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## **UTTOXETER TOWN COUNCIL**

### **MINUTES OF THE MEETING HELD ON TUESDAY, 11 NOVEMBER 2025 IN THE ALAN DEAN SUITE, 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, L Sylvester

Officer in attendance – T Jeffery, Town Clerk/RFO

It was noted that Chief Inspector Neeson and 3 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 S Page and C Wain, and County Councillor P 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 one member of the public wished to address Council with respect to Item No. 21 - Uttoxeter High Street Bollard and he reported that:

- Longer serving councillors may remember, in October 2022 I addressed this council regarding the problem of traffic ignoring the pedestrianised zone in the High Street.
- This is an ongoing problem, and it is disappointing that I need to raise this issue again 3 years later.
- We are approaching the Christmas period when the High Street will be busier with people shopping for the festive period.
- Vehicles driving down the High Street at any time during shopping hours is a risk, the risks increase significantly when more people including children are present.
- The police are rarely seen in the High Street to provide a visible deterrent and enforce the law on drivers ignoring the pedestrian zone restrictions.
- I understand that SCC are now responsible for the bollard operation and it was repaired or replaced several weeks ago but remains in the lowered position. I contacted County Councillor Allen to raise my concerns about the delay in reinstating a fully operational bollard.

- His reply said consultations regarding access pass requests from businesses and residents are still being processed. Also, that the bollard is unlikely to be operational until the New Year which is after the busy Christmas period.
- Previously when the bollard was operational there must have been a list of approved businesses and residents issued with passes to compare against new applications. Access pass history should exist which would save time so the application vetting process does not start from a clean sheet of paper.
- There is a meeting scheduled on 27th of this month between County Councillor Allen and representatives of this Council to discuss the matter.
- Can I ask that this council does everything in its power to progress reinstating a fully operational bollard as quickly as possible.
- Can the Council also request more support from the police to enforce the traffic restrictions in the High Street over the festive period until the bollard is fully operational. Thank you.

The Chair expressed his thanks to the member of the public for their address to Council which would be further considered under Item No. 21 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.

Councillor P Krupski declared an interest in Item No. 16(d)

Councillor Z Krupski declared an interest in Item No. 16(d)

Councillor C Sylvester declared an interest in Item No. 16(d)

Councillor L Sylvester declared an interest in Item No. 16(d)

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 14 October 2025 were approved as a correct record and signed by the Chair.

(b) Council gave consideration to the Recommendations of the Policy and Planning Committee Meeting held on 28 October 2025.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting held on 28 October 2025, be approved and ordered to form part of the minutes attached hereto as Appendix A.

7. **ACCOUNTS**

(a) Council gave consideration was given to the list of accounts submitted for payment in the sum of £22,463.90 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 October 2025.

RESOLVED that the same be noted.

**8. BANK BALANCES**

At 11 November 2025 the bank balances stood at:

|                                         |             |
|-----------------------------------------|-------------|
| RBS Current Account                     | £ 9,968.16  |
| RBS Special Interest Account            | £259,696.53 |
| RBS General Reserve Fund Account        | £100,000.00 |
| RBS Town Mayors' Account                | £ 684.70    |
| RBS Deposit Account 32 Carter Street    | £ 622.37    |
| RBS 19A High Street Deposit Account     | £ 337.26    |
| 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:

|          |                                               |
|----------|-----------------------------------------------|
| 18.10.25 | Wellbeing Show                                |
| 18.10.25 | Mayor of Stone's Trafalgar Dinner.            |
| 19.10.25 | Mayor of Leek's Civic Service                 |
| 23.10.25 | Utttoxeter in Bloom Open Evening/Prize Giving |
| 05.11.25 | Coffee Morning at Bateman House               |
| 06.11.25 | Poppy Afternoon Tea                           |
| 07.11.25 | RBL Poppy Appeal Dinner                       |
| 08.11.25 | Remembrance Concert                           |
| 09.11.25 | Remembrance Parade                            |
| 11.11.25 | War Memorial                                  |

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

|          |                                              |
|----------|----------------------------------------------|
| 22.10.25 | Bamford Heritage Plaque Unveiling            |
| 11.11.25 | Ryecroft Middle School's Remembrance Service |

**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:

- Highways Update:
  - Work continues across the Utttoxeter Town Division on a range of highways priorities, with a particular focus on improving efficiency, quality, and local accountability.
  - Local Contractors for Local Jobs:
  - We are in active discussions about utilising local contractors to deliver local works . This approach will help ensure faster response times, better local knowledge, and direct support for Utttoxeter-based businesses keeping public money circulating within our own economy.
  - A new kissing gate has been installed on the footpath between DeMontfort Way and Oakover Close, replacing the old, worn-out traditional wooden gate. Residents have been requesting this improvement since last year, and while initial progress was slow, a more proactive approach meant we were able to deliver a quick and effective solution. From inspection to installation, the project was completed in just a few months.
  - Strategic Partnership with JCB:
  - I am working closely with JCB to explore a strategic partnership that harnesses Staffordshire's engineering excellence. This collaboration aims to drive innovation in road maintenance and infrastructure delivery, ensuring that local expertise leads the way in improving our network.
- Testing New Repair Methods:
  - Several test sites across Staffordshire are currently trialling new road repair technologies. One promising method could turn temporary pothole repairs into durable fixes lasting 4–5 years a major improvement over the current 3–6 month lifespan. This would mean roads are only revisited when due for top dressing or resurfacing, reducing both disruption and long-term costs.

- Back Lane Safe School Street Scheme :
  - We are currently building a case for a Safe School Street Scheme on Back Lane. This would be aimed at improving pupil and pedestrian safety during school hours, while also addressing congestion and access issues. The proposal is being developed in partnership with highways officers and local stakeholders to ensure the right balance between safety, accessibility, and practicality.
- A518 / Town Meadows Way Junction £950,000 Improvement Scheme:
  - This significant £950k scheme is being developed to improve traffic flow, pedestrian safety, and overall junction performance at the A518 / Town Meadows Way location. I am pushing for the delivery of this scheme to take place in April–May 2026, aligning with the wider strategic programme to minimise disruption while ensuring maximum benefit to local road users and businesses.
- Ongoing Works:
  - Pothole and carriageway repairs continue under both planned and reactive programmes, with enhanced use of Pothole Pro machines to speed up delivery.
  - Routine maintenance including gully cleansing, signage, and vegetation control remains ongoing, with recent clearance works around Uttoxeter and other local routes.
  - I continue to liaise closely with the Assistant Director for Highways & Built County and the Amey Operations Teams to make sure Uttoxeter's priorities are properly represented and delivered.
- Local Government Reorganisation (LGR):
  - There has been growing discussion around proposals for Local Government Reorganisation, particularly the concept of an "East vs West" split within Staffordshire. The next best option is a North vs South or the Greater Stoke Option which still threatens grabbing Uttoxeter rural and Town in the greater Stoke option.
  - While this proposal may appear to meet certain business case criteria set out by Central Government, This is the best business case playing the game by Labours rules using their referee using their ball, But I am firmly opposed to any form of LGR or the dissection of Staffordshire.
  - This process is being driven by the Labour Government, and it is neither wanted nor needed by local residents or councils. Staffordshire is a county that works, it is not broken, and it does not need fixing in this way. Even the only Labour County Councillor in Staffordshire has publicly stated opposition to LGR, showing there is no political or public mandate for this direction and Cllr Syed Hussain opposes any Super Councils.
  - My focus remains on strengthening local accountability, improving efficiency, and delivering value for money within the current structure, not creating another layer of bureaucracy or unnecessary disruption.
- County Councillor Community Fund:
  - I am pleased to report that in my first year as County Councillor, I have awarded more funding to Uttoxeter community projects than my predecessor did in four years reflecting my ongoing commitment to investing in people, places, and projects that make a tangible difference and a positive outcome to the people of Uttoxeter. Recent recipients include:
    - The Heath Community Centre Sensory Garden Trail (£2,000) - This funding is supporting the creation of a sensory garden trail, providing a peaceful and inclusive outdoor space for residents of all ages and abilities. The project promotes wellbeing, accessibility, and community connection, making the Heath a more engaging and therapeutic environment.
    - Uttoxeter Armed Forces Breakfast Club (£500) - This group brings together veterans, serving personnel, and supporters for regular informal breakfasts, providing friendship, camaraderie, and a vital social link for those who have served. Their work supports mental wellbeing, reduces isolation, and keeps the Armed Forces community connected locally.
    - Other potential projects that can be proposed for the County Councillor Community Fund include initiatives led by schools, charities, and voluntary organisations that promote inclusion, youth engagement, and community wellbeing.

- For this year's round, all bids must be submitted before the November deadline, after which applications can no longer be considered. The next funding cycle will reopen in May, so I would encourage local groups and organisations to start preparing their bids early to ensure they're ready for consideration as soon as the new round begins.
  - Good News Story "100s for Heroes" Challenge - A huge congratulations to Rome Wilkinson and his fellow members of the Mercian Regiment, who on 25th October undertook an extraordinary challenge attempting 100 burpees for every one of the 231 names on the Uttoxeter War Memorial (a total of 23,100 burpees). Not only did they smash their target, completing an incredible 130 burpees per name, but they also raised over £10,000 for Combat Stress, the UK veterans' mental health charity. This remarkable feat showcases the strength, determination, and community spirit that define Uttoxeter. My thanks and congratulations go to Rome and his team for their inspirational efforts and their continued support for our veterans.
- (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 Scrutiny Value for Money meeting.
  - Attended a Licensing Subcommittee meeting also attended by DC Neil Massey a Safer Roads investigator.
  - Attended a planning meeting at Uttoxeter Heath Community Centre.
  - Attended a Leaders Advisory Meeting.
  - Addressed an issue reported to me from a resident regarding drug Paraphernalia and rubbish in Silver Birch Drive play area. The area was cleaned the following day.
  - Continued to provide evidence to the Regeneration officer and Cabinet member for regeneration from residents and Social Services for the need of an adult Changing place in Bradley street toilets.
  - Have raised issues regarding inaccessibility of the disabled toilets in both Bradley Street and Bramshall Park. A replacement part is required at the Bradley Street toilets and the lock on the toilets in Bramshall Park was investigated by the facilities team.
  - Have chased the officer in the horticultural team regarding a "Tree recognition project" in Bramshall Park and the supply of winter bedding plants.
  - Contacted ESBC officer regarding clarification about a pavement license.
- Borough Councillor Zdzislaw Krupski reported he had:
- Attended & chaired the Scrutiny Value for Money committee meeting
  - Attended a planning meeting at the Heath Community Centre
  - Attended the Police, Crime & Fire Brigade Commissioners meeting with the Staffordshire Chief Constable.
  - Attended a Leaders Advisory Meeting.
  - Attended the Mayors Fairtrade coffee morning
- Borough Councillor R Hawkins reported he had:
- 1st October - Attended the ESBC Value for Money Scrutiny Group meeting.
  - 2nd October - Attended the ESBC Leader's Advisory Group meeting at Burton. We discussed recent Cabinet decisions, as well as the monitoring of progress in several areas.
  - 6th October - Attended a meeting to discuss Local Government Reorganisation with representatives from another district council.
  - 11th October - Attended a Surgery for local residents, in Uttoxeter Library.
  - 14th October - Met with representatives of Trent & Dove Housing Association to discuss their plans for building social housing in Uttoxeter.
  - 16th October - Visited Lease Hills Nursery to see how biodiversity was being encouraged, by the owners, and was very heartened by what I saw.
  - 22nd October - Attended a very successful conference organised by Uttoxeter Nature Group, in the Town Hall. It considered the best way forward to encourage greater biodiversity and nature recovery projects in Uttoxeter and District.
  - 24th October - Attended a Celebration of Black History Month at the Pirelli Stadium, Burton. This was uplifting and gave a real insight into the contribution that has been made by black, asian and multi-ethnic residents in the Borough.

- . 28th October - Attended a meeting with representatives of several Parish Councils to consider Local Government Reorganisation would impact on them.
- . 30th October - Attended a meeting with leaders of the Uttoxeter Nature Group to discuss its future direction of travel, following the Conference on 22nd October.
- . 30th October - Attended a meeting of the ESBC Leader's Advisory Group at Burton. Amongst the items discussed were 'Supporting Residents during the Cost-of-Living Crisis' and building social housing in the Borough.
- . Had discussions with local residents about the timetable for the regeneration of the Maltings, the Bradley Street toilets, obtaining road closures for a public event and the future use of the former St John's Hall in Carter Street.

## 12. **TOWN CLERK'S REPORT**

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

- (a) Various SPCA E-Bulletins/Correspondence received Re: SPCA October 2025 bulletin dated 16 October 2025, Re: Coal Industry Social Welfare Organisation (CISWO) dated 16 October 2025, Possible Free EV Charging Infrastructure for your parish/town dated 17 October 2025, Final request to promote to all member councils & attend yourselves - tomorrow's free Home Office/NALC/SLCC Martyn's Law webinar [Teams] - Noon - 13:15, 21 October 2025 dated 20 October 2025, Free tree giveaway dated 20 October 2025, Loans Available: Staffordshire Playing Fields Association dated 21 October 2025, Change of time for the AI course on 26th November dated 30 October 2025, Course on recent changes to procurement rules dated 3 November 2025, as forwarded to Members.
- (b) NALC Correspondence - CEO Bulletin dated 9 October 2025, Bulletin dated 14 October 2025, CEO Bulletin dated 16 October 2025, Events newsletter dated 21 October 2025, Nominations are open for our 2025 governance elections dated 22 October 2025, Chief executive's bulletin dated 23 October 2025, CEO Bulletin dated 30 October 2025, Legal bulletin dated 3 November 2025, as forwarded to Members.
- (c) SLCC Correspondence - SLCC'S Upcoming Webinar on the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) dated 9 October 2025, News Bulletin dated 17 October 2025, SLCC Weekly News Digest dated 20/10/2025, News Bulletin dated 31 October 2025, SLCC Weekly News Digest dated 3/11/2025, Events newsletter dated 4 November 2025), as forwarded to Members.
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4458323 - Balance Hill received 4 November 2025, 4449469 - Stafford Road received 4 November 2025), as forwarded to Members and Staff.
- (e) Staffordshire Means Back to Business dated 10 October 2025 and 31 October 2025, as forwarded to Members and Staff.
- (f) Email on 9 October 2025 from the Chair of Fairtrade Uttoxeter Re: Let's Celebrate Fairtrade Fortnight, as forwarded to Members.
- (g) Email on 9 October 2025 from ESBC's Democratic Services Officer forwarding Council a Stakeholder/Interested Parties invite to the A38 drop-in session at Guildhall on Monday 20th October 2025 4pm - 7.30pm, as forwarded to Members.
- (h) Email 10 October 2025 from a MP Re: Webinar with the Minister, as forwarded to Members.
- (i) Emails between 10-13 October 2025 from ESBC's Planning Officer Re: The Former Coach and Horses, 28 Carter Street, Uttoxeter - Email from ESBC regarding closure of the side alley/parking area at the side of 32 Carter Street, as issued to Council's Tenants and Members on 13 October 2025. Council was advised that Heras fencing was to be installed by the end of the week and The Community Foundation of Staffordshire had granted permission for the Council's Tenants to temporarily park at St John's Hall.
- (j) As Resolved by Council on 9 September 2025, Council is advised that as agreed with the Mayor, Deputy Mayor and Chair of Finance and General Purposes Committee, the quotation received from Serenity Cemetery Services in the sum of £2,998.89 was accepted for the installation of two further Sanctum Plinths, to be installed week commencing 20 October 2025 and order placed for the installation of 20 no. Sanctums at £35 per Sanctum.
- (k) 13 October 2025 - Received and responded to a number of emails from A N Other Council regarding the process and allowances for the Mayor and Deputy Mayor.
- (l) Received and responded to a number of emails from members of the public regarding attendance at the Council Meeting on 14 October 2025.

- (m) Email on 13 October 2025 from CCLA Re: Invitation - CCLA and Jupiter Q&A webinar, as forwarded to Members.
- (n) 14 and 16 October 2025 – Site meetings to view remains of ash tree to the new location of the Dell Area, as in accordance with Planning Condition 6 and measurement of the pathway locations in readiness for installation with supportive local Planner.
- (o) Email on 14 October 2025 from Uttoxeter Nature Re: Booking Ticket Reminder of the Uttoxeter Nature Conference Uttoxeter Town Hall Wednesday 22 October 2-4 pm (doors open from 1-30), as forwarded to Members.
- (p) Received and responded to a number of emails between 15-16 October 2025 from a local resident following attendance at the Council Meeting, Police Drop Ins including promotion and the Wheatsheaf. Council is advised that Police would be providing monthly posters advertising the Police Drop In sessions would also be displayed within the town centre and Town Hall notice boards going forward.
- (q) Attended Interview with the Mayor for the Short-term Temporary Administrative Assistant on 16 October 2025, commencing on 21 October 2025 for 10 hours per week, as previously Resolved by Council.
- (r) Received and responded to an email on 16 October 2025 from Jacob Collier MP regarding a query from a member of the electorate about seeking contact details for the former Town Twinning with Ralsdorf. Council was advised that, due to GDPR, the Clerk was unable to issue any contact details that the Council had in use over 15 years ago. Council was advised that this was explained to a local resident when enquired direct in early October.
- (s) Meeting with Council's Architect and Stonemasons of Worcester regarding the War Memorial works, suggestions on a way forward with replacing the plaques on the Millennium Monument and cleaning/repointing of the Jubilee Stone Bench. Council was advised that updates would be included for consideration by Council in due course.
- (t) Email 17 October 2025 from ESBC Re: East Staffordshire Sports Council Funding, as forwarded to Members and local Sports Clubs.
- (u) Attended a site meeting with Serenity Cemetery Services (installation of the Sanctum Plinths) and Blithfield Construction (extension to the Cemetery) on 20 October 2025.
- (v) Received and responded to an email dated 20 October 2025 from a local resident regarding the Church bells ringing at 6 minutes slow. Council was advised that the local resident was provided with the contact details for St Mary's Parish Church.
- (w) Received and responded to an email on 20 October 2025 seeking confirmation on Council's comments Re: Works at Silver Street junction in connection with Land West of Uttoxeter developments, as issued. Council was advised that no further action was required.
- (x) Email dated 21 October 2025 from BT Re: Digital Landline Switchover - Free training and resources, as issued to Dial Direct for comment.
- (y) Liaised with Council's Tenants of 32 Carter Street and Council's Solicitor with respect to progressing the Lease from 1 December 2025, sums as previously agreed by Council.
- (z) Emails on 22 October 2025 Re: ES Business News - Issue 23 and ES News Issue 44, as forwarded to Members.
- (aa) Email from SCC on 24 October 2025 Re: Last few days to have your say on transport in Staffordshire, as forwarded to Members and Council's Admin Assistant.
- (bb) Email from Trent Rivers Trust on 24 October 2025 Re: Will you spot salmon this autumn?, as forwarded to Members.
- (cc) Email on 27 October 2025 from Council's Architect providing Council with ESBC's Acknowledgement for P/2025/01192 – Installation of a new hatch roof light at Uttoxeter Town Hall. Council is advised that Council's Architect will continue to provide Council with updates when available.
- (dd) Received and responded to an email from a member of the public on 28 October 2025 Re: Flags being incorporated at the Town War Memorial. Council is advised that the Clerk provided the Statement from SCC & Council's action to date on the siting of flags.
- (ee) Email on 27 October 2025 from The National Allotments Association Secretary Re: NAS WM AGM 1 November 2025 at Telford TF3 1FL, as forwarded to Members.
- (ff) Email from Rural Services Network on 28 October 2025 Re: The Rural Bulletin - 28 October 2025, as forwarded to Members.
- (gg) Email from ESBC's Planning Policy Re: Adoption of ESBC Statement of Community Involvement (SCI) 2025 and Revocation of SCI 2020, as forwarded to Members.

- (hh) Attended Alarm Call-out at 12am-2.45am on Wednesday, 29 October 2025. Council was advised that Western Power had to attend to replace fuses with the High Street which had triggered the Council's fire alarm system. It was noted that the building alarm would not reset until the fuse works had been completed. The alarms were all reset at 2.45am.
- (ii) Completed Interment administration and attended a funeral at the Cemetery on 30 October 2025.
- (jj) Email on 30 October 2025 from SCC Re: Staffordshire Libraries in November, as forwarded to Members and the Admin Team.
- (kk) To report receipt of an email from CAB confirming the CAB Services from the Town Hall for two days per week (every Monday and every Thursday) from 1 April 2026, kindly funded by the Town Council.
- (ll) Email on 30 October 2025 Re: Community Foundation for Staffordshire & Shropshire News - New Fund - The Randal Foundation Fund, as forwarded to Members.
- (mm) Received and responded to a number of emails 30-31 October 2025 from a Historian Re: Sketch of the conduit Market Place Uttoxeter 1800's. Council is advised that the Clerk has issued a photo of the oil painting located in the Council Chamber, which was cleaned in 2018 following advice during 'An Afternoon with Charles Hanson' held at the Town Hall in 2017. It was noted that following cleaning, the oil painting was by an Unknown Artist dated mid-19<sup>th</sup> Century. The Historian will be arranging for a local resident to come and view the painting with a view of the local Historian producing a sketch of the original Conduit in Market Place.
- (nn) My Staffordshire email dated 31 October 2025, as forwarded to Members.
- (oo) Received a number of emails on 31 October 2025 from Wrap Up Web and MidMC regarding the transfer of the Council's website to [www.utttoxetertowncouncil.gov.uk](http://www.utttoxetertowncouncil.gov.uk) Council was advised that this was successfully transferred.
- (pp) Reported that a meeting will take place on 27 November 2025 with SCC County Councillor and Highways Team who have requested a meeting with the Mayor and the Clerk to discuss the progression of the reinstatement High Street bollard.
- (qq) Accounts Interim Healthcheck carried out by S Durrands on 4 November 2025.
- (rr) The Rural Bulletin - 4 November 2025, as forwarded to Members.
- (ss) Attended site meeting at the Cemetery to review the progression to the extension infrastructure, photos as issued to Members on 5 November 2025.
- (tt) Received and responded to an email on 4 November 2025 from Redfern Cottage Re: Electric Cable within floor. Council was advised that the Clerk sought advice from Council's Architect who had discussed a solution with both Midland Conservation and Bayliss Structural Engineering which involves bridging over the electric cable with a series of prestressed concrete lintels. The Clerk reported that works had commenced on 6 November 2025. The Clerk had liaised with Redfern Cottage to provide the update.
- (uu) Liaised with ARC Plumbing and Heating regarding an emergency call (£180 per hour plus £60 per hour thereafter) out to a radiator leak in the Clerk's office, a number of pipes/radiators not working within the Town Hall, water heater in the Ballroom kitchen not working and no heating in the Adam Peaty Bar. Council was advised that a number of pipes/radiators were now working along with the Adam Peaty Suite heating and Ballroom kitchen water heater. Council was advised that ARC would be issuing a suggestion that the Council look at replacing some of the radiator valves on those that issues remain.
- (vv) RSN Rural Funding Digest - November 2025 Edition dated 5 November 2025, as forwarded to Members.
- (ww) Received and responded to an email on 5 November 2025 from MidMC Re: SID cameras having a fault on both displays. Council is advised that MidMC will be carrying out a reset at the earliest opportunity however Council is advised that if repairs are required, MidMC will need to unmount the device from the pole and carryout works off site. Council was advised that the Clerk had requested MidMC continue to keep Council updated accordingly.
- (xx) Council was advised that MidMC had provided the SID's Data for October 2025 which would be incorporated upon the Council's website in due course.
- (yy) EDGE Security attended the Town Hall to carry out the Emergency Lighting and Fire Alarm checks on 5 November 2025. Council was advised that 3 emergency lights requirement replacement, to be completed at the earliest opportunity, funded by the Town Hall Repairs and Maintenance budget allocation.



The Chair wished to express his sincere thanks to the Clerk for Project Managing the Cemetery extension and for carrying out a number of additional duties for the Council which were above and beyond her job description. It was noted that Members concurred with the Chair's comments and wished for their thanks to be recorded.

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

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

None.

14. **POLICE UPDATE**

(a) Council was advised that Chief Inspector Neeson Inspector was in attendance to provide Council with an update on Policing within the Town including changes to the role of PCSO's. The Chair welcomed Chief Inspector Neeson to the meeting and he Suspended Standing Orders.

Chief Inspector Neeson expressed his thanks to the Council for inviting him to attend the meeting to provide an update on Policing for the Town and possible changes to the role of the PCSO's. He reported that:

- He had good news, crime within the town was down 24% and antisocial behaviour was down 17% based on this time last year.
- He urged anyone suffering any form of crime or antisocial behaviour, to report this via the Police Online Reporting system to enable the Police to act accordingly.
- Traffic related issues, based on the Reports made to the Police, had reduced. He noted that a member of the public had addressed Council on unauthorised access into the High Street, he urged anyone to report such matters to enable the Police to register the ongoing issues and act accordingly.
- With respect to the PCSO's, he reported that:
  - Staffordshire Police were undertaking a review of the Roles and Shift Patterns for PCSO's which was currently under Consultation with the PCSO's and Unison.
  - The review was Data Driven, as requested by National Government, which would include looking at crime and antisocial behaviour figures, etc, and key data analysis.
  - What was clear, it looked likely that the current numbers of PCSO's would be retained.
  - Some of what PCSO's are asked to do and their working hours may change.
  - The role of PCSO's was an important role, they were key problem solvers, they engage with the public and local organisations/groups, organise engagement events, they are visible within the Town and their role to help and support the local community was invaluable in their role as Key Community Officers.
  - He wished to reassure the Council and the public that the number of hours that PCSO's are visible within the Town would remain the same.
- Drug Offences – Police continued to target related drug offences and offenders.
- Burglary Business – generally averaged at one incident per month.
- Business Robbery – The Government had changed the way these are reported however he was pleased to report that this was not a significant problem within the town.
- The Police were monitoring the ongoing reports from residents about the activity on the roundabout towards the A50 with Uber Eats Delivery Drivers.
- He was in support of SCC reinstating the High Street bollard at the earliest opportunity. He reported that he would liaise with local Officers regarding providing some available Police resources to carry out some patrols of the unauthorised access within the High Street.
- He welcomed the continuation of the excellent working relationship that was in place between the Council and the local Policing Team.

It was noted that the address was followed by a brief question and answer session from Members and members of the public.

The Council wished for it to be recorded that it fully supports retaining the PCSO numbers within the Town who work closely with the Clerk and the Council, who are easy to engage with and are very well known within the town.

It was noted that a member of the public sought clarification on the speed limit for the pedestrianised area of the High Street which would be provided by the Clerk following liaison with County Councillor Allen, The Community Speed Watch Team and CI Neeson.

The Chair expressed his thanks to Chief Inspector Neeson for his address to Council and he Reinstated Standing Orders. It was noted that Chief Inspector Neeson left the meeting.

RESOLVED that the Clerk:

- (i) Liaise with Chief Inspector Neeson to:
    - (a) Express Council's thanks for his informative address to Council and to seek his support in providing Officers to monitor the unauthorised access within the High Street when possible.
    - (b) Ascertain the speed limit for the pedestrianised area of the High Street, as requested by a member of public in attendance in the meeting.
  - (ii) Liaise with County Councillor Allen and The Community Speed Watch Team to ascertain the speed limit for the pedestrianised area of the High Street.
  - (iii) Upon receipt of (ii) as above, provide the member of the public with an update.
- (b) Receipt of the Heath and Town Ward Reports for October 2025 as received from the local Police, as forwarded to Members on 5 November 2025.

RESOLVED that the same be noted.

- (c) The following Police Drop In sessions would take place within the Town in November:
- 3 November 2025 – Uttoxeter Library 2-3pm
  - 10 November 2025 - Renew Church 10.30am-12 noon
  - 12 November 2025 – St Mary's Church Café
  - 22 November 2025 – Dovefields Retail Park 12 noon-2pm
  - 25 November 2025 – Costa 2pm-3pm
  - Other drop In's may be done through the month

The Clerk reported receipt of an email from PCSO Burton expressing her thanks to Councillors Glandfield and Houlihan for their attendance at the Police Drop-in at the Leisure Centre on 30 October 2025 along with Victim support, ASB Harmony and MH health support for young people. It was noted that the PCSO's welcomed Members attendance at any of the above mentioned Police Drop-in sessions within the Town.

RESOLVED that the same be noted and Members would attend when possible.

#### 15. **ESBC - PLANNING APPLICATIONS**

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2025/01198 - Conversion of garage to office and installation of window on the North elevation at 20 Francome Drive, ST14 5EU.
- (b) P/2025/01199 - Erection of a single storey extension to existing detached garage at Moor House Farm, Wood Lane, ST14 8JR.
- (c) P/2025/01203 - Pollarding to leave a 5 metre high trunk of one Horse Chestnut tree at 92 High Street, ST14 7JD.
- (d) P/2025/01206 - Application under Section 73 to vary condition 2 attached to P/2025/00744 for the demolition of existing conservatory to facilitate the erection of single storey rear / side extension, installation of replacement bay window to South elevation and alterations to existing fenestrations on East elevation to amendment to the proposed rear and side extension at 131 Byrds Lane, ST14 7LW.
- (e) P/2025/01220 - Erection of two-storey detached double garage at Barn Patch, West Hill, ST14 8BN.
- (f) P/2025/01224 - Listed Building application for external repointing to rear elevation at 25A Church Street, ST14 8AG.

RESOLVED that with respect to Planning Application Nos.:

- (i) P/2025/01198, Council had no comment to make at this stage.

- (ii) P/2025/01199, Council had no comment to make at this stage.
- (iii) P/2025/01203, Council had no comment to make at this stage.
- (iv) P/2025/01206, Council had no comment to make at this stage.
- (v) P/2025/01220, Council had no comment to make at this stage.
- (vi) P/2025/01224, Council had no comment to make at this stage.

**16. S137 COMMUNITY SUNDRY GRANT APPLICATIONS**

Council was advised that £3,140.01 remained within the 2025-26 S137 Community Sundry Grant budget allocation for up to 31 March 2026.

The Clerk reported receipt of the following:

- (a) S137 Sundry Grant dated 11 October 2025 from Oldfields Sports & Social Club seeking a grant of £850. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant in the sum of £850 be awarded to Oldfields Sports & Social Club, funded by the S137 Sundry Grant budget allocation.

- (b) S137 Sundry Grant dated 15 October 2025 from YESS seeking a grant of £500. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant in the sum of £400 be awarded to YESS, funded by the S137 Sundry Grant budget allocation.

- (c) Email of sincere thanks dated 21 October 2025 from The Wellies Project Staffordshire Care Farming Development CIC for the recent grant of £500.

RESOLVED that the same be noted and welcomed.

It was noted that Councillors P Krupski, Z Krupski, C Sylvester and L Sylvester declared an Interest in Item No. 16(d) and they left the Chamber prior to the debate and took no part in the vote.

- (d) S137 Sundry Grant dated 5 November 2025 from Uttoxeter Heath Community Centre seeking a grant of £250. The Clerk reported receipt of the bank balance for HCC as at 11 November 2025 of £3,253.07. Council's instruction was sought

RESOLVED that a S137 Sundry Grant in the sum of £250 be awarded to Uttoxeter Heath Community Centre, funded by the S137 Sundry Grant budget allocation.

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

**17. UTTOXETER IN BLOOM RESULTS**

Councillor P Krupski provided Council with an update on the recent Heart of England in Bloom Awards awarded to the Town including Its Your Neighbourhood entries as below:

- Bramshall Road Park - Gold
- Uttoxeter Town – Gold Town Category Winner
- Uttoxeter Cemetery – Gold and received The Grounds Maintenance Award

Councillor P Krupski reported that since 1998, Uttoxeter had received 26 Gold Awards which was a huge accolade for the town. She paid special tribute to the Bloom Committee, to the towns volunteers and to the community gardeners, who worked hard over many years and that they were a crucial part of the wonderful awards to the town. She paid tribute to Croppers Grounds Maintenance in recognition of the Grounds Maintenance Award for the Cemetery.

RESOLVED that the Clerk liaise with Council's Admin Assistant to:

- (i) Issue a letter of thanks from the Chair of Uttoxeter In Bloom to the Bloom Committee for their hard work and dedication and to request they pass these thanks to all the volunteers involved.
- (ii) Organise a Bloom Photo Opportunity with the Mayor, the Uttoxeter in Bloom Committee and Croppers Grounds Maintenance Team in celebration of The Grounds Maintenance Award for Uttoxeter Cemetery.

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

- (a) Borough Councillor P Krupski was delighted to report receipt of the ESBC's Press Release on 31 October 2025 as follows:

*'East Staffordshire Borough Council sets out intention for new, modern Changing Places facility as part of the Maltings Regeneration Project - As part of the initial regeneration works at the Maltings Shopping Precinct, Uttoxeter, East Staffordshire Borough Council will be proposing the creation of a modern, standalone Changing Places facility adjacent the Bus Station, helping to improve daily life for those with additional needs.'*

*The new proposal comes as part of a review of the Bradley Street Toilets refurbishment works, where a smaller Changing Places style facility was initially proposed, providing some of the components of a Changing Places toilet. Included as part of the planning application for the former Co-op building, the new proposal will see installation of a modular building, clad sympathetically to the conservation area, that will provide important specialist equipment that could not be accommodated within Bradley Street Toilets, such as:*

- A ceiling track hoist system serving the whole room.*
- An adult sized height adjustable shower change bench with sufficient access for carers and mobility equipment.*
- A height adjustable wash basin.*
- As well as all the features to comply with the appropriate British Standards and Changing Places Practice Guidance.*

*Cabinet Member for Regeneration said "I'm really pleased to be able to propose this new Changing Places facility to keep Uttoxeter town centre accessible for all. As a retired MacMillan Nurse, I know all too well how important these types of facilities can be to people with additional support needs and just how crucial it is to do it properly, so that the proper specialist equipment is available to those who need it."*

*Looking at incorporating this into the Bradley Street Toilet refurbishment was the right thing to do, but ultimately the space simply couldn't accommodate all the equipment needed and it wouldn't have been right to start picking and choosing what goes in there. This new option gives us the ability to complete a full refurbishment of the toilets alongside making sure that we are catering to as many people's needs as possible."*

*The refurbishment of Bradley Street Toilets is due to commence in January and will also see the creation of a new baby and child feeding/sensory room alongside the renovation of the wider toilet block, creating new private spaces for those who need them. We also continue to welcome residents to our existing changing places facility at the nearby Uttoxeter Leisure Centre.'*

Council welcomed the update from ESBC and expressed its sincere thanks for the provision of a new modern Changing Places facility that would be available within the town centre as part of the Maltings Regeneration Project.

Councillor Ashby reported that the lack of provisions within the town centre had been initially raised to him some two years ago by a local resident. He reported that the same local resident had sent him a message which he read out as follows *'I just wanted to drop you a quick message before this evenings meeting. I had really hoped to come along tonight to thank everyone on the Town Council in person for all the amazing support you have given around the Changing Places facility at the Maltings but unfortunately due to illness, I am unable to attend. It honestly means so much to our family and to others in the community to see this being taken seriously and moving forward. The recent announcement from ESBC was such brilliant news, and I know it would not have happened without the Town Council's backing. Could you please pass on my heartfelt thanks to everyone for their continued support, your kindness and willingness to listen which has meant so much. Knowing that you have supported this unanimously gave me the confidence to keep pushing. I hope you all know what a difference this will make to those without a voice. Thanks so much'*.

RESOLVED that Councillor P Krupski continue to provide Council with updates when available.

- (b) The Clerk reported receipt of emails from ESBC's CEO acknowledging the Council's correspondence and further reminder to ESBC and an email from Jacob Collier MP advising Council of the recent Press Release as issued by ESBC.

RESOLVED that in light of the recent ESBC Press Release, the same be noted.

19. **THE MALTINGS – UPDATE**

The Clerk reminded Council of its Resolution from its meeting held on 14 October 2025 and she reported receipt of the following:

- (a) Email on 27 October 2025 from ESBC's CEO and Leader of the Council advising Council of some duplication in the Council's request and the update provided by Borough Councillor P Krupski at the last Council Meeting. Councillor P Krupski concurred with the comment made by ESBC's CEO, this was a duplication by Council for the request for the information.

RESOLVED that the same be noted.

- (b) Borough Councillor P Krupski reported that as advised by ESBC's CEO:
- The plans for the partial demolition had not been put before the planning committee at this time.
  - The plans for the demolition of the Co-Op building would be considered after the Maltings application had been determined.
  - ESBC were unable to provide an overall time scale for all these works to be initiated and were not in a position to provide an anticipated date of completion. This was due to any pre-commencement conditions may impact mobilisation due to a need to first address these. ESBC had hoped to commence works before the end of the calendar year, however this would require a positive determination by the next planning committee and ESBC's ability to appoint and mobilise contractors swiftly.
  - ESBC were currently liaising with Historic England regarding comments received from them on the planning application for the demolition of the Maltings.
  - ESBC had advised that they would be happy to review the toilet provisions for the December food festival (and other events). Council's instruction was sought.

RESOLVED that:

- (i) Councillor P Krupski continue to provide Council with updates when available on the Maltings.
- (ii) The Clerk liaise with ESBC's CEO to express Council's thanks for his update and to accept the review of the toilet provisions of Bradley Street toilets for the Christmas Food Festival on Saturday, 6 December 2025.

20. **CHRISTMAS LIGHTS - UPDATE FROM CITY ILLUMINATIONS**

- (a) The Clerk reported receipt of an email dated 27 October 2025 received from Council's Christmas Lights Contractor advising Council that, due to some defective anchors within the High Street, Council's Contractor had suggested an alternative to this year's displays.

*'3 of the Cross Street Locations cannot be installed this year following the recent anchor inspection. Council is advised that the Reindeer & Sleigh Motifs are the heaviest motifs City Illuminations install around the UK. This puts a strain on the anchors/substrates of buildings. The 1<sup>st</sup> 3 locations from the Town Hall are fine, however, the next 3 (Anytime, Greggs and Card Shop cannot be used) due to concerns raised with anchors, mortar and brickwork conditions. City Illuminations propose as a solution to install a line of Icicles with Spheres and use the same colour icicles as within the remainder of the displays, and install some nice spheres between them with baubles. These will not carry the same weight loading as the motifs.'*

Council was advised that *'there is a fixing to reinstate at Bossman Booze, the Steeplechase Pub has been refurbished and the bracket previously used has been removed and a response is awaited regarding fixing to the newly refurbished White Hart.'* Council's instruction was sought.

RESOLVED that:

- (i) The update received from Council's Christmas Lights Contractor for the way forward for 2025, be accepted and approved.
  - (ii) The Events Team and Christmas Lights Contractor progress discussions with the building owners regarding new infrastructure anchors to be installed for 2026 within the High Street, upon the Steeplechase and upon The Hart.
  - (iii) The Events Team liaise with Council's Christmas Lights Contractor to seek associated costings for Christmas lights within The Maltings following the demolition of the Maltings.
  - (iv) Upon receipt of (iii) as above, this matter be included for further consideration by Council in due course.
- (b) The Clerk reported that City Illuminations had advised that the replacement infrastructure works would cost £1,000. She advised Council had £1,005.50 remained within the Christmas Lights EMR that could be utilised for these works. Council's instruction was sought.

RESOLVED that the quotation received from City Illuminations in the sum of £1,000 for replacement infrastructure costs be accepted and approved, funded by the Christmas Lights Earmarked Reserve.

**21. HIGH STREET BOLLARD UPDATE**

The Clerk reported that SCC had requested a meeting on 27 November 2025 with the Mayor and the Clerk to discuss the reinstatement of the High Street bollard.

The Mayor concurred with the comments made by the Member of the public under Item No. 3 and that the Council would continue to request SCC reinstate and provide the management of the High Street bollard at the earliest opportunity.

RESOLVED that the Mayor and the Clerk:

- (i) Request that during the meeting SCC be requested to consider:
  - (a) How the High Street bollard will be managed by SCC.
  - (b) How access for disabled drivers who require access into the High Street will be permitted.
  - (c) Discuss the previous suggestion of more disabled parking bays within the Market Place/Market Square.
  - (d) Reviewing the signage that is displayed at the top of the High Street (too small and not visible enough).
- (ii) Provide Council with an update following the meeting with SCC on 27 November 2025.

**22. THE WHEATSHEAF, FORMER PUBLIC HOUSE**

The Clerk reminded Council of its Resolution from its meeting held on 14 October 2025 and she reported receipt of an emails between 27 October 2025 and 5 November 2025 from ESBC's Conservation Officer and ESBC's Planning Manager along with Historic England Guidance for Listed Building, as issued to Members on 5 November 2025. Council's instruction was sought.

RESOLVED that the Clerk liaise with ESBC's Planning Manager and ESBC's Conservation Officer to express Council's thanks for the updates received and to request that ESBC continue to provide the Council with updates on progression of discussions within the owner of the Wheatsheaf.

**23. UTTOXETER CHRISTMAS FOOD FESTIVAL – SATURDAY, 6 DECEMBER 2025**

Council was reminded that the first Utoxeter Christmas Food Festival would take place within the town centre on Saturday, 6 December 2025, 9am-4pm and that an Indoor Craft and Produce Market would be taking place within the Town Hall between 10am-3pm.

RESOLVED that the same be noted and welcomed.

**24. CEMETERY UPDATE**

The Clerk reported that the Mayor, Deputy Mayor and Councillor C Sylvester had attended a site meeting with her on 24 October 2025 to consider the relocation of the considerable Ash tree root ball which, as agreed, had been duly relocated within the Cemetery grounds. She reported that works to the extension were progressing well however, some additional advice and equipment had been required to the pathway located from the existing Cemetery into the extension due to water ingress from the adjacent fields.

Council was advised that tree works to 5 trees located within the extension are due to be carried out on 29 November 2025 as highlighted by Contractors during the pathway installation works in the sum of £655 plus vat, funded by the tree works budget allocation.

Council was advised that photos taken during the works had been issued to Members on a regular basis. The Mayor expressed his thanks to the Clerk for Project Managing the extension to the Cemetery and for keeping Council updated on the progression. It was noted that a Councillor site meeting would take place over the coming weeks.

RESOLVED that the same be accepted and approved.

**25. JMW MEDIA – ADVERTISING ON DIGITAL BILLBOARDS IN THE BUS STATION**

The Clerk reported receipt of an email dated 3 November 2025 from JMW Media offering the Council advertising packages upon the large digital double sided billboard within the Bus Station.

Council was advised that the screens are effective for promoting local events, promotions, new council facilities etc, and JMW Media is happy to offer 2 months free on a 12-month campaign, media pack as issued to Members. Council's instruction was sought.

RESOLVED that:

- (i) In the first instance, the Mayor and the Clerk liaise with JWM Media to further negotiate the price for potential advertising opportunities for the Council to include the promotion of a number of local events including Switch on, Food Festivals, Cracker Night, etc.
- (ii) The Mayor and the Clerk provide Council with an update at its next meeting.

**26. SCC INFORMATION GOVERNANCE SUPPORT – OCTOBER 2025 BULLETIN**

The Clerk reported receipt of an email dated 16 October 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.

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

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

- (a) It's time for your weekly updates dated 14 October 2025.
- (b) Your monthly newsletter is here dated 17 October 2025.
- (c) It's time for your weekly updates dated 21 October 2025.
- (d) It's time for your weekly updates dated 27 October 2025.
- (e) It's time for your weekly update dated 4 November 2025.

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

**28. HMRC SUPPORT**

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

- (a) Employer Bulletin: important information for employers dated 15 October 2025.
- (b) Your guide to company vehicles and travel claims dated 22 October 2025.
- (c) VAT returns and schemes – we've got you covered dated 31 October 2025.
- (d) Accurate reporting – help us to help you dated 31 October 2025.
- (e) Download the HMRC app this Talk Money Week dated 3 November 2025.

RESOLVED that with respect to 28(a)-(e), the same be accepted and approved.

**29. STAFFORDSHIRE PENSION FUND**

The Clerk reported receipt of the LGPS Employer Focus Newsletter dated 14 October 2025, as forwarded to Members and Council's Office Manager 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. It was noted that they left the meeting at this time.

**30. COUNCIL IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the above Act it was requested that the public and press were not present due to the confidential nature of the business to be transacted and were asked to withdraw.

RESOLVED that the same be accepted and approved.

**31. PERSONNEL COMMITTEE RECOMMENDATIONS**

Council gave consideration to the Personnel Committee Recommendations from its meeting held on 4 November 2025. It was noted that a number of questions were received from Members, duly answered by the Mayor and the Clerk.

It was noted that Councillor Wain had not been issued with the above mentioned Recommendations.

RESOLVED that the Recommendations of the Personnel Committee Meeting held on 4 November 2025, be approved and ordered to form part of the minutes, filed within the Personnel Minute Book.

The Mayor reported that an Extraordinary Council Meeting would be convened for 18 November 2025 to further consider Administrative Assistant roles.

**32. NOMINATIONS FOR THE KING'S AWARD FOR VOLUNTARY SERVICE (KAVS)**

The Mayor sought Nominations for The King's Award for Voluntary Service (KAVS). Council's instruction was sought.

RESOLVED that the Mayor progress and submit a Nomination for The Gateway Club for The King's Award for Voluntary Services.

**33. 32 CARTER STREET – LEASE RENEWAL**

The Clerk reported that the Mayor had Signed the new Lease for 32 Carter Street commencing 1 December 2025 for 3-years and that an Energy Performance Review was being carried out on 13 November 2025 which the Certificate was required to accompany the Lease, in the sum of £200, funded by the 32 Carter Street Repairs and Maintenance budget. Committee instruction was sought.

RESOLVED that the same be accepted and approved.

**34. LOCAL GOVERNMENT REORGANISATION**

(a) The Clerk reported receipt of an email dated 17 October 2025 received from SCC's Leader Re: Local Government Reorganisation Update, as forwarded to Members on 20 October 2025.

RESOLVED that the same be noted.

(b) The Chair provided Council with an update on hosting the 'cluster' meeting on 28 October 2025 with other local Parish Councils to progress conversations along with Staffordshire Moorlands regarding Local Government Reorganisation and the options being considered. He reported that a further meeting would be convened in early 2026 to further progress discussions and common issues relating to the area.

RESOLVED that the Mayor and the Clerk be tasked with progressing future 'cluster' meetings and appropriate presentations from SPCA, Improving Economic Development via JCB, etc.



**35. STAFFING INCLUDING TRAINING**

- (a) The Chair reported the staff lieu time hours for up to 1 November 2025 was 37¼ . Council was reminded of the previous two months lieu time hours were 34 (5 October) and 37½ (31 August 2025).

RESOLVED that the same be accepted and approved.

- (b) The Mayor provided Council with an update on staffing matters, absences and temporary Admin Assistance since the date of the last meeting.

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 | 4 |
| • Tea Dances               | 1 |
| • Craft & Produce          | 1 |
| • ADS Events/bookings      | 0 |
| • Cemetery Interments      | 2 |

RESOLVED that the same be noted.

- (d) Staff/Cllr Training – Councillor Boot attended the SPCA 'A Clerk & Councillor's Introduction to AI' on 14 October 2025, funded by the Training budget allocation.

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

**36. AGENDA ITEMS FOR NEXT MEETING**

Members were advised that the following Extraordinary Council Meetings were due to take place:  
Tuesday, 18 November 2025 at 7pm  
Tuesday, 25 November 2025 at 7pm

The meeting closed at 8.55 pm.