



To: Members of Uttoxeter Town Council

Dear Councillor,

NOTICE IS HEREBY GIVEN that a meeting of the Uttoxeter Town Council will be held in the **Alan Dean Suite, Uttoxeter Town Hall** commencing at **7.00 pm on Tuesday, 9 December 2025** and Members are hereby summoned to attend for the purposes of transacting the following business.

The meeting will be open to the public and the press unless the Council otherwise directs as in accordance with Public Bodies (Admission to Meetings) Act 1960.

Any members of the public wishing to attend the meeting are encouraged to contact the Clerk 24 hours prior to the meeting to register their attendance within the meeting room for either addressing Council under Public Participation or wishing to attend within the public gallery.

Signed T L Jeffery

T L Jeffery
Town Clerk

3 December 2025

To: Town Councillors T Ashby, D Boot, J Glandfield, R Hawkins, D Holland, B Houlihan (Mayor), A Johnstone, P Krupski, Z Krupski, C Lancaster, A Mansfield (Deputy Mayor), A Noyes, S Page, C Sylvester, L Sylvester, C Wain

To: County Councillor P Allen and Borough Councillor G Allen (Town Councillors R Hawkins, P Krupski, Z Krupski and A Mansfield are also Borough Councillors for the Town)

AGENDA

1. CHAIR'S WELCOME

The Chair provide 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 has 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 are the Council's trained Evac Chair Operators.

2. APOLOGIES FOR ABSENCE

- (a) To report receipt of approved apologies for absence.
- (b) To minute the names of Councillors who are absent and apologies have not been received.

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, 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.

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 are reminded that they are 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.

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 is Council that decides whether to grant the dispensation.

6. **MINUTES**

- (a) To approve the minutes of the Council Meeting held on 11 November 2025. See Appendix A.
- (b) To approve the Recommendations of the Policy and Planning Committee Meeting held on 25 November 2025. See Appendix B.
- (c) To approve the minutes of the Extraordinary Council Meeting held on 25 November 2025. See Appendix C.

7. **ACCOUNTS**

- (a) To consider and approve the accounts for payment. See Appendix D.
- (b) To consider the monthly summary of the Council's income for November 2025. See Appendix E.

8. **BANK BALANCES**

At 3 December 2025 the bank balances stood at:

RBS Current Account	£ 10,000.00
RBS Special Interest Account	£189,728.99
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 471.50
RBS Deposit Account 32 Carter Street	£ 622.82
RBS 19A High Street Deposit Account	£ 337.51
CCLA Public Sector Deposit Fund Account	£ 85,000.00

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

- (a) To report that the Mayor attended the following events since the last meeting:
 - 21.11.25 Uttoxeter Christmas Lights Switch On
 - 22.11.25 Uttoxeter Choral Society Concert
 - 06.12.25 Uttoxeter Christmas Food Festival
 - 07.12.25 Mayor of Stone's Civic Carol Service
- (b) To report that the Deputy Mayor attended the following events since the last meeting:
 - 07.12.25 Mayor of East Staffordshire's Charity Wrestling Event

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

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

- (a) To report that County Councillor Allen will be in attendance in the meeting to provide Council with a verbal Report on SCC matters arising since the date of the last meeting.
- (b) To report receipt of a combined Borough Councillor Report on ESBC matters arising since the date of the last meeting. See Appendix F.

12. **TOWN CLERK'S REPORT**

To report that since the date of the last meeting and in conjunction with the Mayor, the Clerk has received/responded/issued/actioned a number of matters. See Appendix G.

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

14. **POLICE UPDATE**

- (a) Receipt of the Town Ward Report for November 2025 as received from the local Police, as forwarded to Members on 3 December 2025.
- (b) Council is advised that going forward Police Reports will not be received from the local PCSO's and information will be available via <https://www.police.uk/pu/your-area/staffordshire-police/uttoxeter-town/?yourlocalpolicingteam=about-us>
- (c) The following Police Drop In sessions will take place within the Town in December:
 - 1st - Library drop in 14:00-15:00hrs
 - 2nd - Redfern Cottage on Carter street 11:00-12:00hrs
 - 3rd - St Marys Church 10:30-12:00hrs
 - 5th - Leek Building Society 10:00-12:00hrs
 - 6th - Xmas Food Festival (will be around the town from 10hrs)
 - 12th - Globe Eco Centre from 10:30-12:00hrs
 - 13th - Max Spielman drop in 10:00-12:00hrs

- 16th - Costa Coffee, Dovefields Retail Park 17:30-18:30hrs
- 24th - St Marys Church 10:30-12:00hrs
- Other drop in's may be done through the month.

15. **ESBC - PLANNING APPLICATIONS**

Council is asked to give consideration to the undermentioned Planning Applications:

- (a) P/2025/01287 - Erection of a substation and a 6 charger ultra-rapid electric vehicle charging hub at Town Meadows Way.
- (b) P/2025/01306 – Erection of a single storey rear/side extension with roof lantern and formation of an access ramp at 94 High Street, ST14 7JD.
- (c) P/2025/01307 - Erection of a single story rear extension with roof lantern at 8 Baxter Road, ST14 8WA.
- (d) P/2025/01326 – Crown reduce in height by up to 5 metres and reduce lower lateral branches (overhanging no. 10) in depth by up to 4 metres of one Lime tree (T2), reduce three lower limbs laterally in depth by up to 3 metres of one Ash tree (T3) and remove dead wood from one Ash tree (T4) (all of TPO 96-G1) at Wood Leighton House, Woodleighton Road, ST14 8FD.
- (e) P/2024/01382 - Outline planning application for up to 80 dwellings, associated open space and infrastructure including details of access (addition of land to application site to provide for a pedestrian crossing on the B5013, a signal-controlled crossing at A518/B5013, extension of the footway on the A518 and provision of a footway on the Old Pound traffic island) at Land at Stafford Road.

16. **UTTOXETER SPORTS HUB UPDATE**

Council is advised that Staffordshire FA's Head of Delivery will be in attendance to provide Council with a general overview of the Sports Hub Project at the Quarry Site followed by a brief question and answer session.

17. **S137 COMMUNITY SUNDRY GRANT APPLICATIONS**

Council is advised that £1,640.01 remains within the 2025-26 S137 Community Sundry Grant budget allocation for up to 31 March 2026.

To report receipt of the following:

- (a) Emails of thanks between 12-14 November 2025 from Oldfields Sports & Social Club, Heath Community Centre and YESS expressing their sincere thanks to Council for the recent S137 Sundry Grants issued.
- (b) S137 Sundry Grant Application dated 14 November 2025 from New Directions Support seeking a grant of £350. Members are advised that a copy of the New Directions Support Annual Report and Financial Statements for the Year Ended 31 July 2024 are available within the office for perusal prior to the meeting. See Appendix H. Council's instruction is sought.
- (c) S137 Sundry Grant Application dated 15 November 2025 from Wilfred House seeking a grant of £500. See Appendix I. Council's instruction is sought.

18. **THE MALTINGS – UPDATE**

Borough Councillor P Krupski to provide Council with an update from ESBC's Enterprise Team on the Maltings if available.

19. **LETTER FROM A LOCAL RESIDENT – SAFE PLACE SCHEME**

To report receipt of a letter dated 19 November 2025 from an 11-year old local resident asking Council to consider setting up a Safe Place Scheme within the town.

Council is asked to consider 'My name is XXXX, I am 11 years old and live in Uttoxeter. I am writing to ask if you could help make our town safer by setting up a Safe Place scheme. I recently learned about Safe Places and how they help people (especially children, elderly people, or anyone who feels scared or lost) find somewhere safe to go if they need help. I think this is a really good idea, but I noticed that there aren't any Safe Places in Uttoxeter.

Sometimes I walk into town or go out with friends, and I think it would make a big difference if there were places we could go if we ever felt unsafe or needed help. It would also help people with disabilities or anyone who might feel anxious when they're out.

Please could you think about starting a Safe Place scheme in Uttoxeter? I think lots of people would feel happier and safer knowing it's there.' Council's instruction is sought.

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

To report receipt of correspondence received from Borough Councillors Allen and Mansfield, Town Councillors and local residents regarding the emergency road closure and works currently being carried out at The Wheatsheaf in Bridge Street. Council's instruction is sought.

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

Council is asked to give consideration to the further negotiated sums from JMW Media on 2 December 2025 for advertising Town Hall and Town Centre Events within the Bus Station as follows:

- 14 months for £800 plus VAT (including 2 complimentary months)
- 12 months for £600 plus VAT

Council is advised that *'you can include as many local events as you like within the same campaign at no extra cost. Just send over the updated artwork for each event and we can upload it to the system within 24 hours of receiving it. Once uploaded, your content goes live on the screens within around 5 minutes. If you prefer, you can also choose specific days for certain events to appear. For example, a regular weekly event could run Monday–Friday, with a different event promoted over the weekend. Whatever works best for your diary.'* Council's instruction is sought.

22. **ADDITIONAL MAKERS MARKET WITHIN THE TOWN**

To report that, as suggested by the Town Centre Forum, the Organiser of the Makers Market would like to trial a Friday Makers market, once a month, commencing from Spring 2026 with the High Street / Market Place. Council's instruction is sought.

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

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

24. **CEMETERY UPDATE**

The Clerk to provide Council with an update on the following:

- (a) Cemetery extension project.
- (b) Water leak within the Cemetery.

Council's instruction is sought.

25. **FAIRTRADE UTTOXETER**

To report receipt of the following emails, as forwarded to Members:

- (a) Dated 9 November 2025 received from the Chair Re: Next Meeting Fairtrade Group 24 November 4-30 at Redfern's Cottage.
- (b) Dated 17 November 2025 received from the Chair Re: Agenda for 24 November 2025, 4-30 pm at Redfern Cottage Museum and Minutes from the last meeting.
- (c) Council is asked to consider providing a table for outside the Town Hall on a weekday in 2026 for use for the promotion of Fairtrade Uttoxeter. Council's instruction is sought.
- (d) Email on 25 November 2025 from Fairtrade Uttoxeter Re: Minutes of Fairtrade Meeting 24 November 2025/Important statement on development of Fairtrade Standards, as forwarded to Members.

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

To report receipt of an email dated 14 November 2025 received from Council's Data Protection Officers providing Council with a copy of the above mentioned, as issued to Members and Council's Office Manager.

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

To report receipt of the following emails, as issued to Members, and Council's Payroll Provider:

- (a) "Ping-pong" persists dated 6 November 2025.
- (b) A personal thank you for engaging with GLU dated 7 November 2025.
- (c) It's time for your weekly updates dated 10 November 2025.
- (d) What does 2026 mean for your business? dated 11 November 2025.
- (e) Your monthly newsletter is here dated 14 November 2025.
- (f) Employment Rights Bill: An update dated 18 November 2025.
- (g) How will your business be affected by the Autumn Budget dated 19 November 2025.

- (h) It's time for your weekly updates dated 24 November 2025.
- (i) How will your business be affected by the Autumn Budget dated 25 November 2025.
- (j) Reeves reveals new National Minimum Wage dated 27 November 2025.
- (k) [Live e-learning] Join us for "Your H&S and HR guide for the festive season" dated 28 November 2025.
- (l) Major unfair dismissal update announced dated 1 December 2025.
- (m) Prepared for the new National Minimum Wage rates dated 2 December 2025.

28. HMRC SUPPORT

To report receipt of the following, as forwarded to Members and Council's Payroll Provider:

- (a) Payroll essentials for company directors dated 7 November 2025.
- (b) Stay updated on statutory payments dated 19 November 2025.
- (c) Extra hours mean extra risk – make sure you're paying NMW correctly this festive season dated 24 November 2025.
- (d) Autumn Budget 2025 – information from HMRC for employers dated 27 November 2025.
- (e) Mileage, motoring and meal allowances dated 28 November 2025.
- (f) Guidance for employers on RTI reporting obligations for payments made early at Christmas dated 3 December 2025.

29. STAFFORDSHIRE PENSION FUND

To report receipt of the following, as forwarded to Members and Council's Office Manager and Council's Payroll Provider:

- (a) Staffordshire Pension Fund - 2025 Valuation Results and Funding Strategy Statement Consultation - LGPS (minor employer pool) ****RESTRICTED**** received 18 November 2025.
- (b) LGPS Employer Focus Newsletter dated November 2025 received 27 November 2025.

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

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

31. EXTRAORDINARY COUNCIL MINUTES – 18 NOVEMBER 2025

32. HIGH STREET BOLLARD UPDATE

33. MILLENNIUM MONUMENT

34. LOCAL GOVERNMENT REORGANISATION

35. STAFFING INCLUDING TRAINING

36. AGENDA ITEMS FOR NEXT MEETING



A

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/repainting 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 Internment 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-19th 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 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 PSCO'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 1st 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 Uttoxeter 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.



B

UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE POLICY AND PLANNING COMMITTEE ARISING FROM ITS MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON TUESDAY, 25 NOVEMBER 2025 AT 10.00 AM

Chair – Councillor B Houlihan

Councillors: T Ashby (Vice-Chair), D Boot, J Glandfield, P Krupski, C Lancaster, A Noyes, A Johnstone (Observer)

Officer in attendance – T Jeffery, Town Clerk

1. CHAIR'S WELCOME

The Chair provided a brief on the fire procedure in the event of a fire, 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 and the use of mobile phones during the meeting.

2. APOLOGIES FOR ABSENCE

- (a) The Clerk reported receipt of approved apologies from Councillor L Sylvester and A Mansfield (ex-officio).

RECOMMENDED that the same be accepted and approved.

- (b) The Clerk reported that all other Members were in attendance.

RECOMMENDED that the same be noted.

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda. The 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 no members of the public were in attendance.

4. DECLARATIONS OF INTEREST

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which was not included in the register of interests. Members were reminded that they were required to leave the room during the discussion and voting on matters in which they had a disclosable pecuniary interest, whether or not the interest was entered in the register of members' interests maintained by the Monitoring Officer.

None received.

5. ESBC - PLANNING APPLICATIONS

Committee gave consideration to Planning Application P/2025/01220 REVISED - Erection of a two-storey detached double garage and external staircase at Barn Patch, West Hill, ST14 8BN. Committee's comments were sought.

RESOLVED that with respect to P/2025/01220 REVISED, Council had no comment to make at this stage.

6. **UTTOXETER NEIGHBOURHOOD PLAN – SCREENING VERSION OF THE EMERGING NEIGHBOURHOOD PLAN**

Committee was advised that the next Neighbourhood Plan Steering Group Meeting was scheduled to take place on 15 December 2025 to consider the Screening Version of the Emerging NHP and Committee would be provided with an update following the meeting.

RECOMMENDED that the same be noted.

7. **DECEMBER COMMITTEE MEETING**

Committee was asked to consider if it wished to meet on 23 December 2025. Committee instruction was sought. The Chair reported that as an alternative, the meeting could take place on 16 December 2025 at 10am, as emailed to Members on 21 November 2025.

RECOMMENDED that the December Policy and Planning Committee Meeting take place on 16 December 2025 at 10am.

8. **ENFORCEMENT OF THE PLANNING CONDITIONS FOR BRAMSHALL MEADOWS/ST MODWEN DEVELOPMENT FOR THE LINK ROAD**

- (a) The Clerk reported receipt of an email from Jacob Collier MP on 6 November 2025 advising Committee that he has requested an update from ESBC's CEO on the opening of the link road, as in accordance with the original planning consent granted.

The Clerk reported receipt of an from Jacob Collier MP on 24 November 2025 advising the Council of ESBC's CEO had advised the MP that *'Miller Homes are now the site owner having taken on the site from St Modwens. Miller Homes are looking at meeting the requirements of the condition by providing a north/south link within the site but not the main link road whilst construction in this area continues. Officers continuing to have regular dialogue with Miller Homes and SCC to ensure there is a satisfactory solution in the short term whilst the site is completed. Officers also continue to press for the bus service through the site which is another requirement of the planning permission.'* Committee instruction was sought.

RECOMMENDED that the Clerk:

- (i) Liaise with Jacob Collier MP to:
 - (a) Express Committees thanks for the update from ESBC, which Committee feel remains as unsatisfactory.
 - (b) Further request that, as a matter of some urgency, as MP for the Town, he liaise with the Secretary of State to request that ESBC be instructed to enforce the opening of the link road from the A50 to Bramshall Road through the St Modwen development forthwith, together with the opening of the pedestrian footpath throughout the development to assist residents taking their children to/from Bramshall Meadows First School, as in accordance with the original planning consent granted.
- (ii) Liaise with ESBC's CEO to:
 - (a) Express Committees disappointment with the update as issued to Jacob Collier MP.
 - (b) To reiterate that the opening of the link road within the development from east/west is crucial to alleviate the traffic currently using the town centre to access the A50.
 - (c) Further request that ESBC progress, as a matter of some urgency, with the Enforcement for the opening of the link road from the A50 to Bramshall Road through the St Modwen development forthwith, together with the opening of the pedestrian footpath throughout the development to assist residents taking their children to/from Bramshall Meadows First School, as in accordance with the original planning consent granted.

- (b) The Clerk reported that no responses had been received from Miller Homes/St Modwen regarding the opening of the footpath at this time. She reported that it was understood that the park near to Ferrers Close would be open to the residents and the public over the coming weeks. Committee instruction was sought.

RECOMMENDED that the Clerk further contact Miller Homes/St Modwen to advise that the Town Council are liaising with Jacob Collier MP regarding the opening of the footpath within the Bramshall Meadows development following receipt of complaints from residents within the development who are currently unable to walk their children to Bramshall Meadows First School.

9. **UTTOXETER NATURE GROUP (UNG)**

The Clerk reported receipt of an email on 6 November 2025 Re: Important: Next Meeting of Uttoxeter Nature Group 7pm 13 December at the Globe Foundation, as forwarded to Members.

Councillor Boot reported that Councillor Hawkins had been appointed as Chair of UNG and that following changes within the structure of The Globe, UNG remains as a stand alone group. He reported that the current Secretary would remain in place until a new volunteer was sought.

RECOMMENDED that the Clerk liaise with the former Chair of UNG and the Secretary to express the Council's sincere thanks for their hard work and dedication to Uttoxeter Nature Group.

10. **RURAL SERVICES NETWORK**

The Clerk reported receipt of the Rural Services Network Rural Bulletins dated 11 November 2025 and 18 November 2025, as forwarded to Members.

RECOMMENDED that the same be noted.

11. **COMMITTEE 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.

RECOMMENDED that the same be accepted and approved.

12. **FUTURE SPORTS PROVISIONS FOR THE TOWN**

The Clerk reported that:

- A meeting with County Councillor Allen, the Chair and Vice-Chair of the Policy and Planning Committee, the Clerk and Representatives from Oldfields Sports Club would take place on 5 December 2025 to discuss future sports provisions for the town and the aspirations to see the land located in Stone Road, opposite Oldfields Sports and Social Club, currently earmarked for Education by SCC.
- Staffordshire FA's Head of Delivery would be in attendance at the Council Meeting on 9 December 2025 to provide Council with a general overview of the Sports Hub Project at the Quarry Site

RECOMMENDED that the same be noted and welcomed.

13. **WAR MEMORIAL**

The Clerk provided Committee with an update from The Stonemasons of Worcester which included a traffic light system for works required, as agreed with Council's Architect. She reported that she was currently awaiting an update on a way forward with the planters prior to the Mayor and the Clerk arranging a meeting with the local RBL. The Clerk reported that Council's Architect had confirmed the budget of £25,000 as included within the Draft Estimates plus the Earmarked Reserve would be acceptable (including Professional associated fees).

RECOMMENDED that the same be accepted and approved.

14. SUPPORT IMPROVEMENTS TO HEALTH PROVISIONS FOR THE TOWN RESIDENTS – UTTOXETER NEIGHBOURHOOD HEALTH HUB

The Chair provided Committee with an update following the meeting on 6 November 2025 and reported that he and the Clerk were in the process of considering the letter and questionnaire to be issued to a number of Doctors Surgeries located within 30 minutes from Uttoxeter. He reported that the Town Council would be progressing the lead on this Project and that he would continue to provide Committee with updated when available.

RECOMMENDED that the same be noted and approved.

The meeting closed at 10.27am.



UTTOXETER TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON TUESDAY, 25 NOVEMBER 2025 IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Mayor – Councillor B Houlihan

Councillors: T Ashby, D Boot, D Holland, A Johnstone, P Krupski, Z Krupski, C Lancaster, S Page, C Sylvester,

Officer in attendance – T Jeffery, Town Clerk/RFO

1. CHAIR'S WELCOME

The Chair welcomed Members and the Members of the Public to the meeting and he provided a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", he reminded Members of the Civility and Respect Pledge and he briefed Councillors and members of the public on the use of emergency exits from the Alan Dean Suite to the fire point located outside the former Wilko Store located in the High Street in the event of a fire.

2. APOLOGIES FOR ABSENCE

(a) The Clerk reported receipt of apologies from Councillors J Glandfield, A Mansfield (Deputy Mayor), A Noyes, R Hawkins, L Sylvester, C Wain.

RESOLVED that the same be accepted and approved.

(b) The Clerk reported that all other Town Councillors were in attendance.

RESOLVED that the same be noted.

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda.

It was noted that there were no members of the public in attendance.

4. DECLARATIONS OF INTEREST

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which was not included in the register of interests. Members were reminded that they were required to leave the room during the discussion and voting on matters in which they had a disclosable pecuniary interest, whether or not the interest was entered in the register of members' interests maintained by the Monitoring Officer.

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 was required. Council would decide whether to grant the dispensation at the relevant meeting. Unless Council grant the relevant delegated power to Committee, it was Council that decided whether to grant the dispensation.

The Clerk reminded Council that it Resolved at its meeting held on 10 October 2023 that Council authorised a general dispensation to be granted to all serving Members of Utttoxeter Town Council under Section 33 of the Localism Act 2011, for the setting of the Annual Precept and the dispensation to be in operation until May 2027.

RESOLVED that the same be noted and approved.

6. **TOWN COUNCIL ACCOUNTS – UP TO AND INCLUDING 30 SEPTEMBER 2025**

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

RESOLVED that the accounts for up to and including 30 September 2025, be accepted and approved, and be incorporated upon the Council's website accordingly.

7.

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.

8. **ESBC PRECEPT REQUIREMENT AND SUPPORT TAX GRANT FOR 2026-27**

Precept Requirement – The Clerk reported receipt of an email dated 24 November 2025 from ESBC's Principal Accountant informing Council that ESBC would be finalising the tax base for 2026-27 in the coming weeks and that an update should be issued to the Council in early December.

She reported that it was anticipated that ESBC would require the Precept Requirement by 23 January 2026 which would enable the Council to consider and approve its Precept Requirement at its meeting on 13 January 2026.

She reported that it was understood that the Support Tax Grant amount would be expected to stay the same as in previous years however this was subject to confirmation from ESBC and that at this time, no support tax amount had been included within the Draft Estimates until confirmation had been received from ESBC. She reported that she would continue to keep Council updated.

RESOLVED that the same be noted.

9. **EARMARKED RESERVES**

(a) Council were provided with the breakdown of the current Earmarked Reserves as at 30 September 2025 as previously approved by Council, as recorded below:

322 Elections	11,303.69 (+ Est. 1 Byelection HW)
323 Cemetery Extension Infrastructure Reserve	100,000.00 (Pathways Exp - 31/3/26)
324 Cemetery Tree Works/Bulbs	2,110.00 (Cem/Extension project)
325 Cupola Lights Reserve	5,500.00 (£500 annually)
326 Town Hall Refurb/4a Carters Square	35,613.23 (future refurbishment)
327 St Mary's Closed Churchyard Tree & Clock EMR	2,500.00 (inc. service)
328 Footpaths Funding Reserve	2,380.00
329 Bus Shelter Repairs Reserve	630.00
331 Millenium Monument	3,635.00 (+ Estimates sum)
335 TH Exterior Décor – 5Yr Programme	8,500.00 (£3,000 annually)
336 War Memorial Reserve	8,629.88 (£2,000 annually)
337 Christmas Lights Reserve	1,005.50 (inc. £1k infrastructure)
341 T.Centre/Signage/Gateway/SIDS	3,248.55
342 BioDiversity Strategy Reserve	145.96 (Exp. Uttox. Nature Group)
343 Kiosk	1,500.00 (inc. Rep/Maint.)
344 32 Carter Street Rep./Maint EMR	500.00 (inc. Rep/Maint.)
347 Town Hall Clock Wks	1,000.00 (inc. Service)
348 TH Internal Décor 5-8 Yr programme	4,000.00 (£2,000 annually)
350 Micro Library	50.00
Total Earmarked Reserves	192,251.81

Council's instruction was sought.

The Chair reported that an interim payment of £42,000 (inc. vat) had been issued to Blithfield Construction following completion of Phases I and II of the pathway infrastructure works, issued on 24 November 2025, funded by 323 Cemetery Extension Infrastructure Reserve as recorded above which would show in November's accounts.

RESOLVED that the same be accepted and approved.

- (b) As Resolved by Council on 10 June 2025, Council was asked to consider its General Reserves Cover at its Estimates Meeting on 25 November 2025.

The Clerk reported receipt of an email dated 19 November 2025 from Council's Internal Auditor regarding the projected General Reserves at 31 March 2027 following the Interim Audit on 14 November 2025 as circulated to Members with their Agenda pack. Council's instruction was sought.

It was noted that based on the Project Sums at 31 March 2026, it was anticipated that the Council would fall just below the threshold for its General Reserves. The Clerk/RFO reminded Council of the additional unbudgeted costs the Council had encountered during this fiscal year which were included within the projected sums. Following due debate, it was

RESOLVED that:

- (i) The advice received from Council's Internal Auditor be accepted and approved.
- (ii) The Clerk be tasked forthwith with relocating the sum of £7,500 currently under to 4211/102 Contrib. to Footpath Improvements to 4905/102 Contribution to Reserves.

10. DRAFT BURIAL FEES 2026-27

Council gave consideration to the Draft Proposed Burial Fees, as provided to Members in their Agenda pack, for Uttoxeter Cemetery for 2026-27 which, as Resolved by Council on 26 November 2024 due to the significant increases in the associated costs for the Cemetery, be further increased by 10% as a minimal contribution towards the costs. Council were provided with the current Burial fees for their information. Council's instruction was sought.

The Chair reported that he had carried out some fee comparisons for other Cemeteries within the surrounding area and he reported that the proposed increased fees were in the region or slightly below the fees for other Cemeteries.

The Clerk provided Council with an update on the increase in associated fees for the Memorial Tree Plaques which had been increased from 19 November 2025 due to a change in the provider. She reported that the new current fee had been further increased by 10% within the Draft Proposed Burial Fees. It was noted that this further increase was unanimously supported.

Council was informed that the Draft Burial Fees formed part of the Draft Estimates/Precept which would be submitted for consideration by Council at its meeting scheduled to take place on 13 January 2026. Following due debate, it was

RESOLVED that the draft Burial Fees for Uttoxeter Cemetery for the financial year 2026-27, with 10% increase, be accepted and submitted to the Council Meeting scheduled to take place on 13 January 2026 for approval.

11. DRAFT TOWN HALL VENUE HIRE CHARGES 2026-27

Council gave consideration to the draft Town Hall Venue Hire Charges for 2026-27 which had been increased by 2.5%. Council were provided with the current Town Hall Venue Hire Charges for their information. Council's instruction was sought.

The Chair reminded Council that following advice from Council's Internal Auditor, from 1 April 2017, Town Hall bookings charges and the indoor markets rents were subject to VAT. The Clerk reported that VAT was included within the Draft Town Hall Venue Hire Charges.

Councillor P Krupski requested that Council consider not charging for the hire of cups and saucers as this was putting off potential hirers especially given they were also being charged for the refreshments being supplied and hire of the kitchen. It was noted that the removal of the charges for cups and saucers was unanimously supported.

Council was informed that the Draft Town Hall Venue Charges Fees formed part of the Draft Estimates/Precept which would be submitted for consideration by Council at its meeting scheduled to take place on 13 January 2026.

It was noted that Council gave due consideration to the proposed income included for the hire of the Town Hall and the Alan Dean Suite. It was noted that the new Administrative Assistant would be responsible for the marketing of the venue and it was hoped that the proposed income would be exceeded.

The Clerk provided Council with an update on the current regular bookings for the Town Hall and what were Town Council events organised via the Town Hall Entertainments Committee. It was noted that Members fully supported additional marketing for the hire of the Town Hall. Following due debate, it was

RESOLVED that:

- (i) No charge be incorporated for the hire of the cups and saucers from 1 April 2026.
- (ii) The Clerk include the Draft Town Hall Venue Hire Charges for 2026-27 for due consideration and approval by Council on 13 January 2026.

12. ESTIMATES AND PRECEPT 2026-27

Council gave consideration to the Draft Estimates and supporting budget notes for 2026-27 as issued in the Agenda pack as prepared and submitted by the Town Clerk/RFO, the Mayor, the Chair of Finance and General Purposes and Councillor Z Krupski.

Council was advised that the Draft Estimates included the following:

- Increase in Staffing Structure/associated salaries costs increased by £27,500 as confirmed by Council's Payroll Provider (subject to the budget announcement on 26 November 2025).
- 10% increase to Cemetery Fees.
- Increase to market rents for outdoor market and indoor craft and produce (as agreed with Events Team) and increases to Town Hall Event tickets (Poppy Afternoon Tea, Tea Dances, Halloween Disco, Christmas Party, etc.).
- £16,800 for Citizens Advice Provisions for Uttoxeter, two days per week.
- £2,500 Town Centre Regeneration for Town Centre Forum Quick Wins.
- £12,000 for Town Hall/Town Centre Events for Security Provisions.
- £25,000 (inc. Earmarked Reserve of £8,630) for Restoration Phases I-II for the Town War Memorial, as Resolved by Council on 9 September 2025. The Clerk reported that Council's Architect supported this sum which included associated Professional Fees.
- £6,800 (including £3,635 Earmarked Reserve) for the replacement of the Plaques/Prof. Fees for the Millennium Monument due to the inscriptions becoming illegible.
- £10,000 for S137 Community Sundry Grant budget allocation to provide additional community grants to support as many local groups/organisations/individuals as possible with their worthwhile projects, as Resolved by Council on 14 October 2025.
- £260 for a future replacement of the Community Speed Watch Radar Device.
- An increase to £8,000 for Office Equipment budget due to increases in EPOS monthly fees to enable the Council to take card payments and the current till provisions, additional office requirements due to the Council increasing its staffing structure and includes replacement Clerk's office laptop.
- £15,040 for the current Christmas Lights Contract. Council to fund additional Christmas Lights infrastructure from the Earmarked Reserve of £1,005.50.
- Additional £6,000 for Town Hall Repairs and Maintenance for contribution towards the works required to the side alley and roof (subject to Listed and Planning Consent being obtained) and under counter bar fridge and washing machine within the Ballroom kitchen.
- Include increases for the associated Grounds Maintenance Contracts for the Cemetery and St Mary's Closed Churchyard for the Contract in place to 31 March 2027.
- Following advice from Council's Internal Auditor, as Resolved under Item No. 9(b), included a contribution to Reserves of £7,500.

Council was advised that:

- (a) The Draft Estimates included over £78,000 in increases for provisions in 2026-27. It was noted that Members perused the Draft Estimates page by page and the Clerk/RFO answered any questions or queries raised by Members relating to the Draft Estimates. The Clerk/RFO provided Council with a draft increase to the Draft Precept Requirement.

- (b) Council was reminded that the Draft Estimates now included £7,500 Contribution to Reserves following the advice received from Council's Internal Auditor.
- (c) The Interim Health Check on accounts up to and including 30 September 2025 had been carried out by S Durrands on 4 November 2025 and the Interim Internal Audit was carried out on 14 November 2025; both having perused and were in agreement with the Draft Estimates as submitted to Council.
- (d) The Clerk reported that she would produce a leaflet, as last year, advising the populus with an update on the increase and where the additional requirement was being spent.
- (e) Council was reminded that the Draft Estimates would be included for further consideration and approval by Council at its meeting on 13 January 2026.

The Clerk reported receipt of an email from Councillor Hawkins, Chair of Finance and General Purposes Committee who had requested the Clerk report, in his absence, his support for the Draft Estimates which he stated *'show a significant increase in the precept requirement but I believe it still represents very good value for the people of Uttoxeter. Many of the increases are expected due to inflation, etc., but increases to services, such as the additional CAB day are to be welcomed. All in all, it is a progressive budget which is well worth the small increase to overall local government costs'*.

The Clerk provided Council with an update on the potential Draft Gross and Net Precept Requirement; however, she reiterated that this would be subject to ESBC providing an update on the Support Tax Grant being received. She reported that last year's Net Precept Requirement was in the sum of £358,265 and that the Draft Estimates, due to the increase in associated costs and services being proposed and as duly considered, this would be an increase on last year. Council's instruction was sought. Following due debate, it was

RESOLVED that:

- (i) The Clerk liaise with Council's Architect, ESBC's Conservation Officer and local Carpenter regarding the potential replacement entrance doors, due to the issues as reported, at Redfern Cottage with a view of the replacement (minimum contribution of £1,500) plus associated Professional Fees being incorporated within the Draft Estimates for due consideration by Council on 13 January 2026.
- (ii) The Clerk liaise with Council's Office Manager regarding the sum to be included within the Training budget due to increase in staffing structure (it being noted that some associated costs would be incorporated within the current budget allocation).
- (iii) The Clerk/RFO, Mayor and Vice-Chair of the Finance and General Purposes Committee continue to review and update the Draft Estimates in readiness for further consideration by Council.
- (iv) The updated Draft Estimates be included for due consideration and approval by Council at its meeting scheduled to take place on 13 January 2026.
- (v) The Clerk produce a 2-sided leaflet to the populus providing an update on the increase in services for the benefit of the community for 2026-27.

Council requested that as note of thanks be recorded within the Minutes to the Clerk/RFO for the detailed Draft Estimates, detailed budget notes and detailed explanation throughout the meeting and for the extension work undertaken.

The meeting closed at 8.30 pm.

UTTOXETER TOWN COUNCIL

D

ACCOUNTS TO BE PASSED FOR PAYMENT AT THE MEETING TO BE HELD ON 9 DECEMBER 2025

ACCOUNTS ALREADY PAID BY CHEQUE - CURRENT ACCOUNT

Cheq No.	Payee	Description	Net	Vat	Amount
009469	Midlands Air Ambulance Charity	Donation to be presented to Santa Truck Convoy at C/Lights Switch On	200.00	-	200.00
009470	RBL Poppy Appeal	Donation from money raised at Poppy Afternoon Tea	312.50	-	312.50
009471	YESS	S137 Sundry Grant	400.00	-	400.00
009472	Blithfield Construction	1st Part Interim Payment - Phases 1 & 2 of Cem. Extension Project	26,686.67	5,333.33	32,000.00
		Already Paid by Cheque Sub - Total	27,579.17	5,333.33	32,912.50

ACCOUNTS ALREADY PAID BY BACS PAYMENT - CURRENT ACCOUNT

Payment ID	Payee	Description	Net	Vat	Amount
542361768	Combined Staff Salaries	Staff Salaries - Mth 8 14/11/25	8,333.98	-	8,333.98
542366281	HMRC	Staff Salaries - Contribs - Mth 8	3,157.42	-	3,157.42
542366403	Staffordshire Pension Fund	Staff Salaries - Contribs - Mth 8	3,125.71	-	3,125.71
542384789	XX Jeffery	Reimb. Petty Cash	185.25	1.49	186.74
542443766	A Slater & Sons Funeral Directors	Cem. Misc. Exp. - Reimb Duplicate Cem. Fees Payment on 22/10/25	1,519.00	-	1,519.00
542805284	Uttoxeter Heath Community Centre	S137 Sundry Grant	250.00	-	250.00
542605645	Greenheart Construction Ltd	Cem. Rep/Maint - Repairs to Bench and Bollard	301.80	60.36	362.16
542851892	Oldfields Sports & Social Club	S137 Sundry Grant	850.00	-	850.00
542855296	Source for Business	T/Hall Water - 30.05.25 - 05.11.25	96.55	-	96.55
543468622	Blithfield Construction	2nd Part Interim Payment - Phases 1 & 2 of Cem. Extension Project	8,333.33	1,666.67	10,000.00
544435284	HMRC	Staff Salaries - Contribs - Mth 9	2,608.96	-	2,608.96
544436215	Staffordshire Pension Fund	Staff Salaries - Contribs - Mth 9	2,841.35	-	2,841.35
544437161	Combined Staff Salaries	Staff Salaries - Mth 8 12/12/25	7,760.85	-	7,760.85
		Already Paid BACS Payments Sub - Total	39,364.20	1,728.52	41,092.72
		Payments already made by Cheques/BACS Sub - Total	66,943.37	7,061.85	74,005.22

CHEQUE PAYMENTS TO BE PASSED

Cheq No.	Payee	Description	Net	Vat	Amount
009473	Odilings Ltd	Cem. Above Ground Level Sanctums	11,940.00	2,388.00	14,328.00
009474	Midland Conservation Ltd	Rep./Maint Redfern Cottage - Installation of Supporting Post	9,775.00	1,955.00	11,730.00
009475	City Illuminations Ltd	C.Lights Contract - Year 2 of 3	9,024.00	1,804.80	10,828.80
		Cheque Payments to be made Sub - Total	30,739.00	6,147.80	36,886.80

ACCOUNTS TO BE PASSED FOR PAYMENT BY BACS

Pay. ID	Payee	Description	Net	Vat	Amount
TBA	ARC Mechanical & Electrical Ltd	T/Hall Rep./Maint. - Repair Radiator Valve & Boiler Issues	180.00	36.00	216.00
TBA	B Houlihan	Travel Exps. - November	14.45	-	14.45
TBA	T Baron	T/Hall & T/Centre Events - Switch On Entertainment	1,650.00	-	1,650.00
TBA	Box & Beyond	T/Hall & T/Centre Events - High Viz Vests - Events Team	190.00	-	190.00
TBA	Burton Industrial Engraving	Cem. - Plaque Engraving	95.00	19.00	114.00
TBA	C Bradbury	T/Hall & T/Centre Events - Poppy Afternoon Tea Entertainment Fee	80.00	-	320.00
As Above	C Bradbury	T/Hall Ents. - Tea Dance Entertainment Fee - Nov 25	240.00	-	
TBA	Cropper Grounds Maintenance Limited	Grounds Maint. - Cemetery & St Mary's Churchyard - Nov	6,000.00	1,200.00	7,200.00
TBA	Clearview	T/Hall Rep./Maint. - Window Cleaning	49.90	-	49.90
TBA	D Chatfield	T/Hall & T/Centre Events - Poppy Afternoon Tea - Catering	640.00	-	640.00
TBA	Draycott Nurseries & Landscape Sales Ltd	Cem. Memorial Tree	38.97	7.80	46.77
TBA	EDG Security Ltd	T/Hall Rep./Maint. - 6 Monthly Emerg. Lights/Fire Alarm Checks	90.00	18.00	342.00
As Above	EDG Security Ltd	T/Hall Rep./Maint. - Repl. 3 x Emergency Lights Following Checks	195.00	39.00	
TBA	IEPC LTD	32 Carter Street Rep./Maint. - EPC for new 3-Year Lease	200.00	40.00	240.00
TBA	InReach Group Limited	Office Equip. - Photocopier 21.10.25 - 19.11.25	161.21	32.25	193.46
TBA	Laras Creative Cakes	T/Hall & T/Centre Events - Poppy Afternoon Tea - Cupcakes	88.00	-	88.00
TBA	Lavin Printers Ltd	Misc. Civic Exp. - Mayoral Christmas Cards	60.00	12.00	72.00
TBA	Lift & Engineering Services	T/Hall Rep./Maint. - Lift Repairs	2,557.46	511.49	3,068.95
TBA	Lyreco UK	Office Equip. - Stationery	184.33	36.87	221.20
TBA	Michael Johnson Tree Surgery Ltd	Cem. Tree Works	855.00	131.00	786.00
TBA	MidMC Computer Services	T/Hall Rep./Maint. - Cable Protector on the Balcony	80.00	16.00	412.80
As Above	MidMC Computer Services	Office Equip. - Offsite Back up	37.20	7.44	
As Above	MidMC Computer Services	Office Equip. - Monthly IT Support Services	226.80	45.36	
TBA	Molly Maid	T/Hall Cleaning Contract - October	450.00	90.00	540.00
TBA	Orranje Ltd	T/Hall & T/Centre Events - Remembrance Parade Security	3,168.00	633.60	5,702.40
As Above	Orranje Ltd	T/Hall & T/Centre Events - Christmas Lights Switch On Security	1,584.00	316.80	
TBA	Polaris Catering & Refrigeration Ltd	T/Hall Rep./Maint. - Repairs to Burco Hot Water Boiler	335.50	67.10	402.60
TBA	Serenity Cemetery Services	Cem. - AGLS Sanctums - Installation of 20 no. AGLS	700.00	140.00	840.00
		BACS Payments to be made Sub - Total	19,950.82	3,399.71	23,350.53
		Payments to be made Sub - Total	50,689.82	9,547.51	60,237.33

DIRECT DEBITS

Nov	Payee	Description	Net	Vat	Amount
	Royal Bank of Scotland	Bank Charges to 31/10/25	32.94	-	32.94
	Bankline	Bank Charges	44.50	-	44.50
	BT Group Plc	Telephone	414.18	82.84	497.02
	EE	Office Equip. - Clerk Office Mobile	21.00	4.20	25.20
	E-On Next	Cem. Chapels Elect. - S/Charge	25.95	1.30	27.25
	E-On Next	T/Hall S/Charge - Elect	17.36	0.87	18.23
	British Gas Business	T/Hall Elect	576.10	115.22	691.32
	British Gas Business	Cemetery Gas	46.51	2.33	48.84
	Go Cardless / EPOS Now Ltd	EPOS Standard Sup. License & Protection Care Plan	25.00	5.00	30.00
	Go Cardless / EPOS Now Ltd	EPOS Protect No Care Plan	14.00	2.80	16.80
	Go Cardless / EPOS Now Ltd	EPOS Receipting Pay Now System Charge	15.00	3.00	18.00
	Peninsula	Admin. Professional Fees - HR Services	200.50	40.10	240.60
	Total Energies Gas & Power	T/Hall - Gas	424.14	84.83	508.97
	PHS	Hygiene Services	551.50	110.30	661.80
	Pennon Water Services	Cemetery Water	38.00	-	38.00
	ESBC	T/Hall - Rates	2,071.00	-	2,071.00
	ESBC	Market - Rates	97.00	-	97.00
	Water Plus	T/Hall - Water	150.58	-	150.58
		Sub - Total	4,765.27	452.79	5,218.06
		GRAND TOTAL	122,398.46	17,062.15	139,460.61

Approved: UTC 09/12/2025

Town Mayor Cllr B Houlihan

Deputy Mayor Cllr A Mansfield

UTTOXETER TOWN COUNCIL**SALES LEDGER INVOICES ISSUED AND ACTUAL INCOME
RECEIVED IN NOVEMBER 2025****SALES LEDGER INVOICES ISSUED – 01.11.2025 TO 30.11.2025**

4493 Sponsorship towards Catering Costs – Poppy Tea (06.11.25)	£ 300.00
4494 Sponsorship towards Catering Costs – Poppy Tea (06.11.25)	£ 200.00
4495 Rent (Dec) – 32 Carter Street	£ 600.00
4496 Rent (Dec) – 19a High Street	£ 440.00
4497 Rent (Dec) – Allotment Building	£ 72.33
4498 Rent (Dec) – Kiosk	£ 248.99
Total sum of Inv. Issued	<u>£ 1,861.32</u>

ACTUAL INCOME RECEIVED**General**

RBS – Bank Interest up to 28.11.25 – Current Account	£ 72.88
RBS – Bank Interest up to 28.11.25 – Special Interest Account	£ 173.28
ESBC – Market Grant	£ 3,000.00
HMRC VAT Reimb.- Q2	£ 6,495.28
Civic Trust – Redfern Cottage – Reimburse Insurance	£ 40.00
Sub-Total – General Inc.	<u>£ 9,781.44</u>

Town Hall Entertainments

Tea Dance Admissions	£ 215.00
Tea Dance Raffle	£ 39.00
Poppy Tea Ticket Sales	£ 46.00
Christmas Disco Ticket Sales	£ 77.00
Christmas Disco Ticket Sales	£ 6.00(- 6p charge)
Sub-Total – T/Hall Ent.	<u>£ 383.00</u>

Mayoral

Donation – Signing Pension Forms	£ 50.00
Donation – Pre Loved Event	£ 30.00
Sub-Total – Mayoral	<u>£ 80.00</u>

Markets

Wednesday Outdoor	£ 153.00
Saturday Outdoor	£ 102.00
Craft & Produce Market	£ 491.50
Sub-Total – Markets Inc.	<u>£ 746.50</u>

Cemetery

Chapel Donations	£ 0.00
Interments/Memorials/Transfer of Ownership	£ 276.00(- 2.76 charge)
Interments/Memorials/Transfer of Ownership	£ 4,260.00
Sub-Total – Cem.	<u>£ 4,536.00</u>

TOTAL INCOME RECEIVED NOV. 2025 BEFORE CHARGES	<u>£15,526.94</u>
TOTAL EPOS CARD PAYMENT CHARGES	<u>£ 2.82</u>
TOTAL <u>ACTUAL</u> INCOME RECEIVED NOV. 2025	<u>£15,524.12</u>

Borough Councillor P Krupski reports she has:

- Attended Redfern's Museum AGM.
- Attended a Members briefing on the proposed government reorganisation within Staffordshire.
- Attended an Extraordinary ESBC council meeting.
- Attended a Leaders Advisory meeting.
- Attended a Councillors surgery at the Uttoxeter Library.
- Attended the Poppy Afternoon Tea.
- Addressed a number of issues/queries raised by local residents including the car park lighting at the Leisure centre, blocked access in a passageway in Carter Street and providing updates on projects within the town.
- Attended a Fair Trade committee meeting.
- Supported a Social event at UHCC.
- Attended the Remembrance Parade.

Borough Councillor Z Krupski reports he has:

- Attended Redfern's Museum AGM.
- Attended a Members briefing on the proposed government reorganisation within Staffordshire.
- Attended an Extraordinary ESBC council meeting.
- Attended the Poppy Afternoon Tea.
- Attended several UHCC meetings in the month.
- Supported a Social event at the Heath Community Centre.
- Attended a Leaders Advisory meeting.
- Attended the Remembrance Parade.
- Attended the ESBC Audit Committee meeting.
- Attended the Police ,Crime & Fire Commissioners 2025/26 budget meeting.

Borough Councillor R Hawkins reports he has:

- 2 November – Attended Redfern's Cottage Annual General Meeting
- 6 November – Attended a Local Government Reorganisation briefing meeting with representatives of local parish councils
- 9 November - Attended the Remembrance Sunday Parade.
- 10 November – Attended an meeting to discuss the Draft Estimates in the morning; and in the evening attended a meeting of ESBC in Burton Town Hall
- 13 November – Attended a meeting of the renamed Uttoxeter Nature Forum and agreed to become its Chair
- 18 November - Attended a meeting of the Oldfields Sports and Social Club Committee
- 20 November - Met with representatives of Trent & Dove Housing Association to discuss social housing in Uttoxeter
- 25 November - Attended a meeting of Uttoxeter Town Council to discuss the 2026/27 Budget Estimates
- During the month, I have had conversations with residents about Local Government Reorganisation, The Wheatsheaf, the reopening of St Johns Hall, improving sports facilities in the town, footpaths and regeneration.

Borough Councillor A Mansfield reports he has:

- Worked with Elkes Bowls Club to secure a grant of just under £1,500 for the Club to purchase new equipment from the ESBC Councillor Community Fund. This is part of a wider series of work they are carrying out to attract more members to the Club. We intend to follow this with an application to the Community Regeneration Fund.
- Continued to liaise with officers at ESBC to identify options available in relation to Trinity Square Car Park and its potential use as part of any Uttoxeter Neighbourhood Healthcare Hub.
- Responded to residents' queries on a number of issues, including green waste and council tax.
- Chaired meetings of the Audit Committee and the Statement of Accounts Committee.
- Attended Full Council and a meeting of the Standards Committee.



12. **TOWN CLERK'S REPORT – 9 DECEMBER 2025**

To report that since the date of the last meeting and in conjunction with the Mayor and the Deputy Mayor, the Clerk has received/responded/issued/actioned a number of matters:

- (a) Various SPCA E-Bulletins/Correspondence received Re: Sponsor a shelf - Staffordshire History Centre dated 7 November 2025, SPCA membership Fees dated 10 November 2025, SPCA AGM & Local Council Conference: Monday 24th November 2025 From 10am received 11 November 2025, Re: Support Staffordshire training dated 12 November 2025, Briefing for Town and Parish Councils - Agendas and Minutes dated 13 November 2025, SPCA November bulletin dated 17 November 2025, FREE Event: Assertion 10 Made Simple: Strengthening governance and compliance. 12pm – 1.15pm 2nd December received 19 November 2025, Does your council have a training policy dated 21 November 2025, Parkinson Partnership Upcoming & New Courses dated 27 November 2025, SPCA Partnership with Scribe dated 3 December 2025, as forwarded to Members.
- (b) NALC Correspondence - CEO Bulletin dated 6 November 2025, Events newsletter dated 11 November 2025, CEO Bulletin dated 13 November 2025, Events newsletter dated 18 November 2025, CEO Bulletin dated 20 November 2025, CEO Bulletin dated 27 November 2025, Star Council Awards 2025/26 finalists announced today dated 2 December 2025, Events newsletter dated 2 December 2025, as forwarded to Members.
- (c) SLCC Correspondence – SLCC Weekly News Digest dated 10 November 2025, News Bulletin dated 13 November 2025, SLCC Weekly News Digest dated 24/11/2025, News Bulletin dated 28 November 2025, SLCC Weekly News Digest dated 01/12/2025, as forwarded to Members.
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4459609 - Bennetts Lane, Bramshall & Loxley Lane, Loxley received 13 November 2025, 4456948 - Hobb Lane, Scounslow Green received 14 November 2025, 17716 - High Street, Carter Street, Market Place and Market Square for the Uttoxeter Food Festival on 6 December 2025, 4455418 - Bridge Street received 2 December 2025, 4455418 - Newborough Road, Six Roads End received 2 December 2025, 4463500 - Toothill Road received 2 December 2025, 4463387 - Bridge Street received 2 December 2025), as forwarded to Members and Staff.
- (e) Staffordshire Means Back to Business dated 7 November 2025, 21 November 2025, as forwarded to Members and Staff.
- (f) My Staffordshire dated 28 November 2025, as forwarded to Members and Staff.
- (g) The Circuit – To report that a Defibrillator Check was carried out on 12 November 2025 and The Circuit duly updated.
- (h) National Allotment Newsletter – November, dated 6 November 2025, as forwarded to Members.
- (i) Assisted/served at the Poppy Afternoon Tea on 6 November 2025.
- (j) Email received from Town and Parish Councils Website dated 11 November 2025 Re: Autumn Update: Digital Compliance Essentials for Councils, as forwarded to Members.
- (k) Received a number of calls from member of the public seeking an explanation on the volume of security personnel in attendance throughout the Remembrance Parade on Sunday, 9 November 2025. Council is reminded that SIA Trained Personnel are required to be in attendance as in accordance with the Guidance under Martyn's Law.
- (l) On 11 November 2025 the Mayor Signed the 3-Year Lease for 32 Carter Street commencing from 1 December 2025, on the terms and conditions as previously Recommended by the F&GP Committee/update as ratified by Council.
- (m) Received an email from SCC's CEO on 12 November 2025 in response to the Council's letter on 23 October 2025 Re: Flags upon lamp posts within Uttoxeter, as forwarded to Members.
- (n) Received confirmation that the works at Redfern Cottage have been completed on 14 November 2025 by Midland Conservation, as checked by Council's Architect. Photos as emailed to Members on 14 November 2025.
- (o) Email on 14 November 2025 from ESBC's Planning Support and Local Land Charges Manager Re: Planning - Accessing Applications and Weekly List following the incorporation of a new Planning System at ESBC, as forwarded to Members.

- (p) Email on from SCC A year of Staffordshire History dated 14 November 2025, as forwarded to Members.
- (q) Email dated 19 November 2025 from The Globe Foundation Re: Globe & Support Staffordshire Important Update, as forwarded to Members.
- (r) Met with Council's Architect to review the Town Hall alley works, Redfern Cottage, washer for the Ballroom kitchen and undercounter bar fridge for the Adam Peaty Suite.
- (s) Email dated 19 November 2025 from The Police, Fire and Crime Commissioner Re: Government Announcement on the role of the PCCs, as forwarded to Members.
- (t) Email from Rural Services Network dated 19 November 2025 Re: RMTG Roundup November 2025, as forwarded to Members.
- (u) Attended a meeting on 20 November 2025 in Leek with a number of Clerks and UVE regarding Community Trusts and potential uses.
- (v) Email 21 November 2025 Re: North Staffs Community Rail Partnership Annual General Meeting minutes, as forwarded to Members.
- (w) Received and responded to an email on 21 November 2025 from a local resident regarding the former Wheatsheaf Public House. Council is advised that the local resident has been encouraged to contact ESBC's Planning Manager with their comments.
- (x) Site meeting with the Cemetery Extension Contractors.
- (y) Received and responded to an email dated 23 November 2025 from a local resident to ESBC's Planning Team Re: Objections to further housing development Stafford Road Uttoxeter Application: P/2024/01382, as issued to the Chair of P&P Committee.
- (z) UTC Hosted the SPCA AGM and Conference on 24 November 2025.
- (aa) Received an email on 24 November 2025 from Birmingham City Council Re: Winter Newsletter, Christmas Toolkit & Black Friday Content - England Illegal Money Lending Team Resources, as forwarded to Members.
- (bb) Email on 26 November 2025 from Groundwork News Re: Groundwork Newsletter: November 2025 – Support our 'Cure for Cold' appeal this Fuel Poverty Awareness Day, as forwarded to Members.
- (cc) Attended a meeting with the Mayor and SCC Re: High Street bollard on 27 November 2025.
- (dd) Email from Parish Online dated 27 November 2025 Re: Newsletter #62, as forwarded to Members.
- (ee) Email dated 27 November 2025 from Katharine House Hospice Re: Care this Christmas, as forwarded to Members.
- (ff) Email on 30 November 2025 from SCC Re: Staffordshire Libraries in December, as forwarded to Members on 1 December 2025.
- (gg) Received and responded to a number of emails from a local resident dated 1 December 2025.
- (hh) Copied into emails from Borough Councillor Mansfield and Borough Councillor Allen to a local resident Re: URGENT ATTENTION The Wheatsheaf Development Uttoxeter dated 1 December 2025, providing an update on the current situation at The Wheatsheaf development and requesting Officers provide a detailed update in due course.
- (ii) Email on 1 December 2025 from The Ministry of Justice Re: Deputy Director & SRO: PFI Prison Expiry & Transfer, Operator Competitions Update, as forwarded to Members.
- (jj) Email on 1 December 2025 from ESBC Re: Home Office Funding for security measures on Faith Buildings, as forwarded to Members.
- (kk) Site meeting at the Cemetery on 2 December 2025 prior to the topcoats to the pathways and carpark area being incorporated throughout the week.
- (ll) To report receipt of an email from ESBC's Legal and Assets Team providing the Signed Road Closure Order for Uttoxeter Christmas Food Festival on Saturday, 6 December 2025, as forwarded to Members.
- (mm) Received and responded to an email on 2 December 2025 Re: High Street bollard and other traffic offences. Council is advised that the member of the public was encouraged to issue the Police with photographic evidence of the unauthorised access/parking within the High Street and Carter Street.
- (nn) Email on 3 December 2025 from Vaughtons Re: Welcome to Vaughtons December Newsletter, as forwarded to Members.
- (oo) Carrying out Cemetery Administrative duties at an interment at the Cemetery on 5 December 2025.



S137 COMMUNITY SUNDRY GRANT APPLICATION FORM



Applicant Details:

Name (if an individual): _____

Name (if an organisation): New Directions Support

Address inc. postcode: 2 - 4 Short Street, Uttoxeter. ST14 7LH

Contact person: REMOVED FOR CIRCULATION Daytime Telephone No: REMOVED FOR CIRCULATION

Project / Activity Information:

What is your project / activity? Uttoxeter learning disability day opportunity centre

What would this grant be used to pay for? Creative arts and craft materials for meaningful projects and indoor sport and play items to improve motor-skills, self esteem, confidence and team work.

This funding would enhance the variety and quality of activities we can provide.

When and where will the activity take place? Monday - Friday, 9.00am - 16.00 Short Street ST14 7LH

Have you previously received a sundry grant for this project/activity? Yes / No *(please delete as applicable)*

If yes, please provide date and amount awarded: NO

Grant Request and Income:

What is the amount of grant that you wish to apply to the Council for? ££350.00

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.

Please outline the use of the grant applied for: To purchase art and craft materials such as air-dry clay, paints and paper and also activity items such as disability sports equipment and play therapy items to develop fine-motor skills, self expression and confidence for our service users.

What is the total cost of your project/activity? ££350

Please state how much money have you currently secured towards your project and where the monies have come from? NDS was established in 2013 providing day opportunities to people living in Stafford. In October 2025 we were invited to take over delivery of day opportunities in Uttoxeter, which we have now commenced.

This small grant will give additional resources to our charity which has not been budgeted for
this year

If you need to secure additional income beyond this grant, please advise the Council on how you intend to do that? _____

No

Please provide the current Bank Balance and Financial Information on the individual / organisation applying for the grant.

Enclosures (please state): Most recent accounts (AVAILABLE FOR PERUSAL IN THE OFFICE PRIOR TO THE MEETING)

If successful, my/our preference would be to receive the sundry grant via cheque **OR BACS** payment, payable to (please delete as appropriate and provide details below):

Santander Bank.. ~~REMOVED FOR CIRCULATION~~ Account name - New Directions Support

Impact on our Community:

Which of the following purposes does your project/activity support? (please tick relevant boxes):

- ☒ Improve the Uttoxeter area (within the Town boundary) and/or
- ☒ Encourage involvement in Uttoxeter community activities, and/or
- ☒ Improve community facilities in Uttoxeter, and/or
- ☒ Benefit/Support the community of Uttoxeter and its residents, and/or
- ☒ Support local charities/organisations, and/or
- ☐ Support local youth services, young people inc. school activities, and/or
- ☐ Support Fairtrade priorities, and/or
- ☐ Support Biodiversity and Climate Change initiatives

Please advise the Council how will you measure the impact that your project/event has? _____

We will invite feedback from service users and their families, and monitor outcomes such increased participation and greater diversity.

Completed by: REMOVED FOR CIRCULATION

Date: 14/11/2025

Important Applicant Information: All decisions made by the Council in relation to awarding S137 Community Sundry Grants are final and are made at the sole discretion of the Council. The budget available to the Town Council for Sundry Grants is limited and set annually. The Council has a responsibility to manage this budget effectively, in order to ensure that it is open to applications for as much of each year as is possible.



S137 COMMUNITY SUNDRY GRANT APPLICATION FORM



Applicant Details:

Name (if an individual): Wilfred House

Name (if an organisation): Wilfred house

Address inc. postcode: Carter Street Utttoxeter St14

Contact person: REMOVED FOR CIRCULATION Daytime Telephone No: (SAME)

Project / Activity Information:

What is your project / activity? To add safety measures for users of the building.

What would this grant be used to pay for? _____

To buy non slip flooring for the entrance and hall way and the disabled toilet. The building is has slippery and uneven surfaces which are a health and safety risk and we wish to reduce th of falls

When and where will the activity take place? Wilfred House

Have you previously received a sundry grant for this project/activity? Yes / ☒ No (please delete as applicable)

If yes, please provide date and amount awarded: _____

Grant Request and Income:

What is the amount of grant that you wish to apply to the Council for? £ £500.00

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.

Please outline the use of the grant applied for: To purchase non slipping floor covering for the entrance hall and disabled toilet area.

What is the total cost of your project/activity? £ £600.00

Please state how much money have you currently secured towards your project and where the monies have come from? £100.00

If you need to secure additional income beyond this grant, please advise the Council on how you intend to do that? _____

Please provide the current Bank Balance and Financial Information on the individual / organisation applying for the grant.

Enclosures (please state): £11,333.00 of which £10,000.00 is ring fenced for the purpose of replacing the boiler.

If successful, my/our preference would be to receive the sundry grant via cheque OR BACS payment, payable to (please delete as appropriate and provide details below):

Wilfred House

Impact on our Community:

Which of the following purposes does your project/activity support? (please tick relevant boxes):

- ☐ Improve the Uttoxeter area (within the Town boundary) and/or
- ☐ Encourage involvement in Uttoxeter community activities, and/or
- ☐ Improve community facilities in Uttoxeter, and/or
- ☐ Benefit/Support the community of Uttoxeter and its residents, and/or
- ☐ Support local charities/organisations, and/or
- ☐ Support local youth services, young people inc. school activities, and/or
- ☐ Support Fairtrade priorities, and/or
- ☐ Support Biodiversity and Climate Change initiatives

Please advise the Council how will you measure the impact that your project/event has? _____

All of the above. The grant will enable the centre to operate with a greater level of safety for its users.

Completed by: REMOVED FOR CIRCULATION

Date: 15/11/2025

Important Applicant Information: All decisions made by the Council in relation to awarding S137 Community Sundry Grants are final and are made at the sole discretion of the Council. The budget available to the Town Council for Sundry Grants is limited and set annually. The Council has a responsibility to manage this budget effectively, in order to ensure that it is open to applications for as much of each year as is possible.

**Guidelines for Awarding Community S137 Sundry Grants
by Uttoxeter Town Council**

The Council, subject to the following general guidelines, will consider applications for grants:-

1. Purpose:

The Grant made will be used to:

- a) Improve the Uttoxeter area (within the Town boundary), and/or
- b) Encourage involvement in Uttoxeter community activities, and/or
- c) Improve community facilities in Uttoxeter, and/or
- d) Benefit the community of Uttoxeter and its residents, and/or