



UTTOXETER TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 9 SEPTEMBER 2025 IN THE BALLROOM, UTTOXETER TOWN HALL COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Town Mayor - Councillor B Houlihan

Councillors: T Ashby, D Boot, J Glandfield, R Hawkins, D Holland, A Johnstone, P Krupski, Z Krupski, C Lancaster, A Mansfield (Deputy Mayor), A Noyes, C Sylvester, C Wain

Officer in attendance – T Jeffery, Town Clerk/RFO

It was noted that 2 members of the public were in attendance.

1. CHAIR'S WELCOME

The Chair provided a welcome to the Meeting and a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", a reminder that the Council had Signed up to the Civility and Respect Pledge, on the use of mobile phones during the meeting and the evacuation procedure in the event of a fire. Council is advised that the Clerk and Councillors Ashby and Boot were the Council's trained Evac Chair Operators.

2. APOLOGIES FOR ABSENCE

- (a) The Clerk reported receipt of approved apologies for absence from Councillors S Page and L Sylvester.

RESOLVED that the same be accepted and approved.

- (b) To minute the names of Councillors who are absent and apologies have not been received.
None.

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, ask or answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda. The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Council meeting itself.

It was noted that no members of the public wished to address Council on an Agenda Item on this occasion.

4. DECLARATIONS OF INTEREST

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is 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 have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

Councillor P Krupski declared an interest in Item Nos. 21(a) and 21(f)

Councillor Z Krupski declared an interest in Item Nos. 21(a) and 21(f)

Councillor C Sylvester declared an interest in Item No. 21(a)

Councillor C Wain declared an interest in Item No. 21(f)

5. DISPENSATION PROCEDURE

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

grant the relevant delegated power to Committee, it was Council that decided whether to grant the dispensation.

None received.

6. **MINUTES**

(a) The minutes of the Council Meeting held on 8 July 2025 were approved as a correct records and signed by the Chair.

(b) The minutes of the Extraordinary Council Meeting held on 12 August 2025 were approved as a correct record and signed by the Chair.

7. **ACCOUNTS**

(a) Council gave consideration was given to the list of accounts submitted for payment in the sum of £35,811.85 which included BACS/cheque payments made since the date of the last meeting.

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 for August 2025.

RESOLVED that the same be noted.

8. **BANK BALANCES**

At 9 September 2025, the bank balances stood at:

RBS Current Account	£ 10,000.00
RBS Special Interest Account	£117,857.26
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 70.00
RBS Deposit Account 32 Carter Street	£ 621.26
RBS 19A High Street Deposit Account	£ 336.66
CCLA Public Sector Deposit Fund Account	£ 85,000.00

9. **UTTOXETER TOWN MAYOR AND DEPUTY MAYOR EVENTS ATTENDED REPORT**

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

12 July 2025	Girlguiding Magical Midlands
13 July 2025	The Mayor of Stone's Civic Sunday
14 July 2025	Utttoxeter in Bloom Best Dressed Window Judging
10 August 2025	Cheadle's Party in the Park (Cheadle Town Council)
18 August 2025	Fairtrade Meeting
5 September 2025	Utttoxeter Pride Coffee Event
6 September 2025	Leek Town Mayor Centenary Parade and Rededication of The Nicholson War Memorial

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

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

None received.

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

(a) The Clerk reported receipt of a County Councillor Report on SCC matters arising since the date of the last meeting which included the following:

Report on LIV Golf UK by JCB – Impact and Success for Utttoxeter and Staffordshire

Presented by: Cllr Patrick Allen, County Councillor for Utttoxeter Town Division & Cabinet Support Member for Highways (Operations North)

• Introduction:

The LIV Golf UK by JCB tournament, held in July 2025 at the JCB Golf & Country Club, was a resounding success both for the County of Staffordshire and for the Town of Utttoxeter. The event showcased our ability to deliver on a global stage, bringing significant economic, cultural, and reputational benefits to our area.

This report provides an overview of the event's outcomes, the coordinated traffic management plan, and the partnership working that contributed to its smooth delivery.

- Visitor Numbers and Economic Impact:
 - Over 43,000 spectators attended across the three days – an increase of around 6,000 from 2024.
 - Hotels, B&Bs, pubs, and restaurants in and around Uttoxeter reported record bookings, with some businesses booked out almost a year in advance.
 - The event was broadcast to an estimated 850 million households worldwide, giving Staffordshire and Uttoxeter global visibility.
- Traffic Management and Transport Success:

A key area of focus was ensuring that Uttoxeter and surrounding communities did not suffer congestion from the influx of visitors. Thanks to coordinated planning, the following measures were successfully implemented:

 - Road Works Halted: Scheduled works in key locations were paused during the event to relieve pressure on the local road network.
 - Park and Ride Scheme: 36 coaches ran from Darley Moor, providing a highly efficient park and ride service that minimised private vehicle movements into Uttoxeter.
 - No Parking Zones: Strict enforcement of temporary no-parking areas around the town and near JCB ensured that traffic flow was maintained and residents were not unduly inconvenienced.
- Coordination with Races: The event coincided with Ladies Day at Uttoxeter Racecourse, which also drew thousands of visitors. Through advanced liaison, traffic management measures catered for both events seamlessly, avoiding disruption and ensuring the town was able to host both successfully.
- Community and Event Atmosphere:
 - The event had a festival-style atmosphere, with entertainment, live music, family-friendly activities, and international sporting stars.
 - Local residents and businesses benefitted from increased footfall, while community engagement initiatives ensured inclusivity and positive public feedback.
- Partnership Working:

This outcome was only possible through close collaboration:

 - I alongside the Deputy Leader of Staffordshire County Council, liaised directly with JCB and the event organisers to support planning and ensure effective delivery.
 - County Highways, local enforcement teams, and event traffic managers worked in unison to coordinate access, signage, and safety.
 - Local stakeholders, including the Racecourse and Staffordshire Police, contributed to a joined-up approach.
- Looking Ahead – 2026:

The success of the 2025 tournament has already set the stage for next year:

 - LIV Golf will return in July 2026, and planning is already underway to make it even bigger and better.
 - Building on this year's success, we will look to enhance traffic management, extend community benefits, and continue showcasing Uttoxeter and Staffordshire on the international map.
 - Early engagement with JCB and local partners will ensure we maximise the opportunities this event brings while minimising disruption.

Conclusion:

- The LIV Golf UK by JCB event was a huge success for Uttoxeter and Staffordshire, not only in terms of visitor numbers and economic uplift, but also in how we managed transport, coordinated with concurrent events, and presented our county to the world.
- Thanks to strong partnership working, particularly with JCB, we demonstrated that Uttoxeter can confidently host international events of this scale. Next year promises to be even more impactful, and with careful planning we can ensure another smooth-running, high-profile success for our community.

- Something I would like to bring to the attention and seek the backing of the Town and Borough council opposing the new proposed housing development at Picknalls Valley - "Floods, Traffic, Loss of Green Space Uttoxeter Deserves Better". As County Councillor

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for Staffordshire, I am joining residents in firm opposition to the proposed development by Hallam Land for nearly 300 homes at the top of Picknall Valley, behind Stafford Road in Uttoxeter. This proposal raises serious concerns across multiple fronts:

- **Highways and Safety:** Stafford Road is already under immense pressure from traffic volumes. The proposed access point near the Plough public house is unsuitable and poses a significant safety risk. I can confirm that Staffordshire County Council Strategic Highways will oppose any development that compromises road safety or worsens congestion, and this proposal clearly does both.
- **Environmental Impact:** The development would destroy vital green space, threatening local wildlife and increasing flood risk to homes, the cemetery, the railway line, and the park.
- **Infrastructure Strain:** Uttoxeter's infrastructure is already stretched. Adding an estimated 1,000 residents would place unsustainable pressure on schools, healthcare, and public services.
- **Mental Health and Wellbeing:** Residents deserve peace and respite in their homes and gardens. This development would bring prolonged construction noise and permanent disruption.
- **Planning Conflicts:** The site is not designated for development in either the ESBC Local Plan or Uttoxeter's Neighbourhood Plan. These plans call for its protection, not destruction.
- I stand with the residents of Uttoxeter in calling for this proposal to be rejected. It is not in the interest of the local community, our environment, or our infrastructure. I urge our MP Jacob Collier and fellow councillors to join us in defending the integrity and sustainability of our town.

Back Lane Project – Update and Summary for Uttoxeter Town Council

- Following recent concerns raised locally regarding the Back Lane scheme, I have undertaken a personal review of the proposals, associated costs, and the intended outcomes.
- There were circulating claims that the scheme involved the installation of a bus gate and an ANPR camera. I can confirm that these claims are incorrect. Upon reviewing the official plans, the scheme in fact involved alterations to the pavement layout and a change in road signage from "Access Only" to "Buses Only."
- The financial implications of the project have raised serious concerns. To date, over £15,000 has already been spent on consultation and planning alone. The projected cost of completing the works has been estimated at £62,000 to £63,000. This brings the total project cost to in excess of £77,000.
- In light of this, I have taken the decision to put the scheme on hold, as I do not believe this level of expenditure represents good value for public money. Furthermore, I am not convinced the changes proposed would effectively address the issues they were intended to solve. Irresponsible drivers would ignore a Buses only sign as much as they would an Access only sign without policing or an active presence this would be an expensive white elephant .
- Instead, I have now begun developing a more affordable and proactive alternative, which will seek to address concerns around safety, access, and traffic behaviour in a more practical and cost-effective manner, while ensuring local stakeholders are properly consulted which did not happen in the original proposal .
- Further details of this revised approach will be shared with the Town Council and community in due course.

And last but not least, the reinstatement of the High Street bollard has been booked for the 15 September. The works are expected to take around 3 days.

Councillor Hawkins welcomed the installation of the High Street bollard and he sought clarification on who would be responsible for the bollard once installed. The Clerk was asked to provide a point of clarity. She reported that SCC would be fully responsible for installation, maintenance and monitoring of bollard and she reported that she had requested SCC ensure

that all local businesses and those previously issued with access permits be contacted as soon as possible. She reported that a local business had made contact with her who had been encouraged to make contact with SCC.

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The Clerk reported that SCC had advised the local business that 'following the installation of the bollard, it would remain lowered until all permits/businesses had been duly contacted'. Councillor Hawkins thanked the Clerk for providing this clarification.

It was noted that Council looked forward to receiving updates on solutions to the problem of access to Back Lane in future County Councillor Reports. The Council acknowledged that the problem of access was not an easy problem to solve.

- (b) The Clerk reported receipt of a combined Borough Councillor Report on ESBC matters arising since the date of the last meeting which included the following:

Borough Councillor P Krupski reports she had:

- Attended the following meetings:
 - Licensing training session at ESBC.
 - Two Licensing Subcommittee meetings.
 - Scrutiny Value for money meeting.
 - ESBC LAG meeting.
 - Uttoxeter Racecourse Board meeting to agree end of year accounts.
 - Uttoxeter Heath Community Centre Committee meeting.
 - Meeting with an ESBC Officer regarding the refurbishment of the public toilets in Bradley Street.
- Also addressed the following issues:
 - Large fallen branches in Bramshall Park.
 - Overflowing litter bins at the bottom of Timber Lane.
 - Replied to several residents regarding their concerns regarding the speculative build in Stafford Road.

Borough Councillor Z Krupski reports he had:

- Chaired Value for Money Scrutiny Review Committee.
- Attended the ESBC LAG meeting.
- Attended a Zoom meeting with Uttoxeter Racecourse Board to review and pass 2024/25 financial accounts.
- Attended the Uttoxeter Heath Community Centre meeting as an ESBC representative.
- Met with ESBC Officers to review progress on Cllrs P Krupski project to refurbish Bradley Street toilets.
- Attended the monthly Councillor Surgery for residents as both a Borough & a Uttoxeter Town Councillor along with Town Councillor T Ashby.

Borough Councillor R Hawkins reports he had:

- Attended the ESBC Development Committee meeting on 16 July, to consider progress towards the revised Local Plan.
- Attended an ESBC Value for Money Scrutiny Committee meeting on 30 July, to consider the future use of Burton Town Hall.
- Attended the Oldfields Sports & Social Club AGM on 14 August and am happy to report that the Club has had another successful year.
- Attended a meeting, with fellow ESBC Uttoxeter Councillors, to press for a speedy start to the refurbishment of the Bradley Street Toilets and the outcome will be reported to the Council meeting.
- Attended the ESBC Leader's Advisory Group on 28 August, which considered topics such as a Housing Stock Assessment and the Climate Change and Environment Forward Plan.
- Attended a further meeting of the Development Plan Committee on 4 September.
- In addition, I had conversations with several residents about pressing matters and was in contact with ESBC about some of them.

Borough Councillor A Mansfield reports he had:

- Been working with residents on Stanley Crescent to identify ownership of an area of land with vegetation that needs cutting back for a number of reasons, including obscuring the view of the road. It has been identified as the responsibility of the County Council and I have passed this on to the County Councillor for him to consider.

- Been working with Uttoxeter Bowls Club on a couple of applications to ESBC for funding. This would be to make improvements such as installing hot water in the clubhouse and supporting the Club to engage and attract a wider group of individuals and community groups, including schools.

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- Attended a meeting of the Standards Committee. This included an item on the dispensation given to dual-hatted Councillors to discuss local Government reorganisations. It was confirmed that as it stands, Councillors who represent Parish and Borough Councils will not need to be given dispensation, as they are not paid for their work as Parish Councillors.
- Been speaking to a resident who lives on the A50 side of Bramshall Meadows, who had approached St Modwen to open a footpath between the two halves of the estate, to allow predominantly for families to pass through to get to Bramshall Meadows School. The resident informed that St Modwen had agreed to do this in time for the new school year, but have since said it is not a priority. I plan to pick the conversation up with St Modwen to ask them to revisit this and make it a priority, as I think it has benefits for those families, and for traffic in the town.

Councillor Hawkins reported that, for information, regarding social housing, Millers had taken over from St Modwen Development in March and Trent and Dove had confirmed that 25 homes within the development had been allocated for affordable housing and social housing. He was awaiting a response from ESBC regarding clarification if Millers were continuing with the original terms which he would continue to provide Council with updates accordingly.

12. TOWN CLERK'S REPORT

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

- (a) Various SPCA E-Bulletins/Correspondence – SPCA Part Time Vacancy dated 4 July 2025, E-Bulletin dated 11 July 2025, Small Grants for Parish Councils & Community Groups dated 23 July 2025, Flood Resilience Survey dated 23 July 2025, Agreement of Pay Rates for 2025-26 dated 24 July 2025, Local Government Reorganisation Consultation - East Staffordshire Borough Council dated 25 July 2025, Local Government Reorganisation Consultation – Stafford Borough Council dated 26 July 2025, Clerk Vacancy Horninglow and Eton dated 29 July 2025, Introduction to Age-friendly Communities Webinar - 10 September 2025 - request to promote to member councils dated 31 July 2025, NALC/ACRE survey regarding flooding dated 31 July 2025, SPCA Planning Training 23rd September dated 1 August 2025, archiving at Staffordshire Council - to all clerks dated 8 August 2025, Explore Chairmanship Course: Wednesday 10th September 10am dated 11 August 2025, Breakthrough courses update dated 11 August 2025, SPCA August 2025 bulletin dated 14 August 2025, New course offer - An introduction to Artificial Intelligence dated 18 August 2025, SPCA Eighty-sixth Annual General Meeting dated 2 September 2025, as forwarded to Members.
- (b) SLCC News Bulletins dated 11 July 2025, 24 July 2025 as forwarded to Members.
- (c) SLCC Weekly Digest dated 14 July 2025, 4 August 2025 and 11 August 2025, as forwarded to Members.
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4446775 - Wood Lane, Six Roads End received 22 July 2025, 4446518 - Various Streets in East Staffs received 15 August 2025, 4450917 - Bennetts Lane, Bramshall received 18 August 2025, 4452394 - Loxley Lane, Loxley Green received 2 September 2025), as forwarded to Members and Staff.
- (e) Staffordshire Means Back to Business dated 24 July 2025 and 29 August 2025, as forwarded to Members and Staff.
- (f) NALC Chief Executive's bulletins - 17 July 2025, 24 July 2025 including Pay Scales Update for 2025-26 to be backdated to 1 April 2025, with immediate effect, Chief Executive's bulletin dated 31 July 2025, as forwarded to Members.
- (g) NALC Events newsletters dated 12 August 2025 and 19 August 2025, as forwarded to Members.

- (h) Staffordshire Library News and Events this August dated 4 August 2025, as forwarded to Members.
- (i) My Staffordshire dated 11 July 2025, as forwarded to Members and Staff.
- (j) The Circuit – To report that a Defibrillator Checks were carried out on 7 July 2025 and 11 August 2025 and The Circuit has been duly updated.

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- (k) Device Health Check Report for the Council's CCTV received 1 August and 1 September 2025. Council was advised that all cameras were in full working/recording order.
- (l) Email from ESBC's Local Centres Tourism Officer Re: Help Bring Burton's Bollards to life with your Community, as forwarded to Members.
- (m) Following agreement with the Mayor, Deputy Mayor and Chair of F&GP, placed the order with Home Doctor Pest Control Services for programme for the Town Hall including cleaning of ventilation mesh within the cellar door and replacement of the bulb within the cellar, in the sum of £385 plus vat, funded by the Town Hall Repairs/Maint. budget.
- (n) Received an email from ESBC on 3 July 2025 Re: Space 2025 Leaflets & Poster: Please Share, as forwarded to Members and Staff.
- (o) Email from the Chair of Uttoxeter Nature Group (UNG) on 3 July 2025 Re: Comments on P/2024/01376 Bamford site planning application for circulation to UNG Members, as forwarded to Members.
- (p) Email on 3 July 2025 from The National Allotments Association Re: July Newsletter, as forwarded to Members.
- (q) Email on 4 July 2025 from NAS WM Re: Regional Photographic Competition 2025, as forwarded to Members.
- (r) Reported receipt of a Freedom of Information Request received 14 July 2025 from 'What Do They Know' requesting 'Names and job titles of paid employees, also Salary bands or exact figures if listed in the Annual Statement of Accounts or Pay Policy Statement.' Council was advised that the Clerk liaised with Council's Data Protection Officer regarding the request and a response would be issued within 20 working days.
- (s) Reported receipt of an email dated 15 July 2025 from ESBC's Trainee Solicitor advising Council that with respect to the ESBC's Off-Street Parking query ESBC 'confirm the Council's intention was that those drop off times already agreed would remain in place, as was currently the case. The parking order would be amended to reflect this'
- (t) Email 15 July 2025 from ESBC Re: You're Invited to Join Us to Help Shape a New Strategy for East Staffordshire, as forwarded to Members.
- (u) Email 15 July 2025 Re: Parish Online Newsletter #60 - Free GOV.UK Email Special Edition, as forwarded to Members.
- (v) Email 21 July 2025 from The National Allotments Association Re: NAS WM Quarterly Meeting 09 08 25 (at Uttoxeter Town Hall), as forwarded to Members.
- (w) Email on 22 July 2025 from County Councillor Allen Re: Back Lane Update, as copied to the Clerk, as issued to TAHS Headteacher, as forwarded to Members.
- (x) Email on 22 July 2025 from ESBC's Chief Accountant (Deputy S151 Officer) advising Council that 'ESBC was currently seeking residents' views on how it should prioritise its spending on services for the next year and beyond. ESBC has launched a budget consultation to help identify which services people consider to be the most important, what they would like to see protected and where, if necessary, they would prefer any additional income to come from. The survey can be completed online via the Council's website, deadline is 7 August 2025', as forwarded to Members. Council was advised that ESBC were unable to grant an extension and Members were encouraged to complete the survey as an individual local resident, as issued to Members on 23 July 2025.
- (y) Responded to the Freedom of Information Request dated 14 July 2025 regarding seeking details of the Council Accounts for Staff Salaries, etc. Council was advised that a copy of the Council's Confirmed Precept was provided together with a breakdown of the Council's Staffing Structure however, under GDPR and as confirmed by Council's DPO, no individual names of Staff were provided.
- (z) Email on 23 July 2025 from SCC Re: We are changing how we send e-newsletters, as forwarded to Members and Staff.
- (aa) Email on 23 July 2025 from Unison Re: Important update on your pay, as forwarded to Members and Council's Office Manager.

- (bb) Email on 24 July 2025 from Uttoxeter Nature Group Re: Minutes of the Uttoxeter Nature Group Meeting / Nature Conference 22 October, as forwarded to Members.
- (cc) Email on 24 July 2025 from Staffordshire and Stoke-on-Trent Communications and Engagement Team Care Board Re: ICB Board Briefing Paper - July 2025, as forwarded to Members.

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- (dd) Various emails 25 July 2025 from SCC Re: We are changing how we send e-newsletters, World-class athlete thrives in business in enterprise centre and Family days out for under £30, as forwarded to Members and Staff.
- (ee) Received and responded to a number of emails between 2-11 August 2025 Re: Seeking support for Uttoxeter Pride Events taking place within the Town in 2026. Council is advised that the Mayor together with the Chair and Vice-Chair of the Town Hall Entertainments Committee will be attending a Coffee Event Meet Up on 5 September 2024 from 4pm together with a large number of local organisations and groups to progress discussions on events for 2026.
- (ff) Email 4 August 2025 Re: NAS WM Quarterly Meeting 09 08 25 Reminder plus other matters, as forwarded to Members.
- (gg) Email from Rural Services Network Re: RMTG Roundup July 2025 received 1 August 2025, as forwarded to Members.
- (hh) Council was advised that Chase Fire attended on 4 August 2025 and carried out a full inspection on all Fire equipment within the Town Hall with only one fire blanket requiring replacement.
- (ii) Email from NALC Events newsletter dated 5 August 2025, as forwarded to Members.
- (jj) Email from NALC Chief executive's bulletin - 7 August 2025, as forwarded to Members.
- (kk) Email from The Community Foundation for Staffordshire and Shropshire Re: Community Programmes Newsletter - August 2025, as forwarded to Members.
- (ll) Email from SCC dated 8 August 2025 Re: Have your say... Help shape adult care in Staffordshire, as forwarded to Members and Staff.
- (mm) Email from SCC dated 8 August 2025 Re: 100 days of action, as forwarded to Members.
- (nn) ES Business News - Issue 21 and ES News Issue 42 dated 8 August 2025, as forwarded to Members and Staff on 11 August 2025.
- (oo) Received and responded to emails to Councillor Holland from a local resident on 12 August 2025 regarding speed of traffic on Byrds Lane and other highway matters. Council is advised that following liaison with Councillor Holland, the Clerk had liaised with The Community Speed Watch Group and the local resident had been encouraged to liaise with the County Councillor regarding the other highway matters.
- (pp) Email on 13 August 2025 from NALC Re: Star Council Awards 2025/26 – Climate Response of the Year, as forwarded to Members.
- (qq) Received and responded to a number of emails on 13-14 August 2025 from a local business owner regarding advice on holding town centre events. Council is advised that the Clerk issued them with information on road closures and links to Martyn's Law.
- (rr) Email dated 14 August 2025 from Birmingham City Council Re: IMLT Summer Newsletter, as forwarded to Members.
- (ss) Email dated 14 August 2025 from NALC Re: Chief executive's bulletin - 14 August 2025, as forwarded to Members.
- (tt) Emailed dated 18 August 2025 from the National Allotment Assoc. Re: NAS WM Regional Secretary Vacancy, as forwarded to Members.
- (uu) Received and responded to an email from a family seeking historical information of family graves within Uttoxeter Cemetery.
- (vv) Council is advised that the repair works to the windows at 32 Carter Street have been completed on 25 August 2025, funded by the Repairs and Maintenance budget allocation.
- (ww) Liaised with Council's Architect regarding the insertion of an oak post to support first floor timber beam oak beam works will be commencing on 1 September 2025, anticipated to take up to 3 weeks. Council was advised that the Clerk had provided Council's Insurance Provider with an update accordingly.
- (xx) As in accordance with Council's Freedom of Information Policy and as agreed with Council's DPO and the Town Mayor, the Clerk issued a response to the further Freedom of Information Request received on 25 July 2025.

- (yy) Email from NALC dated 20 August 2025 Re: Star Council Awards 2025/26 – County Association of the Year, as forwarded to Members.
- (zz) NALC Chief executive's bulletin - 21 August 2025, as forwarded to Members.
- (aaa) Reported receipt of an email from MidMC providing the Council with the SID's Data for the 10 SID's within the Town, to be duly incorporated within the Council's website.
- (bbb) Emails from SCC on 22 August 2025 Re: What's next after GCSEs and Claim your share of £1.2m grant funding, as forwarded to Members.

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- (ccc) Email from Trent Rivers Trust on 22 August 2025 Re: Midlands in Drought, as forwarded to Members.
- (ddd) Email from SPCA on 26 August 2025 Re: T&PC Cark Parks & EV Charging, as received from SCC, as forwarded to Members.
- (eee) Email from NALC on 28 August 2025 Re: Chief executive's bulletin - 28 August 2025, as forwarded to Members.
- (fff) Email from Staffordshire and Stoke-on-Trent Integrated Care Board on 29 August 2025 Re: Meeting in public - September 2025, as forwarded to Members.
- (ggg) Email from SCC on 1 September 2025 Re: Staffordshire Libraries in September - Staffordshire History Festival Kicks off!, as forwarded to Members and Staff.
- (hhh) Received a number of emails between 24 August 2025-1 September 2025 from local residents regarding the Developer Proposals for Land off Stafford Road. Council is advised that ESBC have confirmed that this is a Developer 'Have your say' seeking feedback from local residents and the community and is not a formal planning application.
- (iii) Email received on 1 September 2025 from a Member of Parliament Re: Lithium-ion batteries campaign, as forwarded to Members.
- (jjj) Received and responded to a query from Mazars LLP for the Annual Return for 2024-25 on balance carried forward from 2023-24. Council is advised that Mazars had made an error on their database and the information as submitted in the AGAR was correct.
- (kkk) Email from NALC Re: Events Newsletter, as forwarded to Members.
- (III) Liaised with Councillors P and Z Krupski regarding the draft banners and posters for the Uttoxeter Food Festival on 6 December 2025, 9am-4pm within the town centre.

RESOLVED that with respect to Item Nos. 12(a)-(III), the same be accepted and approved.

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

Councillor Houlihan reported attendance at two SPCA Executive Committee meetings on:

- 2 September 2025 had considered the following:
 - The new Health and Wellbeing Officer had commenced her role and he was looking forward to the various projects she would be bring forward for SPCA.
 - It was his understanding was that Government would not accept any new Parishes and that in unparished areas, the County Councillor would be responsible for calling periodical meetings in their areas.
 - However, SPCA understood that a number of proposals for the establishment of new parishes would be coming forward before the Borough status is removed.
- 9 September 2025 – The Committee had been considering the affiliation fees for next year which will be agreed during SPCA's AGM which was being held at Uttoxeter Town Hall.

Councillor Hawkins reported attendance at the recent Oldfields Sports and Social Club AGM and he reported that that Town should have the upmost pride in this Organisation which provides so much sports provisions for the Town with its excellent football and rugby teams, which are playing in leagues above those expected. He urged all Members to support this Organisation whenever possible. Members concurred with the comments made and that it was an asset to the town.

14. POLICE UPDATE

- (a) The Clerk reported that she would continue to liaise with Chief Inspector Neeson and Inspector Ugwueze, Deputy Commander East Staffordshire Local Policing Team regarding attendance at a future meeting to provide Council with an update on Policing within the Town.

RESOLVED that the same be noted and approved.

- (b) Receipt of the Town Ward and Heath Ward for August 2025 as received from the local Police, as forwarded to Members on 3 September 2025.

RESOLVED that the same be noted.

- (c) The following Police Drop In sessions would take place within the town as follows:
- Tesco - Friday 5 September from 10am.
 - Library - Monday 8 September between 2pm-3pm.

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- TAHS meeting - Monday 8 September 9am.
- Asda - Friday 19 September from 12 noon.
- Every 3rd Wednesday morning at St Mary's Church Café.
- Costa Coffee - Tuesday 23 September between 2pm-3pm
- Council was advised that additional Drop In's may be carried out through the month.

RESOLVED that the same be noted and welcomed.

15. ESBC - PLANNING APPLICATIONS

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2024/01199 - Erection of a detached bungalow and formation of access at Adj. to Chorlton Terrace, ST14 7FA.
- (b) P/2025/00425 - Demolition of existing garage to facilitate the erection of a two storey rear/side extension, single storey side extension, single storey rear extension, storm porch to front elevation, installation of first floor side windows to East elevation, installation of a dormer window on the South elevation, alterations to fenestrations on ground floor East elevation, and erection of boundary wall and access gate. (Updated description of development and proposed elevations and floor plans) at 32 Bramshall Road, ST14 7PG.
- (c) P/2025/00632 - Felling of one Lime tree (T01), Crown reduction in height up to 4 metres of one Lime tree (T02), Crown lift to 5.2 metres over highway and overall Crown reduction up to 4 metres of one Lime tree (T03), Crown lift to 5.2 metres over highway, crown thinning up to 20%, removal of epicormic growth and overall Crown reduction up to 4 metres of one Horse Chestnut tree (T04), removal of two lower limbs, crown thinning up to 20% and Crown reduction in height up to 4 metres of one Beech tree (T05), overall Crown reduction up to 4 metres of one Oak tree (T06), Crown lift to 5.2 metres over highway and overall crown reduction up to 4 metres of one Oak tree (T07), overall crown reduction up to 4 metres of one Oak tree (T08) (G3 of TPO 202) at 25 Old Lodge Close, ST14 7FJ.
- (d) P/2025/00686 - Crown reduction in height by 3-4 metres of 5 Silver Birch trees at The Steeplechase, Uttoxeter.
- (e) P/2025/00783 - Erection of a single storey rear extension and front entrance porch with ramped approach at 19 Copes Way, ST14 7HF.

Council was advised that ESBC had granted extensions for P/2024/01199, P/2025/00632, P/2025/00686, P/2025/00783 as above, to enable Council to make its comments accordingly.

RESOLVED that with respect to ESBC's Planning Application Nos.:

- (i) P/2024/0199, Council had no comment to make at this stage.
- (ii) P/2025/00425, Council had no comment to make at this stage.
- (iii) P/2025/00632, Council;
- Objects to the felling of the one Lime tree (T01) and wishes for ESBC to agree that this tree should be retained with some remedial works,
 - Subject to ESBC confirming their acceptance and agreement with each of the proposed works for other trees included, Council would be in agreement to the remedial works to the other trees to be carried out.
- (iv) P/2025/00686, the Town Council:
- (i) Resolved to defer this application for consideration by the Policy and Planning Committee on 23 September 2025;
- (ii) Would like ESBC to provide details prior to the 23 September 2025 on how ESBC evaluated the accuracy of such tree work applications and seeks confirmation that ESBC has a suitably qualified Officer to assess and

advise Planners on tree work proposals and seeks confirmation that the works are necessary.

- (iii) Upon receipt of (ii) as above, the Town Council's Policy and Planning Committee to further consider P/2025/00686 at its meeting on 23 September 2025.
- (iv) ESBC grant an extension to P/2025/00686 to 23 September 2025.
- (v) P/2025/00783, Council had no comment to make at this stage.

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16. TOWN COUNCIL ACCOUNTS – UP TO AND INCLUDING 30 JUNE 2025

Council gave consideration to the Town Council Accounts up to and including 30 June 2025 as prepared by the RFO and the Chair of the Finance and General Purposes Committee. Council's instruction was sought.

RESOLVED that the Town Council Accounts for up to and including 30 June 2025 be accepted and approved.

17. FINANCIAL REGULATIONS – UPDATED

Council was asked to consider the updated Financial Regulations, following the closure of the local branch of NatWest Bank, duly updated by the Clerk and Council's Internal Auditor with respect to petty cash procedures. Council's instruction was sought.

RESOLVED that the Financial Regulations, as updated, be accepted, approved and adopted.

18. ESTIMATES - PROJECTS FOR INCLUSION WITHIN THE ESTIMATES/PRECEPT 2025-26

In readiness for Council to consider its Draft Estimates at its Extraordinary Council Meeting (Estimates), in private, on Tuesday, 25 November 2025 at 7.00pm, Council was asked to determine any specific projects/funding to be included within the Precept 2026-27. Council's instruction was sought.

RESOLVED that:

- (i) The Clerk/RFO include the following within the Draft Estimates:
 - (a) War Memorial Works - £25,000 inc. Contingency (subject to further negotiations).
 - (b) Adam Peaty Suite under counter fridge unit.
 - (c) Town Hall Lift – Potentially significant works or replacement.
 - (d) Washing machine/dryer to replace the cooker in the Alan Dean Suite kitchen.
 - (e) Possible additional contribution to side alley works to the Town Hall.
 - (f) Additional associated costs security costs for town centre Events.
 - (g) CAB Provision – Minimum of 1 day (currently £8,400pa) with a view of 2 days per week (circa £16,800), subject to the responses from CAB regarding the following:
 - How many visits have been received via the facility at the Town Hall from:
 - (i) Town residents
 - (ii) Rural residents
 - (iii) Other areas
 - Provide the Council with Evaluation of Advice satisfaction.
- (ii) Members provide the Clerk by 10 October 2025 with detail of any specific projects they wish to be included within the Draft Estimates for consideration by Council.

19. UTTOXETER NEIGHBOURHOOD PLAN – SCREENING VERSION OF THE EMERGING NEIGHBOURHOOD PLAN

Council was advised that the Clerk submitted the Emerging Neighbourhood Plan to ESBC for Screening on 15 August 2025 and she reported receipt of an email dated 15 August 2025 from ESBC advising Council that *'As requested, ESBC will prepare a draft Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Opinion. The purpose of the Screening Opinion is to examine whether or not the content of the emerging Plan*

requires a SEA in accordance with the European Directive 2001/42/EC and associated Environmental Assessment of Plans and Programmes Regulations 2004. It will also examine the potential impact of the emerging Plan on internationally designated wildlife sites and determine if the emerging Plan requires a HRA. When deciding whether proposals in the draft Plan are likely to have significant effect we are required to consult Historic England, Natural England and the Environment Agency. Following consultation, ESBC will advise the Council of the conclusions of the Screening Opinion.'

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The Clerk reported that no further correspondence had been received from ESBC at this time and that any update would be included for consideration by the Policy and Planning Committee at its next meeting.

RESOLVED that the same be noted.

20. UTTOXETER CHRISTMAS FOOD FESTIVAL – SATURDAY, 6 DECEMBER 2025

The Clerk reported that Uttoxeter's Christmas Food Festival will take place within the town centre on Saturday, 6 December 2025, 9am-4pm, in partnership with We ♥ Events Ltd.

Council was advised that, following the success of the last event, it was anticipated that Food Festivals would take place in June, September, December in 2026, to be duly considered by the Town Centre Forum in due course.

She reported that 1,000 A5 leaflets promoting the Christmas event and 4 no. Christmas Food Festival banners had been purchased in the sum of £245, funded by the Events budget allocation.

RESOLVED that the same be accepted and approved.

It was noted that Councillors P Krupski, Z Krupski and C Sylvester declared an Interest in Item No. 21(a) and they left the Chamber prior to the debate and took no part in the vote.

21. S137 COMMUNITY SUNDRY GRANT APPLICATIONS

The Clerk reported that £6,680 remained within the 2025-26 S137 Sundry Grant budget allocation for up to 31 March 2026 and she reported receipt of the following S137 Sundry Grant Applications dated:

- (a) 15 July 2025 from The Wellies Project Staffordshire Care Farming Development CIC seeking a grant of £1,920. Council's instruction was sought.

RESOLVED that the Clerk liaise with The Wellies Project Staffordshire Care Farming Development CIC to advise that Council is supportive of the project however, it would like the following information prior to it reconsidering the application:

- (i) How many Uttoxeter residents does The Wellies Project currently support.
- (ii) How many additional Uttoxeter residents does The Wellies Project envisage to support with the grant from the Town Council.
- (iii) Upon receipt of (a)-(b) as above, the Council will further consider this application at its meeting on 14 October 2025.

It was noted that Councillors P Krupski, Z Krupski and C Sylvester returned to the Chamber.

- (b) 16 July 2025 from Douglas Macmillan Hospice seeking a grant of £200. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant in the sum of £200 be awarded to Douglas Macmillan Hospice, funded by the S137 Sundry Grant budget allocation.

- (c) 29 July 2025 from Millfield Victory Allotments seeking a grant of £1,500. Council's instruction was sought.

Councillor Z Krupski reported that ESBC had funded £5,972 towards the associated costs of the composting toilet facilities and he proposed a grant of £200. It was noted that this proposition was not seconded.

Councillor Boot proposed a grant of £500, seconded by Councillor P Krupski which was put to the vote, the vote being 11 votes in support, 3 votes against, 0 abstentions. The proposition was carried.

- RESOLVED that the Clerk liaise with the Millfield Victory Allotments to advise that:
- (i) A S137 Sundry Grant in the sum of £500 be awarded to Millfield Victory Allotments, funded by the S137 Sundry Grant budget allocation.
 - (ii) Millfield Victory Allotments be encouraged to submit a Grant application to Uttoxeter Lions Welfare Scheme and to We Love Uttoxeter.

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- (d) 1 August 2025 from Thomas Alleynes High School seeking a grant of £1,200. Council's instruction was sought.

Councillor Z Krupski proposed a grant of £200, seconded by Councillor D Boot.
Councillor Hawkins proposed a grant of £300. This proposition was not seconded.
Councillor P Krupski proposed a grant of £500, seconded by Councillor C Sylvester.

The Mayor put the two propositions received to the vote:
£200 Grant - 4 votes in support, 10 votes against, 0 abstentions
£500 Grant - 11 votes in support, 3 votes against, 0 abstentions. The proposition was carried.

- RESOLVED that the Clerk liaise with Thomas Alleynes High School to advise that:
- (i) A S137 Sundry Grant in the sum of £500 be awarded to Thomas Alleynes High School, funded by the S137 Sundry Grant budget allocation.
 - (ii) Suggest that they approach Uttoxeter Lions, ESBC Borough Councillors, local Builders Merchants, Uttoxeter in Bloom Committee and local Nurseries/Garden Centres to seek additional support towards their project.

- (e) 13 August 2025 from Katharine House Hospice seeking a grant of £139.99. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant in the sum of £139.99 be awarded to Katharine House Hospice, funded by the S137 Sundry Grant budget allocation.

It was noted that Councillors P Krupski, Z Krupski and C Wain declared an Interest in Item No. 21(f) and they left the Chamber prior to the debate and took no part in the vote.

- (f) 22 August 2025 from Uttoxeter Lions seeking a grant of £1,700. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant in the sum of £1,700 be awarded to Uttoxeter Lions, funded by the S137 Sundry Grant budget allocation.

It was noted that Councillors P Krupski, Z Krupski and C Wain returned to the Chamber.

Following receipt of a number of applications seeking considerable grant, Council requested that the Clerk and Chair of F&GP revise the current S137 Sundry Grant Form to incorporate the overall sum that the Council allocates for Sundry Grants for the year to enable more realistic applications to be made. The Clerk include the revised form for consideration by Council on 14 October 2025.

22. CEMETERY - VARIOUS

- (a) The Clerk reported that due to the recent inclement weather, the date for commencing works to the Cemetery extension had been slightly delayed, expected to commence within the next two weeks.

RESOLVED that the same be noted and welcomed.

- (b) Council was asked to consider purchasing 20 additional Honeycombe Granite Above Ground Level Sanctums for the Garden of Remembrance in the sum of £11,740 plus £200 delivery and installation of up to £50 per sanctum) due to all the existing Sanctums being leased or reserved or including the associated costings within the Precept for 2026-27.

It was noted that Council wished to purchase the additional Sanctums forthwith. The Clerk reminded Council that no budget was in place in this fiscal year for this project and it would have to be funded from Council's General Reserves and show as an overspend within the accounts. It was noted that Council would receive income from the lease of the Sanctums. The Clerk/RFO reminded Council that needed to be mindful that it may have to incorporate monies within the Estimates/Precept to replenish its General Reserves which would be determined later in the fiscal year. Council's instruction was sought. Following due debate, it was

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RESOLVED that the Clerk be tasked forthwith with purchasing 20 additional Honeycombe Granite Above Ground Level Sanctums for the Garden of Remembrance in the sum of £11,740 plus £200 delivery and installation of up to £50 per sanctum), funded by the Council's General Free Funds, showing the overspend under Cemetery Above Ground Level Sanctums budget allocation.

- (c) Subject to (b) as above, Council was asked to consider the installation two further Above Ground Level Sanctum plinths within the Garden of Remembrance that would be required for the next 20 Sanctums. The Clerk reported that quotations were awaited at this time. Council's instruction was sought.

The Clerk/RFO reiterated that Council needed to be mindful that it may have to incorporate additional monies within the Estimates/Precept to replenish its General Reserves which would be determined later in the fiscal year. Council's instruction was sought. Following due debate, it was

RESOLVED that the Mayor, Deputy Mayor, Chair of F&GP and the Clerk be tasked forthwith with accepting a quotation for the installation of two Sanctum plinths for the next 20 additional Honeycombe Granite Above Ground Level Sanctums, funded by the Council's General Free Funds, showing the overspend under Cemetery Above Ground Level Sanctums budget allocation

- (d) Council was advised that the Clerk was liaising with Contractors and the Water provider regarding a leak located (exact area unknown at this time) within the Cemetery entrance main driveway. The Clerk reported that investigation work would be required to try to find the leak. Council's instruction was sought.

RESOLVED that the Mayor, Deputy Mayor and Clerk be authorised to progress the fixing of the leak within the main entrance to the Cemetery, funded by the Cemetery Repairs and Maintenance budget allocation.

23. ESBC – PAVEMENT LICENCE APPLICATION FOR VINTAGE TEA EMPORIUM

The Clerk reported receipt of an email dated 12 August 2025 from ESBC's Licensing Officer informing Council of the above mentioned application and seeking Council's comments by 27 August 2025, as forwarded to Members on 12 August 2025. Council was advised that ESBC were unable to grant an extension and Members were encouraged to issue ESBC with their personal comments direct to ESBC.

RESOLVED that the same be noted.

24. FAIRTRADE UTTOXETER STEERING GROUP

The Clerk reported receipt of emails received from the Fairtrade Steering Group dated:

- (a) 11 August 2025 Re: Next Meeting Utoxeter Fairtrade Group: 4-30 18 August at Redfern's Cottage Museum, as forwarded to Members.
(b) 26 August 2025 Re: Minutes of Fairtrade Meeting 18 August 2025, as forwarded to Members.

RESOLVED that with respect to 24(a)-(b) as above, the same be noted.

25. SCC INFORMATION GOVERNANCE SUPPORT – AUGUST 2025 BULLETIN

The Clerk reported receipt of an email dated 11 August 2025 received from Council's Data Protection Officers providing Council with a copy of the above mentioned, as issued to Members.

RESOLVED that the same be accepted and approved.

26. **PENINSULA – COUNCIL'S HR PROVIDER**

The Clerk reported receipt of the following emails, as issued to Members, Council's Office Manager and Council's Payroll Provider:

- (a) Important dates released – join us for a live session unpacking the Employment Rights Bill roadmap dated 2 July 2025.

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- (b) Your opinion counts – tell us how you feel about the Employment Rights Bill dated 4 July 2025.
- (c) Your latest e-learning sessions are here dated 14 July 2025.
- (d) Just in – Your weekly supply of HR and Health & Safety Insights dated 11 August 2025.
- (e) Your weekly supply of HR and Health & Safety insights dated 18 August 2025.
- (f) Unpack your weekly HR and Health & Safety updates dated 1 September 2025.

RESOLVED that with respect to 26(a)-(f), the same be accepted and approved.

27. **HMRC SUPPORT**

The Clerk reported receipt of the following, as forwarded to Members and Council's Payroll Provider:

- (a) The basics to your VAT return dated 11 July 2025.
- (b) Reporting in real time and providing accurate information dated 16 July 2025.
- (c) Protecting workers' rights in the care sector – a HMRC NMW webinar with GLAA and EAS dated 23 July 2025.
- (d) Paying directors and the benefits of payrolling dated 25 July 2025.
- (e) Company vehicles, vans, mileage and meals dated 30 July 2025.
- (f) Let's chat about VAT returns and schemes dated 6 August 2025.
- (g) Working from home and between workplaces dated 8 August 2025.
- (h) Parties, presents and PAYE Settlement Agreements (PSAs) dated 15 August 2025.
- (i) Employer Bulletin - important information for employers dated 20 August 2025.
- (j) Simplifying payroll – benefits for directors and employees dated 27 August 2025.

RESOLVED that with respect to 27(a)-(j), the same be accepted and approved.

28. **STAFFORDSHIRE PENSION FUND**

The Clerk reported receipt of an email on 11 August 2025 providing Council with the LGPS Employer Focus Newsletter August dated 11 August 2025, as forwarded to Members of Staff and Council's Payroll Provider.

RESOLVED that the same be accepted and approved.

The Chair expressed his thanks to the members of the public for their attendance at the meeting.

29. **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 accepted and approved.

30. **P/2025/00572 – THE MALTINGS PLANNING APPLICATION**

The Clerk reminded Council of the Policy and Planning Committee Resolution on 22 July 2025 with respect to Planning Application No. P/2025/00572. Council was advised that Borough Councillor P Krupski had received a response from ESBC which was duly shared with Council. Following due debate, it was

RESOLVED that the Clerk write to ESBC's Enterprise Team to advise them of the Town Council's comments as issued to ESBC's Planning Team for P/2025/00572 and request a response by 1 October 2025 to enable Council to consider the response at its meeting on 14 October 2025:

- (a) Strongly supports the principle of a town centre green space and high-quality public realm as part of The Maltings regeneration area, however, wishes to make the following comments:
- The proposed scheme does not reflect the regeneration options that formed part of the previous consultation.
 - There is no evidence within the submission documents that this forms the first phase.
 - There is no viability or structural assessments available to support the case for the proposed demolition. This is a piecemeal application without understanding the proposed phasing and development of the entire Maltings Regeneration Area.

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- The green space is adjacent to service areas and the rear of high street buildings. There is concern about the lack of natural surveillance and that this may attract anti-social behaviour. There is no Crime Impact Statement to demonstrate how ESBC have considered these material considerations.
 - Request that this application be considered by the Borough Council's Planning Committee.
- (b) The Town Council has requested that ESBC Planners provide the following information to the Town Council:
- (i) Heritage statement that demonstrates how ESBC have considered the demolition in a Conservation Area and their legal duties. In addition, the Council understand the rich archaeological history of the area and consideration of the potential archaeological implications of the proposed development.
 - (i) To avoid piecemeal development the application requires a clear phased masterplan to show how this forms part of the wider regeneration strategy for the remainder of the site including the former co-op building.
 - (iii) Detailed site plan with detailed landscaping proposals, rather than the illustrative materials which cannot be conditioned.
 - (iv) Viability assessment that evidences the case for demolition. This should include relevant structural information.
 - (v) Crime Impact Statement to demonstrate how public safety has been considered in the design.

31. WAR MEMORIAL CONDITION REPORT - QUOTATIONS UPDATE

Council was advised that following the Condition Report previously issued to Council, Council's Architect had met with two Specialist Contractors at the War Memorial to obtain quotations.

- (a) Council was asked to consider the Comparison Update received from Council's Architect on 3 September 2025 and the two quotations received. It was noted that the condition of the stone under the planters would need to be fully assessed as recommended by Council's Architect and Specialist Contractors. Council's instruction was sought.

RESOLVED that the Clerk, Mayor, Deputy Mayor and Chair of F&GP be tasked with progressing negotiations with The Stonemasons of Worcester.

- (b) Council was asked to consider Precepting (e.g. £16,000) towards the associated works. Council was advised that the current War Memorial EMR was £6,629.88 towards the associated works. Council were reminded that Council included £2,000 on an annual basis within the precept. Council's instruction was sought.

RESOLVED that the clerk be tasked with incorporating £25,000 (including Contingency) within the Draft Estimates for due consideration by Council at its Estimates Meeting in November.

- (c) Council was reminded that the War Memorial was Grade II Listed and would require full Planning/Listed Building Consent to be obtained prior to any works taking place. Council's Architect fees for carrying the associated works including application and plans would be £1,800 plus vat. Council's instruction was sought.

RESOLVED that the same be accepted and approved, and included within the £25,000 budget allocation as recorded above.

32. **ESBC – BRADLEY STREET TOILETS – TAKING ON DEVOLVED SERVICES FROM PRINCIPAL AUTHORITIES**

The Clerk reminded Council of its Resolution from its Extraordinary Meeting on 12 August 2025 and she reported receipt of an email on 22 August 2025 from ESBC's Head of Regeneration and Development. Council's instruction was sought.

Councillor P Krupski reported receipt of an update from ESBC together with a plan which was to be further amended in due course. She reported that going forward, ESBC had agreed to provide

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her with weekly updates which she would provide to Council accordingly. Council expressed its thanks to Councillor P Krupski for her involvement and persistence on progressing the refurbishment of Bradley Street toilets.

RESOLVED that the same be noted and welcomed.

33. **LOCAL GOVERNMENT REORGANISATION**

- (a) The Clerk reported receipt of an email dated 15 August 2025 received from the CEO at High Peak Borough Council and Staffordshire Moorlands District Council, as forwarded to Members.

RESOLVED that the same be noted.

- (b) The Clerk provided Council with a brief update on the responses received from Biddulph, Cheadle and Stone Town Councils with respect to comments at this time on the way forward for the Local Government Reorganisation. It was noted that no response had been received from Leek. Council's instruction was sought.

RESOLVED that the same be noted.

- (c) As Resolved by Council on 12 August 2025 that *'in readiness for the Town Council meeting on 9 September 2025, Borough Councillor Mansfield liaise with ESBC to seek the financial viability analysis of a southern UA as carried out by ESBC'.*

The Clerk reported receipt of an email dated 18 August 2025 from Borough Councillor Mansfield providing Council with an update from ESBC's CEO advising Council that *'A first full draft of the Southern and Mid Staffs districts proposals will be available in early September and while it is being finalised will need to be made available to borough councillors for their comment etc. At some point in early/mid-October the final papers will be despatched for formal full council and Cabinet consideration. We will of course discuss the final proposal at the borough wide Parish Council Forum, of which UTC is a member. The submission to Government will not happen until the end of November.'* Council's instruction was sought.

RESOLVED that the same be noted.

EXTENSION OF TIME

A 15-minute extension was proposed, seconded and carried.

- (d) As Resolved by Council on 12 August 2025, that *'Local Government Reorganisation - Way Forward be included for further consideration by Council, in private, at its meeting scheduled to take place on 9 September 2025.'*

Council was asked to consider its preference for a way forward for best placing Uttoxeter within either a North Staffordshire Unitary Authority or South Staffordshire Unitary Authority. Council's instruction was sought. Following due debate, it was

RESOLVED that the Mayor, Deputy Mayor, Chair of F&GP and the Clerk be tasked with:

- (i) Contacting Staffordshire Moorlands to advise that Council supports Staffordshire Moorlands plan for Uttoxeter to be incorporated within the Northern Unitary Authority.
 - (ii) Formulate the opening dialogue for a meeting with Staffordshire Moorlands at the earliest opportunity to progress discussions on a way forward.
 - (iii) Provide Council with an update at its next meeting, in private.
- (e) The Clerk reported receipt of an email dated 15 August 2025 from High Peak Borough Council and Staffordshire Moorlands District Council's Organisational Development and Transformation Re: Staffordshire Moorlands District Council to survey on local government reorganisation in Uttoxeter and Stone and surrounding parishes, advising Council that '*In Staffordshire, all districts, boroughs, the county council and Stoke-on-Trent City Council will be abolished at the end of March 2028, to be replaced by, most likely, northern and southern*

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Staffordshire unitary councils. Staffordshire Moorlands District Council is working up a proposal we are calling Option D which would see the Moorlands, Newcastle-under-Lyme, Stoke-on-Trent – and Stone and Uttoxeter and surrounding villages – become part of a new North Staffordshire Council. As part of our proposal development, we want to let you know that we have commissioned an independent research company called Cratus to survey residents in your area about the future of council services and potentially becoming part of a North Staffordshire Council. This will include surveying in town centres and carrying out an online survey promoted locally on social media, in the coming weeks. If you have any queries about the surveys taking place, please contact communities@cratus.co.uk. Members were advised that more information on the local government reorganisation and devolution was available at <https://www.staffsmoorlands.gov.uk/Local-Government-Reorganisation>.

The webpage includes a press release we issued at the end of June explaining why we are pursuing Option D', as forwarded to Members on 19 August 2025. Council's instruction was sought.

- RESOLVED that the Clerk liaise with Staffordshire Moorlands Leader and CEO to:
- Express the Council's concern that the Town Council had not been contacted by Staffordshire Moorlands to advise that they had commissioned an independent research company to survey residents of the town about the future of council services and potentially becoming part of a North Staffordshire Council, prior to it being announced in the email received on 15 August 2025.
 - The Council would welcome a copy of the proposed questionnaire and a copy of the subsequent analysis of responses.

EXTENSION OF TIME

A further 8-minute extension was proposed, seconded and carried.

34. STAFFING INCLUDING TRAINING

- (a) The Chair reported the staff lieu time hours for up to 31 August 2025 was 37½. Council was reminded of the previous two months lieu time hours were 42¼ (4 July 2025) and 51¼ (31 May 2025).

RESOLVED that the same be accepted and approved.

- (b) The Mayor provided Council with an update on staff absences, etc since the date of the last meeting and he requested Council considered employing a short-term part-time temporary/casual member of Staff to provide admin assistance if required. Council's instruction was sought.

The Mayor reported that the Admin/Events Team and the Clerk had covered staffing for all upcoming events and thanked his fellow Councillors for their assistance.

It was noted that Council expressed its sincere thanks to all members of staff for their assistance during this time. The Mayor reported that he would continue to work closely with all members of Staff to provide support where possible.

RESOLVED that the Mayor, Deputy Mayor, Chair of F&GP and the Clerk progress employing a part-time temporary/casual member of Staff to provide admin assistance if required in the short-term.

- (c) Council was advised that its Payroll Provider, Bradley Accountancy & Taxation Services duly completed The Declaration of Compliance on behalf of the Council with the Pension Regulator on 11 August 2025, duly filed in the Clerk's Pensions Regulator File.

RESOLVED that the same be accepted and approved.

- (d) Councillor Training - Council was advised that:
- Councillor Johnstone attended online SPCA Councillor Introduction Training on 30 July 2025 and Communicating with your community and Councillors Data Protection Officer training on 8 September 2025 via SPCA/Breakthrough Communications.
 - Councillor Johnstone would be attending Social Media Skills training on 22 September.

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- Councillor Johnstone would be attending Cllr Planning Training on 23 September 2025 along with Councillors Boot and Glandfield.

RESOLVED that the same be accepted and approved, funded by the Training budget allocation.

- (e) Events Team Update – The Chair provided Council with an update from the Events Team on events/interments since the date of the last meeting:
- | | |
|----------------------------|---|
| • Ballroom Events/bookings | 2 |
| • Tea Dances | 2 |
| • Craft & Produce | 1 |
| • ADS Events/bookings | 0 |
| • Cemetery Interments | 2 |

RESOLVED that the same be noted.

35. AGENDA ITEMS FOR THE NEXT MEETING

- S137 Sundry Grant Form following its review – Councillor R Hawkins
- Replacement Community Speedwatch Radar Device(s) – Councillor C Sylvester

The meeting closed at 9.23pm.