



UTTOXETER TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 14 OCTOBER 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, P Krupski, Z Krupski, A Mansfield (Deputy Mayor), A Noyes, C Sylvester, L Sylvester, C Wain

Officer in attendance – T Jeffery, Town Clerk/RFO

It was noted that 5 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 Town Councillors A Johnstone, C Lancaster and S Page and County Councillor AP Allen.

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

- (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.

The Chair welcomed the members of the public to the meeting. It was noted that a member of the public wished to address Council with respect to Item No. 19 'Correspondence received from local residents regarding the siting of flags upon lamp posts and roundabouts throughout the town' and he stated that:

- During a recent Staff Team Meeting at St Mary's Parish Church, members had expressed their concerns regarding the spreading of flags throughout the town and the potential meaning behind the installation of the flags and expressed concerns about the volume that were appearing throughout the town.
- The Bishop had issued a lengthy Pastoral Letter, whilst a sensitive matter, he urged the Town Council to enter into dialogue to explore this matter further.

The Chair expressed his thanks to the member of the public for their address to Council which would be further considered under Item No. 19 later in the meeting.

It was noted that a member of the public wished to address Council with respect to Item No. 25 'The Wheatsheaf Public House Development' and she expressed her thanks to Council for permitting her to address them on this important historic building within the Town. She stated

that she understood that the owners of Listed Buildings should retain them in good order and for them to be renovated when necessary.

- However, in this instance, reluctantly, she believes the Wheatsheaf, in its current dilapidated state, is beyond saving and due to this, it should be De-Listed and demolished.
- She reported that on Remembrance Day last year, the building began to collapse. Since then, most of the building has been demolished.
- Planning was granted in 2013, then again in 2023, for houses to the rear and for the renovation of the Wheatsheaf building. She reported that access to the rear by knocking down two houses built in 1980/1990's on land previously reserved for Balance Street extension.
- She was not aware that the planning permission included the two shops adjoining the Wheatsheaf.
- She stated that if demolition of the Wheatsheaf and the two adjoining shops were allowed, newer houses could be saved and the road and footpath widened, given the road and footpath have been narrowed outside the Wheatsheaf.
- If Listed Building is retained for the Wheatsheaf, there was very little of the original building that would be saved.
- She urged the Council to support contacting ESBC to request that the Wheatsheaf be De-Listed.

The Chair expressed his thanks to the member of the public for their address to Council which would be further considered under Item No. 25 later in the meeting.

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.

None received.

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) With respect to the minutes of the Council Meeting held on 9 September 2025. Councillor L Sylvester reported that the Minutes recorded that she was in attendance at the Meeting. It was noted that she had submitted her apologies. The Clerk reported that this would be duly amended. The minutes of the Council Meeting held on 9 September 2025, duly amended as above, were approved as a correct record and signed by the Chair.

(b) Council gave consideration to the Recommendations of the Footpaths Committee Meeting held on 18 September 2025.

RESOLVED that the Recommendations of the Footpaths Committee Meeting held on 18 September 2025, be approved and ordered to form part of the minutes attached hereto as Appendix A.

(c) Council gave consideration to the Recommendations of the Policy and Planning Committee Meeting held on 23 September 2025.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting held on 23 September 2025, be approved and ordered to form part of the minutes attached hereto as Appendix B.

7. ACCOUNTS

- (a) Council gave consideration was given to the list of accounts submitted for payment in the sum of £38,175.98 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 September 2025.

RESOLVED that the same be noted.

8. BANK BALANCES

At 14 October 2025, the bank balances stood at:

RBS Current Account	£ 9,715.00
RBS Special Interest Account	£265,440.08
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 544.70
RBS Deposit Account 32 Carter Street	£ 621.83
RBS 19A High Street Deposit Account	£ 336.97
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:

6 September 2025	Leek Centenary Parade & War Memorial Rededication Service
14 September 2025	Mayor of Ashbourne's Civic Service
20 September 2025	Lichfield Johnson Society Annual Supper
21 September 2025	Mayor of Uttoxeter's Civic Service
22 September 2025	Uttoxeter Dr Johnson Celebrations
26 September 2025	Macmillan Coffee Morning at the Town Hall
28 September 2025	Staffordshire Moorlands District Council Chair's Civic Service
3 October 2025	Fairtrade Coffee Morning
12 October 2025	Mayor of Cheadle's Civic Service
13 October 2025	AGM of Staffordshire Moorlands District Scout Council

- (b) The Clerk reported that the Deputy Mayor attended the following events since the last meeting:

20 September 2025	Lichfield Dr Johnson Birthday Celebrations
20 September 2025	Lichfield Johnson Society Annual Supper
21 September 2025	Mayor of Uttoxeter's Civic Service
2 October 2025	2nd Anniversary of Uttoxeter's Parkinsons Support & Friendship Group

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 apologies from County Councillor Allen and reported that he would provide Council with an update on SCC matters at a future meeting.

- (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 reported she had:

- Attended a Licencing sub- committee meeting regarding Taxi licences.
- Attended a fundraising event at Bateman House in aid of Dementia.
- Attended an LBGTQ meeting in Fuelled Café.
- Attended a committee meeting At UHCC.
- Attended and assisted in a fund raising event at UHCC in aid of Blood Bikes.
- Attended a Scrutiny Value for Money Teams meeting.
- Attended the Macmillan Coffee morning at the Town Hall.

- Been liaising with ESBC officers regarding the progress of the partial demolition of the Maltings.
- Been in dialogue with ESBC officers regarding the refurbishment of the Bradley Street Toilets.
- Responded to the Chair of Chamberlain Place (Uttoxeter) Management Company Ltd who have responsibility for the estate on Chamberlain Close and land adjacent to the footpath to Bridge Street and bordering the Wheatsheaf development about his concerns about the development of the Wheatsheaf pub.

Borough Councillor Z Krupski reported he had:

- Attended a fundraising event at Bateman House in aid of dementia
- Attended an LGBTQ meeting at the Fuelled Café.
- Attended a UHCC committee meeting as the ESBC representative.
- Attended and assisted a fund raiser at the UHCC in aid of the Blood bikes.
- Attended a Teams meeting re Scrutiny Value for Money.
- Attended the Macmillan Coffee morning at the Town Hall.
- Chaired Scrutiny Value for Money Committee meeting.
- Attended ESBC audit training followed by a Scrutiny Audit Committee meeting.
- Attended the Dr Johnson anniversary event in Uttoxeter.
- Attended several other Teams meeting in relation to Scrutiny Value for Money.

Borough Councillor R Hawkins reported he had:

- 4th September – Attended a TEAMS meeting of the Development Committee which discussed progress towards the Local Plan.
- 5th September – Attended the Uttoxeter Pride event meeting at Fuelled, along with the Mayor and other borough councillors.
- 10th September – Attended the Wilfred House Management Committee meeting to consider current business and forthcoming plans.
- 21st September – Attended the Mayor's Civic Service at St Mary's Church.
- 22nd September – Was scheduled to attend a meeting of the ESBC Council, but this was cancelled because of lack of business.
- 25th September – Attended the meeting of the Uttoxeter Nature Group, which discussed the UNG Conference being held on 22nd October at the Town Hall and its future direction.
- 29th September – Attended a meeting of the ESBC Climate Change and Environment Group. The items reviewed included quarterly progress reports, repairs to the Trinity Car Park wall and charging rates for the Maltings EV Charging Centre.
- Spoke to several residents about council-related matters 'ASDA car park chaos on Saturdays' and the Bradley Street toilets.
- Oldfields Sports and Social Club Secretary has confirmed the successful application for an £8,900 ESBC Community Regeneration Grant to refurbish the toilet area.

Borough Councillor A Mansfield reported he had:

- Liaised with officers to follow the progress of the resurfacing of the astroturf pitch at Thomas Alleyes.
- Communicated with residents on a range of issues, included the lack of bus services on Park Street and the footpath between the two sides of the Bramshall Meadows estate.
- Worked with County Councillor Allen, officers at the County Council and residents to arrange for overgrown trees and grass to be cut back on Stanley Crescent.
- Liaised with ESBC officers and the Cabinet member for Communities and Regulatory Services to support the vision for a neighbourhood health hub that has been put forward by Dr Atherton and Balance Street Health Centre.
- Attended a meeting of the County Council Health and Care Overview and Scrutiny Committee. This included a presentation on the County Council's new policy on placements for residential social care.
- Chaired the ESBC Audit Committee and attended a meeting of the Standards Committee.

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 Email 8 September 2025 Re: NALC seeking how many Councils who had General Power of Competence (which Uttoxeter has), SPCA September 2025 bulletin dated 8 September 2025, Showcase Your Local Walking Trails with Professional, Branded Leaflets dated 9 September 2025, Staffordshire County Council LGR Proposals dated 8 September 2025 (received whilst in the Council Meeting), Reminder: Does your council have a car park? Dated 12 September 2025, Update on our Data Protection Training dated 18 September 2025, Calling all Staffordshire Councils - NALC Elections dated 18 September 2025, Building resilient communities together – Understanding roles, responsibilities and local action dated 26 September 2025, New Councillor's Statement of Assurance champions civility and respect in parish and town councils dated 29 September 2025, SPCA Planning Training Slides dated 30 September 2025, Free Home Office/NALC/SLCC Martyn's Law webinar - Noon - 13:15, 21 October 2025 dated 2 October 2025, as forwarded to Members.
- (b) NALC Correspondence - CEO Bulletin - 4 September 2025, Events Newsletter dated 9 September 2025, CEO Bulletin dated 11 September 2025, Newsletter dated 16 September 2025, We have opened nominations for our 2025 Governance Elections dated 17 September 2025, CEO Bulletin dated 18 September 2025, CEO Bulletin dated 25 September 2025, CEO Bulletin dated 2 October 2025, NALC Newsletter dated 6 October 2025, as forwarded to Members.
- (c) SLCC Correspondence - SLCC'S Annual General Meeting 2025 received 4 September 2025, News Bulletin - 5 September 2025, News Bulletin and Correction Email - 18 September 2025, SLCC Digest dated 6 October 2025, Reminder - SLCC'S Annual General Meeting 2025 dated 7 October 2025, as forwarded to Members.
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4449774 - High Street received 5 September 2025, 4449495 - Stone Road, Bramshall received 5 September 2025, 4441707 - Various Streets in East Staffordshire received 9 September 2025, 4451886 - Cullamore Lane, Willslock dated 22 September 2025, 4393255 – Stafford Road received 24 September 2025), as forwarded to Members and Staff.
- (e) Sustainable Staffordshire – How to cut your business' energy bills dated 19 September 2025, as forwarded to Members and Staff.
- (f) Staffordshire Means Back to Business dated 5 September 2025, 12 September 2025, 19 September 2025, as forwarded to Members and Staff.
- (g) My Staffordshire dated 5 September 2025 and 3 October 2025, as forwarded to Members and Staff.
- (h) The Circuit – Reported that a Defibrillator Check was carried out on 7 October 2025 and The Circuit duly updated.
- (i) Received and responded to a number of emails from ESBC following the press statement released from Buckingham Palace on 5 September 2025 confirming the sad news that Her Royal Highness, The Duchess of Kent passed away on 4 September 2025 aged 92. Council is advised that the Lord Lieutenants office confirmed that as Buckingham Palace had lowered flags to half-mast as a mark of respect, that it is appropriate for flags that would be lowered during a Bridge response to also be lowered on this occasion. It was likely that the flags would remain at half-mast until 8am on 6 September 2025. Council was advised that the flag on Uttoxeter Town Hall was duly lowered to half-mast for this period.
- (j) Received an email from The Community Foundation of Staffordshire and Shropshire on 6 September 2025 Re: Third Sector Trends Study - Get involved, as forwarded to Members.
- (k) NAS WM Vacancy for Regional Representative 2025 dated 9 September 2025, as forwarded to Members.
- (l) Received and responded to an email from Uttoxeter Business Network Re: A New Chapter for the Uttoxeter Business Network: Planning Meeting 12 September 2025.
- (m) Email from ESBC's Democratic Services Officer on 11 September 2025 Re: HRH The Duchess of Kent: Flag Instructions (As a mark of respect UK Government Buildings had been asked to lower their Union Flag to half-mast for the day of the Funeral, from 08:00 to 20:00 on Tuesday 16 September), as forwarded to Members. Council was advised that the flag on the Town Hall will be lowered as requested above.
- (n) Received and responded to an email from SCC Highways Team on 12 September 2025 regarding the access into the High Street following installation of the new bollard.

- (o) Email from SCC on 16 September 2025 Re: SCC News - There is still time to have your say..., as forwarded to Members and Staff.
- (p) Received and responded to an email from MidMC regarding a fault with one the SID's located in Bramshall Road. Council was advised that the latest SID Data had been incorporated upon the Council's website.
- (q) 17 September 2025 - Liaised with ARC Mechanical and Heating regarding minor issues for the Town Hall heating system following fault issues on 16 September 2025.
- (r) Reported receipt of an email on 18 September 2025 from ESET confirming the Council's annual renewal has commenced until 18/09/2026, via MidMC.
- (s) Attended the Town Mayor Uttoxeter Civic Service on 21 September 2025 and the Dr Johnson Celebrations on 22 September 2025.
- (t) Email Invitation to North Staffs Community Rail Partnership Annual General Meeting dated 22 September 2025, as copied to Councillor Houlihan.
- (u) Email from a local resident to ESBC Planning Team, copied to the Town Council dated 22 September 2025 Re: Further housing development Stafford Road Uttoxeter Application: P/2024/01382.
- (v) On 23 September 2025 received the latest SIDs Data from MidMC for incorporation within the Council's website, as forwarded to Members.
- (w) The Rural Bulletin - 23 September 2025, as forwarded to Members.
- (x) 23 September 2025 – Received the bound Minute Book from J S Wilson & Son (Bookbinders) Ltd for 5 May 2021-20 May 2024, funded by the Office Equipment budget allocation.
- (y) Email from Chair of Fairtrade Uttoxeter on 23 September 2025 Re: It's Fairtrade Fortnight! Please help, as forwarded to Members.
- (z) Email from Rural Services Network on 23 September 2025 Re: Your Voice Matters: Delivering For All Survey, as forwarded to Members.
- (aa) Email on 24 September 2025 from Rural Services Network Re: RMTG Roundup September 2025, as forwarded to Members.
- (bb) Met with Contractors at The Allotments and The Cemetery regarding progressing works to the Cemetery extension.
- (cc) Following an accident in the Cemetery by a third party, liaised with Mayor and Deputy Mayor, the Family, and Leisure Bench regarding a replacement memorial bench being purchased, to be funded by the third party.
- (dd) Emails on 25 and 26 September 2025 from Staffordshire and Stoke-on-Trent Integrated Care Board Re: Urgent Dental Appointments and ICB Board meeting and Annual General Meeting Briefing Papers - September 2025, as forwarded to Members.
- (ee) Email on 26 September 2025 from a MP Re: Webinar and grant scheme, as forwarded to Members.
- (ff) Email 29 September 2025 from Uttoxeter Nature Group Re: You are invited: Join us for Uttoxeter's Nature Conference | 22 October 2-4pm, as forwarded to Members.
- (gg) 29-30 September 2025 Continued to liaise with Contractors for Cemetery extension works.
- (hh) Email from ESBC's Democratic Officer on 30 September 2025 Re: Building resilient communities together – Understanding roles, responsibilities and local action events, as forwarded to Members and F/T Admin Officer.
- (ii) The Circuit Newsletter: Your Autumn update dated 30 September 2025, as forwarded to Members.
- (jj) Email from SCC dated 30 September 2025, Re: Have your say on the Local Transport Plan, as forwarded to Members and Staff.
- (kk) Email dated 30 September 2025 Re: Staffordshire Libraries in October - The Staffordshire History Festival is in full swing!, as forwarded to Members and Staff.
- (ll) The Rural Bulletin - 30 September 2025, and RSN Rural Funding Digest - October 2025 Edition dated 1 October 2025, as forwarded to Members.
- (mm) Met with McCutcheon & Sons at the Cemetery to carry out partial repairs to water leak located on the main entrance from the highway to the water meter. Council was advised that 3 minor leaks were repaired however, further works would be required to the pipe located in the raised bed to the water meter which at this time, was being monitored.
- (nn) ES News Issue 43 and ES Business News - Issue 22 dated 1 October 2025, as forwarded to Members and Staff.
- (oo) Email from SC on 2 October 2025 Re: Have your say on the future of transport, as forwarded to Members and Staff.

- (pp) Reported receipt of an email on 3 October 2025 from Employer Adviser for Burton on Trent Jobcentre plus advising Council that, due to extremely low interest in attending, the Jobs Fair at the Town Hall had been cancelled. She would like to thank Council for their offer to host the event and would hope that a further event can take place in 2026, as forwarded to Members.
- (qq) Email from the National Allotments Association on 6 October 2025 Re: October Newsletter, as forwarded to Members.
- (rr) 7 October 2025 Met with Engineers who have successfully repaired and serviced the Town Hall lift following numerous complications with electrical and mechanical issues.
- (ss) The Rural Bulletin - 7 October 2025, as forwarded to Members.

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

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

Councillor Hawkins reported attendance along with Councillor Boot at the Uttoxeter Nature Group Meeting on 25 September 2025. He reported that:

- The minutes from the meeting had been issued to Members by the Clerk on 2 October 2025.
- He encouraged Members and members of the public to attend the Uttoxeter Nature Conference on Wednesday, 22 October, 2-4pm within the Town Hall.
- This was an opportunity to connect with others who share passion for nature, to help shape the beginnings of a wider Uttoxeter Nature Network and contribute ideas for a broader shared nature recovery strategy that everyone can play a part in.
- Entry was free but tickets must be reserved in advance.

Councillor Houlihan reported attendance at the SPCA Executive Committee meeting on 29 September 2025 who had reviewed the subscription/membership fees for SPCA for 2026-27. This review had been carried out due to:

1. The membership fee being unrealistically low, especially for smaller PCs, given the services provided by SPCA.
2. The likelihood that following LGR some very large T/PCs will join the SPCA (electorate of 50-60,000) and that the membership fee needs to reflect appropriately the population size.

14. **POLICE UPDATE**

- (a) Council was advised that Chief Inspector Neeson Inspector would be in attendance to provide Council with an update on Policing within the Town at its meeting on 11 November 2025.

RESOLVED that the same be noted and welcomed.

- (b) The Clerk reported receipt of the Heath and Town Wards for September 2025 as received from the local Police, as forwarded to Members 6 October 2025.

RESOLVED that the same be noted.

- (c) The Clerk reported that the following Police Drop In sessions would take place within the Town in October:

- Friday 3 October 1400-1500 hrs - Starbucks
- TAHS meeting - Monday 9 October
- Saturday 11 October 1300-1500hrs - Aldi on Old Knotty Way
- Drop in at Library Monday 13 October 1400-1500 hrs
- Drop In Heath Community Centre Tuesday 14 October 2025 1000hrs
- Knit & Knatter Uttoxeter Cares Thursday 16 October 2025, 1330-1500hrs
- Saturday 18 October 1100-1300 hrs at Dovefields Retail Park.
- Every 3rd Wednesday morning - St Mary's Church Café
- Knit & Knatter Uttoxeter Cares Thursday 23 October 2025, 1330-1500hrs
- (Joint Town/Heath) Costa-Dovefields Drop in Tuesday 24 October 2025, 1400-1500hrs
- Thursday 30 October from 10am at Uttoxeter Leisure Centre with Victim support/ASB harmony/ MH health support for young people would be in attendance.

- Friday 31 October at Eco Globe Centre 1030-1200 hrs
- Other drop In's may be done through the month

RESOLVED that the Clerk liaise with PSCO Burton to advise that Councillors J Glandfield, B Houlihan and Z Krupski would be in attendance at the Police Drop In session at Uttoxeter Leisure Centre on Thursday 30 October 2025.

15. ESBC - PLANNING APPLICATIONS

Council was advised that:

- (a) With respect to P/2025/00082 - Demolition of detached garage and existing side and rear extensions to facilitate the erection of a two storey side extension, two storey and single storey rear extension, single storey front extension and insertion of a first floor side (east) facing window at Arcadia, 96 High Street, ST14 7JH, ESBC were unable to grant Council an extension to make its comments and Members were encouraged to submit their individual comments to ESBC by 10 October 2025 (as emailed to Members on 22 September 2025).
- (b) On this occasion, no other Planning Applications had been received.

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

16. COMPLETION OF THE AUDIT FOR THE YEAR ENDED 31 MARCH 2025

The Clerk reported receipt of the completed Audit for the year ended 31 March 2025 from Forvis Mazars Auditors as dated 26 September 2025, for the completed Annual Governance and Accountability Return for 2024-25 and Notice of Conclusion of Audit for Accounts for the year ended 31 March 2025.

The RFO was delighted to report that the auditor states *"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."*

Council was informed that a copy of the completed Notice of Audit Conclusion of Audit for the Annual Return for the year ended 31 March 2025 had been duly displayed within Council's Noticeboard and website from 26 September 2025.

The Chair requested a vote of thanks be recorded to the Clerk/RFO for her continued hard work on budget and audit management she provided to the Council.

RESOLVED that the same be accepted and approved.

17. UTTOXETER CITIZENS ADVICE SERVICE/ADDITIONAL PROVISION FOR THE TOWN

The Clerk reminded Council of its Resolution from its meeting held on 9 September 2025 and she reported receipt of an email on 16 September 2025 from CAB's Head of Advice Services as follows:

- *To date CAB have attended the Town Hall on 15 occasions and have seen 41 appointments during that time, so an average of almost 3 per week. Bearing in mind the first couple of weeks were a little quieter, the service since then has been pretty much fully booked.*
- *There are also some pretty impressive numbers within the report (as circulated to Members with their Agenda pack); during that time we have supported clients with 599 presenting issues/concerns and have identified financial gains for those clients of almost £80,000pa, predominantly by identifying and supporting clients to claim benefits, apply for charitable trust funds etc.*
- *In a social value context, it means that for every £1 invested into this service, clients in the local community have benefited by £19.04 (based on six months funding).*
- *Breakdown of clients seen by ward:*
 - *Heath - 14*
 - *Town - 11*
 - *Crown - 2*

- *Stramshall & Weaver - 3*
- *Looking at our wider data, I can see that a further 25 Uttoxeter residents have contacted our general Adviceline service. We've assisted them with basic info over the phone but have not had the capacity to book face to face appointments for them. This would suggest there is unmet demand and need for an increase in provision in the town, particularly if you consider the service is still relatively new.*
- *From a costing point of view, we would be happy to hold at the same level as this current year, so £8,400pa for 7.5 hours per week provision or £16,800pa if we were to increase to 15 hours (two days) per week provision. I hope that gives the supporting evidence you need but please let me know if there's anything else I can help with.'*

Council's instruction was sought.

Councillor Hawkins reported that this information along with the Report received provided the Council with clear evidence of the need for an additional day for CAB Provisions within the Town. It was noted that Members unanimously concurred with the comments made by Councillor Hawkins.

RESOLVED that the Clerk:

- (i) Incorporate £16,800 within the Estimates for the provision of 2 days (15 hours per week) CAB Provision for the Town for 2026-27.
- (ii) Liaise with CAB to provide an update as (i) as above, and offer Thursday or Friday, in addition to the current Monday provision.

18. SCC CITIZENSHIP CEREMONIES FROM UTTOXETER TOWN HALL

The Clerk reported receipt of an email dated 8 September 2025 from SCC Registration Team Leader seeking Council's support hosting SCC's Citizenship Ceremonies within the Ballroom at Uttoxeter Town Hall on a monthly basis.

Council was advised that the ceremonies last for about 30 minutes to an hour which were attended by the Council Chairman, or his Deputy, a Member of the Lord-Lieutenants Office and Registrars, and invitations were issued to around 20 persons receiving Citizenship and their Guests (up to 2 guests each), potentially on a Wednesday afternoon towards the end of each month. Council's instruction was sought.

RESOLVED that the Clerk liaise with SCC's Registration Team Leader to advise that Council fully supports the use of Uttoxeter Town Hall, once a month (day/time to be confirmed) for SCC's Citizenship Ceremonies, for a contribution of £60 per Ceremony, to cover the Council's associated staffing and refreshments costs together with a contribution towards the utilities.

19. CORRESPONDENCE RECEIVED FROM LOCAL RESIDENTS REGARDING THE SITING OF FLAGS UPON LAMP POSTS AND ROUNDABOUTS THROUGHOUT THE TOWN

The Clerk reported receipt of a number of emails received from local residents expressing concerns to the Town Council regarding the flags being incorporated on lamp posts and roundabouts throughout the town and request for Council to give consideration to 'how should anti-social behaviour be managed in Uttoxeter and neighbouring parishes?'. Council's instruction was sought.

The Chair reminded Members of the Address from a member of the public under Item No. 3 earlier within the meeting and the request from A N Other member of the public on 'how should anti-social behaviour be managed in Uttoxeter and neighbouring parishes'.

The Chair read out the Statement from SCC's Leader of Cabinet regarding SCC's Flag Protocol. It was noted that there was no definition of 'appropriate'.

Councillor Boot reported that he was aware of the local businesspeople who had incorporated the flags and he reported that, upon the flags looking in poor condition/damaged, he had received their assurance that they would be removed forthwith.

Councillor Wain reported that given the update from Councillor Boot, she Proposed that 'Council takes no action and the flags remain in place', duly seconded by Councillor Glandfield. The proposition was put to the vote, 6 in favour, 5 against. The proposition was carried.

RESOLVED that:

- (i) With respect to the Union and St George's flags located within the town, the same be noted.
- (ii) The Clerk write to SCC's CEO to advise that the Council note the Statement from SCC's Leader of Cabinet regarding SCC's Flag Protocol and to advise SCC that there appears to be a number of football supporting flags incorporated (blue emblem) which do not fit SCC's criteria, and therefore, the Council request SCC remove these at the earliest opportunity.
- (iii) The Clerk provide the members of the public with an update as (i) and (ii) as above.

It was noted that Councillor C Sylvester voted against the proposition for (ii) as above.

20. **BRADLEY STREET TOILETS – REFURBISHMENT UPDATE**

Borough Councillor P Krupski provided Council with an update on the refurbishment of Bradley Street Toilets she had received from ESBC as follows:

- Investigative work into Phase II continues but the changes remain. Looking at a unit that comprises the existing disabled toilet and baby changing facility.
- The limited width of the facility is compromising its ability to be accessible in line with the relevant regulations. The installation of a height adjustable bench takes up a large portion of the width of the room, leaving less than the required 1.5m space for a turning circulate (to be used by those in wheelchairs, for example).
- Looking at installing the bench on the other side takes up 1.8m of the available 2.1m width, leaving only 0.3m of side access (if it were against one side) or 0.15m (if in the middle).
- This leaves insufficient room for side access for either the individual in question or any aiders with regards to lifting/assisting access, leaving a potential health and safety risk.
- The proposed facility is already incompatible with Changing Places requirements, however, now it is presenting as being non-compliance with the Equality Act Disability Regulations (and associated Building Regulations).
- Options are being considered for initial review by the Cabinet Member.
- Materials for the Phase I works have been placed, the supplier side, CAD Team are now drawing up precise measurements and plans for final confirmation of the wall panelling requirements, as these need to be exact for fitting.
- We await confirmation of materials delivery ahead of commencing in early January.
- Phase II is going to be discussed by Cabinet at its next meeting and Councillor P Krupski would be in a position to provide an update on the progress after that milestone.

Councillor Ashby expressed his thanks to Councillor P Krupski for continuing to pursue this with ESBC. He reminded Council of the address from a member of the public at the Annual Parish Community Meeting where she advised Council that she was having to change her adolescent child, who had a number of complex needs, on the floor of the ladies toilets due to no appropriate space/facility being available, which was not acceptable for not only providing her and her son with no private space, providing a lack of dignity but under health and safety and for hygienic reasons, this was not acceptable. He reminded Council that at this time that this matter was discussed on 16 May 2023, £30 million had been allocated by Central Government for enhancing toilets to include these facilities. He urged the Borough Councillors and the Council to continue to pursue ESBC for the changing table to be incorporated with the refurbishment. Following due debate, it was

RESOLVED that the Clerk:

- (i) Write to ESBC's CEO and Leader of the Council reminding ESBC of:
 - (a) Its commitment to refurbish the Bradley Street toilets to include changing provisions, suitable for adult use.
 - (b) The importance to the Electorate of Uttoxeter that an adult changing provision be incorporated within Bradley Street toilets as a matter of priority.

- (c) Funding opportunities that were available from Central Government in May 2023, when this matter was first raised with ESBC, have now been missed.
- (ii) Councillors Houlihan and Ashby and the Clerk write to the MP Jacob Collier, providing him with background information on the previous contact/updates from ESBC on incorporating Changing Places provisions within Bradley Street toilets and seek his support on behalf of the Electorate of Uttoxeter in him contacting ESBC to progress discussions on suitable changing provisions being incorporated as a matter of priority.

21. THE MALTINGS – UPDATE

Borough Councillor P Krupski reported that, as Recommended by the Policy and Planning Committee on 23 September 2025 that she liaise with ESBC's Cabinet Member to seek an update on P/2025/00572 for the partial demolition of the Maltings and seek an update on the Co-Op building as follows:

- Have the plans for the partial demolition been put before ESBC's Planning Committee and if so, have they been approved.
- Have the plans for the demolition of the Co-Op building been approved by Planning, if not what is the time scale for this.
- What is the overall timescale for the redevelopment of the Maltings following demolition.

She reported she had also requested reassurance that the first stage of development be completed as soon as possible and that it is not deferred until after devolution has taken place.

She reported receipt of an update from ESBC's Planning Manager as follows:

- At this time, she cannot provide the expected Committee date for this application. Historic England have commented on the applications and those comments are now being considered by Planning Officers and the Applicant.
- Once a Committee date is known you will be notified.

RESOLVED that the Clerk write to ESBC's CEO and Leader of the Council to seek the following for the Maltings site:

- Details of works included for Phase I including timeframe/commencement dates.
- Provide details on the Tender documents for the demolition of the Maltings including timeframe for issue/consideration/awarding Contract for the Phase I works.
- Details of works included for Phase II including timeframe/commencement dates.

22. FIRST RESPONDER FOR UTTOXETER

Councillor P Krupski requested that this matter be included within the Agenda and she requested that Council consider that, as Uttoxeter no longer has a First Responder to assist when a medical crisis occurs to the residents of Uttoxeter who are many miles away from the three hospitals (Stoke, Derby and Burton), given the serious concern when urgent medical help is needed, she would like Council to liaise with West Midlands Ambulance Service regarding the urgent recruitment of First Responders for the Town. Councillor P Krupski to report. Council's instruction was sought.

RESOLVED that the Clerk write to West Midlands Ambulance Service to seek an urgent update on when WMAS envisage recruitment of a First Responder for the Town to take place given Uttoxeter is some 12.9 miles away from the nearest hospital.

23. S137 COMMUNITY SUNDRY GRANT APPLICATION FORM

The Clerk reminded Council of its Resolution on 9 September 2025 and she asked Council to consider the revised S137 Sundry Form duly updated to include 'Council asks that Applicants are mindful that the Council only has £8,000 available within its Sundry Grants budget for the entire year. This money is to be used to provide Grants to support as many local groups/organisations/individuals as possible with their worthwhile projects.' Council's instruction was sought.

RESOLVED that S137 Sundry Form duly updated, be accepted and approved.

24. S137 COMMUNITY SUNDRY GRANT APPLICATIONS

- (a) The Clerk reported receipt of letters of thanks received from Thomas Alleyne's High School, Katharine House Hospice, Douglas Macmillan, Uttoxeter Lions and Millfield Victory Allotments for their recent Sundry Grants.

RESOLVED that the same be noted.

- (b) The Clerk reported receipt of the following S137 Sundry Grant Application dated 15 July 2025 from The Wellies Project Staffordshire Care Farming Development CIC seeking a grant of £1,920 together with an email dated 15 September 2025 from The Wellies Project providing Council with the following response:

"All of the HCC WELLIES participants are from Uttoxeter. We would warmly welcome any of the councillors who would like to visit and talk to participants about the effect and positive impact that WELLIES had had on their lives and the lives of their families. Let us know if anyone would like to visit and we can arrange a mutually convenient time and date.

There are 22 people enrolled on the course at any one time, but new people join as existing participants find that they don't need to attend any more. During the duration of the proposed funding, we anticipate this being 50 different people. These are people who will benefit directly. The families and close friends of participants also benefit, particularly children who have raised aspiration and improved confidence and self-esteem. Parents often report that they've cooked and done crafts at home with children after learning new skills at WELLIES. They have improved resilience and develop support networks that reduce reliance on public sector services. We are a recovery focused project and we aim to help people to progress onto volunteering, further learning or employment. I hope this helps, but if you need any further information don't hesitate to get in touch." Council's instruction was sought.

Council was advised that £3,640.01 remained within the 2025-26 S137 Community Sundry Grant budget allocation for up to 31 March 2026. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant in the sum of £500 be awarded to The Wellies Project Staffordshire Care Farming Development CIC, funded by the S137 Sundry Grant budget allocation.

It was noted that Members were in unanimous support for the Clerk/RFO to incorporate an increase to £10,000 for the S137 Community Sundry Grant budget allocation within the Estimates, to be duly considered by Council at its Estimates Meeting on 25 November 2025.

25. THE WHEATSHEAF PUBLIC HOUSE DEVELOPMENT

Councillor P Krupski requested that this matter be included within the Agenda and she reported that as a Town and Borough Councillor, she had received an email from the Chair of Chamberlain Place Management Company Limited requesting the Town Council consider liaising with ESBC to remove of the Listed Building status. This was due to the lack of progress of the development (plans have been submitted both in 2013 and 2023) and the current state of a very dilapidated and in some ways dangerous state of the building. Councillor P Krupski circulated photos of the current condition of the building for Members information.

The Chair reminded Members of the Address from a member of the public under Item No. 3 earlier within the meeting on this matter. It was noted that Members concurred with the comments made by the member of the public and by Councillor P Krupski. Council's instruction was sought. Following lengthy debate, it was

RESOLVED that the Clerk write to ESBC's Planning Manager and ESBC's Conservation Officer to:

- (i) Request that ESBC commence proceedings for the Withdrawal of the Listed Building Status to the former Wheatsheaf Public House to enable demolition at the earliest opportunity, due to its current dilapidated state and risk to members of the public.
- (ii) Request that ESBC undertake a review of the condition of all Listed Buildings located within the Town.

26. CEMETERY UPDATE

The Clerk reported that:

- (a) The water leak located on the main entrance had been temporarily repaired (3 leaks) however, it was understood that potentially one remained located under the raised bed to the water meter. The Clerk reported that to date, no further seepage had occurred and that this would continue to be closely monitored and would be repaired if required in due course, funded by the Cemetery Repairs and Maintenance budget allocation.

RESOLVED that the same be accepted and approved.

- (b) Blithfield Construction had commenced works within the Cemetery for the extension to the carpark area, relocation of the felled Ash Tree to form a natural habitat within the Dell area (as in accordance with Planning Condition 6) and installation of the pathways within the extension to the Cemetery.

The Clerk reported that she had placed the order with Draycott Nurseries in the sum of £3,957.61 plus vat for the new hedge and trees, etc, which would be incorporated between November-February 2026, as in accordance with planting guidance, funded by the current Cemetery Hedge/Tree Project budget allocation.

She circulated photos of the works carried out to date for Members perusal and she was delighted to confirm that CW Ecology had confirmed that Compliance had been met with Condition 6 of the Planning Conditions.

She reported that she would be organising a Councillor site meeting over the coming weeks to enable Members to view the Cemetery extension works.

RESOLVED that the same be accepted and welcomed.

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

Council were reminded that the first Uttoxeter Food Festival would take place within the town centre on Saturday, 6 December 2025, 9am-4pm.

The Clerk reported receipt of an update from We ❤️ Events informing Council that *'everything is progressing really well with the Christmas Food Festival plans. We had a fantastic meeting with ESBC's Tourism Officer who provided a wealth of helpful information, ideas, and contacts to build on. We are already seeing strong interest from traders, with a lovely variety of food and artisan stalls coming together, its shaping up to be a really vibrant mix. We are delighted that The Heath Chorus will be performing and bringing some festive cheer to the event! Overall, things are moving forward very positively, and we're excited about how it's all coming together.'*

RESOLVED that the same be noted and welcomed.

28. SCC INFORMATION GOVERNANCE SUPPORT – SEPTEMBER 2025 BULLETIN

The Clerk reported receipt of an email dated 16 September 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.

29. PENINSULA – COUNCIL'S HR PROVIDER

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

- (a) Unpack your weekly HR and Health & Safety updates dated 8 September 2025.
- (b) Incoming: Here is your monthly Newsletter dated 12 September 2025.
- (c) Unpack your weekly HR and Health & Safety updates dated 15 September 2025.
- (d) [Live e-learning] Join us for "Your top five HR questions answered" dated 18 September 2025.
- (e) From annual leave to asbestos - it's time for your weekly roundup dated 22 September 2025.
- (f) Your weekly Peninsula roundup is here dated 29 September 2025.
- (g) [Live e-learning] Join us for "What makes a good recruitment process?" dated 2 October.

(h) It's time for your weekly updates dated 7 October 2025.

RESOLVED that with respect to 29(a)-(h) as above, the same be accepted and approved.

30. **HMRC SUPPORT**

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

- (a) Understanding statutory payments – what you need to know, dated 5 September 2025.
- (b) Helping employers get things right – a HMRC NMW webinar with ACAS dated 9 September.
- (c) Your guide to VAT basics and accounting schemes dated 15 September 2025.
- (d) Internships and the National Minimum Wage dated 19 September 2025.
- (e) Expenses when working remotely or on the move dated 6 October 2025.
- (f) Your guide to VAT returns and schemes dated 8 October 2025.

RESOLVED that with respect to 30(a)-(f) as above, the same be accepted and approved.

31. **STAFFORDSHIRE PENSION FUND**

The Clerk reported receipt of the LGPS Employer Focus Newsletter dated 10 September 2025, as forwarded to Members 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 in the meeting.

32. **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.

33. **SUPPORT TOWARDS IMPROVEMENTS TO HEALTH PROVISIONS FOR THE TOWN RESIDENTS – UTTOXETER NEIGHBOURHOOD HEALTH HUB**

Council gave consideration to:

- (a) The responses from the recent Healthcare Survey carried out by Balance Street Patient Participation Group.

The Chair reported that a further survey would be issued by Balance Street Patient Participation Group on 10 September 2025 seeking feedback on where their appointments are, how they get there, how long they are travelling, etc. He reported that this information formed part of the data collection that was required to support the improvements to the health provisions within the town.

RESOLVED that the same be noted and welcomed.

- (b) Potentially including up to £6,000 within the Estimates/Precept towards the associated costs for a Feasibility Study to be carried out by UVE CIC regarding a future Trinity Road Uttoxeter Neighbourhood Healthcare Hub. It was noted that generally the Policy and Planning Committee considers updates from the Healthcare Catch-up Meetings. Council's instruction was sought. Following lengthy debate, it was

RESOLVED that with respect to this matter, the Mayor, Deputy Mayor and the Clerk provide Council with an update for consideration by Council at its Extraordinary Council Estimates Meeting on 25 November 2025.

34. **LOCAL GOVERNMENT REORGANISATION**

The Clerk reminded Council of its Resolution on 9 September 2025 and she reported the following:

- (a) Receipt of an email via SPCA on 9 September 2025 Re: County Council Cabinet considers new East and West Staffordshire councils option for reorganisation, as forwarded to Members on 10 September 2025.

RESOLVED that the same be noted.

(b) Council was asked to consider the following:

- (i) Issuing Staffordshire Moorlands with a formal letter showing the Town Council's support for Uttoxeter to be incorporated within the Northern Unitary Authority given it appears to be the best option for Uttoxeter to protect and develop its local economy and service infrastructure. Council's instruction was sought.

RESOLVED that the Mayor and the Clerk be tasked with issuing Staffordshire Moorlands with a letter to reiterate the Town Council's support for Uttoxeter to be incorporated within the Northern Unitary Authority given it appears to be the best option for Uttoxeter to protect and develop its local economy and service infrastructure.

- (ii) Hosting a meeting at the Town Hall on 28 October 2025 with other local Parish Councils to enable conversations to take place, along with Staffordshire Moorlands, regarding Local Government Reorganisation and the options being considered. Council's instruction was sought.

The Chair reported that there potentially could be 12-13 Parish Councils within the Northern Unitary Authority which could benefit from a meeting to discuss the options being considered. Councillor P Krupski reported that Borough Councillors would be receiving a presentation by ESBC on two options in November.

RESOLVED that the Mayor and the Clerk host a meeting at the Town Hall on 28 October 2025 with other local Parish Councils (2 Representatives from each) to enable conversations to take place, along with Staffordshire Moorlands regarding Local Government Reorganisation and the options being considered.

35. STAFFING INCLUDING TRAINING

- (a) The Chair reported that the staff lieu time hours for up to 5 October 2025 was 34. Council were reminded of the previous two months lieu time hours were 37½ (31 August 2025) and 42¼ (4 July 2025).

RESOLVED that the same be accepted and approved.

- (b) The Chair provided Council with an update on staffing and absences since the date of the last meeting. He reported that as previously Resolved by Council, a short-term temporary/casual part-time Admin Assistant, as requested by the F/T Admin Assistant of 10 hours per week, would commence from 21 October 2025.

RESOLVED that the same be accepted and approved.

- (c) 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	3
• Tea Dances	2
• Craft & Produce	1
• ADS Events/bookings	0
• Cemetery Interments	4

RESOLVED that the same be noted.

36. AGENDA ITEMS FOR NEXT MEETING

Nominations for The King's Award for Voluntary Service (KAVS), in private.

The meeting closed at 8.55 pm.