minutes attached hereto as Appendix A.

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

Signed: Date:

- (c) Council gave consideration to the Recommendations of the Queen’s Jubilee Committee held on 27 January 2022.

RESOLVED that the Recommendations of the Queen’s Jubilee Committee held on 27 January 2022, be approved and ordered to form part of the minutes attached hereto as Appendix B.

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

- (d) Council gave consideration to the Recommendations of the Queen’s Jubilee Committee held on 16 February 2022.

RESOLVED that the Recommendations of the Queen’s Jubilee Committee held on 16 February 2022, be approved and ordered to form part of the minutes attached hereto as Appendix C.

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

- (e) Council gave consideration to the Recommendations of the Policy and Planning Committee held on 22 February 2022.

RESOLVED that the Recommendations of the Policy and Planning Committee held on 22 February 2022, be approved and ordered to form part of the minutes attached hereto as Appendix D.

- (f) Council gave consideration to the Recommendations of the Town Hall Entertainments Committee held on 22 February 2022.

RESOLVED that the Recommendations of the Town Hall Entertainments Committee held on 22 February 2022, be approved and ordered to form part of the minutes attached hereto as Appendix E.

- (g) Council gave consideration to the Recommendations of the Finance and General Purposes Committee held on 25 February 2022.

RESOLVED that the Recommendations of the Finance and General Purposes Committee held on 25 February 2022, be approved and ordered to form part of the minutes attached hereto as Appendix F.

7. ACCOUNTS

- (a) Consideration was given to the list of accounts submitted for payment in the sum of £23,242.91

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 February 2022.

RESOLVED that the same be noted.

8. BANK BALANCES

At 8 March 2022 the bank balances stood at:

RBS Current Account	£ 13,042.59
RBS Special Interest Account	£261,438.99
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors’ Account	£ 490.34
RBS Deposit Account 32 Carter Street	£ 655.01
RBS 19A High Street Deposit Account	£ 324.62
Barclays Business Deposit Account	£ 85,000.00

Signed: Date:

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:
- | | |
|------------------|---|
| 25 February 2022 | Mayor's Fairtrade Coffee Morning |
| 28 February 2022 | Presentation of First Responder Vehicle |
| 4 March 2022 | Lent Lunches |
| 5 March 2022 | Uttoxeter Lions Charter Night |
- (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) County Councillor Hudson provided the Council with a written report on County Council matters since the date of the last meeting which included the following:

- **County Council Strategic Plan 2022-2026**
 - Support Staffordshire's economy to grow, generating more and better-paid jobs.
 - Fix more roads, and improve transport and digital connections.
 - Encourage good health and wellbeing, resilience and independence.
 - Tackle Climate change, enhance our environment, and make Staffordshire more sustainable.
 - Offer every Staffordshire child and young person the best start in life, and the chance to achieve their potential.
- **SCC Council Tax** - Increase of 2.99%, Band D £1,401.30
- **Safer Roads**
 - Together with the help of the Town Council, two more SIDS had been purchased to be located in Kingfisher Way and Highwood Road with the purchase of two more in the next financial year. This would then cover our main roads into Uttoxeter which had been shown to have speeding issues.
 - He would be providing speed labels to be sited on wheelie bins within Stafford Road in the short term prior to it becoming a designated camera route.
 - He had authorised and funded permanent Community Speed watch signs to be located on all of our main roads into Uttoxeter. This meant that the volunteers would no longer have to put up the temporary signs when carrying out duties. It was hoped that these would be sited very soon.
 - He was still awaiting the Staffordshire Safety Road Partnership to designate Stafford Road on the camera route and then 30mph/camera signs could be incorporated.
 - Community Speed Watch would be commencing again in the next few weeks.
 - The bollard in High Street had been repaired several times over the last few months and when it was working, the system appeared to be working well. He had discussed the future with officers of the County Council and SCC will fund a feasibility study to find the best system to ensure all users of High Street are safe. However, the future of the Maltings Precinct could determine what that may be. At this time, he did not intend to spend public money on such a study, until it was the right time to do so.
- **Supporting local businesses**
 - He was glad that Elkes Biscuits had been saved and that no redundancies have been made. This was very good for the local economy and the health and welfare of the employees, many of which were local residents.
- **Health and Wellbeing of our residents**
 - He had personally contacted and thanked Mr Stuart MacKinnon for the assistance of his business in setting up a new First Responder for Uttoxeter. He has paid for the training of the volunteer and donated a vehicle for the service. He reported that he had pledged support in the future running of this essential community service.

The Chair expressed his thanks to Councillor P Hudson for his detailed County Council Report.

Signed: Date:

- (b) The Clerk reported that no written Borough Councillor Reports had been received.

Councillor Hawkins expressed his disappointment that again no Borough Councillor Reports had been provided. It was noted that County, Borough and Town Councillor P Hudson urged his fellow Borough Councillors to provide the Town Council with a written or verbal report. It was noted that he was not a Borough Ward Councillor for the Town. He was disappointed that no reports were received from Borough Councillors or Senior Borough Councillors to provide the residents of the Town with an update

Councillor C Sylvester reported that he would provide Council with a written Borough Councillor Report for the Council meeting scheduled to take place on 14 April 2022.

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

Councillor Trenerly reported attendance at the following events:

- The Fairtrade Group meeting held on 10 February 2022. It was noted that the minutes from the meeting were due to be considered under Item No. 26;
- The Fairtrade Coffee Morning supported by the Town Mayor held within the Town Hall on 25 February 2022 which had been a very successful event.

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 – 4 February, Bulletin – 7 February, Updated training course dates – 15 February, Bulletin dated 21 February 2022, emails 18 February 2022 and 21 February 2022 – NJC Scales and SPCA Advice, Bulletin dated 28 February 2022), as forwarded to Members accordingly.
- (b) SLCC Civility and Respect Project Update - February 2022, as forwarded to Members.
- (c) SCC PTTRO Temporary Road Closure Orders – various PTTRO's for out of Uttoxeter boundary and email update 15 February 2022 from SCC informing that the Town Council had been added to the list for road closures within East Staffordshire, as forwarded to Members.
- (d) ESBC – email dated 14 February 2022 copied to the Clerk Re: Temporary Road Closure Order 17146 to the Organiser of the Makers Market for the Uttoxeter Makers Markets to take place within the High Street/Market Place on various dates in 2022, as forwarded to members and Staff on 14 February 2022.
- (e) Email from SCC relating to Libraries as dated 28 February 2022, as forwarded to Members.
- (f) Sustainable Staffordshire - Sustainability tips of the week dated 14 February 2022, dated 21 February 2022, 28 February 2022, as forwarded to Members.
- (g) Blooming Brilliant News: Issue 22 as forwarded to Members on 11 February 2022.
- (h) SCC Vaccination and Testing Stakeholder Update (dated 4 February 2022, 14 February 2022, 18 February 2022, 25 February 2022) as forwarded to Members.
- (i) Staffordshire Means Back to Business (National Apprenticeship Week - how businesses use funding 4 February 2022, Get funding to join the 70% of businesses who intend to get an apprentice this year 11 February 2022, HR company set to double turnover thanks to apprentice dated 18 February 2022, Turn your workplace into an anti-Idling zone! Dated 25 February 2022) as forwarded to Members accordingly.
- (j) 7 February – Further liaised with SCC re High Street bollard damages/UTC associated costs to be reimbursed.
- (k) 7 February - Received a copy of an email to Councillor M Lloyd-Ewer from a Member of the Public regarding SIDS data and information. Council is informed that the Clerk responded to the Member of the Public providing copies of the Council's Minutes and provided an update on the SIDS programme for the Town.
- (l) Liaised with Councillor M Crutchley who kindly provided the latest available data as downloaded from the SIDS which has been duly incorporated on the Council's website.
- (m) 8 February - Received and responded to an email received from a local retailer with respect to the road closure hours on a Sunday for the High Street/bollard usage.
- (n) Liaised with Croxden Parish Councillor re attendance at the Council meeting on 8/02.

Signed: Date:

- (o) Liaised with the Rural Parish Clerk re: Midlands Connect contact details.
- (p) 9 February - Liaised with Clerk at Marchington Parish Council regarding information and contact details for SIDs as used for Uttoxeter.
- (q) Liaised with Admin Staff regarding updated EPOS receipting system and progression of BACS payments for future Council payments, amendment to Payment List and incorporated additional Admin Users for Bankline.
- (r) Received email dated 9 February 2022 from Douglas Macmillan - Our Online Auction launches this Friday, as forwarded to Members.
- (s) 10 February 2022 - Site meeting with North Point Surveys and adjacent landowners regarding proposed extension to the Cemetery. Provided Mayor, Deputy Mayor and Council's Solicitor with update from the meeting.
- (t) Liaised with St John Ambulance regarding meeting on 25 February 2022 and recent damage to the roof of St John Hall in Carter Street.
- (u) Liaised with Council's Internal Auditor, the Mayor and Deputy Mayor and Admin Staff regarding the update of UTC's Fiscal Regulations in readiness for BACS payments being made for invoices from 1 April 2022.
- (v) Received an invitation to the Zoom Presentation on 20 mph speed limits by 20's Plenty for Staffordshire Team at 7.30pm on Tuesday, 1 March 2022, as forwarded to Members on 10 February 2022 and revised date email on 16 February 2022.
- (w) 11 February 2022 - Received an email from the Curator at Redfern Cottage seeking permission for the use of the Council's Coat of Arms for use upon 70 commemorative mugs they are hoping to produce to sell over the celebration weekend. Council is informed that the Mayor and Deputy Mayor granted permission for the use of the Coat of Arms.
- (x) Received an email from ESBC's Planning Support Team advising Council that P/2021/01689 as considered by Council on 8 February 2022 included an incorrect site address for Dovefields. Council is informed that the correct site address was The Bungalow, Ashbourne Road, ST14 5AB, as forwarded to Members on 11 February 2022.
- (y) 14 February 2022 – Liaised with ESBC regarding the precept figures for the Town within the Council tax leaflet.
- (z) Liaised with Members of the Working Committee and Council's Solicitor regarding the progression of the proposed extension to the Cemetery following the site meeting.
- (aa) 15 February 2022 – Liaised with the Mayor, Deputy Mayor and Chair of Policy and Planning Committee together with Committee Members regarding revising the time of the meetings going forward. Council is informed that the Policy and Planning Committee will meet on the fourth Tuesday of the month at 10.00am.
- (bb) Liaised with The Diocese Office regarding the Faculty and best way forward to progress the installation of additional AGLS and plinths for future usage.
- (cc) 16 February 2022 – Liaised with Diocese Office and the Deputy Mayor/Chair of the Working Committee regarding the Petition and Faculty update.
- (dd) Liaised with the Mayor, Deputy Mayor, Councillors P Hudson and M Crutchley with regard to the quotation received for the installation of the SIDs for Highwood Road and Kingfisher Way.
- (ee) Liaised with Contractors to seek up to date quotations for the AGLS and plinths to progress the Garden of Remembrance subject to receipt of the Faculty.
- (ff) Trent Rivers Trust Update – Email 16 February 2022 as forwarded to Members.
- (gg) 17 February 2022 - Received and responded to a complaint from a local business regarding refusal of access to their premises within the High Street .
- (hh) 18 February 2022 – Received an email from SCC regarding Staffordshire County Council Weather Alert: Storm Eunice, as forwarded to Members.
- (ii) 18 February 2022 and 20 February 2022 – callouts for the High Street bollard.
- (jj) 21 February 2022 – Liaised with SCC, a local business owner and First County Monitoring regarding the High Street bollard matters.
- (kk) 21-28 February 2022 – Liaised with the Mayor, Deputy Mayor, Chair of F&GP, SPCA, ALCC, Council's HR Provider, Payroll Provider and Internal Auditor re NJC Pay Awards.
- (ll) Liaised with the Mayor, Deputy Mayor and Council's Insurance Provider regarding storm damage to a vehicle.

Signed: Date:

- (mm) Liaised with Council's Architect regarding the interior quotations for the decorating following the Town Hall roof storm damage.
- (nn) Received and responded to an email regarding the "Geocaching mega event" taking place in Uttoxeter between 1-8 August 2022 and liaison with the Mayor, Deputy Mayor, Chair of the Footpaths Committee and Committee Members.
- (oo) 25 February 2022 – Issued Members with an email dated 23 February 2022 received from Midlands Direct issuing Members with the A50/A500 Report Launch Presentation.
- (pp) Received and responded to an email received from Kate Griffiths MP with respect to access passes for the High Street bollard following a complaint from a local business.
- (qq) Received an email dated 1 March 2022 from British Gas - Zero Carbon Electricity for businesses, as forwarded to Members accordingly.
- (rr) Received an email dated 1 March 2022 from SCC regarding Get Air Aware - Switch off when you drop off, as forwarded to Members on 2 March 2022.
- (ss) Received My Staffs Newsletter: March edition on 2 March 2022, as forwarded to Members.

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

14. POLICE REPORTS / UPDATES

- (a) The Clerk reported receipt of the Uttoxeter Town Ward and Uttoxeter Heath Ward Reports for March 2022 as received 27 February 2022, as forwarded to Members for information on 28 February 2022.
- (b) It was noted that PCSO Leathers was not in attendance at the meeting.

RESOLVED that the same be noted.

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

Council were informed that Station Manager Mark Tattum (for Abbots Bromley, Barton under Needwood and Uttoxeter) had issued his apologies prior to the start of the meeting.

RESOLEVD that the Clerk continue to liaise with Station manager Tattum regarding attendance at the June Town Council meeting.

16. THE SITUATION IN THE UKRAINE

Councillors Lowe, C Sylvester and Z Krupski requested that this matter be included within the Agenda and requested that Council discuss the situation in the Ukraine. Councillor Krupski reported that we had all witnessed on television and via the media in general the massive suffering endured by the Ukrainian people by the war being waged by Russia. He stated that most of us could not imagine the horrors and deprivation that the people of this sovereign state had endured over the last thirteen days and continue to suffer, with courage in the coming weeks and months. He urged the Council to:

- Send a clear message from Uttoxeter Town Council, that we whole heartedly support & stand by the people of Ukraine and denounce the monstrous aggressive actions by the Russian Government in waging war against a peaceful sovereign state .
- That Uttoxeter Town Council supports a local UK Disaster Emergency Fund (or similar) in the sum of £1,000 to provide humanitarian aid to the people of Ukraine, funded by the S137 Sundry Grant budget allocation.
- That UTC write to ESBC urging them to provide all possible assistance to the Ukrainian refugees including the provision of accommodation and financial support.
- That we publish on the UTC website collection points for donations.

The Chair reported that ESBC had, at its meeting held last week, offered National Government all necessary support along with other Staffordshire based Councils to assist those in need fleeing the Ukraine.

The Clerk reported receipt of advice from Council's Internal Auditor that the Council could provide a donation however it had to be a local or Charity based in this Country. Council's instruction was sought.

Signed: Date:

RESOLVED that:

- (i) The Clerk issue a Press statement that the Council whole heartedly supports and stands by the people of Ukraine and denounce the monstrous aggressive actions by the Russian Government in waging war against a peaceful sovereign state.
- (ii) The Markets Committee be granted delegated power to progress with immediate effect, if feasible, a free of charge indoor market for crafts, foods, vintage items, etc, with monies to be donated to UK Disaster Emergency Fund (or similar).
- (iii) The Council supports a local UK Disaster Emergency Fund (or similar) in the sum of £1,000 to provide humanitarian aid to the people of Ukraine, funded by the S137 Sundry Grant budget allocation.
- (iv) The Clerk write to ESBC to express Council's thanks for the support that they are currently offering and going forward to the refugees from the Ukraine.
- (v) The Office Manager promotes local locations for donations for the people of the Ukraine on the Council's website and social media.

It was noted that Councillor M Crutchley voted against (i) and (iv) as above. It was noted that Councillor Williams abstained for the vote for (iii) as above.

17. CODE OF CONDUCT – UPDATED

Council was asked to consider adopting the Draft Code of Conduct (National Code of Conduct as provided from ESBC), as amended by Councillors C Sylvester, Headech and MA Trenery. Council's instruction was sought.

RESOLVED that the Code of Conduct, be adopted and approved.

18. FINANCIAL REGULATIONS – TO BE REVIEWED

Council was informed that the Clerk was currently liaising with Council's Internal Auditor, the Mayor, Deputy Mayor and Chair of F&GP with respect to amendments being made to the Council's current Financial Regulations to enable additional Admin Staff becoming Admin Users in the Bankline System and to amend the current Regulations to enable the Council to pay the majority of its Contractors/Invoices by BACS/CHAPS payments. Council was advised that the updated Financial Regulations would be included for consideration/adoption by Council at its next meeting.

RESOLVED that the same be noted.

19. S137 SUNDRY GRANT AND CLIMATE CHANGE/BIODIVERSITY FUND APPLICATIONS

The Clerk reported that the balance in the current S137 Sundry Grant budget allocation was in the sum of £3,200.

- (a) The Clerk reported receipt of a S137 Sundry Grant Application dated 10 February 2022 as received from The Golden Oldies Charity seeking a grant of £270. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant in the sum of £270 be awarded to The Golden Oldies Charity, funded from S137 Sundry Grant budget allocation.

- (b) Council was asked to give consideration to a verbal S137 Sundry Grant Application request received by the Mayor from The First Responders for the purchase of a Defibrillator for the First Responders Vehicle in the sum of £1,000.

The Mayor reported that he had attended the handover of the Community First Responder vehicle to Uttoxeter's own Community First Responder and during the event he had been speaking with Cliff Medlicolts, the NHS Support Officer who was in charge of the Community First Responders. He reported that he had provided advice on a defibrillator for the Town Hall and that he could offer a lower rate for the purchase of them. He requested that the Council support the Community First Responder with the purchase of a new defibrillator for the First Responder Unit. Council's instruction was sought.

Signed: Date:

The Chair reported that he would like to extend an invitation to Cliff Medicolts and Mary Dorrington, the Community First Responder to attend the next Town Council meeting to provide an address to Council on recruiting additional volunteers, future funding, etc.

RESOLVED that a S137 Sundry Grant in the sum of £1,000 be awarded to The Community First Responder Unit for the purchase of a Defibrillator, funded from S137 Sundry Grant budget allocation.

Councillors Treney and Williams declared an interest in Item No. 19(c)-(d) and they left the Chamber before the debate/vote.

- (c) Council was asked to give consideration to a request for reimbursement to The Globe Group CIC dated 2 March 2022 for the balance of £423.20 for the associated costs for the second Biodiversity Leaflet/promotion as issued to residents. Council was informed that it previously agreed to fund the two leaflets via its Establishment Contingency budget allocation however, Council no longer had a budget in place for this allocation. Council was asked to fund this reimbursement via its S137 Sundry Grant budget allocation. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant in the sum of £423.20 be awarded to The Globe Group, funded from S137 Sundry Grant budget allocation.

It was noted that Councillor Lancaster voted against the above mentioned.

- (d) The Clerk reported receipt of a Grant Application for funding from the Council's Climate Change and Biodiversity Fund budget allocation as received from Uttoxeter Nature Recover Network (c/o The Globe Group CIC) seeking funding in the sum of £2,500.

The Clerk reported that £2,500 was available within the Climate Change and Biodiversity budget allocation and she reminded Council that as part of the transitional arrangements of the Biodiversity Committee to The Globe, the Council agreed that funding already agreed for biodiversity initiatives for 2021-22 would be made available to the UNRN (Uttoxeter Nature Recovery Network). Council's instruction was sought.

RESOLVED that Council authorise for the sum of £2,500 be granted to Uttoxeter Nature Recovery Network under the management of The Globe Group, funded from the Climate Change and Biodiversity budget allocation.

It was noted that Councillor Lancaster voted against the above mentioned.

It was noted that Councillors Treney and Williams returned to the Chamber.

20. PAT TESTING – ANNUAL

The Clerk reported that the Office Manager had sought quotations for the Council's annual PAT Testing due from 1 April 2022 as follows:

- £298.60 plus vat (based on last year plus 6 additional items)
- £315.00 plus vat (based on last year plus 6 additional items)

Council's instruction was sought.

Councillor M Crutchley reported that PAT testing was not a mandatory requirement and proposed that 'the quotation be deferred for consideration by Council at its next meeting to enable the Office Manager to provide the legal requirement information and a list of high risk items'. It was noted that the proposal was not seconded and therefore was not progressed.

It was noted that Members recognised that the Council had a duty of care to its staff, Councillors and Members of the public accessing the Town Hall and its equipment.

RESOLVED that the quotation received from JC Parker Electricals in the sum of £298.60 plus vat, be accepted and approved, funded by the 2022-23 Town Hall Repairs and Maintenance budget allocation.

Signed: Date:

21. ABBOTS BROMLEY NEIGHBOURHOOD PLAN

Council is advised that the Policy and Planning Committee Recommended at its meeting held on 22 February 2022 that the above mentioned be included for consideration by Council on 8 March 2022, as emailed to Members on 22 February 2022.

The Clerk reported receipt of an email dated 4 February 2022 received from Abbots Bromley Parish Council informing Committee that, under Regulation 14 Consultation, that the Pre-Submission of Abbots Bromley Neighbourhood Plan consultation commenced from 7 February to 21 March 2022, as forwarded to Members on 4 and 22 February 2022. Council was informed that Members had been encouraged to bring forward any issues that they wished to raise. Council's instruction was sought.

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

22. POLICY AND PLANNING COMMITTEE MEMBERSHIP

The Clerk reported that Councillor Hawkins had expressed his interest to take up the vacancy on the Policy and Planning Committee. Council's instruction was sought.

RESOLVED that Councillor Hawkins be appointed to the Policy and Planning Committee forthwith.

Councillors K and P Hudson declared an interest in Item No. 23 and they left the Chamber before the debate/vote.

23. ESBC MAYORING IN UTTOXETER

Councillor C Sylvester requested this matter be included within the Agenda and he requested that Council gave consideration to offering the Town Hall hire free of charge to the next Mayor of East Staffordshire, Councillor P Hudson. Council was informed that Town, Borough and County Councillor P Hudson was a proud resident of Uttoxeter, who wished to use the Town Hall facilities for his Mayoring Luncheon in Uttoxeter rather than using Burton Market Hall facilities. Council was advised that ESBC would be funding the refreshments and the luncheon. Council's instruction was sought.

RESOLVED that Council authorise for the hire of the Town Hall hire charges be offered to the next Mayor of East Staffordshire, Councillor P Hudson, free of charge.

It was noted that Councillors K and P Hudson returned to the Chamber.

24. RURAL MARKET TOWN GROUP – LOCAL COUNCILLORS PANELS – RURAL VULNERABLE YOUNG AND OLDER PEOPLE - PANEL REPRESENTATIVES

Council was asked to give consideration to appointing a Councillor from the Youth Council and a Councillor from The Compassionate Communities to join the 'Local Councillors Panel – Rural Vulnerable Young and Older People'. Council's instruction was sought.

For ease:

*Youth Council – Councillors T Crutchley, Z Krupski, M Lloyd-Ewer, C Sylvester, L Sylvester
Compassionate Communities – Councillors H Headech, C Sylvester*

RESOLVED that the Clerk liaise with Rural Market Town Group to advise that:

- (i) Councillor C Sylvester be appointed as Council Representative on the Local Councillors Panel representing Older People.
- (ii) Councillor Krupski be appointed as Council Representative on the Local Councillors Panel representing Young People.

25. ST MARY'S CLOSED CHURCHYARD – TREE WORKS

The Clerk reported that following the recent storms and damage to a tree within St Mary's Parish Churchyard, Council was advised that the Office Manager had met with Contractors to

seek costings for tree works for all trees located at the bottom of the Churchyard. Council was advised that the Working Committee would be considering this matter in due course and that any works required would be subject to a planning application given the trees were located within the conservation area.

RESOLVED that the same be noted.

26. FAIRTRADE UTTOXETER

The Clerk reported receipt of the notes from the Fairtrade Uttoxeter Steering Group meeting held on 10 February 2022 for Members information.

RESOLVED that the same be noted.

27. HMRC SUPPORT

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

- (a) Parenting, pains and paying statutory payments.
- (b) What's new for 2022 to 2023.
- (c) Employer Bulletin dated 16 February 2022.

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

28. STAFFORDSHIRE PENSION FUND CORRESPONDENCE

The Clerk reported receipt of the LGPS Employer Focus Newsletter February 2022 - SCC (All other Employers), as forwarded to Members and Council's Payroll Provider on 10 February 2022.

RESOLVED that the same be noted.

It was noted that Councillor P Hudson left the meeting at 8.20pm to attend another Parish Council Meeting.

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

It was noted that Councillor C Sylvester declared an interest in Item No. 29(a)-(f) and he left the Chamber before the debates/votes. It was noted that Councillor P Hudson had declared an interest in Item Nos. 29(a)-(f) however it was noted that he had left the meeting.

It was noted that Councillor Z Krupski left the Chamber before the debate/vote for Item No. 29(d) and it was noted that he returned to the Chamber for Item Nos. 29(e) onwards.

29. PLANNING APPLICATIONS

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2022/00069 - Erection of a Drive-Thru Restaurant including details of appearance, landscaping, layout and scale - Land at Brookside Road, Uttoxeter.
- (b) P/2022/00151 - Erection of a single storey side extension - 84 Westlands Road, ST14 8DH.
- (c) P/2022/00164 - Erection of a front porch - 6 Princess Road, ST14 7DN.
- (d) P/2022/00175 - Listed Building Consent for the repair and re-tiling of the existing roof to include replacement rooflight to rear and repair and rebuild top two courses of bricks to chimney on rear elevation - 32-36 Carter Street, ST14 8EU.
- (e) P/2022/00195 - Felling of 1 Silver Birch tree - 2 The Steeplechase, ST14 7JR.
- (f) P/2022/00198 - Installation of 6 no. electric vehicle charging points incorporating charging infrastructure, together with cabinets containing associated supporting sub-station and LV equipment - Land at Brookside Road, ST14 8AU.

It was noted that Members had been provided with the latest ESBC Decision Notices as received since the date of the last meeting.

RESOLVED that with respect to Planning Application No.:

- (i) P/2022/00069, Council requests that the Planning Authority request the following be incorporated within the development:

Signed: Date:

- (a) The use of permeable road surfaces where possible;
- (b) Leave perimeter boundaries open to enable wildlife to access the surrounding green corridors;
- (c) Incorporate adequate bin provisions within the immediate and surrounding area;
- (d) Install sympathetic wildlife friendly lighting throughout the development.
- (ii) P/2022/00151, Council had no comment to make at this stage.
- (iii) P/2022/00164, Council had no comment to make at this stage.
- (iv) P/2022/00175, Council had no comment to make at this stage.
- (v) P/2022/00195, Council wishes to advise the Planning Authority that:
 - (a) Council was unable to make any comment at this time due to the insufficient detail included within the application.
 - (b) Council request more detailed information on the application forthwith.
- (vi) P/2022/00198, Council had no comment to make at this stage.

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

Council was informed that Councillors H Headech, Z Krupski and T Crutchley who were members of the Personnel Appeals Committee had not been issued with the Recommendations of the Personnel Committee Meetings. It was noted that Councillors Headech and Krupski left the Chamber during Item Nos. 31(a) and 31(b) and that Councillor T Crutchley was not in attendance at the meeting.

31. **RECOMMENDATIONS OF THE PERSONNEL COMMITTEE**

- (a) Council gave consideration to the Recommendations of the Personnel Committee held on 17 February 2022.

RESOLVED that the Recommendations of the Personnel Committee held on 17 February 2022, be approved and ordered to form part of the minutes, filed within the Personnel File.

- (b) Council gave consideration to the Recommendations of the Personnel Committee held on 28 February 2022.

The Chair reported that as emailed to Members on 7 March 2022, the National Pay Awards for 2021-22 had been approved. He reported that as advised by NALC, Council's HR Provider and Internal Auditor, all back payments due would be made in month 12 salary payments on 11 March 2022.

RESOLVED that:

- (i) The Recommendations of the Personnel Committee held on 28 February 2022, be approved and ordered to form part of the minutes, filed within the Personnel File.
- (ii) The same be accepted and approved, funded by the Admin and Town Hall salaries budget allocations.

It was noted that Councillors Headech and Krupski returned to the Chamber.

32. **RECOMMENDATIONS OF THE WORKING COMMITTEE**

Council gave consideration to the Recommendations of the Working Committee Meeting held on 22 February 2022.

Signed: Date:

RESOLVED that the Recommendations of the Working Committee held on 22 February 2022, be approved and ordered to form part of the minutes attached hereto as Appendix G.

33. PROPOSED EXTENSION TO UTTOXETER CEMETERY

Since the date of the last meeting, the Deputy Mayor and the Clerk provided Council with an update on the potential purchase of the revised area of 1.5069 acres for the revised sum as reported for Uttoxeter Cemetery. It was noted that the information at this time was of a sensitive nature and would not be recorded until the Contracts had exchanged.

Councillor M Crutchley sought clarification on the area of proposed extension to the Cemetery and revised amount.

The Clerk and Councillor Headech reported that the Council's revised offer as agreed by the Working Committee and by Council for the revised area had been accepted, subject to Contract. The Clerk reported that any further updates would be included for consideration by the Working Committee and Council accordingly.

RESOLVED that the Mayor, Deputy Mayor and the Clerk be authorised to continue forthwith to progress with/complete the purchase, as reported, for the sum as reported, for the proposed extension to Uttoxeter Cemetery.

34. MARKET STALL – SATURDAY OUTDOOR MARKET

Given the Markets Committee was inquorate, Council was asked to give consideration to a letter dated 16 February 2022 received from a regular Outdoor Market Trader to request the use of a single UTC stall for use on Saturday Market days, as similar to the previous authorisation by Council to a fellow Trader. Council was advised that as in accordance with the previous permission, the trader would be responsible for all insurance including public liability and regular inspections of the stall. Council's instruction was sought.

RESOLVED that the Office Manager liaise with the Market Trader to advise that Council authorises the use of one single UTC stall subject to the trader being fully responsible for all insurance cover including public liability and be responsible for regular inspections of the stall to be carried out.

Councillors K Hudson and N Lowe declared an interest in Item No. 35 and they 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.

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

The Mayor, Deputy Mayor and the Clerk provided Council with a brief update following the meeting held with St John Ambulance on Teams on 25 February 2022. Council's instruction was sought.

RESOLVED that:

- (i) The Mayor, Deputy Mayor and the Clerk meet with Mr Brough regarding the current St John Ambulance building including its condition and future use.
- (ii) The Mayor, Deputy Mayor and the Clerk be authorised to seek legal advice on the Deed of Gift in place dated 1 July 1977 and future provisions of the building, etc.
- (iii) This matter be included for further consideration by Council at its next meeting.

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

36. NOMINATIONS FOR COUNCIL'S ANNUAL COMMENDATION AWARD INCLUDING PRESENTATION

(a) Council was asked to give consideration to any nominations received from Members for the Council's Annual Commendation Award. Council's instruction was sought. Following due debate, it was

Signed: Date:

It was noted that the two proposed groups had worked tirelessly throughout the pandemic to assist the residents of the Town with the fair share scheme, the vaccination programme, the foodbank, marshalling, community support, etc.

RESOLVED that Council's Annual Commendation Award be awarded to:

- (i) The Volunteers of Uttoxeter Heath Community Centre.
- (ii) The Uttoxeter Lions Volunteers.

- (b) Council was asked to give consideration to the presentation of the Council's Annual Commendation Award during the Annual Parish Community Meeting scheduled to take place on 10 May 2022. Council's instruction was sought.

RESOLVED that the presentation of the Council's Annual Commendation Award during the Annual Parish Community Meeting scheduled to take place on 10 May 2022.

37. DATE(S) OF ANNUAL GENERAL MEETING AND ANNUAL PARISH COMMUNITY MEETING

Council was asked to give consideration to the Annual General Meeting and the Annual Parish Community Meeting taking place on the same evening, currently scheduled to take place on 10 May 2022. Council's instruction was sought.

RESOLVED that the Annual General Meeting and the Annual Parish Community Meeting taking place on the same evening, on 10 May 2022, with the Annual Parish Community Meeting commencing at 6.30pm and the Annual General Meeting commencing at 7.15pm.

38. CEMETERY - PRIVATE FACULTY 4867

The Clerk reported receipt of a letter dated 1 March 2022 received from Lichfield Diocesan Registry's FBC Manby Bowdler LLP informing the Council that its Petition for the installation of Sanctums and water supply for Uttoxeter Cemetery had been approved. Council was informed that the correspondence included the Faculty and completion certificate to be completed in due course. Members expressed their thanks to the Clerk for the amount of time it had taken and the amount of work involved with obtaining the Faculty.

RESOLVED that the same be noted.

39. STAFFING INCLUDING TRAINING

- (a) The Clerk reported the staff lieu time hours for up to 4 March 2022 were 8¾ hours. Council was reminded of the previous months lieu time hours for up to 4 February (16) and up to 2 January (25¾).

RESOLVED that the same be noted and approved.

- (b) The Mayor reported that he had no Staffing matters, absences, etc to report on since the date of the last meeting.

RESOLVED that the same be noted.

40. AGENDA ITEMS FOR NEXT MEETING

- Uttoxeter Community First Responder be invited to address Council
- A50/A500 Launch Report

The meeting closed at 8.58pm.