



UTTOXETER TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY, 12 APRIL 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, R Hawkins, H Headech (Deputy Mayor), K Hudson, P Hudson, P Lancaster, M Lloyd-Ewer, N Lowe, L Sylvester, M A Trenerly
Officer in attendance – T Jeffery, Town Clerk/RFO

It was noted that there were two PCSO's, three Members of the Public, Cliff Medicotts and Mary Dorrington from the Community First Responders Unit in attendance.

1. CHAIR'S WELCOME

The Chair provided a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014" and he briefed Councillors and members of the public on the use of emergency exits from the Alan Dean Suite to the fire point located outside Wilkos in the event of a fire.

It was noted that as Resolved by Council at its Extraordinary Meeting held on 27 July 2021 that *"going forward, all Town Councillors be Granted a Dispensation and Standing Order No. 3(i) be suspended, to permit any Member of the Town Council to remain seated when speaking if they so wished to."*

2. APOLOGIES FOR ABSENCE

(a) The Clerk reported that approved apologies had been received from Councillors D Goodfellow, Z Krupski, P Lancaster, M Williams and that Council had granted Dispensation for Councillor K Smith absence. She reported receipt of Borough Councillor McGarry's apologies.

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

(b) The Clerk reported that no Councillors were absent from the meeting and their apologies had not been received.

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 K Hudson declared an interest in Item No. 32
Councillor P Hudson declared an interest in Item No. 32
Councillor M Lloyd-Ewer declared an interest in Item No. 32
Councillor N Lowe declared an interest in Item No. 32
Councillor C Sylvester declared an interest in Item Nos. 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 8 March 2022 were approved as a correct record and signed by the Chair.

It was noted that Councillors T Crutchley and M Lloyd-Ewer abstained from the vote due to them not being in attendance at the meeting.

(b) Council gave consideration to the Recommendations of the Queen’s Jubilee Committee held on 11 March 2022.

RESOLVED that the Recommendations of the Queen’s Jubilee Committee held on 11 March 2022, be approved and ordered to form part of the minutes attached hereto as Appendix A.

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

(c) Council gave consideration to the Recommendations of the Markets Committee held on 16 March 2022. It was noted that the date included within the Recommendations stated that the Sheep Fair Planning Committee meeting had taken place on 27 October 2022 which should read 27 October 2021.

RESOLVED that the Recommendations of the Markets Committee held on 16 March 2022, as amended above, be approved and ordered to form part of the minutes attached hereto as Appendix B.

(d) Council gave consideration to the Recommendations of the Policy and Planning Committee held on 22 March 2022.

Councillor P Hudson requested to provide Council with an update with respect to the Recommendation under Item No. 7(ii). He wished to assure the Council that the County Council had all jobs for the Town recorded which included the repainting of the crossings within the Town which would be carried out during this financial year.

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

(e) Council gave consideration to the Recommendations of the Finance and General Purposes Committee held on 22 March 2022.

Councillor P Hudson requested to provide Council with an update with respect to the Recommendation under Item No. 10(a)(i). He reported that he had responded to the Clerk with the reasons for not having a meeting at this time. He reported that SCC had instructed the immediate repair of the High Street bollard with its Contractor and he reported that the bollard should have been repaired earlier.

RESOLVED that the Recommendations of the Finance and General Purposes Committee held on 22 March 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 Footpaths Committee held on 24 March 2022.

RESOLVED that the Recommendations of the Footpaths Committee held on 24 March 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 Uttoxeter in Bloom Committee held on 25 March 2022.

Councillor Trener sought clarity on the Recommendation included under Item No. 9(c) for £300 being allocated for plants for Trinity Square. She enquired if watering of the plants had been covered. Councillor Lloyd-Ewer reported that as far as he was aware, watering provisions were in place and would be carried out by ESBC. Councillor Trener thanked Councillor Lloyd-Ewer for the clarification.

RESOLVED that the Recommendations of the Uttoxeter in Bloom Committee held on 25 March 2022, be approved and ordered to form part of the minutes attached hereto as Appendix F.

- (h) Council gave consideration to the Recommendations of the Queen’s Jubilee Committee held on 31 March 2022.

Councillor P Hudson requested that the Jubilee Committee consider at its next meeting what roles on the day they wished for the Borough Mayor to carry out as he had noted that the Recommendations stated that the Town Mayor would be opening the Jubilee Event. Councillor Headech reported that she would pass on Councillor P Hudson’s comments to the Committee accordingly.

RESOLVED that the Recommendations of the Queen’s Jubilee Committee held on 31 March 2022, be approved and ordered to form part of the minutes attached hereto as Appendix G.

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

7. ACCOUNTS

- (a) Consideration was given to the list of accounts submitted for payment in the sum of £92,308.69.

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 March 2022.

RESOLVED that the same be noted.

8. BANK BALANCES

At 12 April 2022 the bank balances stood at:

RBS Current Account	£ 10,014.00
RBS Special Interest Account	£175,636.75
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors’ Account	£ 540.34
RBS Deposit Account 32 Carter Street	£ 655.02
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 had attended the following events since the last meeting:
- | | |
|---------------|---|
| 11 March 2022 | The Mayor of East Staffordshire's Afternoon Tea at Tutbury Castle |
| 14 March 2022 | Fairtrade Meeting |
| 18 March 2022 | Chairman of Staffs Moorlands District Council's Ball |
| 20 March 2022 | Mayor of Ashbourne's Civic Service |
| 1 April 2022 | Mayor's Coffee Morning supporting Ukraine |
| 4 April 2022 | Leek United 's Reopening |
| 4 April 2022 | Uttoxeter 50 Plus Forum's AGM and lunch |
| 7 April 2022 | The Mayor of East Staffordshire's Afternoon Tea at Tutbury Castle |
- (b) The Clerk reported that the Deputy Mayor had attended the following events since the last meeting:
- | | |
|---------------|---|
| 25 March 2022 | Stone Town Mayor's Charity Quiz Night |
| 1 April 2022 | Mayor's Coffee Morning supporting Ukraine |
| 7 April 2022 | The Mayor of East Staffordshire's Afternoon Tea at Tutbury Castle |

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

None received.

11. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

The Clerk reported that:

- (a) County Councillor Hudson would provide Council with a written report on County Council matters at a future meeting.
- (b) Borough Councillor C Sylvester provided Council with a report on Borough Council matters which included the following:
- The Maltings:
 - ESBC was to apply for a Compulsory Purchase Order (CPO) to acquire the Maltings Shopping area as part of the Uttoxeter Masterplan.
 - The Leader of the Council and the Chief Executive had given a briefing to Members of the Town Council ahead of the press release being issued.
 - Further to this, in a press statement, Borough Councillor Allen had stated that "We will be undertaking further consultation engagement with the residents to discuss ideas and options for the Maltings using the findings of the further consultation to inform proposals."
 - Planters – He was awaiting an update from ESBC on the planters. He reported that he had advised ESBC that in his opinion, the planters that had been installed were too low and needed to be 3 times higher. He confirmed that the planters had been removed for health and safety reasons.
 - There was a plan in place for the siting of murals on the empty shop windows within the Maltings to help improve the area. He stated that he was awaiting an update on the installation dates.
 - Community and Civil Enforcement Team – He reported that the focused initiatives would be carried out in Uttoxeter from Monday, 2 May to Wednesday, 4 May 2022. He stated that the initiative was to focus on littering, fly tipping and dog fouling. He reported that he would be meeting with the Team during the initiative and urged Members to advise him of any specific areas that should be included to advise him and he extended an invitation to Members to attend.
 - East Staffordshire Tourism Partnership – He reported that under Item No. 24, the Council would consider appointing two Town Council Representatives to join the Partnership. Updates would continue in due course.
 - Uttoxeter Sports Hub – He reported that ESBC had stated that it aims to support partners in progressing the Sports Hub to be built on the Quarry site. It had set aside £500,000 towards this, which should be matched by the FA to enable the project to move forward. The £500,000 from ESBC was an advance against the Section 106 Monies received or, was due to be received by ESBC in the next few years in respect of new houses around the Town.

Signed: Date:

- Change to Recycling Services – He reported that from May 2022, in order to make recycling more efficient, paper and now cardboard would be collected in a new much larger blue bag. He stated that glass, cans, plastics, etc. would continue to be collected in the blue wheelie bin.
- Covid Figures for East Staffordshire – He reported that the number of Covid cases reported in the seven days to 10 April 2022 was 873 – 722 per 100,000 of the population. He stated that this compared to week ending 3 April 2022 983 – 812 per 100,000 and week ending 27 March 2022, 1098 – 908 per 100,000, a fall of 20% over two weeks.

In the absence of Borough Councillor McGarry, the Clerk reported receipt of an email dated 6 April 2022 received from Borough Councillor McGarry stating:

- She was happy to receive written questions from Council should they have any and that she would respond in readiness for the next meeting.
- She was happy to see the extension to the Cemetery finalised and knew that this would future proof space for our deceased and loved ones in Uttoxeter – Well done to all involved.
- Furthermore, she was pleased to see the Honda Goldwing event taking place this year and she was glad that a decision had been made to run the event in Uttoxeter following the pandemic.
- She expressed her thanks to the Town Council for the installation of the SID on Kingfisher Way, despite the works being carried out along this road at present, the speed intervention was working.

Councillor P Hudson reported that with respect to the Sports Hub, the Contract was in place for the Quarry Management Committee and the Staffordshire FA to sign and that the sum to be paid from Section 106 Monies was £530,000 which the FA were positive that, as part of its Corporate Plan, that this sum would be tripled. He stated that the monies were a loan and were not public monies.

It was noted that Councillor Hawkins expressed his thanks to Councillors C Sylvester, S McGarry and P Hudson for their very interesting Borough Councillor Reports and he welcomed the news of monies for the Sports Hub.

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

Councillor Trenery reported attendance at the following events held on 14 March 2022:

- The Fairtrade Group meeting - It was noted that the minutes from the meeting were due to be considered under Item No. 26;
- The Uttoxeter Charities AGM – She reported that Mrs E Smith had kindly agreed to continue as Chair of The Uttoxeter Charities who continued to work tirelessly for the charity.

13. TOWN CLERK'S REPORT

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

- (a) Various SPCA correspondence (SPCA Bulletin – 7th March including the National Salary Award for 2021-22, Updated Legal Topic Note: Charity Law, SPCA & NALC Subscriptions 2022-23, Training Bulletin - updates and booking information dated 10 March 2022, New NALC Briefing - GB1-22 Ukraine dated 14 March 2022, E-Bulletin dated 21 March 2022, NALC Smaller Councils Committee: Request for Input dated 28 March 2022, SPCA Bulletin dated 28 March 2022, SPCA Bulletin dated 4 April 2022, all as forwarded to Members.
- (b) SLCC Updates – News Bulletin including 2021-22 National Salary Award, Covid-19 Restrictions Update, Practitioners' Conference 2022, External Affairs dated 4 March 2022, as forwarded to Members 7 March 2022.
- (c) SCC PTTRO Temporary Road Closure Orders – various PTTRO's for Uttoxeter - PTTRO 4264625 B5027 Stafford Road as issued to members 3 March 2022, PTTRO 4268859 Loxley Lane, Loxley Green received 23 March 2022 as forwarded to Members, PTTRO 4272656 Balance Hill received 28 March 2022, as forwarded to Members.

Signed: Date:

- (d) ESBC Temporary Road Closure Orders – to report receipt of an email dated 14 March 2022 received from ESBC's Senior Democratic Services Officer enclosing a copy of the Temporary Road Closure Order for 15 May 2022.
- (e) Email from SCC's monthly Newsletter - Spring into learning something new dated 4 April 2022, as forwarded to Members.
- (f) Sustainable Staffordshire - Sustainability tips of the week dated 14 March 2022, 21 March 2022 and 4 April 2022, as forwarded to Members.
- (g) Staffordshire Means Back to Business (11 March 2022, 18 March 2022, 4 April 2022) as forwarded to Members accordingly.
- (h) 3 March 2022 – Liaised Council's Solicitor regarding purchase of the extension to the Cemetery.
- (i) 7-9 March 2022 – Liaised with Council's HR Providers, Internal Auditor, Payroll, Mayor and Deputy Mayor regarding the latest National Salary Awards due.
- (j) 9 March 2022 – Signed two foreign pension forms and received donation to the Mayor's Charities in the sum of £50.
- (k) Issued Members with the updated Committee Membership List following the Council Meeting held on 8 March 2022.
- (l) Liaised with ESBC's Planners seeking additional information on P/2022/00195 in readiness for inclusion within the next Policy and Planning Committee meeting.
- (m) Received an email from British Gas Re: UTC get ready for Ofgem's Targeted Charging Review, as forwarded to Members on 9 March 2022.
- (n) Received and responded to an email from St Mary's Parish Church Warden informing Council that the repair to St Mary's Parish Church clockface has taken place, free of charge.
- (o) Received and responded to an email dated 10 March 2022 received from the Secretary of the Geocaching event scheduled to take place within the Town in August.
- (p) Received an email dated 11 March 2022 from West Mids. Community Flood Resilience - Launch Event, as forwarded to Members on 14 March 2022.
- (q) Received an email from Support Staffordshire Re: East Staffordshire VCSE Forum Agenda - 22/3/22 @ 1pm, as forwarded to Members on 16 March 2022.
- (r) Liaised with Council's Solicitor and Surveyor regarding the potential extension to the Cemetery.
- (s) Liaised with EPOS regarding card payments issues with receipting system.
- (t) Liaised with members of the public with regard to the compulsory purchase of the Maltings as per the articles in the Times and Echo. Council is advised the member of the public have been advised to make contact with ESBC direct.
- (u) Liaised with Contractors for the cellar works (commencing 28 March 2022) and the painting of the exterior of the Town Hall (scaffolding erection commencing 11 April 2022), as forwarded to Members and Staff on 18 March 2022.
- (v) Liaised with Council's Architect and Decorators seeking updates on quotations for the internal storm damage repairs in readiness for a further insurance claim.
- (w) Attended the RMTG Clerks Advisory Panel meeting on 18 March 2022.
- (x) Received an email from Councillor Krupski dated 18 March 2022 informing that 'despite my best efforts it would appear to be virtually impossible to currently find a local organisation that could be given the kind donation of £1,000 by UTC. I have managed to locate a UK Ukraine refugee charity that would fit our criteria, however, having considered the volume of financial assistance to date provided by the UK population to Ukraine (£220M+), the physical donations of food, clothing medicines etc. it may be prudent to hold off donating the £1,000 for the time being & using the funds to help Ukrainian refugees arriving in Uttoxeter in the next weeks / months . I have already been asked by local residents who have space to see whether I can obtain names of families that wish to settle in Uttoxeter.'
- (y) 22 March 2022 - Liaised with Council's Solicitor to progress the purchase of the Cemetery extension.
- (z) Attended a meeting on 24 March 2022 with the Secretary of the Geocaching Event along with Members of the Footpaths Committee.
- (aa) Liaised with a member of the public regarding issue with being locked in the carpark located at Bramshall Road Park.

Signed: Date:

- (bb) Liaised with Council's Solicitor regarding completion of the Council's purchase of the extension to Uttoxeter Cemetery, as issued to Members on 25 March 2022.
- (cc) Liaised with Council's Internal Auditor and Insurance Provider regarding the completion of the purchase of the extension and updated Council's Asset Register accordingly.
- (dd) Liaised with Payroll and Staffordshire Pension Fund regarding updated Data Records for the Council's employees from 2014 to date. Council is informed that confirmation of updated Data had been accepted by the Pension Fund and that Council's records would be updated accordingly.
- (ee) Liaised with Rialtas regarding Year End Assistance, scheduled to take place on 19 May 2022.
- (ff) Meeting with Councillor Williams and meeting to view boundary of Millfield Victory Allotments in readiness for further liaison with ESBC.
- (gg) Cemetery Site meeting to view the extension to the Cemetery with SJL Landscapes in readiness for boundary fencing and access into the extension.
- (hh) Liaised with the Mayor, Deputy Mayor and Council's Contractor with respect to the associated costs for the installation of vehicular access into the extension to the Cemetery (£100 plus vat) and the mowing of the extension accordingly (£60 per cut) in readiness for preparing the grounds.
- (ii) Liaised with Council's Solicitor regarding the installation of the boundary fence along the new extension to the Cemetery as in accordance with the purchase agreement.
- (jj) Liaised with the local Police Chief Inspector and Police Sergeant regarding an urgent meeting to seek assistance with the unauthorised access in Uttoxeter High Street whilst the bollard is in the lowered position.
- (kk) Liaised with SCC to seek an update on a meeting with SCC and Town Council to progress discussions on the future plans of the High Street bollard.

It was noted that Councillor L Sylvester expressed her thanks to the Clerk for the volume of work she had carried out since the date of the last meeting. The Mayor reported that it had been a very busy time for the Clerk.

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

14. POLICE REPORTS / UPDATES

The Clerk reported:

- (a) Receipt of the Uttoxeter Town Ward and Uttoxeter Heath Ward Reports for April 2022 as received 4 April 2022, as forwarded to Members for information on 4 April 2022.

RESOLVED that the same be noted.

- (b) The Chair suspended Standing Orders and welcomed PCSO Burton to the meeting. She reported on the following:
 - The Figures reported were for the Policing Area known as Uttoxeter Town Ward and captures data from 27/02/2022 to 27/03/2022.
 - Crime - Overall 39% - An increase this year compared to last year from 332 to 460 recorded this year.
 - Biggest Reductions – Top Three were:
 - Burglary Residential – previous year 5 and this year 3, a decrease of 40%.
 - Theft of Motor Vehicles - previous year 2 and this year 1, a decrease of 50%.
 - Vehicle interference – previous year 3 and this year 2, a decrease of 33%.
 - Biggest Increase - There had been an increase reports of public order offences from previous year 23 and this year 33.
 - Pattern or Trend - 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. Safer nights was now back up and running in Uttoxeter and Burton.
 - She reported that not in Uttoxeter but within the surrounding villages, the theft of high value vehicles was on the increase.
 - An increase had been seen since the increase in fuel prices with drive offs from petrol stations and theft of fuel in general from vehicles.

Signed: Date:

- Anti-Social Behaviour had increase over the last year (2021) being 130 reports and the previous year was 117 (2020). This was an increase of 11%.
- Biggest Reduction - There had been a decrease in the reports of neighbour disputes. This year there had been 14 reports and last year 16 reports showing a 13% decrease.
- Biggest Increase - There had been an increase in reports of nuisance communications over the last twelve months. 4 incidents previous year to 5 incidents this year.
- Community engagement was ongoing.
- Following the recent meeting with representatives from the Town Council and Chief Inspector Gidman, the Police would be carrying out traffic control within the High Street.

Councillor P Hudson urged the Police to issue those accessing the High Street without permission with tickets. He stated that action was required.

Councillor Headech reported that she had attended the meeting with Chief Inspector Gidman, the Mayor and the Clerk which had been a productive meeting. She reported that following the meeting, Chief Inspector Gidman had briefed Officers to progress issuing tickets to those accessing the High Street unauthorised and for the Police assistance in the promotion of this fact. Councillor Headech requested that a similar system be incorporated within the High Street as currently used in Back Lane.

The Clerk reported that the Police would be reiterating the County Council Traffic Regulation Order that was in place (pedestrianisation between the hours of 8.00am-6.00pm) regardless of the bollard being in working order and that tickets were being issued. Members were advised that once the Police had promoted this, it would be shared with the Council's social media. She urged Members to share the social media posts accordingly.

Councillor P Hudson reported that, as County Councillor, he would be:

- Hoping that a change in the Law would allow an ANPR camera to be installed within the High Street however at this time, he was awaiting an update from Government.
- Discussing the potential of the use of ANPR with SCC Officers later in the week.
- Informing the Council and the public that SCC had no intention of changing the current Traffic Regulation Order that was in place as this would cost between £8,000-£10,000 to change.
- SCC would be carrying out a Feasibility Study for the High Street in due course.

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

RESOLVED that the same be noted.

15. **UTTOXETER COMMUNITY FIRST RESPONDER**

Council was informed that Cliff Medicotts, NHS Support Worker and Mary Dorrington, the Community First Responder were in attendance to address Council on the vital work being carried out by the Community First Responder, on recruiting additional volunteers, future funding, etc.

The Chair suspended Standing Orders and welcomed Cliff Medicotts and Mary Dorrington to the meeting. Mr Medicotts reported on the following:

- He was the Community Response Manager at West Midlands Ambulance Service (WMAS);
- Mary Dorrington was currently Uttoxeter's only First Responder;
- The Community First Responder was part of the Dove Valley Responders;
- The Community First Responders vehicle had been donated by Angus MacKinnon Ltd who had carried out the relative conversions, and they had pledged to maintain the vehicle throughout its duration of service.
- WMAS were currently recruiting for additional First Responders (available via NHS Jobs and closing date was 9 May 2022);
- The Community First Responders were Volunteers who work for WMAS, attending category 1 and 2 Emergency calls;
- He urged Members to promote the services being provided and to encourage anyone interested in becoming a Community First Responder to get in touch.

Signed: Date:

Mrs Dorrington reported on the following:

- She welcomed the opportunity to promote the Town’s Community First Responder;
- She was in the process of setting up a Community First Responder Charity status which would enable her to obtain grants funding from various funding opportunities including the National Lottery Fund and that Charitable Benefits included being able to claim back vat on purchases.
- She would liaise with the Clerk with respect to discussing opportunities within the Town including support from the Town Council in future.
- She expressed her sincere thanks to Council for the S137 Sundry Grant in the sum of £1,000 for the Community First Responders Defibrillator.
- She had lots of ideas for The Community First Responders, for sponsorship and funding opportunities and she urged Members to ‘watch this space’.

Councillor P Hudson reported that as County Councillor, he acknowledged that the First Responder Vehicle had been sponsored by Angus MacKinnon Ltd and reported that he would like to support/donate from his County Councillor Fund to the Community First Responders. It was noted that the Mary Dorrington would make contact with County Councillor Hudson direct.

Members welcomed Mary as the Town’s Community First Responder. The Mayor expressed Council’s thanks to Cliff Medicolts and Mary Dorrington for an informative update and he reinstated Standing Orders accordingly.

RESOLVED that the same be noted.

16. **A50/A500 LAUNCH REPORT**

The Clerk reported receipt of an email dated 23 February 2022 received from Midlands Connect providing Council with, following the launch of Midlands Connects latest report on 23 February 2022 and providing a copy of ‘Levelling up Stoke-on-Trent, Staffordshire, Derby & Derbyshire: The road to success - A strategic transport road map to improve the A50/A500 North Midlands Manufacturing Corridor’ as forwarded to Members on 25 February 2022. Council’s instruction was sought.

Councillor C Sylvester reported that the plans were not fully formed at this stage and that Midlands Connect were looking at relieving the A50 including Sudbury roundabout, McDonalds roundabout and the link to A500.

Councillor P Hudson reported that as County Councillor he had asked the Cabinet Members for Highways and Transport to consult with the Town and Borough Council at the earliest opportunity. He reported that County Council Officers would design the road and that he was aware of the battles held previously with respect to Plan A and Plan B. He reiterated that he had urged consultation to take place.

Councillor Trenerly reported that the plans needed to ensure that consideration was given to how the proposed road layout connects to the Town and the impact on traffic flow and how they propose to filter in a grade separated junction. She welcomed the improvements and requested that consideration be given to the A50 being tarmaced during the discussions.

RESOLVED that the same be noted.

17. **FORMER COACH AND HORSES PUBLIC HOUSE (ADJACENT TO THE WHITE HART)**

Councillor Trenerly requested this matter be included within the Agenda and she requested Council gave further consideration to the poor condition of the seventeenth century Grade II Listed Building.

She reported that Council had given consideration to this building on a number of occasions and that she had provided the Clerk with a photo of the current condition of the building which had been issued to Members prior to the meeting. Council’s instruction was sought.

Councillor Headech reported that as mentioned by Councillor Trenery, the building was Grade II Listed and was an important part of the street scene in Carter Street. She reiterated that the building was in very poor condition. She provided Council with a brief on the possibility of Historic England becoming involved and potential court orders that could be issued when a building was not being renovated. Following due debate, it was

RESOLVED that the Clerk write to ESBC's Planning Manager, Enforcement Team and Conservation Officer to request that, as a matter of some urgency, they visit the former Coach and Horses Public House (adjacent to the White Hart) to view the current condition of the property and to request that they pursue the Owner to renovate the building as soon as possible.

18. FINANCIAL REGULATIONS – UPDATED

Council was asked to review and adopt its updated Financial Regulations as agreed with Council's Internal Auditor, the Mayor, Deputy Mayor and Chair of F&GP with respect to including amendments 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's instruction was sought.

RESOLVED that the updated Financial Regulations be accepted and adopted.

19. TOWN COUNCIL INSURANCE

As Resolved by Council on 22 April 2021 that the quotation received from Zurich for a 3-year Contract in the sum of £4,084.25 (Year 1 of a 3-Year contract) be accepted and approved, funded by the Insurance budget allocation.

Council was advised that the annual insurance sum due for 2022-23 was £3,915.47 including tax. Council's instruction was sought.

RESOLVED that the quotation received from Zurich in the sum of £3,915.47 including tax (Year 2 of a 3-Year contract), be accepted and approved, funded by the Establishment Insurance budget allocation.

20. UPDATE ON THE PURCHASE OF THE EXTENSION TO UTTOXETER CEMETERY

Council was informed that the purchase of an extension to Uttoxeter Cemetery was completed on 25 March 2022. Council was advised that a meeting was scheduled to take place with Council's Contractor to install the boundary fence which, once installed, would be maintained by the adjacent landowner. Council was advised that the Asset Register had been updated accordingly and the extension had been included under Council's public liability insurance cover at no additional cost. The Clerk reported that the Mayor and Deputy Mayor had been issued with details received from the local Press who wished to write an article on the purchase.

RESOLVED that the same be noted and approved.

21. SPEED INDICATOR DEVICES (SIDS)

Council was asked to give the Clerk permission to purchase and install the last two SIDS for the Town as included within the Precept (one for Kingfisher Way and one for Highwood Road). Council's instruction was sought.

Councillor P Hudson reported that the Council's support and funding for the SIDS for the Town had been acknowledged during a recent meeting with the Safer Roads Partnership and the Police. He stated that Helen Fisher should have been in attendance at the meeting earlier in Bramshall Road however due to inclement weather, the meeting had been postponed.

The Mayor expressed his sincere thanks to Councillor M Crutchley for his assistance with the installation of the SIDs and for downloading the data on a regular basis.

RESOLVED that the Clerk be authorised to purchase and install the last two SIDS for the Town (one for Kingfisher Way and one for Highwood Road), funded by the Precept budget allocation for SIDs/Signage and SIDS EMR.

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

Signed: Date:

22. HONDA GOLDWING EVENTS – 26-29 AUGUST 2022

Council was informed that the following events would be taking place within the Town:

- **Honda Goldwing Light Parade** throughout the Town on Friday, 26 August 2022 to be held within the evening, leaving Uttoxeter Racecourse around 8.30pm (TBC)
- **Honda Goldwing Parade Of Nations** on Saturday, 27 August 2022 to be held within the evening, leaving Uttoxeter Racecourse around 6pm (TBC). Council is advised that this Parade there will be in excess of 100 bikes (front of the parade will be Europeans who will all carry their countries flags followed by members from the British Club)

Council was advised that the Events Team had approached ESBC to extend the times of the public toilets to cover both the above mentioned events and that the Uttoxeter Town Mayor Elect would attend the events accordingly.

The local Honda Goldwing Group had provided the following roads that would be included within their tour of the Town:

- *From Uttoxeter Racecourse,*
- *At the first mini roundabout we will go straight on*
- *At the next roundabout we will take the third exit signed A50 Stoke*
- *At the next roundabout we will take the 1st exit signed town centre*
- *We will then bear right to Church Street*
- *Left turn Stone 5027*
- *Right at the mini roundabout by the chip shop signed A50 Stoke*
- *At Three Tuns pub roundabout Left A50 Stoke*
- *Left onto Holly Lane*
- *At T junction left onto Stone Road*
- *Right onto Stone Road*
- *Past the Leisure centre*
- *Left onto Carter Street*
- *Left onto Bridge Street*
- *Keep right Church Street*
- *At Dapple Grey pub roundabout take 3rd exit*
- *Roundabout 2nd exit*
- *Roundabout 1st exit towards racecourse*
- *Mini roundabout 2nd exit towards racecourse*
- *Arrive back at racecourse*

Council was advised that:

- *The route is 3.5 miles long and will take between 20 - 30 minutes*
- *The same route will be used on the Friday and the Saturday tours*
- *No road closures will be required as the Organisers provide their own Marshalls*
- *A copy of the Risk Assessment for the processions will be provided to the Council's Events Team in due course.*
- *The Organisers of the tour are liaising with the Makers Market Organiser regarding a potential couple of static Gold Wings for display within the High Street during the Makers Market on 27 August*
- *Flyers and posters will be issued for promotion in due course*
- *The Mayor Elect will be invited to attend the event*
- *During the event itself the Organisers will be raising monies for the Midlands Air Ambulance and for Sarah's Dream (a local charity set up by one of the Gold Wingers after they sadly lost their daughter due to Huntingtons).*

RESOLVED that the same be noted.

23. S137 SUNDRY GRANT APPLICATIONS

- (a) The Clerk reported receipt of a letter dated 21 March 2022 received from The Golden Oldies expressing its sincere thanks to Council for its recent S137 Sundry Grant of £270 which would be used to support their Sing & Smile sessions at Uttoxeter Methodist Church which combats isolations within older residents of Uttoxeter.

Signed: Date:

RESOLVED that the same be noted.

- (b) The Clerk reported receipt of a S137 Sundry Grant Application dated 5 April 2022 received from Uttoxeter Gateway Club seeking a grant in the sum of £600. Council's instruction was sought. Following lengthy debate, it was

RESOLVED that:

- (i) A S137 Sundry Grant in the sum of £300 be awarded to Uttoxeter Gateway Club, funded from S137 Sundry Grant budget allocation.
- (ii) The Clerk liaise with Uttoxeter Gateway Club to advise that grants are available from Western Power, The Queen's Platinum Jubilee Fund, Support Staffordshire, etc.
- (iii) Uttoxeter Gateway Club liaise with the Clerk (by 3 May 2022) to provide an update on the obtaining funding for the balance of the proposed trip to Twycross Zoo.
- (iv) Subject to (iii) as above, this matter be included for further consideration by Council at its next meeting.

24. EAST STAFFORDSHIRE TOURISM PARTNERSHIP

Following a meeting of the Town Centre Forum Steering Group to progress promoting tourism for the Town, the Clerk reported receipt of an email dated 18 March 2022 received from ESBC's Social Regeneration Officer for Neighbourhood Working advising Council that ESBC were starting to put together an East Staffordshire Tourism Partnership and as a key partner, ESBC would like Uttoxeter Town Council to be part of the partnership. The aim was to provide a more local approach to tourism with the partnership including representatives covering the main areas of tourism the Borough had to offer. As well as being an opportunity to improve communication with the tourism sector, ESBC hope to be able to use the group to help shape the plans for the new website and future marketing initiatives.

Council was advised that ESBC were progressing conversations with possible members for the partnership and hope to be able to hold the first meeting, either virtually or in person, towards the end of April/beginning of May. It was noted that the Council would be liaising with ESBC Officers with respect to the Town Tourism website which would be progressed by the Town Centre Forum.

Council was asked to appoint up to two Town Council Representatives on the East Staffordshire Tourism Partnership. Council's instruction was sought.

RESOLVED that Councillors M Crutchley and N Lowe be appointed as Town Council Representatives on the East Staffordshire Tourism Partnership.

25. COUNCIL'S ANNUAL COMMENDATION AWARD UPDATE

The Clerk reported receipt of emails received from:

- (a) The Chair of Uttoxeter Heath Community Centre dated 21 March 2022 expressing their thanks for selecting the volunteers for one of the Annual Commendation Awards and to advise that a number of volunteers would be in attendance at the presentation on 10 May 2022.
- (b) Uttoxeter Lions dated 23 March 2022 expressing their thanks for selecting the Lions for one of the Annual Commendation Awards and to advise that a number of members would be in attendance at the presentation on 10 May 2022.

Council was advised that following discussion with the Mayor and Deputy Mayor, the Annual Parish Community Meeting would be held on 10 May 2022 in the Ballroom at 6.30pm. The Annual Council Meeting would commence at 7.30pm in the Alan Dean Suite, this would allow for refreshments to be served to the recipients following the presentations.

RESOLVED that:

- (i) With respect to 25(a)-(b) as above, the same be noted.
- (ii) The Annual Parish Community Meeting be held on 10 May 2022 in the Ballroom commencing at 6.30pm, followed by the Annual Council Meeting commencing at 7.30pm in the Alan Dean Suite.

Signed: Date:

26. FAIRTRADE UTTOXETER

The Clerk reported receipt of the notes from the Fairtrade Uttoxeter Steering Group meeting held on 14 March 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) Making Tax Digital for all VAT-registered businesses as forwarded to Members on 7 March 2022.
- (b) What's new for 2022 to 2023 dated 16 March 2022.
- (c) Get ready for your annual PAYE tasks dated 18 March 2022.
- (d) Finishing the 2021 to 2022 tax year and starting the 2022 to 2023 tax year dated 21 March.
- (e) Spring Statement 2022 dated 24 March 2022.

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

28. BOWCOCK & PURSAILL HR PROVISIONS - NEWSLETTER

The Clerk reported receipt of an email dated 11 March 2022 received from Council's HR Provider, Bowcock & Pursaill, as forwarded to Members on 14 March 2022.

RESOLVED that 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 Councillor C Sylvester declared an interest in Item No. 29(a)-(c) and he left the Chamber before the debates/votes.

29. PLANNING APPLICATIONS

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2022/00322 - Erection of a single storey rear oak framed orangery extension - The Firs, 16 Stafford Road, ST14 8DN.
- (b) P/2022/00320 - Crown lift to statutory height over road to 5.2 metres of 1 Norway Maple tree, pruning of a group of trees made up of various species to clear sign, felling of 2 Cherry trees, removal of ivy on 1 Cherry tree and sever and remove ivy to 1.5 metres above ground level of 1 Hawthorn tree - Tesco, Brookside Road, ST14 8AU.
- (c) P/2022/00335 – Erection of a single storey rear extension - 6 Byrds Lane, ST14 7NU.

Council was advised that ESBC had granted extensions for (a)-(b) as above, to enable Council to make its comments accordingly. 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/2022/00322, Council had no comment to make at this stage.
- (ii) P/2022/00320, Council request that ESBC's Planners request that the applicant replaces all trees where possible.
- (iii) P/2022/00335, Council request that ESBC's Planners ensure that the impact, the line of sight and proximity of this completed extension to the neighbouring properties is given consideration.

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.

Signed: Date:

31. RECOMMENDATIONS OF THE WORKING COMMITTEE

Council gave consideration to the Recommendations of the Working Committee Meeting held on 24 March 2022.

RESOLVED that the Recommendations of the Working Committee held on 24 March 2022, be approved and ordered to form part of the minutes attached hereto as Appendix H.

It was proposed, seconded and carried that Council consider Item No. 33 prior to Item No. 32.

33. STAFFING INCLUDING TRAINING

(a) The report that the staff lieu time hours for up to 1 April 2022 were 11. Council was reminded of the previous months lieu time hours for up to 4 March (8¾) and up to 4 February (16).

RESOLVED that the same be noted and approved.

(b) The Mayor reported that he had not updates on Staffing matters, absences, etc since the date of the last meeting.

RESOLVED that the same be noted.

It was noted that Councillors K Hudson, P Hudson, M Lloyd-Ewer and N Lowe declared an interest in Item No. 32(a)-(b) and it was noted that they left the meeting at this point.

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

(a) The Mayor, Deputy Mayor and the Clerk provided Council with an update following a meeting with the President of Staffordshire Branch of St John Ambulance. Following due debate, it was

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

(b) Council was asked to give authorisation to the Clerk to liaise with Council's Solicitor to review the relevant documents and to provide a letter to the President of Staffordshire Branch of St John Ambulance to seek assistance with progressing the matters. Council's instruction was sought.

RESOLVED that the Clerk be authorised to:

(i) Instruct Council's Solicitor to:

- Review the relevant documents;
- Stipulate St John Ambulance obligations in keeping the building in good order/repair;
- Advise that the Council is aware of urgent roof works that are required;
- Advise that the Council is aware of a number of local Community Groups who wish to use St John's Hall including the local St John Ambulance Branch.

(ii) Include the above mentioned within a letter to the President of Staffordshire Branch of St John Ambulance to seek his assistance with progressing the matters.

34. AGENDA ITEMS FOR NEXT MEETING

None received.

The meeting closed at 8.45pm.