



UTTOXETER TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 9 DECEMBER 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, A Mansfield (Deputy Mayor), C Wain

Officer in attendance – T Jeffery, Town Clerk/RFO

It was noted that County Councillor P Allen, Staffordshire FA's Head of Delivery and two members of the public were in attendance in the meeting.

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 C Lancaster, A Noyes, S Page, C Sylvester, L Sylvester.

RESOLVED that the same be accepted and approved.

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

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, ask or answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda. The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Council meeting itself.

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. 32 High Street Bollard and he reported that 'At last month's meeting I addressed the Council regarding the High Street bollard and traffic driving through the pedestrian zone. Full pedestrianization is part of the Maltings Development Plan which appears to be significantly delayed so we need a solution now. The bollard is an agenda item for this meeting – in private. To save time, I will not read out my previous address again but ask that Council please remember what I said when considering the matter later. 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. 32 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 Glandfield declared an interest in Item No. 17(c)

Councillor Hawkins declared a non-direct interest in Item Nos. 15(e) and 17(c). He wished for it to be recorded that with respect to 15(e) he had a conversation with the Developer some two years ago.

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 11 November 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 25 November 2025.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting held on 25 November 2025, be approved and ordered to form part of the minutes attached hereto as Appendix A.

(c) The minutes of the Extraordinary Council Meeting held on 25 November 2025 were approved as a correct record and signed by the Chair.

7. **ACCOUNTS**

(a) Council gave consideration was given to the list of accounts submitted for payment in the sum of £139,460.61 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 November 2025.

RESOLVED that the same be noted.

8. **BANK BALANCES**

At 9 December 2025 the bank balances stood at:

RBS Current Account	£ 6,068.69
RBS Special Interest Account	£189,314.46
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) The Clerk reported that the Mayor had attended the following events since the last meeting:

21.11.25	Utttoxeter Christmas Lights Switch On
22.11.25	Utttoxeter Choral Society Concert
06.12.25	Utttoxeter Christmas Food Festival
07.12.25	Mayor of Stone's Civic Carol Service

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

07.12.25	Mayor of East Staffordshire's Charity Wrestling Event
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10. TO RECEIVE WRITTEN QUESTIONS FROM MEMBERS OF UTTOXETER TOWN COUNCIL

None received.

11. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

- (a) County Councillor Allen reported that at this time, he was unable to provide Council with any further updates from SCC. He wished Council and members of the public a Happy Christmas and a Prosperous New Year and reported that he was looking forward to continuing to work with the Council in 2026.
- (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 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.
 - She reported that with respect to the Maltings, she had emailed ESBC with five questions about the proposed plans for the partial demolition of the Maltings and the Co-op building and regarding an update on the asbestos survey recently carried out.
 - She reported that ESBC's Regeneration Officer had advised that at this time, they were unable to answer questions 1-3 as raised given ESBC had only just received the Report relating to the asbestos survey and were yet to understand whether there were any implications.
 - She reported that with respect to questions 4-5 seeking an update on when the demolition work to begin and a timeline for completion of Phase I (demolition and landscaping). She reported that ESBC had advised that this remains dependent on the progress of the Planning Committee and approval of the application.
 - She reported that ESBC had advised that the Regeneration Team had started the procurement process for the demolition contractor, in anticipation, in order to ensure swift progress if the application is approved.
 - She reported that the 3 units located off the Maltings carpark would remain in place (Butchers and next two units) and be cladded with the remainder of the site for demolition and the former Co-op building demolition would be a separate planning application. She reported that the 2 units located at the top of the Maltings (Max Spielman and Co-op Travel) would remain in place with the former Subway building and downwards being demolished.
 - She reported that with respect to Bradley Street Toilets, ESBC Team had met with Harvey & Clark on site and she could confirm the following:
 - CAD drawings had been received and ready to proceed, with minor amendments.
 - The materials were due to be delivered by mid-January, with a commencement of works towards the end of January for a 6-8 week programme. Any snagging or additional works would prolong the programme, so it was sensible to assume an April completion/reopening.
 - The team were currently looking at communications ahead of the works and temporary provision of facilities during the works. It would be more prudent to do both gendered toilets simultaneously and so closure with temporary provision seems more sensible than staggering the works. This may include using the existing disabled toilets or a new Portaloo provision however, options were still being reviewed.
 - On the second phase of works, options for layouts for the existing baby changing room were being looked at but phasing may depend on the above.

Borough Councillor Z Krupski reported he had:

- 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 reported he had:

- 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 reported he had:

- 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.

The Chair expressed his thanks for the detailed Combined Borough Councillor Report.

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: 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 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, 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 members of the public seeking an explanation on the volume of security personnel in attendance throughout the Remembrance Parade on Sunday, 9 November 2025. Council was reminded that SIA Trained Personnel were 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 was advised that the local resident had 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) 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 was 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) Carried out Cemetery Administrative duties at an interment at the Cemetery on 5 December 2025.

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

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

Councillor P Krupski reported attendance at the last Uttoxeter Fairtrade Meeting and Council had been issued with the Minutes from the meeting.

14. **POLICE UPDATE**

- (a) The Clerk reported receipt of the Town Ward Report for November 2025 as received from the local Police, as forwarded to Members on 3 December 2025.

RESOLVED that the same be noted.

- (b) Council was advised that going forward Police Reports would not be received from the local PCSO's and information would be available via <https://www.police.uk/pu/your-area/staffordshire-police/uttoxeter-town/?yourlocalpolicingteam=about-us>, as agreed with SPCA.

RESOLVED that the same be noted, with disappointment.

- (c) The Clerk reported that the following Police Drop In sessions would 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.

The Chair encouraged Members to attend any of the Drop In sessions taking place within the town to show the Council's support to the PCSO's.

RESOLVED that the same be noted.

15. **ESBC - PLANNING APPLICATIONS**

Council gave 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.

It was noted that Councillor Hawkins declared an interest in Item No. 15(e) and it was noted that he remained in the Chamber and took no part in the debate and vote.

The Clerk reported that, with respect to Item No. 15(e) P/2024/01382, she had issued Members with copies of redacted emails received from a local resident, copied to the Town Council for information, as issued to ESBC's Planning Team. She reported that she had issued Members with a copy of the Recommendations from Policy and Planning Committee Meeting on 25 February 2025. Following due debate, it was

RESOLVED that with respect to Planning Application Nos.:

- (i) P/2025/01287, Council had no comment to make at this stage.
- (ii) P/2025/01306, Council had no comment to make at this stage.
- (iii) P/2025/01307, Council had no comment to make at this stage.
- (iv) P/2025/01326, Council wishes to state that, in their opinion, the proposed reduction to the depth of the Lime tree by up to 4 metres appeared to be extreme.
- (v) P/2024/01382, Council Objects to the proposed development due to the following:
 - (a) Having considered the Adopted ESBC validation checklist 2023, it is noted that the following submission documents have not been submitted and therefore further query the validation of the application (as Recommended

by Policy and Planning on 25 February 2025) which remain unavailable on ESBC's Planning Portal:

- Certificate B
 - Block plan or indicative site plan, noting that there is an indicative landscaping plan provided.
- (b) The Council has considered the proposed outline application and recommend that it is refused for the following reasons:
- (i) Principle of Development:
- Not a proposed site allocation in the adopted local plan a speculative site outside of the settlement boundary/incursion into the open countryside.
 - Is concerned over the precedent that this development could create if permitted.
 - Exceeds the growth strategy for Uttoxeter without any material justification for the departure from national, local or neighbourhood plan policy.
 - Edge of settlement outside of the settlement boundary.
- (ii) Design and Natural Environment:
- Council have been advised that a number of newt ponds are located within the proposed development site and request that ESBC request the necessary assessments be carried out.
 - The proposed BNG provision makes clear that the scheme would result in a net loss of habitat to facilitate the urban extension on previously undeveloped land. There is no planning case to support departure from planning policy to deliver minimum 10% BNG on a speculative site in the open countryside.
 - Proposed density at 45 DPH is an urban density and inappropriate for an edge of settlement into the open countryside.
 - Provision of car parking is limited to the minimum space standards take account of neighbourhood plan policy requires a larger provision. It also does not include or take account of any visitor parking, motorcycle parking or disabled parking requirements.
 - Site layout includes a play park adjacent to a main road tucked away in the furthest extent of the proposed development. This is a poor concept design and layout.
 - The development is not tenure blind and seeks to provide affordable housing in an unsustainable location outside of the settlement.
 - Design and access statement indicates mediocrity in design with off the peg housing specification, rather than site specific, climate resilient homes that take into account the future home standard that would be in place at the time of construction.
- (iii) Transport and Movement:
- Council note the design and access statement makes reference to the limited bus service operating near the site. However, the proposed development is not at a scale to make new or improved services viable. Therefore, any future occupants would be reliant on private cars to make both local and further journeys. Given this is an intended affordable housing site, it further strengthens the case of how unsustainable the location is.
 - The distance from the proposed development to town centre services and community facilities is not considered to be a walkable neighbourhood. Again, this supports the case that the development is an unsustainable location.
 - Council noted that the Applicant has liaised further with SCC's Highways Team, however, wishes to point out that the Traffic Assessment provided is 10 years old and out of date given the volume of traffic has significantly increased during this time.
 - Reiterates that the vehicular access is limited to one point onto B5013 via a proposed roundabout change. There is no supporting evidence

- to indicate the exiting MHN (main highway network) has capacity for the development.
- Reiterates its poor transport design to service a significant site from a single access to the existing MHN.
- (iv) Objects to a footpath/pathway being incorporated within the Listed Old Pound Traffic island in Stafford Road.
- (v) Development of this greenfield site will potentially exacerbate existing surface water flood issues on the Town Cemetery and could render the Cemetery un-usable because of surface water issues outside of the Cemetery control.
- (c) Reiterates its initial request that this Application be considered by the Borough Council's Planning Committee at its next available meeting.

16. **UTTOXETER SPORTS HUB UPDATE**

Council was advised that Staffordshire FA's Head of Delivery was in attendance to provide Council with a general overview of the Sports Hub Project at the Quarry Site. The Chair welcomed Staffordshire FA's Head of Delivery to the meeting and he Suspended Standing Orders.

Staffordshire FA's Head of Delivery expressed his thanks to the Council for inviting him to attend the meeting and he provided the following update:

- Formed in 1877, Staffordshire FA is the local governing body for grassroots football, supporting a network of over 45,000 people who are involved in the game across Staffordshire.
- Staffordshire FA are funded and supported by The Football Association profit (The FA), and like The FA, are a not for organisation who invest money into supporting, developing, protecting, and uniting grassroots football.
- Staffordshire FA is one of 15 (out of 50) achieving The FA / NSPCC County FAs to achieve The FA Code of Governance, in addition to Safeguarding 365 Standard.
- Staffordshire FA employ a team of 17 people to deliver our local strategy, which can be found via Staffordshire FA 2024-2028 Business Strategy via the FA website.
- The Challenge faced in Uttoxeter:
 - Uttoxeter's sporting infrastructure falls well short of the demand for accessible, quality facilities for the local community, highlighted in comparisons with other areas of the county and country.
 - Currently there are 42 full-size 3G pitches across Staffordshire, equating to 1 x 3G pitch per 85 teams countywide. There is no full-size 3G pitch in Uttoxeter, to service the 76 football teams in the town and surrounding area.
 - Currently there are 1,100 grass football pitches across Staffordshire, equating to 3.2 teams for every grass pitch. 251 of these pitches are rated as 'Good' or better. 0 grass pitches in Uttoxeter are rated as 'Good' or better
 - 1 National League Football Club (Uttoxeter Town) required to meet Ground Grading requirements.
 - 0% of teams in and around Uttoxeter have access to a full-size 3G pitch for training sessions or match play.
 - 0% of teams in and around Uttoxeter have access to a 'Good' quality grass pitch for match play.
 - He circulated a table showing areas of full-size 3G pitches within Staffordshire. It was noted that East Staffordshire (Uttoxeter) would require 2 no. 3G Pitches to meet demand, figures as at 2024-25.
- The Opportunity:
 - In 2009, Section 106 Agreement signed to provide funds to develop sports facilities on Aggregate Industries land.
 - ESBC identified a Sports Hub as a key project in their 2018 & 2023 Playing Pitch Strategies.
 - Sports Hub identified as a strategic need in East Staffs Local Football Facility Plan (2019 & 2025).
 - Need identified for a full-size 3G pitch, good quality grass pitches, a community building and infrastructure.

- No other viable options identified in the area to help address the problems in Uttoxeter due to lack of space, and existing facilities are still required to meet the continued growth of the game over recent years.
- Staffordshire FA can access funding from the 'Football Foundation' to support the development of the Sports Hub.
- A plan showing in red the boundary line of the Sports Hub site was perused, also showing the areas of the site that had been quarried and areas that had not been quarried at this time.
- Photos he had taken of the site 4 years ago were perused. He reported that the photos remained current as no works had progressed at this time. He was hopeful that works would progress in 2026.
- Current Position:
 - Planning Permissions granted in December 2024 with Ecology Planning Conditions added. Full planning provided once conditions have been met. He reported that one of the Conditions was for providing Compensatory Land by purchase or landowner for a period of 30 years. He stated that this had been reviewed by ESBC and reduced to 10 years. He reported that the FA were working with a local landowner and were hopeful that progress would be made over the coming weeks/early 2026 relating to this Condition.
 - Total Project Costs Phase 1 £3,987,336. He reported that confirmed Funding was Aggregate Industries £126,000, ESBC £1,700,000 (including S106 Contributions), Football Foundation £1,200,000. The total funding was £3,026,000 which had a £961,336 shortfall. He reported that due to an increase in associated costs, the associated costs for Phase 1 were more likely to be near £4,000,000.
- He provided Council with a brief on proposed timescales for up to 30 December 2026 however he reported that these were subject to change.
- Community Impact:
 - The Uttoxeter and surrounding communities have needed this facility for well over a decade now, and despite other attempts to make the facility happen in the past, frustratingly for the community it has never happened.
 - The Sports Hub will be a community facility for all, providing excellent facilities for players of different sports and leisure activities, in addition to football, supporting health and wellbeing and social engagement in the community.
 - Staffordshire FA have committed to delivering a Sports Hub the local community can be proud of.
 - This project also creates an opportunity to provide a bespoke, quality education hub to support existing and new local education programmes for young people and grassroots sport volunteers.
 - He reported that the FA were in contact with Oldfields Sports & Social Club.
 - He reported that the artist illustrations included a pavilion and spectators stand which would be part of Phase II which would be subject to funding being in place for such provisions.

It was noted that the address was followed by a brief question and answer session from Members and members of the public which included the funding of the shortfall, future provisions including maintenance of the Sports Hub facility once in place, safe access to/from the site including pedestrian access.

UTC 13/01/2026 – Item No.6(a) - Councillor Hawkins requested that it be recorded that a point appeared to have been missed from the Minutes under Item No.16 Uttoxeter Sports Hub Update regarding the Membership of the Management Group.. He wished to report the importance of Town Council Representative(s) and a local resident (as a minimum) from The Bramshall Meadows Estate should form part of the Management Group in reflection of the S106 Contributions made from the development to the Sports Hub. It was unanimously agreed that the Minutes include this update and for the Clerk liaise with the FA's Head of Delivery accordingly

The Chair expressed his thanks to Staffordshire FA's Head of Delivery for his address to Council and he Reinstated Standing Orders. It was noted that Staffordshire FA's Head of Delivery left the meeting at this time. Following due debate, it was

RESOLVED that the Clerk liaise with Staffordshire FA's Head of Delivery:

- (i) To accept his offer to attend future Sports Provision Meetings with the Mayor, Deputy Mayor, County Councillor Allen, ESBC, the Clerk and Representatives from Oldfields Sports & Social Club.
- (ii) To request that, at the earliest opportunity, the FA progress conversations with SCC regarding the provisions of safe pedestrian access to/from the Sports Hub including exploring the options of enhancing the existing SCC's Rights of Way Footpaths located within the immediate area to/from the Town to/from the Sports Hub, to enable the facility to be available to those service users who require to access the Sports Hub on foot.

17. **S137 COMMUNITY SUNDRY GRANT APPLICATIONS**

Council was advised that £1,640.01 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) 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.

RESOLVED that the same be noted and welcomed.

- (b) S137 Sundry Grant Application dated 14 November 2025 from New Directions Support seeking a grant of £350. Members were advised that a copy of the New Directions Support Annual Report and Financial Statements for the Year Ended 31 July 2024 were available within the office for perusal prior to the meeting. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant in the sum of £350 be awarded to New Directions Support, funded by the S137 Sundry Grant budget allocation.

It was noted that Councillors Glandfield and Hawkins declared an interest in Item No. 17(c) and it was noted that they remained in the Chamber and took no part in the debate and vote.

- (c) S137 Sundry Grant Application dated 15 November 2025 from Wilfred House seeking a grant of £500. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant in the sum of £500 be awarded to Wilfred House, funded by the S137 Sundry Grant budget allocation.

18. **THE MALTINGS – UPDATE**

Borough Councillor P Krupski reported that she had provided Council with an update on The Maltings under Item No. 11(b) Borough Councillor Report.

RESOLVED that the same be noted.

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

The Clerk reported 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 was 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 was sought.

Councillor P Krupski reported that ESBC had previously made contact with Councillors to seek locations for Safe Places within the Borough. Following due debate, it was

RESOLVED that the Clerk:

- (i) Express Council's thanks to the local resident for bringing this matter to the attention of the Council.
- (ii) Liaise with ESBC to seek information on the provisions for a Safe Place Scheme within the Town and ascertain if ESBC would consider additional places being proposed for the town (subject to liaison with the local Policing Team).
- (iii) Liaise with the local Policing Team regarding possible Safe Places being provided/if needed within the Town.
- (iv) Include this matter for further consideration by Council at a future meeting.

20. THE WHEATSHEAF, FORMER PUBLIC HOUSE

The Clerk reported 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 was sought.

Councillor P Krupski reported that a number of residents from Chamberlain Close had contacted her regarding the recent works carried out at the former Wheatsheaf. She reported that in her capacity as Borough Councillor, she had contacted ESBC's Planning Manager with the following questions:

'As the Wheatsheaf and the adjoining buildings have now been demolished, can I ask:

- 1. Will the Developer have to submit updated/adjusted plans for the development to ESBC?*
- 2. If the above answer is yes, will the new plans be open for public consultation especially for the residents of Chamberlain Close before they are presented and reviewed by ESBC Planning Committee?'*

She reported receipt of an email from ESBC's Planning Manager advising that *'The developer will be required to submit an application addressing the demolition along with any new build proposals. Whilst ESBC have been in regular dialogue with the developers, they have not given any indication to a date when an application(s) submission is likely. Once an application has been submitted and registered, ESBC will notify neighbours directly with a letter and also post a site notice to notify others'*. Following due debate, it was

RESOLVED that:

- (i) With respect to the correspondence received from Borough Councillors Allen and Mansfield, the same be noted.
- (ii) The Clerk liaise with ESBC's Planning Manager to:
 - (a) Express the Council's concerns at the loss of a Listed Historic Building within the town centre.
 - (b) Express the Council's concern that insufficient pressure was applied to the owner of the former Wheatsheaf to fulfil their duty in maintaining the Listed Historic Building.
 - (c) Following the recent demolition of the buildings, the site is now an 'eyesore' and is damaging the aesthetics of the town centre. Given this, the Council seeks ESBC's support in liaising with the Owner/Developer to request that the site is in need of clearing and/or installation of hoarding at the earliest opportunity.

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

Council gave 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 was 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 was sought.

RESOLVED that the quotation received from JMW Media in the sum of £600 plus vat for 12 months Advertising on the digital billboard in the Bus Station, be accepted and approved, funded by the Town Hall Advertising budget allocation.

22. ADDITIONAL MAKERS MARKET WITHIN THE TOWN

The Clerk reported 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 was sought.

RESOLVED that the Clerk liaise with the Organiser of the Makers Market to advise that Council welcomes them carrying out trial Friday Makers market, once a month, commencing from Spring 2026 with the High Street/Market Place.

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

Councillors P Krupski provided Council with an update following the first Uttoxeter Food Festival which took place within the town centre on Saturday, 6 December 2025, 9am-4pm in inclement weather conditions.

She reported that 25 stalls had attended which was similar numbers to the June event. She asked Council to consider, in the absence of a Town Centre Forum meeting, authorising Food Festivals to take place in June, September and December in 2026. She reported that this was to enable the dates to be promoted within potential Traders at the earliest opportunity and for ‘save the dates’ to be promoted locally. She reported that a catch up meeting with We Heart Events was due to take place on 11 December 2025.

It was noted that Council unanimously supported the increase in visitors to the town and welcomed three Festivals taking place in 2026.

RESOLVED that Council fully supports Festivals taking place in June, September and December in 2026 (dates to be determined).

24. CEMETERY UPDATE

(a) The Chair and the Clerk provided Council with an update on the Cemetery extension project which was near to completion subject to the white lining of the extension to the carpark on 15 December 2025. The Clerk provided Council with an update on legislation advice from the Company carrying out the white lining of the new permeable carpark only.

The Clerk circulated photos of the newly installed pathways and showing the 6 no. trees planted as at 9 December 2025. The Chair and Clerk reported that as previously reported to and accepted by Council on 11 November 2025, additional work (foundation and drainage enhancements) proved necessary due to excessive water ingress from the existing cemetery towards the top of the extension pathway. Additional work was also required mid-contract to the contractor’s entrance and for tarmac patching to the area adjacent to the car park and the entrance following a water leak. The additional sum was £13,748.

She reported that as previously reported to Council, the provision for grass seeding associated costs would be deducted from the final invoice from the Contractor due to this not being carried out due to the time of year. She reported that if this was required next year, Council could liaise with its Grounds Maintenance Contractors accordingly. She reported that the installation of the hedge project (and tree planting) which was a separate contract would be completed by the end of January 2026. It was agreed a Councillor site meeting take place on 19 December 2025.

(b) With respect to the previous water leak located on the Cemetery entrance, the Clerk reported that as previously reported to Council, this had been monitored and no further water leak had been identified and she reported that as agreed with the Mayor, Deputy Mayor, the Chair of

Finance and Councillor Z Krupski, the above mentioned additional works included the provision of tarmac patching over the area located at the main entrance. Council's instruction was sought.

RESOLVED that with respect to 24(a)-(b), the same be accepted and approved.

25. FAIRTRADE UTTOXETER

The Clerk reported 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 was 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 was 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.

RESOLVED that with respect to:

- (i) 25(a)-(b) and (e) as above, the same be noted.
- (ii) 25(c) Council authorises the use of the table for use outside the Town Hall on a weekday in 2026 for the promotion of Fairtrade Uttoxeter.

26. SCC INFORMATION GOVERNANCE SUPPORT – NOVEMBER 2025 BULLETIN

The Clerk reported 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.

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) "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.

RESOLVED that with respect to 27(a)-(m) as above, 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) 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.

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

29. **STAFFORDSHIRE PENSION FUND**

The Clerk reported 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.

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

The Chair expressed his thanks to County Councillor Allen and to the members of the public for their attendance in the meeting and on behalf of the Council, he wished them the Compliments of the Season. 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. **EXTRAORDINARY COUNCIL MINUTES – 18 NOVEMBER 2025**

The minutes of the Extraordinary Council Meeting held on 18 November 2025 were approved as a correct record and signed by the Chair.

The Chair reported that the above mentioned Minutes had been included for ratification in Private due to the inclusion of Staffing as considered by Council.

32. **HIGH STREET BOLLARD UPDATE**

The Chair acknowledged the address from a member of the public under Item No. 3 Public Participation regarding the High Street Bollard.

The Chair and the Clerk provided Council with an update following the meeting with SCC to discuss the reinstatement of the High Street bollard. It was noted that County Councillor Allen had advised the Clerk that at this time, correspondence was awaited from SCC's Officers following the meeting on 27 November 2025. Council's instruction was sought. Following due debate, it was

RESOLVED that upon receipt of correspondence from SCC, this matter be included for further consideration by Council at a future meeting.

33. **MILLENNIUM MONUMENT**

Council was asked to consider, in recognition of many years as Poppy Sellers for the Town and for raising over £100,000 for the Poppy Appeal, incorporating Gordon and Angela Stubbs upon the Town Millennium Monument. It was noted that Council had an EMR in place towards the associated costs for the replacement plaques and had included the balance within the Estimates. Council's instruction was sought.

RESOLVED that Council accept and approve incorporating Gordon and Angela Stubbs upon the Town Millennium Monument in recognition of many years as Poppy Sellers for the Town and for raising over £100,000 for the Poppy Appeal, subject to their families consent being received.

34. LOCAL GOVERNMENT REORGANISATION

The Clerk reported receipt of an email on 1 December 2025 from The Head of Democratic Services for High Peak Borough Council and Staffordshire Moorlands District Council Re: Proposal on Local Government Reorganisation, as issued to Members. Council's instruction was sought.

RESOLVED that:

- (i) With respect to the above mentioned correspondence, the same be noted.
- (ii) Council give Local Government Reorganisation further consideration, in private, at its next meeting.

35. STAFFING INCLUDING TRAINING

- (a) The Chair reported the staff lieu time hours for up to 30 November 2025 was 31¾ hours. Council were reminded of the previous two months lieu time hours were 37¼ (1 November) and 34 (5 October).

RESOLVED that the same be accepted and approved.

- (b) The Mayor provided Council with an update on staffing since the date of the last meeting. He reported that he together with Councillor P Krupski and Council's Office Manager would be shortlisting the Full-time Administrative Assistant Applications on 16 December 2025 and they would be carrying out the Interviews in the New Year and an update would be provided to Council in due course.

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	2
• Craft & Produce	1
• ADS Events/bookings	0
• Cemetery Interments	6

RESOLVED that the same be noted.

36. AGENDA ITEMS FOR NEXT MEETING

None received.

The Chair wished his fellow Councillors and the Clerk the compliments of the season and the meeting was closed at 8.59 pm.