



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, 10 February 2026** 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

4 February 2026

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, 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 13 January 2026. See Appendix A.
- (b) To approve the Recommendations of the Policy and Planning Committee Meeting held on 27 January 2026. See Appendix B.
- (c) To approve the Recommendations of the Town Hall Entertainments Committee Meeting held on 3 February 2026. 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 January 2026. See Appendix E.

8. **BANK BALANCES**

At 4 February 2026 the bank balances stood at:

RBS Current Account	£ 9,974.80
RBS Special Interest Account	£ 127,544.71
RBS General Reserve Fund Account	£ 0.00 (As RES UTC 13/01/26)
RBS Town Mayors' Account	£ 471.50
RBS Deposit Account 32 Carter Street	£ 623.85
RBS 19A High Street Deposit Account	£ 338.06
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:
 - 12.02.26 Painsley Catholic College's Performance of The Wizard of Oz
- (b) To report that the Deputy Mayor had attended the following events since the last meeting:
 - 24.01.26 Burns Night (SMDC Chairman's Event)
 - 07.02.26 Dove Valley Swimming Club Swimming Gala

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

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

- (a) To report that receipt of a County Councillor Report on SCC matters arising since the date of the last meeting. See Appendix F.
- (b) To report receipt of a combined Borough Councillor Report on ESBC matters arising since the date of the last meeting. See Appendix G.

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 H.

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

14. **POLICE UPDATE**

- (a) Council is reminded that information on Police Reports for Uttoxeter is available via <https://www.staffordshire.police.uk/area/your-area/staffordshire/east-staffordshire/uttoxeter-town/about-us/top-reported-crimes-in-this-area>
 - (b) The following Police Drop In sessions will take place within the Town in February:
 - 2nd - Library drop in 14:00-15:30
 - 3rd - Heath Community Centre 09:30-11:00
 - 4th - St Mary's Church cafe 10:30-12:00
 - 6th - Costa Coffee on the Retail Park 17:30-18:30
 - 12th - Saddlers Yard Cafe 11:00-12:30
 - 13th - Globe Eco Centre 10:30-12:00 (place of welcome)
 - 21st - Van at the Dovefields Retail Park 13:00-15:00
 - 23rd - Leek Building Society 10:00-12:00
 - 24th - Heath Community Centre 09:30-11:00
 - 25th - St Mary's Church Cafe 10:30-12:00
 - 27th - Globe Eco Centre 10:30-12:00 (place of welcome)
- Other Drop-in Sessions may be added throughout the month. Councillors attendance would be welcomed at any of the above Police Drop In sessions.

15. ESBC - PLANNING APPLICATIONS

Council is asked to make its comments on the undermentioned Planning Applications as received from ESBC:

- (a) P/2024/01375 - Reserved Matters application pursuant to outline approval (with details of access) under ref: P/2017/01307 to provide for the proposed erection of 90 No. dwellings (including associated garaging/parking), formation of town park and re-naturalisation of Picknall Brook and alteration of existing vehicular access off Hockley Road and Pinfold Street including details of appearance, landscaping, layout and scale (REVISED SCHEME) at Bamford Works, Pinfold Street, ST14 8BT.
- (b) P/2024/01376 - Erection of 27 No. dwellings with new vehicular access off Pinfold Street, associated garaging and parking, demolition of existing walls on Balance Street and Pinfold Street, erection of electricity sub-station, provision of public open space, landscaping and associated infrastructure/enabling works (including re-naturalisation of bank to Picknall Brook) (REVISED SCHEME) at Bamford Works, Pinfold Street, ST14 8JB.
- (c) P/2026/00098 - Outline planning application for the erection of up to 295 dwellings (Class C3), with access, landscaping, sustainable drainage features and associated infrastructure. All matters are reserved except for vehicular access from Stafford Road at Land At Stafford Road.

16. TOWN COUNCIL ACCOUNTS – UP TO AND INCLUDING 31 DECEMBER 2025

To give consideration to the Town Council Accounts up to and including 31 December 2025 as prepared by the RFO and the Chair of the Finance and General Purposes Committee. See Appendix I. Council's instruction is sought.

17. PRECEPT REQUIREMENT FOR 2026-27

To report that:

- (a) As Resolved by Council on 13 January 2026, the Confirmed Precept Requirement for 2026-27 has been incorporated within the Council's website. See Appendix J.
- (b) The Mayor and the Clerk are in the process of producing the leaflet to the populus providing an update on the increase and where the additional requirement was being spent.
- (c) The Clerk had a conversation with ESBC's Principal Accountant on 3 February 2026 to confirm the increased Precept Requirement for 2026-27.
- (d) The Clerk has completed ESBC's Council Tax breakdown information for the Borough Council Tax leaflet for the Precept for Uttoxeter for 2026-27 which has been returned it to ESBC's Principal Accountant accordingly.

18. CLOSURE OF GREGGS WITHIN THE HIGH STREET

Councillor Houlihan requested that this item be included in the Agenda and he requested Council consider contacting Greggs Head Office and the Landlord to express the Council's and residents disappointment of the closure of Greggs located within the High Street on 7 March 2026. Councillor Houlihan to report. Council's instruction is sought.

19. WAR MEMORIAL – RESTORATION PROJECT

As Recommended by the Policy and Planning Committee on 27 January 2026, to adhere to a potential completion date of 31 October 2026, Council is asked to give consideration to revised quotations received via Council's Architect for the War Memorial Restoration Project (Phases I & II) including repairs and ThermoTech clean in the sum £13,014 plus vat plus Scaffolding Hire up to £3,000, plus Architect Fees of £1,800, Total Restoration Project in the sum of up to £17,814 plus vat. Council's instruction is sought.

Council is advised that the condition of the stone under/behind the planters cannot be assessed until the planters have been permanently removed (as Recommended in the Condition Report received from The Stonemasons of Worcester) and as agreed with the RBL.

- Council is reminded that £16,370 has been included within the Precept in addition to the current EMReserve 336 of £8,629.88 for the Restoration Project.
- Council is advised that Council's Architect has confirmed that any railings structure to be incorporated around the War Memorial will be subject to a separate Planning Application.
- Council is advised that the Clerk continues to liaise with various Partners regarding the design and installation of suitable railings. Council's instruction is sought.
- Council is advised that costings for suitable railings is not available at this stage.

20. THE FORMER COACH AND HORSES IN CARTER STREET

Councillor P Krupski requested that this matter be included within the Agenda and she will provide Council with an update from ESBC on the condition of the building and progression of works at the former Coach and Horses in Carter Street. Councillor P Krupski to report. Council's instruction is sought.

21. HIGH STREET BOLLARD UPDATE

As Resolved by Council on 13 January 2026 that the Clerk and the Mayor liaise with SCC to advise that the Town Council:

- (i) Rejects SCC's request for the Town Council to monitor the High Street bollard.*
- (ii) Further requests that, given the S106 Monies are in place as identified for Highways improvements within the Town, SCC review the existing Traffic Regulation Order for the High Street to enable a permanently pedestrianised High Street to be provided including installation of a barrier to be installed after the carpark access to/from the side of Cod's Corner (that could be raised to enable town centre events to continue to take place within the High Street) and review the Road Traffic Regulation Order to permit access to/from the top of the High Street to provide two way access to/from the carpark area, as it did previously.*

To report receipt of an email dated 29 January 2026 from SCC's Community Highways Manager advising Council that 'Thank you for your email of the 16 January 2026 to Cllr Allen and myself. I have discussed this matter with Cllr Allen and we remain very disappointed with the Town Council's response on this matter, given the initial feasibility reports and the recommissioning of the bollard were in response to Town council requests for the High Street to be managed. I am discussing the way forward in respect to the rising bollard with colleagues in the County and as such the bollard will remain in the down position. As part of this discussion, we need to consider how the High Street will operate moving forward and this will include a review of the activities that currently take place in the High Street in line with the current traffic regulation orders.' Council is reminded that County Councillor Allen has provided an update within his County Councillor Report. Council's instruction is sought.

22. UPDATE ON PROGRESS OF THE LINK ROAD/CONNECTION BETWEEN THE TWO SIDES OF THE BRAMSHALL MEADOWS ESTATE

Councillor Mansfield requested this matter be included within the Agenda and he will provide Council with an update on progress of the link road/connection between the two sides of the Bramshall Meadows estate. Councillor Mansfield to report. Council's instruction is sought.

23. LOCAL SCHOOLS 'EXHIBITION OF NATURE' AND 'YOUTH CLIMATE ACTION SUMMIT' – USE OF THE TOWN HALL

Council is asked to give consideration to offering the hire of the Town Hall, free of charge, to the Uttoxeter schools for:

- (a) An Exhibition of the Nature promoting the work they have done recently. Date to be determined. Council's instruction is sought.
- (b) A 'Youth Climate Action Summit' on 21 April 2026. Council's instruction is sought.

24. WE LOVE UTTOXETER COMMUNITY HUB, ST JOHN'S HALL

To report receipt of an email dated 14 January 2026 from the Chair of The Community Foundation for Staffordshire and Shropshire advising Council that the Foundation is currently reviewing the quotations for the refurbishment works for the We Love Uttoxeter Community Hub located at St John's Hall and are hopeful that they will commence in February 2026. They will endeavour to keep the Council updated.

25. NALC - MODEL I.T. POLICY AS RECEIVED 22 JANUARY 2026

Council is advised that NALC issued a I.T. Policy Model on 22 January 2026 which is currently being reviewed by the Office Manager and MidMC. The Draft I.T. Policy will be included for consideration by Council in due course.

26. SAFE PLACE SCHEME

Council is advised that a Teams Meeting has been scheduled to take place with Chief Inspector Neeson, the Mayor, Deputy Mayor, Clerk and ESBC on 6 February 2026 to discuss a Safe Places Scheme within the Town. The Chair to provide Council with an update.

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

Councillor P Krupski to report receipt of an update from ESBC's Enterprise Team dated 19 January 2026 on the refurbishment of Bradley Street Toilets, advising that *'The works are commencing on 26th January and will result in the full closure of the main toilets during the course of the works: 6-8 weeks. During this time, people will be directed to the library (as set out in the attached draft notice, to be finalised and issued) or be able to use 2 temporary facilities provided by the contractor and/or the existing disabled toilets, which will be in use.'* Council's instruction is sought.

28. **THE MALTINGS – UPDATE**

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

29. **CEMETERY EXTENSION PROJECT UPDATE**

To report that the Tree and Hedge Planting Project was completed on 31 January 2026 in the sum of £14,076.75 plus vat (including hedge and tree provisions), funded by the Cemetery Extension Hedge and Tree Project budget allocation. Council is advised that the surplus hedge quicks have been incorporated within the gaps within the boundary hedge off Stafford Road (Contractors entrance).

30. **WEST MIDLANDS AMBULANCE SERVICE – COMMUNITY FIRST RESPONDER (CFR) UPDATE**

To report receipt of an email dated 3 February 2026 from West Midlands Ambulance Service Regional Community Response Manager advising Council that following the closing of the CFR recruitment advert, *'at least one application for Uttoxeter CFR scheme has been invited for interview so hopefully this will have a positive outcome. I will update you when I have more information.'*

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

As Resolved by Council on 13 January 2026 that 'the Clerk liaise with ESBC's Planning Manager and Conservation Officer to seek their assistance in liaising with the Landowner of the Wheatsheaf Development to extend them an invitation, given the importance of the site within Uttoxeter town centre, to attend a future Town Council meeting or a Policy and Planning Committee meeting to enable them to provide an update on their intentions for a way forward for the site following the recent demolition of the Wheatsheaf.'

To report receipt of an email on 2 February 2026 from ESBC's Conservation Officer advising that they will email the Landowner and urge them to contact the Town Council. The Clerk to provide Council with an update, if available. Council's instruction is sought.

32. **ESBC - CONSULTATION ON A NEW SELECTIVE LICENSING DESIGNATION**

To report receipt of an email on 27 January 2026 from ESBC's Environmental Health advising Council that ESBC is proposing to introduce Selective Licensing to an additional 16 streets in the borough and is keen to hear your views. The consultation is available from 23 January 2026 for 10 weeks and will close on 3rd April 2026, as forwarded to Members on 27 January 2026. See Appendix K. Council's comments are sought.

33. **SCC INFORMATION GOVERNANCE SUPPORT – JANUARY 2026 BULLETIN**

To report receipt of an email dated 16 January 2026 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.

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

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

- (a) First Employment Rights Act 2025 dates confirmed dated 12 January 2026.
- (b) Your monthly newsletter is here dated 16 January 2026.
- (c) Why Objections Are Not The Problem dated 20 January 2026.
- (d) BRAINBOX+ supports you with the Employment Rights Act 2025 changes dated 21/1/26.
- (e) HR Compliancy has changed. Are you ready? Dated 27 January 2026.
- (f) Your HR obligations are changing this April dated 27 January 2026.
- (g) National Sickie Day 2026: harmless or harmful? Dated 30 January 2026.

- (h) Are your contracts up to date? Dated 2 February 2026.
- (i) ACT Now: Stay compliant with our new webinar series dated 3 February 2026.
- (j) Employment Rights Act 2025: It's your chance to change the consultation phase dated 3 February 2026.
- (k) Grab your spot before it's too late! (Contracts) dated 4 February 2026.

35. **HMRC SUPPORT**

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

- (a) Get record keeping right: essential guidance from HMRC National Minimum Wage and ACAS dated 14 January 2026.
- (b) Why reporting accurate information in real time matters dated 30 January 2026.

36. **STAFFORDSHIRE PENSION FUND**

To report receipt of the Staffordshire Pension Fund Employer Focus dated 30 January 2026, as forwarded to Members and Council's Office Manager and Council's Payroll Provider:

37. **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.

38. **PERSONNEL COMMITTEE RECOMMENDATIONS**

39. **RBL UPDATE – ROUTE OF THE ANNUAL REMEMBRANCE PARADE**

40. **LOCAL GOVERNMENT REORGANISATION**

41. **STAFFING INCLUDING TRAINING**

42. **AGENDA ITEMS FOR NEXT MEETING**



UTTOXETER TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 13 JANUARY 2026 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 Noyes, C Sylvester, L Sylvester

Officers in attendance – T Jeffery, Town Clerk/RFO and M McGinley, Officer Manager

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

1. CHAIR'S WELCOME

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

2. APOLOGIES FOR ABSENCE

- (a) The Clerk reported receipt of approved apologies for absence from Town Councillors A Mansfield (Deputy Mayor), S Page and C Wain.

RESOLVED that the same be accepted and approved.

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

3. PUBLIC PARTICIPATION

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

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

4. DECLARATIONS OF INTEREST

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

Councillor Boot declared an interest in Item Nos. 15(a), 15(b), 15(d) and 15(f).

5. DISPENSATION PROCEDURE

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

The Clerk reminded Council that, as Resolved at its meeting held on 10 October 2023 that Council authorised a general dispensation to be granted to all serving Members of Uttoxeter 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. **MINUTES**

- (a) The minutes of the Council Meeting held on 9 December 2025 were approved as a correct record and signed by the Chair.

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.

It was noted that Councillors C Lancaster, A Noyes, C Sylvester and L Sylvester abstained from the above mentioned vote due to not being in attendance at the meeting.

- (b) Council gave consideration to the Recommendations of the Policy and Planning Committee Meeting held on 16 December 2025.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting held on 16 December 2025, be approved and ordered to form part of the minutes attached hereto as Appendix A.

It was noted that Councillor J Glandfield abstained from the above mentioned vote due to not being in attendance at the meeting.

7. **ACCOUNTS**

- (a) Council was asked to authorise a transfer of the balance of the RBS General Reserve Fund Account of £100,000 to the RBS Special Interest Account (SPIB) for use up to the end of the fiscal year. Council was advised that £100,000 would be transferred back to the RBS General Reserve Account upon receipt of the first Precept payment from ESBC for 2026-27 which ESBC had advised would be transferred on 17 April 2026, all as discussed and agreed with Council's Internal Auditor. Council's instruction was sought.

RESOLVED that the Clerk and Council's Office Manager be tasked with:

- (i) Transferring the balance, forthwith, of the RBS General Reserve Fund Account of £100,000 to the RBS Special Interest Account (SPIB) for use up to the end of the fiscal year.
- (ii) Upon receipt of the first Precept payment from ESBC (anticipated to be 17 April 2026), transfer £100,000 from the RBS Special Interest Bearing Account back to the RBS General Reserve Account.

- (b) Council gave consideration to the list of accounts submitted for payment in the sum of £139,564.58 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 Councillor Z Krupski (in the absence of the Deputy Mayor) be authorised to sign it.

- (c) Council gave consideration to the monthly summaries of the Council's income for December 2025.

RESOLVED that the same be noted.

8. BANK BALANCES

At 13 January 2026, the Clerk/RFO reported that the bank balances stood at:

RBS Current Account	£ 10,021.50
RBS Special Interest Account	£ 6,673.63
RBS General Reserve Fund Account	£100,000.00 <i>(To be transferred on 14/1/26)</i>
RBS Town Mayors' Account	£ 471.50
RBS Deposit Account 32 Carter Street	£ 623.36
RBS 19A High Street Deposit Account	£ 337.80
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:

10 December 2025	Mayoral Christmas Residential Homes Visits
11 December 2025	Cracker Night
14 December 2025	The Mayor of Ashbourne's Carol Service
16 December 2025	Mayoral Christmas Residential Homes Visits
21 December 2025	Cheadle Town Mayor's Civic Carol Service
22 December 2025	St Thomas' Day Sermon
6 January 2026	Uttoxeter Rotary Meeting
10 January 2026	Dove Valley Swimming Club's Annual Awards Presentation Night

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

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

None received.

11. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

(a) The Clerk reported that no County Councillor Report had been received from County Councillor Allen.

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

Borough Councillor P Krupski reports she had:

- Attended UHCC Christmas Fayre
- Attended ESBC Council meeting.
- Received the following update on the refurbishment of the public toilets in Bradley Street from an ESBC officer *"Following the previous update, the CAD drawings have been signed off and works are currently aiming to commence w/c 26th January taking a period of 8 weeks, providing materials are delivered on time. In order to keep to the programme, we are going to close the toilets for the duration of the works rather than work around limited operations. The team are looking at options for alternative provision during this time. Once we are confident of the material delivery/start date, we will be issuing a short press notice to confirm the closure and works. We should know this a couple of weeks before the works are due to start."*

Borough Councillor Z Krupski reports he had:

- Attended UHCC Christmas Fayre
- Attended ESBC Council meeting.
- Attended a Teams meeting with ESBC officers to discuss Value for Money Scrutiny issues.

Borough Councillor R Hawkins reports he had:

- 8th December - Attended a meeting of the full Council at Burton Town Hall.
- 10th December - Attended a Teams Meeting of the Development Committee to consider the latest timeframe for the Local Plan and agree the way forward.
- 12th December - Met with Support Staffordshire to discuss how the Uttoxeter Nature Forum could be supported.
- 15th December - Met with ESBC's Climate Change and Environment Officer to discuss how the council could support the Uttoxeter Nature Forum.
- Spoke with a number of residents about a range of matters related to borough council business, which included sports provision in the town, the Maltings regeneration progress and on-street parking enforcement.

Borough Councillor A Mansfield reports he had:

- 1st December - attended a meeting of the Staffordshire County Council Health and Care Overview and Scrutiny Committee.
- 8th December - attended a meeting of full Council.
- In January, working with Bramshall Meadows School to explore options around road safety education and equipment, following the opening of the link road between the two sides of the estate.
- Been in contact with residents on a range of individual issues, from waste disposal to sports facilities within the town and the wider area.

The Chair expressed his thanks for the informative 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 and Deputy Mayor, she had received/responded/issued/actioned a number of matters including the following:

- (a) Various SPCA E-Bulletins/Correspondence received Re: Further request to promote NALC/BTA public toilets survey to member councils received 4 December 2025, Small Business Saturday is this weekend dated 5 December 2025, Utility Aid - Smarter energy solutions dated 8 December 2025, November 2025 Employment Law Update Newsletter & Office Christmas Closure dated 9 December 2025, SPCA Email Re: NALC AI Testers dated 9 December 2025, Severn Trent Storm/Flooding Flyer dated 9 December 2025, SPCA 2025 Annual Report dated 9 December 2025, Grass Pitch Improvement Fund dated 9 December 2025, Parish Online free GOV.UK domain dated 10 December 2025, CEO's Bulletin dated 11 December 2025, Are you a local council superhero dated 11 December 2025, Bulletin dated 12 December 2025, Events newsletter dated 16 December 2025, Your Councils New Year's Resolution: Local Council Award Scheme dated 7 January 2026, as forwarded to Members.
- (b) NALC Correspondence - CEO Bulletin dated 4 December 2025, Newsletter dated 9 December 2025, CEO Bulletin dated 18 December 2025, Newsletter dated 23 December 2025, Open letter to parish and town councils dated 5 January 2026, as forwarded to Members.
- (c) SLCC Correspondence – SLCC Weekly News Digest dated 8 December 2025, News Bulletin dated 11 December 2025, News Digest dated 15 December 2025, SLCC Weekly News Digest dated 22 December 2025, SLCC Weekly News Digest dated 29 December 2025, as forwarded to Members.
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4462877 - Stafford Road received 9 December 2025, 4460460 - Cullamore Lane received 9 December 2025, 4461008 - Lane from Netherland Green to Highwood Close, Scounslow Green received 9 December 2025, 4464005 - Pigeonhay Lane, Beamhurst received 19 December 2025, 4464003 - Stocks Lane, Bramshall received 19 December 2025, 4464000 - Stone Road, Bramshall received 19 December 2025, 4465540 - Loxley & Bennetts Lane, Bramshall received 19 December 2025, 4467874 - Holly Road received 7 January 2026), as forwarded to Members and Staff.
- (e) Staffordshire Means Back to Business/SCC News dated 5 December 2025, 11 December 2025, 17 December 2025 and 19 December 2025, as forwarded to Members and Staff.
- (f) The Circuit – To report that a Defibrillator Check was carried out on 9 December 2025 and The Circuit duly updated.
- (g) National Allotment Association Newsletter for December dated 4 December 2025, as forwarded to Members.
- (h) Received an email from Borough Councillor Allen to ESBC on 4 December 2025, copied to the Town Council, seeking an update from ESBC Officers Re: Urgent Update on the Wheatsheaf Development Uttoxeter as issued to ESBC Officers on 1 December 2025.
- (i) Received the SID Data for November from MidMC, as forwarded to Members on 4 December 2025. Council is advised that the Data has been included within the Council's website.
- (j) Email on 5 December 2025 from ESBC Re: Parish Precept Request and Tax Base for 2026-27 - East Staffordshire Borough Council, as forwarded to Members.

- (k) 8 December 2025 - Received and responded to an email from a local resident regarding Drone Services for assessing Churches and the Town Hall.
- (l) Received on 9 December 2025 a copy of an email from a local resident as issued to ESBC Re: Objections for P/2024/01382, redacted email forwarded to Members.
- (m) Hosted the Annual Meeting of the SLCC Staffordshire Branch on 11 December 2025 for 20 Town and Parish Clerk's and SLCC Members from around Staffordshire.
- (n) Email from PSGA Re: PSGA latest news and updates dated 12 December 2025, as forwarded to Members.
- (o) Email on 12 December 2025 from Severn Trent Re: Introduction of Community Flood Officers at Severn Trent, as forwarded to Members.
- (p) My Staffordshire dated 12 December 2025, as forwarded to Members and Staff.
- (q) Received a copy of an email dated 12 December 2025 from the Chair of Chamberlain Close to ESBC's Planning Manager Re: Wheatsheaf development, seeking an update on the planning consent given the former Wheatsheaf had been demolished.
- (r) Liaised with the Clerk at Berkswich PC on 15 December 2025 regarding queries on turning their SID Signs. Council was advised that the Clerk copied in Council's SID's Contractor into the email for their action.
- (s) Council was advised that the Cemetery extension infrastructure project was completed on 15 December 2025, as verified by the Mayor, Deputy Mayor, Councillor Hawkins and Councillor Z Krupski and as agreed by Council's Internal Auditor.
- (t) Received The Rural Bulletin dated 16 December 2025, as forwarded to Members.
- (u) The Circuit Newsletter – Winter edition dated 17 December 2025, as forwarded to Members.
- (v) Parish Online Newsletter #62 - Christmas Hours dated 17 December 2025, as forwarded to Members.
- (w) 18 December 2025 - Liaised with the new Neighbourhood Policing Sergeant Riley for the Town.
- (x) Liaised with ARC regarding the replacement radiator valves upon some of the Town Hall radiators and seeking an update on the servicing of the Town Hall boilers, due 8 January 2026.
- (y) Email on 18 December 2025 from Support Staffordshire's Partnerships Manager Nature and Food providing Council with an update for promotion for the Invitation to East Staffordshire Citizen Jury. It was noted that they were unable to accept applications from borough, town or parish councillors for the Citizen Jury, as forwarded to Members and Staff.
- (z) Received and responded to emails from an adjacent Tenant of the Town Hall regarding the fan located within the cellar. Council was advised that following recent heavy rainfall/condensation within the cellar, the fan had been increased to no. 2. The Clerk switched this back to no. 1 on 18 December 2025.
- (aa) Attended the Councillor Cemetery Extension tour on 19 December 2025.
- (bb) Received Groundwork Newsletter: December 2025, as forwarded to Members on 19 December 2025.
- (cc) Following a number of complaints and E-on assessment on a UTC owned Street Light (column 1) in Chorlton Terrace, an urgent order was place on 19 December 2025, as agreed with the Mayor, Deputy Mayor and Chair of F&GP for £1,635.94 plus vat, funded by the Footway Lighting budget allocation.
- (dd) Email dated 22 December 2025 from NHS/WMAS Re: Community First Responders Recruitment, as forwarded to Members and Staff on 5 January 2026.
- (ee) Email dated 22 December 2025 from Severn Trent Re: Your Severn Trent Councillor Newsletter - Winter 2025 Edition, as forwarded to Members on 5 January 2026.
- (ff) ESBC ES News Issue 45 and ES Business News 24 dated 23 December 2025, as forwarded to Members on 5 January 2026.
- (gg) Received and responded to emails from a member of the public on 27 and 29 December 2025 Re: damage to a car in Market Place seeking CCTV footage. Council was advised that the member of the public had been advised to liaise with ESBC and the local PCSO's.
- (hh) Received email from SCC on 31 December 2025 Re: Staffordshire Libraries in January, as forwarded to Members on 5 January 2026.
- (ii) Received email from ESBC's Electoral Services on 5 January 2026 providing Council with January Monthly Update.

- (jj) Received and responded to a number of emails regarding stall attendance at the Uttoxeter Festivals for 2026. Council was advised that We Heart Events would be liaising with stall holders for attending the events scheduled to take place in June, September and December 2026.
- (kk) Received the SID's Data for December 2025, as forwarded to Members and to The Chair of the Community Speed Watch Team on 5 January 2026.
- (ll) Email on 6 January 2025 from Uttoxeter Nature Group Re: Next Meeting 14 January, 7pm - 9pm, as forwarded to Members.
- (mm) ES Business News - Issue 25 and ES News Issue 46 dated 6 January 2026, as forwarded to Members.
- (nn) The Rural Bulletin - 6 January 2026, as forwarded to Members.
- (oo) Received an email on 7 January 2026 from a member of the public Re: Seeking support for organising an event in Aug 2028 for the 380th anniversary of the surrender of the Duke of Hamilton's Royalist Cavalry to the Parliamentary Army, in Uttoxeter. Council is advised that the Council's Town Hall Entertainments Committee and the Events Team would liaise with the member of the public direct in due course.

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 Houlihan reported attendance together with Councillors Boot, Glandfield and C Sylvester at the Uttoxeter General Charities Meeting on 12 January 2026 and he reported that:

- The financial health of the Charity was sound and had no concerning issues.
- There was a long running battle with the Department of Work and Pensions (DWP) regarding one beneficiary being denied Housing Benefit as the DWP denied the Alms Houses as being equivalent to Housing Association for benefit. He reported that this was going for tribunal.
- A Fundraising Event to raise the profile of The Alms Houses would take place on Saturday, 31 January 2026 at Wildfred House at 2pm, £5 per ticket. He reported that it would include a History talk of the Alms Houses along with a Quiz on Uttoxeter. He encouraged Members attend to support the Alms Houses.

14. POLICE UPDATE

- (a) Council was reminded that as Reported to Council on 9 December 2025, information on Police Reports for Uttoxeter was available via <https://www.staffordshire.police.uk/area/your-area/staffordshire/east-staffordshire/uttoxeter-town/about-us/top-reported-crimes-in-this-area>

RESOLVED that the same be noted.

- (b) The following Police Drop In sessions would take place within the Town in January:

- Every 3rd Wednesday morning - St Mary's Church Café - 14 January 2026
- Costa Coffee Dovefields Park - 16 January 2026, 5-6pm
- Eco Centre - 23 January 2026, 10am-12 noon
- Makers Market - 24 January 2026, 10-1pm
- Other drop in's may be done through the month

Councillors attendance would be welcomed at any of the above Police Drop In sessions.

RESOLVED that the same be noted.

It was noted that Councillor Boot declared an interest in Item Nos. 15(a) and 15(b) and he left the Chamber prior to the debates and he took no part in the votes.

15. ESBC - PLANNING APPLICATIONS

Council was asked to make its comments on the undermentioned Planning Applications as received from ESBC:

- (a) P/2025/01359 - Change of use from offices (Class E) to children's care home (Class C2) including internal and external alterations to accommodate disabled access at Eastfield, Church Street, ST14 8AA.

- (b) P/2025/01360 - Listed Building application for internal alterations to include installation of lift, reopening of an existing aperture, removal of internal walls, installation of new partition walls and door sets, existing doors to be reused where possible, conversion of rooms to wet rooms and external alterations to include installation of ramp to rear elevation to facilitate change of use from offices (Class E) to children's care home (Class C2) at Eastfield, Church Street, ST14 8AA.

It was noted that Councillor Boot returned to the Chamber for Item No. 15(c).

- (c) P/2025/01362 - Display of one internally illuminated fascia sign at Unit B Poundland, Dovefields Retail Park, Town Meadows Way, ST14 8AZ.

It was noted that Councillor Boot declared an interest in Item Nos. 15(d) and he left the Chamber prior to the debate and he took no part in the vote.

- (d) P/2025/01380 - Application under Section 73 of the Town and Country Planning Act 1990 for the variation of Condition 4 of P/2023/01008 relating to the Change of use from C3 dwelling to C2 residential care home for 4(no) children to amend the age range of the children to 4–18 years at 48 Holly Road, ST14 7NA.

It was noted that Councillor Boot returned to the Chamber for Item No. 15(e).

- (e) P/2025/01400 – Fell one Yew tree at 92 High Street, ST14 7JD.

It was noted that Councillor Boot declared an interest in Item No. 15(f) and he left the Chamber prior to the debate and he took no part in the vote.

- (f) P/2026/00017 - Erection of attached dwelling at 2 Oak Close, ST14 7PS.

It was noted that Councillor Boot returned to the Chamber for Item No. 15(g).

- (g) P/2026/00020 - Installation of render to the front elevation, alterations to existing fenestration on the front and rear elevation, installation of two roof lights and formation of parking area including erection of metal railings at 14 Park Street, ST14 7AG.

Council was advised that ESBC had granted extensions for P/2025/01359, P/2025/01360, P/2025/01362, P/2025/01380, P/2025/01400 to enable Council to make its comments accordingly.

RESOLVED that with respect to Planning Application No.:

- (i) P/2025/01359, Council does not wish to object however wishes to express:
- Its serious concerns on the impact the further Children's Care Home will have on existing GP Practices within the town;
 - Concerns that adequate/suitable off street parking provisions be provided for Staff and visitors to the Children's Care Home.
- (ii) P/2025/01360, Council had no comment to make at this stage.
- (iii) P/2025/01362, Council had no comment to make at this stage.
- (iv) P/2025/01380, Council requests that, prior to Council providing its comments, could ESBC advise the Council 'the justification for the change of age range'
- (v) P/2025/01400, Council objects to the removal of the Yew Tree.
- (vi) P/2026/00017, Council had no comment to make at this stage.
- (vii) P/2026/00020, Council had no comment to make at this stage.

It was noted that Councillor Boot took no part in the debates or votes for (i) P/2025/01359, (ii) P/2025/01360, (iv) P/2025/01380 and (vi) P/2026/00017. It was noted that Councillor Boot abstained from the vote for (v) P/2025/01400.

16. SCC – PLANNING APPLICATIONS

Council was asked to make its comments on the undermentioned Planning Application as received from SCC:

- (a) SUBMISSION OF DETAILS REF. No. SCC/25/0119/DA in compliance with condition 32 (restoration and aftercare details) of planning permission ES.16/15/524 MW at Uttoxeter Quarry, Ashbourne Road, Spath, ST14 5AP.

RESOLVED that with respect to SCC/25/0119/DA / ES.16/15/524 MW, Council requests that SCC ensure adequate separation be provided between the footpath and cycle path both within the Quarry site and to/from the Quarry site for the Sports Hub Provision.

17. TOWN AND COUNTRY PLANNING ACT 1990 – APPEAL UNDER SECTION 78 – WRITTEN REPRESENTATION FOR P/2024/01199

The Clerk reported receipt of an email on 17 December 2025 from ESBC's Development Control advising Council of the above mentioned Appeal for P/2024/01199 - Erection of a detached bungalow and formation of access at Adj. to Chorlton Terrace, ST14 7FA which has been made to the Secretary of State on 12 December 2025, as forwarded to Members on 18 December 2025.

RESOLVED that the same be noted.

18. HIGH STREET BOLLARD UPDATE

- (a) The Clerk reported receipt of emails on 19 December 2025 from SCC's Community Highways Technical Support Officer and SCC's Community Highway Manager seeking the Town Council's assistance with the Intercom Management for the High Street bollard, as forwarded to Members on 19 December 2025 and 5 January 2026. Council's instruction was sought

RESOLVED that the same be noted.

- (b) Councillor Hawkins requested that this matter be included within the Agenda and he requested Council gave further consideration to the correspondence received from SCC and the High Street bollard. He reported that the Town Council had debated issues with the High Street bollard since he became a Member of the Town Council in July 2021 and that the same issues were still being encountered. He reported that:

- SCC are responsible for highways and that the High Street was a highway.
- The Town Council had previously provided funding for the monitoring of the High Street bollard in the attempt to provide a safe pedestrianised High Street however, due to issues with the maintenance of the bollard and issues with tailgating, which resulted in the bollard being out of action the majority of the time.
- The Town Council has over some years tried to liaise with SCC for the provision of a pedestrianised High Street however, Council has been advised that progression for the same will not be considered due to the refurbishment of the Maltings.
- SCC would like the Town Council to take on the monitoring of the High Street bollard, as recorded within the emails as issued to Members. He wished to reiterate that this is a SCC responsibility and not the Town Council's responsibility.
- The former County Councillor had reported to Council on a number of occasions that the bollard would be reinstated by SCC and funding for the monitoring would come from his Members Funding. SCC had advised the Town Council that this is not a possibility.
- The Town Council had on a number of occasions provided SCC with options for the permanent pedestrianisation of the High Street including providing them with potential monitoring company provisions.
- The Town Council continues to strive for a safe pedestrianised space within the High Street for the town residents and visitors to enjoy.
- He reported that the fault does not lie with the Town Council or ESBC and repeated that SCC are responsible for highways and that the High Street was a highway.
- He encouraged Council to debate if the Town Council should be responsible for monitoring the High Street bollard and whether it had staff provisions in place to carry this out.

The Chair opened the debate for Members comments.

Councillor P Krupski reported that the monitoring as set out in the emails received from SCC sounded simple however it was not just a case of a member of staff being issued with a mobile phone as suggested. She wished to raise her concerns that the Council does not have staff

provisions for the Town Council staff to carry this out which would be 7 days per week, 365 days a year. She concurred with Councillor Hawkins, that this was a SCC responsibility.

Councillor Z Krupski stated that in his opinion it was unacceptable for SCC to advise the Town Council that the bollard could not be reinstated without the Town Council providing the monitoring of the bollard and funding the provision for the same. He stated that from day one, the High Street bollard had been installed in the wrong location, which had been previously reported to SCC. He stated that historically there had been issues with repairing the bollard, issues with passes for the High Street and now, SCC do not have the funding for the monitoring so they want the Town Council to carry this out which is unacceptable.

Councillor Z Krupski stated that if the High Street bollard had been installed after the carpark at the side of the Fish and Chip Shop, this would have enabled two way access to/from the High Street which had been advised to SCC on many occasions. He concurred with the comments made by Members that the Town Council does not have staff provisions for monitoring the High Street bollard.

It was noted that Members expressed their concerns on maintenance of the High Street bollard. Councillor Boot reported that within the emails from SCC, it stated that the Town Council would not be responsible for maintenance and that the Town Council had asked for SCC to reinstate the High Street bollard. He understood that the monitoring would be 'answering the phone every now and then'. Councillor Z Krupski stated that he had not seen confirmation from SCC that the Town Council would not be responsible and he expressed his concerns that it would not be a case of answering a phone 'every now and then' and sought clarification on whose responsibility it would be to attend when the bollard was not working or had been hit. Councillor Boot advised that he understood that this would be SCC's responsibility.

Councillor Boot reported that the Chair and the Clerk had issued SCC with details for a Company that could potentially monitor the bollard which he understood was in the region of £5,000 a year which he felt was not excessive. He stated that the former County Councillor had advised that funding for this would be in the region of £9,800. He stated that the High Street now has a bollard installed but no one was available to monitor it. He encouraged Council to support 'getting the barrier up'.

It was noted that Members expressed their concerns that monitoring would not be as simple as suggested within the emails from SCC and that previously, numerous calls were made at the 'buzzer' on a daily basis seeking access into the High Street throughout the day. Councillor Boot reported that he understood those requiring disabled access would be provided with a card for access.

Councillor C Sylvester reported that during his Term of Office, he was involved with the numerous issues with the High Street bollard which resulted in the Town Council withdrawing its funding for the monitoring. It was noted that out of 365 days, the bollard was only in working order for 17 days however, the Town Council had to fund the annual contract for the monitoring. Councillor Boot enquired why the Town Council had asked SCC to reinstate the bollard. Councillor Z Krupski reported that the Council had asked SCC to reinstate the bollard as for former County Councillor had advised Council that funding would be in place by SCC for the maintenance and monitoring of the bollard and would not be the responsibility of the Town Council.

The Chair reported that the Town Council does not have the staff facilities available for providing the monitoring of the High Street bollard 10-4pm, 7 days a week. He noted that deliveries would be permitted access between 8am-10am and 4pm-6pm as in accordance with the Traffic Regulation Order in place however, this would still require some monitoring. He asked Council to consider whose responsibility it was to monitor the High Street highway and the County Council owned bollard. He reported that SCC could fund the monitoring within its £6million budget to enable an external Company to monitor the bollard based on the associated costs as reported of between £5,000-£9,800 per annum.

Councillor Johnstone concurred with the comments made regarding the location of the bollard being in the wrong place and suggested Council contact SCC to request its relocation.

The Clerk reported that Council had previously requested SCC consider the relocation of the bollard and review the Traffic Regulation Order in place. They had also previously requested the installation of permanent barrier after the carpark area at the side of Cod's Corner to no avail. She reported that SCC had previously advised, as reported to Council previously, that the Traffic Regulation Order in place and the permanent pedestrianisation of the High Street would be reviewed by SCC and ESBC as part of the Maltings Redevelopment.

Councillor Hawkins reported as a Point of Information, the review of the Road Traffic Regulation Order and permanent pedestrianisation of the High Street could be progressed now given the Maltings Regeneration Project as ESBC were in the process of organising for the demolition of the Maltings site and given that access to/from the carpark area at the side of Cod's Corner would remain in place going forward. He reminded Council that there was £220,000 in place of identified S106 Monies available for Highways improvements within the Town which could be utilised to fund the works for the High Street pedestrianisation.

The Chair asked Council to consider a feasible and affordable solution would be to retain the bollard within the ground and a permanent barrier be installed within the High Street after Cod's Corner that could be funded by the S106 Monies available for Highways. Following due debate, Council's instruction was sought.

RESOLVED that the Clerk and the Mayor liaise with SCC to advise that the Town Council:

- (i) Rejects SCC's request for the Town Council to monitor the High Street bollard.
- (ii) Further requests that, given the S106 Monies are in place as identified for Highways improvements within the Town, SCC review the existing Traffic Regulation Order for the High Street to enable a permanently pedestrianised High Street to be provided including installation of a barrier to be installed after the carpark access to/from the side of Cod's Corner (that could be raised to enable town centre events to continue to take place within the High Street) and review the Road Traffic Regulation Order to permit access to/from the top of the High Street to provide two way access to/from the carpark area, as it did previously.

It was noted that Councillor Boot voted against the above mentioned propositions.

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

The Clerk reported receipt of a letter received 5 December 2025 from ESBC's Principal Accountant informing Council that the Support Tax Grant for 2026-27 had been calculated at £23,695 and the Taxbase for the Parish was 4,879.6 (last year 4,945.8), as forwarded to Members on 5 December 2025. Council was reminded that ESBC require the Parish Precept Requirement by 23 January 2026, as forwarded to Members.

Councillor C Sylvester expressed his concern that there had been a reduction in the Taxbase in comparison to last year and sought clarification. The Clerk reported that the letter from ESBC as issued to Members on 5 December 2025 provided a breakdown of the Taxbase for 2026-27 for all Parishes within the Borough and the majority showed a reduction in the Taxbase. The Clerk reported that the Draft Estimates and Proposed Parish Rate was based on the figure of 4,879.6 as provided by ESBC.

RESOLVED that the same be noted and Borough Councillors be encouraged to liaise with ESBC regarding the decrease in the Taxbase for 2026-27.

20. ESTIMATES AND PRECEPT 2026-27

Council gave consideration to the following:

(a) DRAFT BURIAL FEES 2026-27

The Draft Proposed Burial Fees for Uttoxeter Cemetery for 2026-27 due to the significant increase in the associated costs for the Cemetery, had been increased by 15%. Council's instruction was sought.

RESOLVED that the Burial Fees for Uttoxeter Cemetery for 2026-27, be accepted and approved and ordered to form part of the minutes attached hereto as Appendix B.

(b) **DRAFT TOWN HALL VENUE HIRE CHARGES 2026-27**

The Draft Town Hall Venue Hire Charges for 2026-27, increased by 2.5%. Council's instruction was sought.

RESOLVED that the Town Hall Venue Hire Charges for 2026-27, be accepted and approved and ordered to form part of the minutes attached hereto as Appendix C.

(c) **ESTIMATES AND PRECEPT 2026-27**

The Chair/RFO reported that the Draft Estimates and supporting budget notes for 2026-27 as considered by Council at its Extraordinary Council Meeting on 25 November 2025 had been updated. Council gave consideration to updated detailed Draft Estimates and Budget Notes as prepared and submitted by the RFO/Town Clerk, the Mayor, Deputy Mayor, the Chair of Finance and General Purposes and Councillor Z Krupski were circulated with the Agenda.

The Clerk/RFO reported that the Draft Estimates for 2026-27 included:

- Increase to Cemetery Fees and Town Hall Hire Charges.
- An increase to market rents for outdoor market and indoor craft and produce and Events including Tea Dances, all as agreed with Events Team.
- An additional sums covering the quotations received from Council's Architect for the side alley and roof works (in the sum of £16,849.60 plus vat plus the scaffolding costs of £2,620 plus vat), to be funded by the Town Hall Repairs and Maintenance budget. She was hopeful some funds could be vired from this year however this would be depended upon the budget at year end.
- As requested by Council on 25 November 2025, she had liaised with ESBC's Conservation Officer who had approved the replacement of the front doors for Redfern Cottage that would not require Listed Building Consent and that Redfern Cottage would be contributing £2,000 towards the replacement doors and lock. She confirmed that the balance of the works had been included in the Draft Estimates.
- The balance of £3,195 (plus £3,635 Earmarked Reserve) for the replacement of the Millennium Monument Plaques had been included in the Draft Estimates along with Architect Fees, based on the quotation received from Stonemasons of Worcester. She reported that during this project, one plaque would be updated as Resolved by Council. She stated that this would be a project to be commenced from April 2026 and it would be subject to Planning Consent being obtained.
- Increases in the Staffing Structure and associated salaries costs,
- Increases to Office Equipment, Subscriptions. Street Bunting Contract.
- Provision of £260 for a future replacement of the Community Speed Watch Radar Device.
- Increase for provisions for Citizens Advice Provisions in Uttoxeter for two days per week.
- Contribution to Reserves.
- Funding for Phase I-II Restoration of the Town War Memorial plus Earmarked Reserve as per the quotations received from Stonemasons of Worcester.
- Additional sums for Town Hall and Town Centre Events for Security Provisions as required under Martyn's Law for the Annual Parade of Remembrance and Christmas Lights/Cracker Night Event.
- Increase 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.
- The Neighbourhood Plan Professional Fees associated costs for Regulation 14 as per the quotation received from UVE CIC.
- In addition to the above mentioned increases, the Council would be funding £12,265 from its Current Earmarked Reserves.
- Repairs and maintenance of the Town Assets including its Properties and the Town Cemetery.
- Funding included under Town Centre Regeneration for Town Centre Forum Quick Wins.
- Provisions for the current Christmas Lights Contract with the Council funding the additional Christmas Lights infrastructure from the Earmarked Reserve.

- Provisions for an under counter bar fridge for the Adam Peaty Suite and a washing machine within the Ballroom kitchen subject to infrastructure being in place.
- Includes associated increases for the Grounds Maintenance Contracts for the Cemetery and St Mary's Closed Churchyard for the Contract in place to 31 March 2027.

It was noted that Members perused the Draft Estimates page by page which had been issued and agreed with Council's Internal Auditor. Council's instruction was sought. Following due debate, it was

RESOLVED that the Estimates as included and reported as above, for the financial year 2026-27, as prepared and submitted by the RFO/Town Clerk, the Mayor, Deputy Mayor, Chair of F&GP and Councillor Z Krupski, be accepted and approved, and ordered to form part of the minutes attached hereto as Appendix D.

- (d) Council was asked to determine Uttoxeter's Precept Requirement for 2026-27 (Gross and Net sums). Council's instruction was sought.

The RFO/Clerk reported that the Tax-base for 2026-27 was 4,879.6 and that the Gross/Net Expenditure for 2026-27 would be £425,450 less support tax grant of £23,695, providing a Net Precept Requirement of £401,755 which would provide a Parish Council Tax Rate of 82.33, an increase of £9.89 per Band D Property. She reported that this included an increase of £43,490 in the Requirement in comparison to last year. She reported that the Precept included over £99,308 in increases for provisions in 2026-27 including the following:

- An additional £13,000 (to £35,000) within the Town Hall Repairs and Maintenance budget for the side alley and roof works.
- £1,710 for balance for the Replacement of the front doors and lock at Redfern Cottage.
- Increase in the Staffing Structure and associated salaries costs of £27,500.
- Increase of £3,000 for Office Equipment (from £5,000 to £8,000).
- Increase of £500 to Subscriptions.
- Increase the Street Bunting Contract for £1,350 (from £1,280)
- £3,195 (plus £3,635 Earmarked Reserve) for the replacement of the Plaques and associated Professional fees for the Millennium Monument due to the inscriptions becoming illegible and an additional inscription (quote from Stonemasons of Worcester).
- £260 for a future replacement of the Community Speed Watch Radar Device.
- Increase of £8,400 to £16,800 for Citizens Advice Provisions for Uttoxeter for two days per week.
- Contribution to Reserves of £8,500.
- Funding of £16,370 for Phase I-II Restoration of the Town War Memorial plus Earmarked Reserve of £8,630 (as quotes received from Stonemasons of Worcester).
- Additional £7,000 funding to £12,000 for Town Hall and Town Centre Events for Security Provisions as required under Martyn's Law for the Annual Parade of Remembrance and Christmas Lights/Cracker Night Event.
- Increase of £2,000 to £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.
- £7,803 for the Neighbourhood Plan Professional Fees associated costs for Regulation 14.
- In addition to the above mentioned:
 - Funding of £12,265 from its Current Earmarked Reserves - Millennium Monument Project of £3,635 and War Memorial Restoration Project of £8,630.
 - Repairs and maintenance of the Town Assets including its Properties and the Town Cemetery.
 - £2,500 continues to be included under Town Centre Regeneration for Town Centre Forum Quick Wins.
 - £15,040 for the current Christmas Lights Contract with the Council funding the additional Christmas Lights infrastructure from the Earmarked Reserve of £1,005.50.
 - Provisions for an under counter bar fridge for the Adam Peaty Suite and a washing machine within the Ballroom kitchen.
 - Includes associated increases for the Grounds Maintenance Contracts for the Cemetery and St Mary's Closed Churchyard for the Contract in place to 31 March 2027.

Councillor Hawkins requested a vote of thanks be recorded within the Minutes to the Clerk/RFO and his fellow Councillors B Houlihan, A Mansfield and Z Krupski for their considerable hard work and continued detailed budget management on behalf of the Council and the residents of the Town.

RESOLVED that the Precept Requirement for Uttoxeter Town Council for the financial year ending 31 March 2027 be £425,450 (Gross/Net Expenditure) less support tax grant allocation for 2026-27 of £23,695, providing a Precept Requirement of £401,755 (Net).

- (e) Council's permission was sought for the Town Mayor, the Chair of the F&GP Committee together with the RFO/Town Clerk to sign the completed Precept Requirement Form to be issued to ESBC before 23 January 2026. Council's instruction was sought.

RESOLVED that the Town Mayor, the Chair of F&GP Committee and the RFO/Town Clerk be authorised to sign the completed Precept Requirement Form to be submitted to ESBC in the sum of a Precept Requirement for 2026-27 for Uttoxeter of £401,755 (Net).

- (f) Council were reminded that Council previously Resolved by Council, that the Mayor and the Clerk would produce a leaflet to the populus providing an update on the increase and where the additional requirement was being spent.

RESOLVED that the same be accepted and approved.

21. SAFE PLACE SCHEME

The Clerk reported that ESBC had advised that the Police would be the appropriate Partner to consider a Safe Place Scheme within East Staffs. She reported that at this time, a response was awaited from the local Policing Team. Council's instruction was sought.

Council's Office Manager reported that during the research carried out under Martyn's Law for Town Centre Events, a number of local retailers had advised the Events Team that they would be in agreement to form part of a Safe Place Scheme within the town centre.

RESOLVED that the Clerk:

- (i) Liaise with the local Policing Team to advise that a number of local town centre businesses would be in agreement to form part of a town centre Safe Place Scheme.
- (ii) Continue to provide Council with updates accordingly.

22. S137 COMMUNITY SUNDRY GRANT APPLICATIONS

Council was advised that £790.01 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) Email dated 19 December 2025 from Parkrun advising Council that they wish to approach the Council regarding its pledge of the above mentioned S137 Sundry Grant of £1,000 towards the Uttoxeter Parkrun, as pledged by Council on 9 April 2024, subject to Parkrun obtaining funding for the balance of £3,800. Council was advised that Parkrun anticipate a positive decision being received over the coming weeks for the balance of the £3,800 funding.

Council was advised that due to the current balance of the budget allocation and the timescale, Parkrun had been advised that upon receipt of confirmation of the balance of funding, Council would further consider its pledge from the 2026-27 budget allocation. Council's instruction was sought.

RESOLVED that the Clerk liaise with Parkrun to advise that:

- (i) In principle, Council supports its pledge of £1,000 upon receipt of written evidence including a bank statement that the balance of £3,800 being received from other sources.
- (ii) Upon receipt of (i) as above, the Council will consider releasing the Grant from its 2026-27 S137 Sundry Grant budget allocation.

- (b) Email of thanks dated 21 December 2025 from Wilfred House Committee expressing their sincere thanks to Council for the recent S137 Sundry Grants issued.

RESOLVED that the same be noted and welcomed.

- (c) S137 Sundry Grant Application dated 3 January 2026 from a member of Stramshall Scouts seeking a grant towards the cost of equipment and travel costs to attend the World Scout Jamboree in 2027. Council's instruction was sought.

RESOLVED that the Clerk liaise with the member of Stramshall Scouts to encourage them to approach Uttoxeter Rural Parish Council which covers the Parish of Stramshall for a grant towards the World Scout Jamboree.

23. MILLENNIUM MONUMENT INSCRIPTION UPDATE

The Clerk reported receipt of an email on 6 January 2026 received from the Family of Gordon and Angela Stubbs confirming their agreement for 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. Council was advised that the funding for this project had been included within the Precept for 2026-27/existing Earmarked Reserve.

RESOLVED that the same be accepted and approved and included within the Millennium Monument Restoration Project on 2026-27.

24. UTTOXETER FESTIVALS IN 2026

Council was advised that the Uttoxeter Festival dates had been confirmed as the following for 2026 promoting as street food, produce, crafts and entertainment within the town centre on:

- Saturday, 13 June 2026 (10am-6pm)
- Saturday, 12 September 2026 (10am-5pm)
- Saturday, 5 December 2026 (10am-3pm)

RESOLVED that the same be accepted and approved, and welcomed.

25. BRADLEY STREET TOILETS – REFURBISHMENT UPDATE

Councillor P Krupski reported receipt of an update from ESBC's Enterprise Team on the refurbishment of Bradley Street Toilets as follows *"Following the previous update, the CAD drawings have been signed off and works are currently aiming to commence w/c 26th January taking a period of 8 weeks, providing materials are delivered on time. In order to keep to the programme, ESBC are going to close the toilets for the duration of the works rather than work around limited operations. The team are looking at options for alternative provision during this time. Once we are confident of the material delivery/start date, ESBC will be issuing a short press notice to confirm the closure and works. We should know this a couple of weeks before the works are due to start."*

She reported that she had contacted ESBC to request the temporary toilets be suitable for wheelchair users and she was hopeful that local businesses would permit the use of their toilet facilities during the refurbishment works.

RESOLVED that the same be noted.

26. THE MALTINGS – UPDATE

Borough Councillor P Krupski reported that she would liaise with ESBC's Enterprise Team to seek an update on the Maltings in readiness for the next Council meeting.

RESOLVED that the same be noted.

27. WEST MIDLANDS AMBULANCE SERVICE - FIRST RESPONDER FOR UTTOXETER

The Clerk reminded Council of its Resolution on 14 October 2025 and she reported receipt of an email dated 19 December 2025 from West Midlands Ambulance Service Regional Community Response Manager advising Council that *'WMASUFT currently have a live advertisement on NHS jobs for all interested parties. Perhaps you would kindly place information on your social*

media directing anyone interested parties to search NHS jobs. Closing date for applications is 11-1-2026. The CFR scheme vehicle is all in order and ready to be returned anytime we have new volunteers for the scheme.' Council was advised that updates would be provided in due course. Council's instruction was sought.

RESOLVED that the Clerk:

- (i) Liaise with West Midlands Ambulance Service Regional Community Response Manager to seek an update on new CFR Volunteers following the recent advertising.
- (ii) Provide Council with an update at a future meeting.

28. THE WHEATSHEAF, FORMER PUBLIC HOUSE

The Clerk reminded Council of its Resolution on 9 December 2025 and she reported receipt of emails dated:

- (a) 19 December 2025 from ESBC's Planning Manager advising Council *that 'The concerns are noted. In relation to point C, ESBC are of course seeking to engage with the site owner in relation to Pre-App/application proposals however no details have yet been submitted. The focus this far has been on historically recording the building and retaining materials for re-use.'* Council's instruction was sought.

RESOLVED that the same be noted.

- (b) 5 January 2026 from a local resident to ESBC's Planning Manager, copied to the Town Council, seeking an update to their email to ESBC on 12 December 2025. Council's instruction was sought.

RESOLVED that the same be noted.

- (c) 6 January 2026 from a local resident to ESBC's Planning Manager, copied to the Town Council, seeking an update on the email from ESBC on 5 December 2025, as copied to a number of Town and Borough Councillors. Council's instruction was sought. The Clerk reported receipt of additional emails received from a local resident since the date of the last meeting had been duly issued to Members for their information.

RESOLVED that the Clerk liaise with ESBC's Planning Manager and Conservation Officer to seek their assistance in liaising with the Landowner of the Wheatsheaf Development to extend them an invitation, given the importance of the site within Uttoxeter town centre, to attend a future Town Council meeting or a Policy and Planning Committee meeting to enable them to provide an update on their intentions for a way forward for the site following the recent demolition of the Wheatsheaf.

29. CEMETERY UPDATE

The Chair reported that:

- (a) The Cemetery Extension Infrastructure Project was completed on 15 December 2025.
- (b) The Tree Planting had been incorporated during Phase II works in December and that the Hedge Project was anticipated to be completed over the coming weeks, weather permitting.

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

30. SCC INFORMATION GOVERNANCE SUPPORT – DECEMBER 2025 BULLETIN

The Clerk reported receipt of an email dated 8 December 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.

31. PENINSULA – COUNCIL'S HR PROVIDER

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

- (a) What did we learn from the latest Employment Rights Bill debate dated 11 December 2025.
- (b) Stay compliant during Christmas dated 15 December 2026.

- (c) Getting your business ready for the Employment Rights Act 2025 dated 17 December 2025.
- (d) Your weekly Peninsula roundup dated 22 December 2025.

RESOLVED that with respect to 31(a)-(d) as above, the same be accepted and approved.

32. HMRC SUPPORT

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

- (a) Seasonal parties and presents – taxable or not? Dated 5 December 2025.
- (b) VAT returns and schemes – what you need to know dated 10 December 2025.
- (c) Employer Bulletin: important information for employers dated 10 December 2025.

RESOLVED that with respect to 32(a)-(c) as above, the same be accepted and approved.

33. STAFFORDSHIRE PENSION FUND

The Clerk reported receipt of the Staffordshire Pension Fund: Christmas message to our Scheme employers dated 19 December 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.

34. 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.

35. LOCAL GOVERNMENT REORGANISATION

The Clerk reported receipt of the following:

- (a) Email on 10 December 2025 received from an individual Councillor from Staffordshire Moorlands District Council enclosing a Letter he has produced to the Prime Minister Re: Local Government Reorganisation. He is asking the Council to consider endorsing his comments (*indicate if you wish to endorse my letter by 21 January 2026*) and signing the letter from the Town Council, as circulated to Members with their Agenda pack. Council's instruction was sought.

RESOLVED that no action be taken and the same be noted.

- (b) Email on 12 December 2025 from The Leader of Staffordshire Moorlands District Council confirming that he would be writing to the Prime Minister directly to confirm Staffordshire Moorlands position as Resolved by them on 20 November 2025, which was endorsed by SMDC Cabinet on 25 November 2025 and as Submitted to Ministers by SMDC on 28 November 2025.

Council was advised that SMDC would continue to provide Council with updates on the Local Government Reorganisation Submission in due course. Council's instruction was sought. The Chair reported that upon receipt of an update from SMDC, anticipated to be early March, this would be included for due consideration by Council.

RESOLVED that the same be noted.

36. STAFFING INCLUDING TRAINING

- (a) The Chair reported the staff lieu time hours for up to 2 January 2026 was 21¾. Council was reminded of the previous two months lieu time hours were 31¾ (30 November) and 37¾ (1 November).

RESOLVED that the same be accepted and approved.

- (b) The Chair and Council's Office Manager provided Council with an update on the appointment of the Fulltime Administrative Assistance following interviews on 7 January 2026.

Council's Office Manager reported receipt of two satisfactory References and she was pleased to report that the successful Candidate would commence her employment with the Council on Monday, 16 February 2026, working Monday-Friday, 9am-5pm within the Town Hall. She reported that she was in the process of devising a detailed Training Plan for this new and exciting employment opportunity for the Council.

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	2
• ADS Events/bookings	0
• Cemetery Interments	3

RESOLVED that the same be noted.

37. **AGENDA ITEMS FOR NEXT MEETING**

The former Coach and Horses located in Carter Street – Councillor P Krupski

The meeting was closed at 8.33 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, 27 JANUARY 2026 AT 10.00 AM

Chair – Councillor B Houlihan

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

Officer in attendance – T Jeffery, Town Clerk

UVE CIC were in attendance in the meeting to provide an Address under Item Nos. 6 and 7

It was noted that one member of the public was in attendance in the meeting.

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 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 UVE CIC would be addressing Committee under Item Nos. 6 and 7.

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 Applications:

- (a) P/2023/00533 - Reserved Matters application relating to outline planning permission P/2020/00253 for the erection of 144 No. dwellings including details of access, appearance, landscaping, layout and scale and details in relation to the proposed discharge of conditions 6 (partial), 9, 10, 12, 14, 16, 18, 20, 21 and 26 of the outline approval (Phase 2F Bramshall Meadows) (SECOND REVISED SCHEME) at Land West of Uttoxeter, A50 Bypass, ST14 7RB.

- (b) P/2025/01380 - Application under Section 73 of the Town and Country Planning Act 1990 for the variation of Condition 4 of P/2023/01008 relating to the Change of use from C3 dwelling to C2 residential care home for 4(no) children to amend the age range of the children to 4–18 years at 48 Holly Road, ST14 7NA.

Committee was advised that Council Resolved on 13 January 2026 that with respect to 'P/2025/01380, Council requests that, prior to Council providing its comments, could ESBC advise the Council 'what is the justification for the change of age range'.

The Clerk reported that no update had been received at this time however she had perused the original Planning Consent Decision which stated 'for 4 no. children with an age range of 7-17 years.'

Councillor Ashby and UVE CIC provided Committee with an update on the difference between C2 (Residential Institutions) and C3 (Dwellinghouses). It was noted that Change of Use from C3 to C2 required full planning.

- (c) P/2026/00059 - Change of use of offices (Class E) to a learning institution (Class F1(a)) at Manor House, High Street, ST14 7JQ.
- (d) P/2026/00066 - Demolition of single storey garage to facilitate the erection of a two storey side extension, single storey rear extension and open porch to front elevation, and installation of ground floor window to the south elevation at 11 Holly Road, ST14 7NX.

Committee instruction was sought.

RESOLVED that with respect to Planning Application No.:

- (i) P/2023/00533, Council wishes to request that the Planning Authority provide the Town Council with a detailed update, given the number of amendments to the original consent, on the incorporation of variety of land uses within the development (Community Hub, Retail provision, Health Facilities, Sports provisions, etc) as in accordance with the original planning consent permitted.
- (ii) P/2025/01380, Council wishes to express its concerns to the Planning Authority regarding young children and older teenagers being in the same building unless they are members of the same family.
- (iii) P/2026/00059, Council had no comment to make at this stage.
- (iv) P/2026/00066, Council had no comment to make at this stage.

6. UTTOXETER NEIGHBOURHOOD PLAN – UPDATE

The Chair welcomed UVE CIC to the meeting to provide Committee with an update on the next steps for the Neighbourhood Plan Steering Group and the Council and he Suspended Standing Orders accordingly. UVE CIC reported the following:

- The next Neighbourhood Plan Steering Group meeting was scheduled to take place on 2 February 2026 and the Group would plan the methods and approach for Regulation-14 Consultation later this year.
- She provided Committee with an update on the NPPF Consultation and implications for the emerging Neighbourhood Plan to future proof the document. She reported that the Neighbourhood Steering Group would consider and discuss the approach to future proofing the Neighbourhood Plan against changes to the NPPF and that they would make Recommendations to the Policy and Planning Committee in readiness for its meeting on 24 February 2026.

The Chair expressed his thanks to UVE CIC for their informative update and he Reinstated Standing Orders accordingly. Committee instruction was sought.

RECOMMENDED that UVE CIC provide Committee with updates on the progression towards Regulation 14 and Recommendations from the Neighbourhood Plan Steering Group for consideration by Committee at its meeting on 24 February 2026.

7. COMMUNITY LAND TRUSTS

The Chair welcomed UVE CIC to meeting to provide Committee with a presentation on the concept of Community Land Trusts and an Informal Topic Paper had been issued to Members on 12 January 2026. He Suspended Standing Orders accordingly. UVE CIC expressed its thanks to Committee for permitting her to provide Committee with information on Community Land Trusts and she reported:

- What is a Community Land Trust (CLTs) – A CLT is a democratic, non-profit organisations that own and develop land for the benefit of the community.
- Setting up a Community Land Trust:
 - Establishing a Community Land Trust (CLT) in England involves five key steps. Firstly, a group of local people come together to form a legal entity, typically as a community benefit society or company limited by guarantee. The group should develop a clear vision and objectives for the CLT, focusing on providing affordable housing and other community assets.
 - Next, community engagement is crucial - consulting and involving local residents ensures widespread support and helps identify local needs.
 - The CLT must then acquire land or property, either through purchase, lease, or gift. This process often involves working with local authorities, housing associations, or private landowners. The CLT will develop or manage the assets in line with its community objectives, ensuring that any homes or facilities remain affordable and benefit the community in perpetuity.
- Main Stages of a CLT - Setting up a Community Land Trust (CLT) usually follows five broad stages: forming a local group, choosing a legal structure and incorporating, developing a project (vision, site and partners), securing planning and finance, and then building and managing the homes or other assets over the long term.
 - Stage 1: Form a local group:
 - Bring together a core group of local people who want to meet a specific community need (often affordable housing or protecting community spaces) and define the geographic community you will serve. This can be led by a Town Council.
 - Start informal engagement with residents, the local authority and other stakeholders to test support and gather early evidence of housing or other needs.
 - Stage 2: Decide purpose and legal form:
 - Agree your purpose in line with the statutory definition of a CLT: furthering the social, economic and environmental interests of a local community by acquiring and managing land for community benefit in perpetuity.
 - Choose and register an appropriate legal form (commonly a Community Benefit Society, Community Interest Company or company limited by guarantee with an asset lock) and adopt rules that give local members democratic control (one-member-one-vote, open membership).
 - Stage 3: Plan the project and find land:
 - Prepare a simple business case and outline project plan: number and type of homes or facilities, affordability approach, target residents, and how the CLT will remain community-owned over time.
 - Identify and negotiate for a suitable site (for example exception sites, public land or a private site offered at discount, sites in the Neighbourhood Plan), and start to explore partnerships with a housing associations like Trent and Dove, or developers if needed.
 - Stage 4: Secure planning and finance:
 - Commission feasibility and design work, engage with planners early, and then submit a planning application that clearly sets out the community benefits and the CLT's long-term stewardship role.
 - Assemble a funding package combining grants, loans and community investment (such as community shares or bonds), and agree development and management arrangements with any partner organisations.
 - Stage 5: Build, let/sell and steward:
 - Oversee construction (directly or via partners), then allocate homes or facilities in line with your agreed local lettings or sales policies and any nomination agreements with the local authority.

- Put in place long-term governance, asset-management and community engagement systems so that the land remains in community ownership and benefits local people in perpetuity.
- What funding is available?
 - Funding for setting up a CLT can come from a variety of sources. The Community Housing Fund, administered by Homes England, offers grants to support the formation and development of CLTs. Local authorities may also provide financial or in-kind support, such as land or expertise. Additionally, charitable organisations like the National Lottery Community Fund, and specialist lenders such as the Ecology Building Society, may offer grants or loans.
 - CLTs can also raise funds through community share offers, enabling local people to invest directly in the project.
 - She provided Committee with some useful links as below:
 - <https://www.communitylandtrusts.org.uk/about-clts/what-is-a-community-land-trust-clt/>
 - <https://www.communitylandtrusts.org.uk/about-clts/start-a-clt/>
 - <https://youngfoundation.org/wp-content/uploads/2013/01/Urban-Land-Trusts.pdf>
 - <https://www.youtube.com/watch?v=DTXH6m1MtxU>
 - https://groundedsolutions.org/wp-content/uploads/2018-10/Community%20Land%20Trust%20Technical%20Manual_0.pdf
 - <https://goodlocaleconomies.cles.org.uk/community/housing/deliver-homes-owned-by-the-community-in-perpetuity/>

UVE CIC highlighted that post Referendum on the emerging Neighbourhood Plan, the Town Council may wish to consider or provide support to a CLT to enable the delivery of affordable homes for the community. She reported that Cllr Johnstone had informed her prior to the meeting that the Uttoxeter General Charities already manage Almshouses in the town and this may be a vehicle for such a project. It was noted that she informed Committee of funding and risk of a project, using live examples in other towns.

The Presentation was followed by a brief question and answer session. The Chair expressed his thanks to UVE CIC for their informative update on Community Land Trusts and he Reinstated Standing Orders accordingly. Committee instruction was sought.

RECOMMENDED that Committee revisit Community Land Trusts in the future.

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 Office on 19 December 2025 seeking clarification on the update received from ESBC and the way forward. Committee was advised that the Clerk reiterated Council's Policy and Planning Committees Recommendations from 25 November 2025 accordingly. Committee instruction was sought.

RECOMMENDED that the same be noted.

- (b) The Clerk reported receipt of an email dated 7 January 2026 from ESBC's CEO advising Council that ESBC's Planning Manager updated the relevant borough councillors, in response to a question - *"The original condition of the 2016 outline planning permission required the opening of a connection between the northern and southern areas of the site to be completed upon the completion of 501 dwellings houses. The condition as requested by SCC did not expressly refer to the main 'link road' itself but to a connection. The developers (now Miller Homes) position is that by opening up a connection – which they state was done on 22.12.2025 - they have fulfilled the condition, albeit later than originally required (as some 550 dwellings have now been built). I understand that a bus service will be provided in due course (which officers are pressing for) and that alone – by way of a bus management plan - will be using the main 'link road' whilst the rest of the development is built out.*

In terms of options for traffic management, it is the case that this will rest with the developer until such time as the road system is adopted by the highway authority. SCC Highways have confirmed that in meetings with ESBC Officers. Copied to Cllr Whittaker for info, given residents in Uttoxeter Rural Parish have previously raised queries in relation to this matter. Please let me know if you have any further queries." Committee instruction was sought.

Councillor Noyes reported that he had been and viewed the access which was narrow and was difficult to navigate as it took you through various parts of the housing development and not straight through as in accordance with the original planning consent. He expressed his concern that signage had been incorporated stating 'no link to the A50' and that the purpose of the Council continuing to request the opening of the link road was to reduce traffic within the town centre. He encouraged Committee to request for the removal of the sign. Councillor Boot stated that if the sign was removed, and vehicles could not get through due to the openings being narrow, this could cause additional problems. Following due debate, it was

RECOMMENDED that the Write to the MP and ESBC's CEO to:

- (i) Express Council's serious safety concerns due to:
 - (a) The current connection from Bramshall Road and the A50 is not a clear route through the development and is not as in accordance with the original consent granted.
 - (b) This current passageway through the development is a risk to residents within the development.
 - (c) There is no access for emergency vehicles due to the narrow openings.
 - (ii) Further request the immediate opening of the direct link road through the development as in accordance with the original planning consent to reduce the traffic within the town centre.
- (c) Committee was advised that no responses had been received from Miller Homes/St Modwen regarding the opening of the footpath or park area. Committee instruction was sought. Following due debate, it was

RECOMMENDED that the Write to the Miller Homes/St Modwen (as also issued to the MP and ESBC's CEO) to:

- (i) Express Council's serious safety concerns due to:
 - (a) The current connection from Bramshall Road and the A50 is not a clear route through the development and is not as in accordance with the original consent granted.
 - (b) This current passageway through the development is a risk to residents within the development.
 - (c) There is no access for emergency vehicles due to the narrow openings.
- (ii) Further request the immediate opening of the direct link road through the development as in accordance with the original planning consent to reduce the traffic within the town centre.

9. **ASHBOURNE AIRFIELD DESIGN CODE SUPPLEMENTARY PLANNING DOCUMENT – CONSULTATION DRAFT – DERBYSHIRE DALES DISTRICT COUNCIL**

The Clerk reported receipt of an email dated 20 January 2026 from Derbyshire Dales District Council regarding the above mentioned Consultation, as forwarded to Members on 21 January 2026. Committee was asked to make its comments by 23 February 2026. Committee instruction was sought.

RECOMMENDED that Council had no comment to make at this stage.

10. **RURAL SERVICES NETWORK**

The Clerk reported receipt of the following email from Rural Services Network, as forwarded to Members dated:

- (a) RSN Rural Funding Digest - January 2026 Edition - 7 January 2026.

- (b) The Rural Bulletin - 13 January 2026.
- (c) The Rural Bulletin - 20 January 2026

RECOMMENDED that:

- (i) With respect to 10(a)-(c) as above, the same be noted.
- (ii) The Clerk liaise with Rural Services Network to:
 - (a) Request a monthly detailed RSN Bulletin rather than on a weekly basis.
 - (b) Seek dates for the next RSN RMTG Councillor and Clerk Meetings.

The Chair expressed his thanks to UVE CIC and the member of the public for their attendance in the meeting and it was noted that they left the meeting.

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. ROADS, SPEED LIMITS, SPEED INDICATOR DEVICES AND PELICAN CROSSINGS

The Clerk reported receipt of an email dated 8 January 2026 and 10 January 2026 received from a local resident regarding the above mentioned requesting Council review the locations of the SID's, etc, as circulated to Members with their Agenda pack.

It was noted that the SID's locations had been selected and agreed with the local Policing Team, the Community Speedwatch Team and the Members of the Community Speedwatch Group and the SID's were owned by the Town Council however responsibility for Highways including speed limits was under the remit of SCC.

Councillor P Krupski requested that, as Committee was considering speed limits, she expressed her concerns with the speed limit on The Dove Way which was 50mph then 40mph then back to 50mph. It was noted that this was very well used road which housed the Recycling Centre along with a number of industrial units and this was prior to the Sports Hub being opened. It was noted that the road was well used by pedestrians, cyclists, cars, vans and heavy goods vehicles. She encouraged Committee to consider this speed limited being reduced to 40mph for the full length of The Dove Way.

Committee instruction was sought. Following due debate, it was

RECOMMENDED that the Clerk:

- (i) Liaise with the member of the public to encourage them to liaise directly with:
 - (a) The Community Speedwatch Team regarding the Speed Indicator Devices (SID's).
 - (b) Regarding potential interest in the local resident joining the local Community Speedwatch Group.
 - (c) Liaise with County Councillor Allen and the local Policing Team regarding roads, speed limits and pelican crossings.
- (ii) Write to County Councillor Allen to request that SCC review the current speed limit of The Dove Way (currently 50mph to 40mph to 50mph) and request that SCC reduce the speed to 40mph for the full length of The Dove Way.

13. FUTURE SPORTS PROVISIONS FOR THE TOWN

The Chair reported that at this time, no further updates had been received from The FA and SCC regarding the above mentioned.

RECOMMENDED that this matter be included for further consideration by Committee, in private, at its next meeting.

14. WAR MEMORIAL

The Chair and the Clerk provided Committee with an update:

- (a) Following the meeting with Representatives from the local RBL on 21 January 2026 where discussion took place on the Condition Report received from The Stonemasons of Worcester regarding the planters, the Phase I and II Restoration Project for the War Memorial and they were provided with an update on Martyn's Law requirements.

The Chair and the Clerk reported that following the meeting, the local RBL Chair and Secretary had confirmed agreement from the local Branch of the RBL for the proposed restoration project for the War Memorial and had confirmed their agreement for the permanent removal of the planters located on the War Memorial due to the damage the planters/watering was having on the Stone of the War Memorial, as in accordance with the professional advice received.

The Chair and the Clerk provided Committee with an update on conversations on the amendment to the route of the annual Remembrance Parade, as suggested by the Security Providers due to Martyn's Law requirements potentially from 1 April 2027. It was noted that the Council funded £3,168 for the Security Provisions for the Parade in November 2025 and additional funding had been incorporated within the Precept for 2026 under Town Hall and Town Centre Events. It was noted that the requirements could potentially increase if Hostile Vehicle Mitigation barriers (HVM's) were required. The Clerk reported that she had obtained costings from a Company used by a number of Town and Borough Council's for HVM's. It was noted that Councillor Boot reported that he had recently produced similar that could be used. It was noted that a formal response was awaited from the local RBL on an amendment to the Parade at this time and update would be provided to Council and the Events Team in due course.

The Clerk reported that the local RBL had provided her and the Mayor with a link to possible grant funding towards the restoration of the War Memorial however she had requested that the Mayor review this given there was strict criteria on the process for such applications which would require a Pre-Application, followed by a formal Application Process which would have to be considered later in the year by the Panel. She sought clarification from Committee on the timetable for the restoration project. It was noted that Committee requested that the restoration project be completed before 31 October 2026. It was noted that the Mayor would look at the criteria and liaise with the Clerk. Committee instruction was sought. Following due debate, it was

RECOMMENDED that:

- (i) The same be accepted and approved.
- (ii) The Clerk include an Update on the Remembrance Parade, in private, for consideration by Council on 10 February 2026, subject to a response being received from the local Branch of RBL, alternatively, to Committee on 24 February 2026.
- (iii) The Clerk be tasked forthwith with:
 - (a) Liaising with Council's Architect regarding progression of the Listed Building Application (and possible Planning Application) to adhere to a completion deadline of 31 October 2026.
 - (b) Liaising with The Stonemasons of Worcester regarding a timescale programme for the Restoration Project of the War Memorial being completed by 31 October 2026, subject to Listed Building/Planning Consent being obtained.
- (iv) The Clerk provide Council with an update on (iii) as above, at the next Council Meeting scheduled to take place on 10 February 2026.
- (b) On a suggested way forward for the siting of Remembrance Wreaths as discussed and agreed with the RBL.

It was noted that Councillor Boot had obtained some ideas including mock-up photos of potential structures utilising the existing County Council owned removable bollards which had been circulated to Members prior to and in the meeting.

Committee gave consideration to the potential design of a free standing structure being incorporated around the War Memorial in front of the retractable bollards, which should complement the existing Area of Reflection and Memorial sculptures in place. It was noted that the structure would be utilised to attach the Remembrance Wreaths upon during the Remembrance Service. The Clerk reported that this project would form part of the Listed Building Application and she would seek advice if this required separate Planning Consent. She provided Committee with an update on conversations that had taken place with local supporters of the project. Committee instruction was sought. Following due debate, it was

RECOMMENDED that the Clerk:

- (i) Be tasked forthwith with progressing conversations and the design, as discussed with the RBL, with Supporters involved with the original Area of Reflection Memorial sculptures with a view to progress the project and necessary Planning Requirements.
- (ii) Continue to liaise with the local Branch RBL Chair and Secretary.
- (iii) Provide Committee with an update at its next meeting.

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

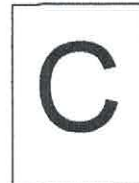
The Chair provided Committee with an update on the first step, a letter to be issued to 10 no. GP Practices within 30 minutes travel time of Uttoxeter Town Centre to seek their initial level of support for a Neighbourhood Health Hub within the town and to ascertain what potential services they would like to see included within the Hub. He reported that he had met with a Representative from Balance Street Practice and the letter had been revised which was now ready to be issued to the GP's. The Chair reported that the Clerk would issue a copy of the letter to be issued to the GP Practices to Members following the meeting for their information.

He reported that upon receipt of responses, a Questionnaire that had previously been issued by Balance Street Practice would be slightly amended and issued to the local GP Practices for their distribution and feedback. Committee instruction was sought. Following due debate, it was

RECOMMENDED that:

- (i) The Clerk be tasked forthwith with issuing Committee Members with a copy of the letter to be issued to the GP Practices following the meeting for their information.
- (ii) To enable progression, the Chair and the Clerk be tasked forthwith with issuing the letter to the 10 GP Practices, as reported, to seek their initial level of support for a Uttoxeter Neighbourhood Healthcare Hub.
- (iii) This matter be included for further consideration by Committee, in private, at its next meeting.

The meeting closed at 11.35am.



UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE TOWN HALL ENTERTAINMENTS COMMITTEE ARISING FROM ITS MEETING HELD AT UTTOXETER TOWN HALL ON TUESDAY, 3 FEBRUARY 2026 COMMENCING AT 9.00AM

Chair: Councillor Z Krupski

Councillors: R Hawkings (Vice-Chair), C Lancaster, L Sylvester & C Sylvester

Non-Council Members: None

Officers in attendance: M McGinley & A Wain

1. CHAIR'S WELCOME

The Chair provided a brief on the provisions of the Recording and Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014" and the fire evacuation procedure in the event of a fire.

2. APOLOGIES FOR ABSENCE

(a) Approved apologies were received from Councillors A Mansfield and D Boot. Also, apologies received from Utttoxeter Lions.

(b) The names of Councillors who are absent and apologies had 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 Committee meeting itself.

It was noted that no members of the public wished to address committee on this occasion.

4. DECLARATIONS OF INTEREST

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members were reminded that they 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.

Councillor Z Krupski reported that he was in attendance in the meeting as Town Councillor and not as a Representative from Utttoxeter Lions which he was a Member.

5. MINUTES OF LAST MEETING HELD ON 11 MARCH 2025

It was noted that the minutes of the last meeting held on 11 March 2025 had not been provided on this occasion, but it was noted that all of the business in the minutes was in relation to the 2025 events and that a copy of the minutes would be sent to members after the meeting for their information.

RECOMMENDED that the same be noted.

6. 2nd SATURDAY OF THE MONTH EVENTS

It was reported that the Town Centre Forum Committee Recommended that the Town Hall Entertainments Committee consider producing a calendar of Events to take place within the Town Hall/Town Centre on the 2nd Saturday of the Month. The Events Team reported that a selection of Utttoxeter Outdoor Market Traders, who usually attend the market on the 4th Saturday of the month, were trialling attending the market on the 2nd Saturday of the Month in February, March & April this year. It was also noted that 10 traders attended the 4th Saturday of January.

RECOMMENDED that:

- 1) The Events Team continues to promote the Outdoor Market and encourage more traders.
- 2) Committee Members to inform the Events Team of any suggestions for regular events to be added to a future Town Hall Entertainments Committee Agenda.

7. **DANCING WITH CAROL**

- a) It was noted that the 2026 Dancing with Carol dates would be forwarded to members after the meeting.
- b) It was reported that Carol had requested an entertainment fee rise, which had been approved in the 2026-27 Precept.
- c) It was reported that the ticket price for this event would increase by 50p to £5.50 on 1st April 2026, which has been approved in the 2026-27 Precept.
- d) Committee considered provision of tea & coffee etc, to enable Carol and her volunteers to host a Tea & Coffee service during the Dancing with Carol interval.

RECOMMENDED that:

- 1) Item a – c be noted.
- 2) Item d - the supply of tea, coffee etc and use of the facilities be approved and that Carol be contacted to seek her interest in hosting that service during the Dancing with Carol Interval.

8. **WEDDING FAYRE**

It was reported that a Wedding Fayre had been scheduled to take place on Sunday, 8th March 2026. The Office Manager reported that Councils Events Operator had worked hard to seek vendors for the event and that 16 had declared their interest in attending. The Office Manager reported that a nominal fee of £10 had been proposed for vendors to secure their pitch at the event.

RECOMMENDED that:

- 1) The event be approved.
- 2) The proposed vendor fee be approved.

9. **EASTER HOLIDAY EVENT**

Committee considered holding an Easter Holiday event in the Town Hall. To include colouring, crafts an Easter Egg hunt and prizes.

RECOMMENDED that:

- 1) The event take place on Thursday, 9th April 10am – 12pm.
- 2) The event be available to under 11's.
- 3) The events team be approved to purchase required items for the event.
- 4) Councillors be contacted to seek their help with the event.

10. **PRE-LOVED EVENTS**

Committee reviewed the success of the two pre-loved events held in 2025 and considered if the event should continue. The Chair reported that the same limited number of vendors attended both events. The Chair also reported that the requirement of Public Liability Insurance from traders, had discouraged interest in the event. He also reported that other venues had had successful events in the local area.

RECOMMENDED that:

- 1) The event does not take place in 2026.
- 2) Councillor R Hawkins explore the U3A booking the Town Hall to host a Pre-Loved event in the future.

11. **FAMILY HALLOWEEN DISCO & CHRISTMAS DISCO**

- a) It was reported that this years Disco's had been scheduled into the Town Hall diary, to take place on Friday, 30th October 2026 5pm – 6.30pm and Friday, 11th December 2026 5pm – 6.30pm.
- b) It was reported that a quote had been received from the DJ to provide music, games and prizes at £200 per event.

- c) It was reported that a quote had been received from the face painter at £125 per event.
- d) It was reported that the ticket price for these events would be £3.50 per child (includes 1 free adult) and £2.50 per additional adult. As per the 2026-27 Precept.
- e) Committee considered the purchase of replacement decorations (if required), replacement craft items for the craft table (if required), prizes (if required) and any other provision to enable the event to go ahead.

RECOMMENDED that: Item a – e be accepted and approved.

12. POPPY AFTERNOON TEA

- a) It was reported that this year's Poppy Afternoon Tea had been scheduled to take place on Thursday, 5th November 2026 2pm – 4pm.
- b) To report that a quote had been received from Carol Bradbury to provide entertainment for the event as per 2023, 2024 & 2025 at £100.
- c) It was reported that the ticket price for this event would increase from £4.50 to £5, as per the 2026-27 precept.
- d) It was reported that a quote had been sought for the provision of food for this event but had not yet been received.
- e) It was reported that JCB had kindly agreed to sponsor towards the food costs for this event from 2024 – 2026, up to £300.
- f) It was reported that JCB may wish to put up a JCB pop-up banner(s) at the event and send a photographer. It was reported that representatives from JCB would be invited to attend the event.
- g) Committee considered approval for further arrangements to be conducted by the Events Team, including seeking sponsorship for the remaining food costs for the event.
- h) Committee considered approval for the purchase of any other provisions required to enable the event to go ahead.
- i) Committee considered the donation of ticket sale revenue and any additional money raised, to the Poppy Appeal, as per previous years.

RECOMMENDED that:

- 1) items a – i be accepted and approved, with special thanks to the event sponsors.
- 2) Town Councillors seek sponsorship for and run the event raffle, subject to enough volunteers being available to serve Tea & Coffee during the event.

13. REMEMBRANCE PARADE – SECURITY ARRANGEMENTS

- a) It was reported that a quote had been received to man the road closure and identified emergency exits at £3405.60 + VAT.
- b) It was reported that the Events Team have contacted another security provider to seek a second quote but had not yet received a response. It was reported that Committee would be updated at the next meeting.
- c) It was reported that the Events Team had been in touch with a medical provider to seek a quote but had not yet received this. It was reported that Committee would be updated at the next meeting.

RECOMMENDED that: this item be re-considered in the next committee meeting.

14. CHRISTMAS LIGHTS SWITCH ON

- a) Committee considered combining the Christmas Lights Switch on with the Uttoxeter Lions Cracker Night. It was reported that the Christmas Lights Switch On was scheduled to take place on Friday, 20th November 2026 and that Cracker Night was scheduled to take place on Thursday, 10th December 2026. It was noted that December would be too late for the Christmas Lights to be switched on. It was noted that when providing apologies, the President of Uttoxeter Lions asked the Admin Team to report that **“the Lions are quite open to combining the Light Switch on and Cracker Night. We would just need potential dates and an idea of who is doing what part of the evening.”**
- b) Committee reviewed the 2025 Lights Switch On – security, music, Father Christmas Dignitaries Refreshments, Market etc. It was reported that the dignitaries were surprised by the provision of refreshments at last year's Christmas Lights Switch on Event and that many of the other Switch on Events they had attended, were no longer providing this.

It was noted that some negative feedback had been posted on Social Media regarding Santa not being present throughout the event and the lack of stalls to keep the attendees occupied pre and post light switch on. It was noted that by combining both the Light Switch on with Cracker Night, it would improve the offering to the attendees.

- c) It was reported that a quote had been received, to man the road closure and identified emergency exits as per the usual Christmas Lights Switch On event.
- d) It was reported that the Events Team had requested a quote from another security company but had not yet received a response.
- e) It was reported that the Events Team were in the process of seeking a quote for the provision of indoor market stalls and the management of these, due to limited Town Hall resource.
- f) It was reported that the events team had requested a quote for the provision of medical cover for the event.

RECOMMENDED that:

- 1) With reference to item a, committee support the merger of the two events.
- 2) With reference to item b above the Chair be tasked with seeking a local establishment to provide space for the Civic Dignitaries to purchase refreshments at the event.
- 3) With reference to items a – f above, a sub-committee be formed with Uttoxeter Lions and the Event's Team, to consider the logistics of the merger of the two events and make recommendations to Council.

15. **380TH ANNIVERSARY OF THE SURRENDER OF THE DUKE OF HAMILTON AND, THE ROYALIST CAVALRY TO THE PARLIAMENTARY ARMY, IN UTTOXETER**

It was reported that receipt of an email had been received from a member of the public RE: a potential event opportunity on 2028. Please see details of the request below:

"You are probably totally unaware that August 2028 will be the 380th anniversary of the surrender of the Duke of Hamilton (Cousin of King Charles 1st) and, the Royalist Cavalry to the Parliamentary Army, in Uttoxeter. The Duke of Hamilton also suffering the same fate as his the cousin the King and being beheaded by the Parliament.

Large events take some time to fund, organise and prepare for, and as an English Civil War historian of Staffordshire and also a member of the Sealed Knot Re-enactment Society, I was wondering if there might be any appetite for a commemorative/ living history/ re-enactment type event, possibly becoming an annual event in/ around Uttoxeter?

Sir George Lisle's Royalist Regiment, The Sealed Knot Re-enactment Society (of whom I am a member) organised such an event in August 2021, down the road at Cauldon Lowe for your information. Copy and paste the following link into your browser for an idea of what I am talking about <https://youtu.be/GRGiENZzt6I> Committee considered the above.

RECOMMENDED that: The Town Council further investigate the proposal directly with the Sealed Knot Re-Enactment Society and communicate the formal decision once available.

16. **AOB**

Councillor Hawkins requested the Committee to consider the provision of a wide range of music events to be held either during the day or evening at the Town Hall as these had proved very successful at the U3A.

RECOMMENDED that this item could be considered after the new additional member of Staff has completed her induction and training programme.

17. **NEXT MEETING DATE**

17th March 2026 at 10am

UTTOXETER TOWN COUNCIL

D

ACCOUNTS TO BE PASSED FOR PAYMENT AT THE MEETING TO BE HELD ON 10 FEBRUARY 2026

ACCOUNTS ALREADY PAID BY CHEQUE - CURRENT ACCOUNT

Cheq No.	Payee	Description	Net	Vat	Amount
			-	-	-
		Already Paid by Cheque Sub - Total	0.00	0.00	0.00

ACCOUNTS ALREADY PAID BY BACS PAYMENT - CURRENT ACCOUNT

Payment ID	Payee	Description	Net	Vat	Amount
549083660	XX Wain	Reimb. - Events (Sashes/Cups) - Christmas Lights Switch On	37.43	-	37.43
549810187	HMRC	Staff Salaries - Contribs - Mth 11	2,310.49	-	2,310.49
549810438	Staffordshire Pension Fund	Staff Salaries - Contribs - Mth 11	2,598.56	-	2,598.56
		Already Paid BACS Payments Sub - Total	4,946.48	-	4,946.48
		Payments already made by Cheques/BACS Sub - Total	4,946.48	-	4,946.48

NO CHEQUE PAYMENTS TO BE PASSED

Cheq No.	Payee	Description	Net	Vat	Amount
			-	-	-
		Cheque Payments to be made Sub - Total	-	-	-

ACCOUNTS TO BE PASSED FOR PAYMENT BY BACS

Pay. ID	Payee	Description	Net	Vat	Amount
TBA	Arc Mechanical and Electrical Ltd	T.Hall Rep./Maint. - Main Boiler & Bar Boiler Service	550.00	110.00	660.00
TBA	Blithfield Construction	Cem. - Phases II & III Tree & Hedge Planting Project (completed)	5,869.14	1,173.83	7,042.97
TBA	Burton Industrial Engraving	Cem. - Mem. Tree Plaque Engraving	95.00	18.00	342.00
As Above	Burton Industrial Engraving	Cem. - Mem. Tree Plaque Engraving	95.00	18.00	
As Above	Burton Industrial Engraving	Cem. - Mem. Tree Plaque Engraving	95.00	18.00	
TBA	C Bradbury	T/Hall Ents. - Tea Dance Entertainment Fee - Jan 26	240.00	-	240.00
TBA	City Illuminations Ltd	Christmas Lights - Balance of Christmas Lights Contract	6,016.00	1,203.20	7,219.20
TBA	Cropper Grounds Maintenance Limited	Grounds Maint. - Cemetery & St Mary's Churchyard - Jan	6,000.00	1,200.00	7,200.00
TBA	Draycott Nurseries and Landscape Sales Ltd	Cem. - Mem Tree	88.70	17.74	106.44
TBA	Hamilton	T/Hall Rep./Maint. - Window Cleaning	47.50	-	47.50
TBA	InReach Group Limited	Office Equip. - Photocopier 15.12.25 - 20.01.26	57.43	11.49	68.92
TBA	JCA Graphics/Ashmores	Events - T/Hall Wedding Fayre Banner	65.00	13.00	78.00
TBA	L G Woodward	T/Hall Rep./Maint. - Fix Lighting Issue in Alan Dean Suite	40.00	8.00	48.00
TBA	Lyreco	Office Equip. - Stationery	113.51	22.70	136.21
TBA	MidMC Computer Services	Office Equip. - Offsite Back up	37.20	7.44	358.80
As Above	MidMC Computer Services	Office Equip. - Annual Web Data Hosting Fee	35.00	7.00	
As Above	MidMC Computer Services	Office Equip. - Monthly IT Support Services	228.80	45.36	
TBA	Molly Maid	T/Hall Cleaning Contract - January	360.00	72.00	432.00
TBA	Odilings Ltd	Cem. - AGLS Plaque Engraving	140.00	28.00	168.00
TBA	PC Paynes Electrical Services	Office Equip. - Provide & Install New Front Door Monitor Screen	340.00	68.00	408.00
TBA	P M Gravedigging	Cem. Gravedigging Services - Jan	1,380.00	-	1,380.00
TBA	Staffordshire Parish Council Association	Training - Cllr Training x 2	80.00	16.00	96.00
TBA	The Home Doctor (Uttoxeter) Ltd	T/Hall Rep./Maint. - Pest Control Services	185.00	37.00	222.00
549825503	Combined Staff Salaries	Staff Salaries - Mth 11 13/02/26	7,145.90	-	7,145.90
		BACS Payments to be made Sub - Total	29,302.18	4,097.76	33,399.94
		Payments to be made Sub - Total	29,302.18	4,097.76	33,399.94

DIRECT DEBITS

Jan	Royal Bank of Scotland	Bank Charges to 31/12/25	30.47	-	30.47
	Bankline	Bank Charges	42.00	-	42.00
	BT Group Plc	Telephone	413.47	82.69	496.16
	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
	Johnson Society	Subscriptions - Annual Membership	10.00	-	10.00
	British Gas Business	T/Hall Elect.	1,000.00	200.00	1,200.00
	British Gas Business	Cemetery Gas	83.37	4.17	87.54
	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
	Siemens Financial	Photocopier Lease Rental 22/1-21/4/26 & Annual Service Fee	534.06	106.81	640.87
	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	150.59	-	150.59
		Sub - Total	4,788.77	450.94	5,239.71
		GRAND TOTAL	39,037.43	4,548.70	43,586.13

Approved: UTC 10/02/2026

Town Mayor Cllr B Houlihan

Deputy Mayor Cllr A Mansfield

UTTOXETER TOWN COUNCIL

SALES LEDGER INVOICES ISSUED AND ACTUAL INCOME RECEIVED IN JANUARY 2026

SALES LEDGER INVOICES ISSUED – 01.01.2026 TO 31.01.2026

4504 Hire of Ballroom (13.20.27 January)	£ 60.00
4505 Hire of Ballroom (21.01.26)	£ 60.00
4506 Rent (Feb) – 32 Carter Street	£ 600.00
4507 Rent (Feb) – 19a High Street	£ 440.00
4508 Rent (Feb) – Allotment Building	£ 72.33
4509 Rent (Feb) – Kiosk	£ 256.45
4510 Hire of Ballroom (31.01.26)	£ 170.00
4511 Hire of Ballroom (02.04.26)	£ 186.00
Total sum of Inv. Issued	<u>£ 1,844.78</u>

ACTUAL INCOME RECEIVED

General

RBS – Bank Interest up to 30.01.26 – Current Account	£ 36.44
RBS – Bank Interest up to 30.01.26 – Special Interest Account	£ 60.38
HMRC – VAT Reimbursement Q3	£38,289.15
Hire of T/Hall – Refundable Deposit	£ 200.00
Civic Trust – Redfern Cottage – Reimburse Insurance	£ 40.00
Sub-Total – General Inc.	<u>£38,625.97</u>

Town Hall Entertainments

Tea Dance Admissions	£ 325.00
Tea Dance Raffle	£ 64.00
Sub-Total – T/Hall Ent.	<u>£ 389.00</u>

Markets

Wednesday Outdoor	£ 136.00
Saturday Outdoor	£ 178.00
Craft & Produce Market	£ 20.50(- 21p charge)
Craft & Produce Market	£ 311.00
Sub-Total – Markets Inc.	<u>£ 645.50</u>

Cemetery

Chapel Donations	£
Interments/Memorials/Transfer of Ownership	£ 290.00(-£2.90 charge)
Interments/Memorials/Transfer of Ownership	£ 4,936.00
Sub-Total – Cem.	<u>£ 5,226.00</u>

TOTAL INCOME RECEIVED JAN. 2026 BEFORE CHARGES	<u>£44,886.47</u>
TOTAL EPOS CARD PAYMENT CHARGES	<u>£ 3.11</u>
TOTAL <u>ACTUAL</u> INCOME RECEIVED JAN. 2026	<u>£44,883.36</u>

High Street Bollard

I wish to formally record my disappointment that Uttoxeter Town Council did not feel able to participate in the re-introduction and operation of the High Street bollard, particularly given the significant level of public funding that has already been invested to make the system reliable and fit for purpose.

Following previous reliability issues, substantial improvements have been implemented to address those concerns. The Town Council itself had requested the re-introduction of the bollard, yet at the final stage the proposal failed when the only requirement placed upon the Town Council was the monitoring of the bollard between 10.00am and 4.00pm, Monday to Friday.

In good faith, Staffordshire County Council offered the Town Council full operational control of access to the High Street during these hours. This was considered a far more robust and accountable solution than the use of remote control centres, which we do not regard as an acceptable or secure long-term arrangement.

In my view, the decision not to engage in this arrangement was unnecessarily narrow in scope and does not reflect the wider interests of residents, businesses, and the effective management of the town centre. As a consequence of this decision, there is now no viable alternative but to leave the bollard in the down position. The High Street will therefore remain a 30mph access-only street.

The suggestion that the High Street should instead become a pedestrianised area managed by a physical barrier raises further concerns, particularly in terms of supervision and enforcement, as it is not possible to oversee such arrangements remotely.

Finally, I must be clear that meaningful change to the High Street will not be achieved while East Staffordshire Borough Council continues to delay the Maltings regeneration. I am not prepared to commit further taxpayers' money to temporary measures when the core regeneration infrastructure has yet to be delivered.

Planning Application P/2026/00098

I would also like to express my position on the Hallam planning application on Picknall Valley. In my view, the Hallam development at Picknall Valley should be refused because it would create unsafe access and increased congestion on Stafford Road, which conflicts with Local Plan policies SP1, SP35 and DP7 requiring safe and sustainable transport impacts; it would also worsen existing flooding around the cemetery and recreation ground, contrary to SP27 and DP2, which require development not to increase flood risk; and it would permanently remove important green space, harming local character and conflicting with SP30 and DP1, as well as the Uttoxeter Neighbourhood Plan's design and environment policies, which protect green infrastructure and local distinctiveness.

Land Identified for Potential Sports Provision

The parcel of land that has been referenced in relation to possible future sports provision remains the subject of preliminary discussions. At the present time, no decisions have been reached, and there is no further information to provide regarding its potential use. Further updates will be issued as and when substantive progress is made.

Meadow Way Resurfacing Update

The resurfacing works scheduled for Meadow Way remain on track for delivery in May. However, the programme may be brought forward or, if required, moved slightly later into the summer, depending on operational considerations.

We are also working to coordinate with utility providers so that any necessary works can be carried out concurrently. This will ensure that full use is made of the traffic management arrangements and will help to minimise future disruption to residents. Further details will be provided once the timetable is confirmed.

Salt and Grit Bins Across the Area

I would like to inform you that all strategic salt and grit bins across the area have now been refilled as part of our winter maintenance preparations. This ensures readiness in the event of any further icy conditions over the coming days.

If any councillors or residents identify bins that appear low or require attention, please let me know so we can arrange prompt follow-up.

Gulley Cleaning in Uttoxeter in 2026

Based on the county-wide maintenance regime:

Residents can expect:

- Annual gulley cleaning on all A and B roads in and around Uttoxeter.
- Biennial or triennial cleaning on C-class and unclassified roads, depending on whether the road is in a rural or urban section.
- Additional targeted gulley cleaning where flooding risk or community reports justify priority action.

Here ends my report. Should you have any questions or wish to raise any issues, please do not hesitate to contact me. I will endeavour to assist wherever possible.

Kind regards,
Patrick Allen
County Councillor

Borough Councillor P Krupski reports she has:

- Attended several Teams meetings for "Scrutiny Value for Money".
- Attended a Teams Leaders Advisory Group meeting.
- Attended an ESBC Group Meeting where I raised questions regarding the progress and funding of the Maltings project.
- Been in communications with ESBC regarding the refurbishment of the Bradley Street toilets and the plans for the demolition of the Maltings.
- Been in communication with officers regarding the state of the Coach and Horses building in Carter Street.
- Approached Officers at ESBC regarding the possibility of parking permits for the Town Council staff, however this has been denied.
- Attended and assisted with delivering a three course thankyou meal to the volunteers at the Uttoxeter Heath community Centre.
- Assisted residents with queries about the renewal of the Brown Bin subscription.

Borough Councillor Z Krupski reports he has:

- Chaired several Teams meetings for Scrutiny Value for Money throughout the month.
- Attended a Leaders Advisory Group meeting and raised several questions in relation to the 2026/27 budget & funding arrangements for the Malting regeneration project.
- Attended the Councillor Surgery at the Uttoxeter Library both as an ESBC and a Town Councillor.
- Provided information and assistance to local residents in relation to the demolition of the Wheatsheaf Public house.
- Attended and assisted in serving meal as a thank you to the Heath Community Centre volunteers who had a thoroughly enjoyable and well deserved afternoon.
- Presented the completed Scrutiny Value for Money Report on the ESBC Burton Town Hall Civic Function Suite at a pre Cabinet meeting.
- Provided a local resident with information regarding blocked drains.

Borough Councillor R Hawkins reports he has:

- 7th January - Attended a Value for Money Scrutiny Group meeting to consider the ESBC Leisure Services contract and other general matters.
- 12th January - Attended a Climate Change Scrutiny Group meeting that considered grounds maintenance, as well as further items for discussion. These included the 'Warmer Homes Initiative' and the 'Impact of Enforcement on Communities'. The discussion included how LGR will impact on any planned projects.
- 14th January - Chaired the Uttoxeter Nature Group meeting and we discussed its future direction and key areas for future action. We were also reminded at the opportunity to collect free [native species] trees at Stapenhill Cemetery, Burton on 16th February.
- 19th January- Had a telephone meeting with a representative of the Staffordshire Moorlands Climate Action Group to discuss how they have impacted on the environment and climate change.
- 20th January - Attended a meeting of the Redferns Museum Committee, to consider finances and general matters, as well as locally advertise the excellence of the unique facility that Uttoxeter has.
- 22nd January - Attended the Leader's Advisory Group to consider progress towards [and the consultation process planned for] the 2026/27 ESBC Budget; as well as Uttoxeter Town Centre and how the basic developments could be safeguarded throughout Local Government Reorganisation [LGR].
- 27th January - Took part in a Value for Money Scrutiny Group discussion which considered future topics for examination. These included 'Car Parking Charges'.
- 28th January - Hosted a meeting of u3a members to hear about ESBC's proposed 'Citizens Jury' on the use of glyphosates in east Staffordshire. I then attended a meeting of the Development Committee to review future housing needs and the revised National Planning Policy Network [NPPF].
- In addition, spoke to or emailed a range of ESBC residents about the High Street, housing and sports facilities. The latter included a forthcoming ESBC grant, of £50,000 to develop pitches in Bramshall Park.

Borough Councillor A Mansfield reports he has:

- Early January - Liaised between Bramshall Meadows First School and the Planning Department at ESBC around issues relating to the 'link road' on the Bramshall Meadows estate. In late December, the developer building on the north side of the estate opened up a 'connection' between the two sites. This means that cars (and people of course) can move from one side to

the other. The position of the developer is that this now meets the planning requirement. The School are concerned about road safety implications for children and are looking for support in securing speed limit signs and similar measures. I am working with the school and Planning to identify who is responsible for this currently and what can be potentially done in partnership with the developer.

- 19th January - Attended a briefing from the team coordinating the Family Hub provision across the County. These are excellent facilities providing wrap-around support to families from birth. The East Staffordshire Hub is based on Waterloo Street in Burton, but the Hubs also operate on a peripatetic basis and do drop-in sessions in settings across the Borough, including schools. The team were very keen for Councillor support in promoting the hubs, both to families and to organisations who may be willing to host sessions/drop-ins in Uttoxeter.
- 19th January - Attended a meeting of the ESBC Health and Wellbeing Scrutiny Committee. We discussed potential scrutiny topics for the upcoming year and agreed to focus on a number of issues including domestic violence and waiting lists for primary and acute care in the Borough.
- 22nd January - Attended the Leader's Advisory Group meeting at ESBC. This included questions on the progress of the planning applications for the demolition of the Maltings, as well on the welcomed decision to provide £50,000 in funding to support the redevelopment of the rugby/football pitch at Bramshall Park.
- 26th January - Attended a meeting of the Staffordshire County Council Health and Social Care Scrutiny and Overview Committee. We heard presentations from the Public Health team on their childhood obesity strategy, which includes support for parents (such as free fruit and cooking lessons being available through Family Hubs) and schools, as well as linking with Borough Council Planning departments to look at issues such as the possibility of fast food/takeaway outlets opening near to schools. We also were given a presentation by the primary care team, who provided an update on primary care access to services such as GPs, community pharmacies and social prescribers. It was highlighted that in the last year, GP appointments have increased by 3% across the County and pharmacy consultations by 28%. All those presenting were very clear though that it's impossible to expect the number of appointments to increase indefinitely, and the long-term solution is to focus on prevention and stopping people from getting ill.
- As ever, I have been working with residents on a number of individual issues, including housing and funding applications.

12. TOWN CLERK'S REPORT – 10 FEBRUARY 2026

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: Explore Chairmanship Course: Tuesday 3rd February 7pm – 9pm dated 26 January 2026, Best Kept Village & Community Awards 2026 Briefings dated 28 January 2026, SPCA January 2026 Bulletin dated 29 January 2026, Estates with unadopted amenities - request for examples dated 30 January 2026, Health and Wellbeing How-to Training - 12th or 26th March dated 3 February 2026, as forwarded to Members.
- (b) NALC Correspondence - NALC events dated 13 January 2026, S137 limit for 26-27 dated 15 January 2026, CEO Bulletin dated 15 January 2026, Woodland Trust's free Community Tree Packs dated 16 January 2026, NALC Events dated 20 January 2026, CEO's Bulletin dated 22 January 2026, CEO Bulletin dated 29 January 2026, Jobs newsletter dated 2 February 2026, We've published a new online resource showcasing practical case studies on devolution dated 2 February 2026, NALC Events Newsletter dated 3 February 2026, as forwarded to Members.
- (c) SLCC Correspondence – SLCC Weekly News Digest dated 12 January 2026, Financial update FCSC & Procurement Detail dated 13 January 2026, SLCC Weekly News Digest – 19 January 2026, News Bulletin dated 22 January 2026 (plus issued to Council's Office Manager), SLCC Weekly News Digest dated 26 January 2026, SLCC Weekly News Digest - 02/02/2026 (plus issued to Council's Office Manager), as forwarded to Members.
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4469192 - Holly Road received 2 February 2026, 4469442 - Hodge Lane, Scounslow Green received 3 February 2026, 4470575 – Road From Gorsty Hill To Highwood, Marchington Woodlands received 4 February 2026, 4469454 – Hobb Lane, Scounslow Green received 4 February 2026, 4469461 – Quee Lane, Willslock and Scounslow Green Road, Scounslow Green received 4 February 2026), as forwarded to Members and Staff.
- (e) Staffordshire Means Back to Business/SCC Newsletter dated 23 January 2026, as forwarded to Members and Staff.
- (f) The Circuit – To report that a Defibrillator Check was carried out on 12 January 2026 and The Circuit duly updated.
- (g) Received an email dated 8 January 2026 from a member of the public Re: Is the Government's New Road Safety Strategy based on creditable evidence, or unknown complicit corruption, as forwarded to Members.
- (h) Received and responded to an email from a local resident on 13 January 2026 regarding queries on street signage and white lining. Council is advised that the local resident was encouraged to contact SCC directly.
- (i) Quarterly Pest Control carried out throughout the Town Hall on 12 January 2026.
- (j) Received email 14 January 2026 from Groundwork Re: Newsletter: January 2026, as forwarded to Members.
- (k) Received and responded to an email on 15 January 2026 from a local Clerk seeking advice on their Council hosting a Mayoral Charity Dinner and seeking experiences from UTC.
- (l) 16 January 2026 - ARC Plumbing and Electrical carried out the annual services to the Town Hall and Adam Peaty Suite boilers and incorporated replacement valves where possible, funded by the Town Hall Repairs and Maintenance budget allocation. Council is advised that all radiators within the Town Hall are in full working order.
- (m) Email dated 16 January 2026 from SCC Re: 'Staffy' unveiled as new visitor mascot, as forwarded to Members.
- (n) Received Email on 20 January 2026 from Staffordshire and Stoke-on-Trent Integrated Care Board Re: Revised: ICB Board meeting registration - January 2026, as forwarded to Members.
- (o) 21 January 2026 PC Paynes Electrical carried out annual CCTV Service on the Council's CCTV cameras.
- (p) Meeting with the Mayor, Chair and Secretary of the local Branch of RBL regarding the restoration of the Town War Memorial and Reports and Martyn's Law for the Parade.
- (q) ES Business News - Issue 26 and ES News – Issue 47 dated 22 January 2026, as forwarded to Members and Staff.
- (r) Received and responded to emails between 21-23 January 2026 from a local business seeking information on the ownership of an area in Church Street. Council is advised that the local business has been encouraged to make contact with SCC direct.
- (s) To report that Zurich carried out the Annual Inspections Under Insurance Contract on 22 January 2026 for the Electrically Heated Hot Water Supply Boiler (Santon), Hot Water Heating Boiler (Vaillant EcoTEC Plus), Hot Water Heating Boiler (Vaillant EcoTEC Plus), Diaphragm Type Pressurisation Vessel (150 Litres), Two off Safety Valve in connection with heating boilers and

pressurisation unit (ES004), Hot Water Heating Boiler (Ideal Logic+ S24), Hot Water Heating Boiler (Joule 150L) and Diaphragm Type Pressurisation Vessel (12 Litres). Council is advised that all 'OK'.

- (t) Email dated 26 January 2026 from The National Allotment Association Re: West Midlands AOF - 6th March, as forwarded to Members.
- (u) Council is advised that Blithfield Construction will complete the hedge planting project within the Cemetery by will complete the hedge planting project within the Cemetery and Cemetery extension on 30 January 2026.
- (v) To report receipt of an email on 26 January 2026 from ESBC's Conservation Officer advising the Council that the replacement of existing 12 no. engraved plaques with 12 no. black granite plaques on the Millennium Monument including updating of one plaque with 'Gordon & Angela Stubbs - Town Poppy Appeal' and cleaning of the 4 no. bronze plaques will not require planning permission. Council is advised that during the Restoration Project, the Millennium Monument will have a thermatech clean, as agreed with ESBC's Conservation Officer. Council is reminded that funding for this project was Precept 2026-27 plus the Earmarked Reserve of £3,635, to be carried out by The Stonemasons of Worcester.
- (w) Council is reminded that during the works to the Millennium Monument, the Jubilee Stone Bench will be cleaned and repointed, in the sum of £250, funded by the 2026-27 Precept.
- (x) Received email from MMA on 27 January 2026 providing Council with the Listed Building Consent and Planning Consent for the side alley works and roof works to the Town Hall, as forwarded to Members.
- (y) Received and responded to a number of calls from local residents regarding trees blown over during the winds on 27 January 2026 along the B5013. Council is advised that this was reported to SCC and the necessary action was taken by SCC Highways Team to rectify. Council is advised that the Clerk issued County Councillor Allen with an email of thanks for SCC's Highways Team prompt action in the removal of the tree partially blocking the highway.
- (z) Received and responded to an email on 27 January 2026 from a local Group regarding submission of an additional S137 Sundry Grant towards their project.
- (aa) Received The Rural Bulletin dated 27 January 2026, as forwarded to Members.
- (bb) Staffordshire Libraries in February on 29 January 2026, as forwarded to Members and Staff.
- (cc) Email on 29 January 2026 from The National Allotments Association (NAS) Re: West Midlands NAS Quarterly Meeting, as forwarded to Members.
- (dd) Site Meeting at the Cemetery on 29 January 2026 Re: hedge planting project.
- (ee) Email from SCC on 30 January 2026 Re: Artist and business call out to benefit from Staffy Trail and national showcase, as forwarded to Members and Staff.
- (ff) To report that the Tree Planting and Hedge Planting Project was completed on 31 January 2026. Council is advised that, as discussed and agreed with Council's Cemetery Manager, the new pathway into/out of the extension remains closed off for the foreseeable future to not permit access into the extension.
- (gg) Council is advised that the Cemetery Manager will liaise with Croppers Grounds Maintenance regarding the incorporation of grass seed, where required within the extension in due course and that she will be meeting with Council's Grave Digger to produce grave plots within the extension, as in accordance with Guidelines and Planning Consent.
- (hh) Received an email on 2 February 2026 from ESBC Electoral Services Re: February Monthly Update, as issued to the Admin Team for their action.
- (ii) Welcome to Heart Month News dated 2 February 2026, as forwarded to Members.
- (jj) Received an email on 2 February 2026 from a local resident, as issued to ESBC, as copied to the Town Council Re: Planning Application P/2026/00098, as forwarded to Members.
- (kk) Received and responded to an email from a member of the public regarding an overflowing manhole located off the pathway within Bramshall Park. Council is advised that the member of the public has been advised to liaise with ESBC's Open Spaces Team directly.
- (ll) Received and responded to an email on 2 February 2026 on behalf of Picknall Valley Preservation Group advising Council of the submission of Planning Application No. P/2026/00098 for 295 houses on land off Stafford Road. Council is advised that Representatives from Picknall Valley Preservation Group will be in attendance on 10 February 2026 to address Council on this Item.
- (mm) Received The Rural Bulletin dated 3 February 2026, as forwarded to Members.
- (nn) Email on 4 February 2026 from Bowcock & Pursaill Re: Completed Lease for 32 Carter Street including provision of their closing file letter which they are required to provide the Council. Council is advised that the Lease has been placed in their strongroom for safekeeping on your behalf together with a copy filed within the 32 Carter Street file within the Clerk's fireproof cabinet.
- (oo) Email from RSN Rural Funding Digest - February 2026 Edition on 4 February 2026, as forwarded to Members.

09/01/2026

15:47

Month No: 9

Uttoxeter Town Council

Detailed Income & Expenditure by Budget Heading 31/12/2025

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 General Administration								
4000 Staff Salaries inc PAYE/Pen/NI	12,601	122,552	150,000	27,448		27,448	81.7%	
4003 Mileage - Staff & Cllr Prov	39	364	400	36		36	91.1%	
4056 Accounting Services	0	1,274	4,000	2,726		2,726	31.8%	
4057 Professional Fees	201	1,536	7,250	5,714		5,714	21.2%	
General Administration :- Indirect Expenditure	12,841	125,725	161,650	35,925	0	35,925	77.8%	0
Net Expenditure	(12,841)	(125,725)	(161,650)	(35,925)				
102 Establishment								
1176 Income-Precept	0	358,265	358,265	0			100.0%	
1180 Income-Support Tax Grant	0	23,695	23,695	0			100.0%	
1190 Income-Bank Interest	184	2,214	4,500	2,286			49.2%	
1191 Income-CCLA Interest	278	2,593	0	(2,593)			0.0%	
Establishment :- Income	462	386,767	386,460	(307)			100.1%	0
4100 Postage, Stationery & Adverts	245	856	3,600	2,744		2,744	23.8%	
4105 Telephone	414	3,441	4,550	1,109		1,109	75.6%	
4110 Office Equipment inc EPOS Fees	505	6,467	5,000	(1,467)		(1,467)	129.3%	
4111 Website & Emails	0	335	1,000	665		665	33.5%	
4112 Subscriptions	0	3,115	3,000	(115)		(115)	103.8%	
4113 Street Bunting	0	1,280	1,280	0		0	100.0%	
4116 Training	0	840	750	(90)		(90)	112.0%	
4118 Millennium Monument Plaques	0	(3,635)	0	3,635		3,635	0.0%	
4119 Speed Indicator Devices SIDS	0	959	1,790	831		831	53.6%	
4120 Insurance (UTC Assets, etc)	0	7,647	7,820	173		173	97.8%	
4122 Tourism Website	0	35	500	465		465	7.0%	
4125 Health and Safety	0	14	500	486		486	2.8%	
4156 Bank and Bankline Charges	65	679	1,500	821		821	45.3%	
4157 Audit Fees	0	(1,050)	1,500	2,550		2,550	(70.0%)	
4172 CAB Provision for the Town	0	8,400	8,400	0		0	100.0%	
4173 Town Centre Reg - Improve/Proj	0	0	2,500	2,500		2,500	0.0%	
4209 Footpaths Contib Def. Map/Fund	0	320	0	(320)		(320)	0.0%	320
4990 Miscellaneous Expenditure	0	781	0	(781)		(781)	0.0%	521
Establishment :- Indirect Expenditure	1,230	30,485	43,690	13,205	0	13,205	69.8%	841
Net Income over Expenditure	(768)	366,283	342,770	(13,513)				
6001 plus Transfers from EMR	0	841	0	(841)				
Movement to/(from) Gen Reserve	(768)	357,124	342,770	(14,354)				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Civic</u>								
1104 Income-Mayoral Donations	0	845	0	(845)			0.0%	
Civic :- Income	<u>0</u>	<u>845</u>	<u>0</u>	<u>(845)</u>				<u>0</u>
4275 Dr Johnson	0	119	375	256		256	31.7%	
4277 Election Costs	0	0	7,250	7,250		7,250	0.0%	
4278 Mayoral Donations	0	696	0	(696)		(696)	0.0%	
4280 Misc Civic Expenditure	0	848	2,600	1,752		1,752	32.6%	
4281 Expenses - Civic	700	2,280	3,250	970		970	70.1%	
4990 Miscellaneous Expenditure	0	30	500	470		470	6.0%	
Civic :- Indirect Expenditure	<u>700</u>	<u>3,973</u>	<u>13,975</u>	<u>10,002</u>	<u>0</u>	<u>10,002</u>	<u>28.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(700)</u>	<u>(3,128)</u>	<u>(13,975)</u>	<u>(10,847)</u>				
<u>105 Running Costs</u>								
1020 Income-Christmas Lights	0	0	5,000	5,000			0.0%	
1030 Income-Allotments-Mill.Victory	0	1,705	1,480	(225)			115.2%	
1031 Income-Allotment Bldg Rent	70	561	1,038	477			54.1%	
1033 Income-Park Avenue Allotment	0	151	151	0			100.0%	
Running Costs :- Income	<u>70</u>	<u>2,417</u>	<u>7,669</u>	<u>5,252</u>			<u>31.5%</u>	<u>0</u>
4200 Footway Lighting	0	1,877	2,000	123		123	93.9%	
4206 UIB - UTC Contribution	0	5,921	9,000	3,079		3,079	65.8%	
4215 Christmas Lights	9,024	9,024	15,040	6,016		6,016	60.0%	
4367 Bus Shelter - Repair/Main	0	0	250	250		250	0.0%	
4368 War Memorial	0	0	2,000	2,000		2,000	0.0%	
Running Costs :- Indirect Expenditure	<u>9,024</u>	<u>16,822</u>	<u>28,290</u>	<u>11,468</u>	<u>0</u>	<u>11,468</u>	<u>59.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,954)</u>	<u>(14,405)</u>	<u>(20,621)</u>	<u>(6,216)</u>				
6000 less Transfers to EMR	0	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	<u>(8,954)</u>	<u>(16,405)</u>	<u>(20,621)</u>	<u>(4,216)</u>				
<u>106 Town Hall Entertainments</u>								
1081 Income-TH Ent Tea Dance	450	2,721	3,500	779			77.7%	
1082 Income-TH Ent Raffle	98	582	650	68			89.5%	
1083 Income-TH Ent Ticket Sales	36	432	0	(432)			0.0%	
1100 Income-Miscellaneous	0	600	0	(600)			0.0%	
Town Hall Entertainments :- Income	<u>584</u>	<u>4,335</u>	<u>4,150</u>	<u>(185)</u>			<u>104.5%</u>	<u>0</u>
4222 TH Ent Tea Dances	240	1,920	2,880	960		960	66.7%	
4223 TH Ent Raffle	36	148	150	2		2	98.9%	

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4224 TH Ent Events & Town Events	6,809	8,097	5,000	(3,097)		(3,097)	161.9%	
4990 Miscellaneous Expenditure	0	313	0	(313)		(313)	0.0%	
Town Hall Entertainments :- Indirect Expenditure	<u>7,084</u>	<u>10,477</u>	<u>8,030</u>	<u>(2,447)</u>	<u>0</u>	<u>(2,447)</u>	<u>130.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,501)</u>	<u>(6,143)</u>	<u>(3,880)</u>	<u>2,263</u>				
<u>110 St Mary's Closed Churchyard</u>								
4235 Church Clock	0	0	800	800		800	0.0%	
4502 Grounds Maintenance	1,035	8,280	14,000	5,720		5,720	59.1%	
4503 St. Mary's Tree works	0	0	1,000	1,000		1,000	0.0%	
St Mary's Closed Churchyard :- Indirect Expenditure	<u>1,035</u>	<u>8,280</u>	<u>15,800</u>	<u>7,520</u>	<u>0</u>	<u>7,520</u>	<u>62.4%</u>	<u>0</u>
Net Expenditure	<u>(1,035)</u>	<u>(8,280)</u>	<u>(15,800)</u>	<u>(7,520)</u>				
<u>115 Grants and Allowances</u>								
4250 Sundry Grants (S137)	850	7,210	8,000	790		790	90.1%	
4255 Mayoral Allowance	0	1,976	1,976	0		0	100.0%	
4256 Deputy Mayor Allowance	0	660	660	0		0	100.0%	
Grants and Allowances :- Indirect Expenditure	<u>850</u>	<u>9,846</u>	<u>10,636</u>	<u>790</u>	<u>0</u>	<u>790</u>	<u>92.6%</u>	<u>0</u>
Net Expenditure	<u>(850)</u>	<u>(9,846)</u>	<u>(10,636)</u>	<u>(790)</u>				
<u>120 Properties</u>								
1000 Income-Kiosk	249	2,241	3,000	759			74.7%	
1010 Income-32 Carter Street	600	5,400	7,200	1,800			75.0%	
1075 Income-Peppercorn Rent St John	0	1	0	(1)			0.0%	
Properties :- Income	<u>849</u>	<u>7,642</u>	<u>10,200</u>	<u>2,558</u>			<u>74.9%</u>	<u>0</u>
4300 Kiosk-Expenditure	0	0	500	500		500	0.0%	
4305 Town Council Benches	0	0	100	100		100	0.0%	
4310 32 Carter Street Expenditure	200	1,225	1,000	(225)		(225)	122.5%	
4376 Water	0	17	0	(17)		(17)	0.0%	
4990 Miscellaneous Expenditure	0	15,985	0	(15,985)		(15,985)	0.0%	15,995
Properties :- Indirect Expenditure	<u>200</u>	<u>17,227</u>	<u>1,600</u>	<u>(15,627)</u>	<u>0</u>	<u>(15,627)</u>	<u>1076.7%</u>	<u>15,995</u>
Net Income over Expenditure	<u>649</u>	<u>(9,585)</u>	<u>8,600</u>	<u>18,185</u>				
6001 plus Transfers from EMR	0	15,995	0	(15,995)				
Movement to/(from) Gen Reserve	<u>649</u>	<u>6,410</u>	<u>8,600</u>	<u>2,190</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
150 Markets								
1040 Income-Market Stalls (Weds)	119	1,360	2,000	640			68.0%	
1042 Income-Market Stalls (Sat)	0	538	500	(38)			107.6%	
1049 Income-Market Grants (ESBC)	0	3,000	3,000	0			100.0%	
Markets :- Income	119	4,898	5,500	602			89.1%	0
4325 Market - Business Rates ESBC	97	876	1,500	624		624	58.4%	
4377 Gas and Electric	51	154	250	96		96	61.6%	
Markets :- Indirect Expenditure	148	1,030	1,750	720	0	720	58.9%	0
Net Income over Expenditure	(29)	3,868	3,750	(118)				
201 Town Hall								
1050 Income-Ballroom	33	1,905	1,500	(405)			127.0%	
1051 Income-Refreshments (vatable)	0	50	0	(50)			0.0%	
1052 Income-Alan Dean Suite	0	365	500	135			72.9%	
1053 Income-Hire of Equip & kitchen	0	182	450	268			40.4%	
1060 Income-Bar DPS Fees	0	0	500	500			0.0%	
1063 Income-TH Sat Craft/Produce M	189	2,963	3,500	537			84.7%	
1066 Income-19A HighSt (Rent/Elect)	440	3,720	5,040	1,320			73.8%	
1100 Income-Miscellaneous	0	400	0	(400)			0.0%	
Town Hall :- Income	663	9,585	11,490	1,905			83.4%	0
4000 Staff Salaries inc PAYE/Pen/NI	575	3,190	3,500	310		310	91.1%	
4059 Cupola Roof Light - Annual sum	0	0	500	500		500	0.0%	
4350 Advertising and Promotion	0	0	2,000	2,000		2,000	0.0%	
4353 Staff Costs T/H Bookings	0	188	3,000	2,812		2,812	6.3%	
4355 Licenses	0	318	500	182		182	63.6%	
4360 Equipment	401	401	1,000	599		599	40.1%	
4365 Repairs and Maint Property	2,623	13,997	22,000	8,003		8,003	63.6%	
4366 Repairs and Maint Equipment	516	1,853	2,000	147		147	92.7%	
4370 Cleaning Contract / Materials	470	3,332	5,750	2,418		2,418	57.9%	
4375 Rates	2,071	18,638	22,000	3,363		3,363	84.7%	
4376 Water	151	2,408	1,000	(1,408)		(1,408)	240.8%	
4377 Gas and Electric	1,149	6,864	15,000	8,136		8,136	45.8%	
4378 Town Hall Clock	0	0	500	500		500	0.0%	
4394 Staff Costs Craft Produce Mkt	129	1,337	1,500	163		163	89.1%	
4990 Miscellaneous Expenditure	0	420	0	(420)		(420)	0.0%	
Town Hall :- Indirect Expenditure	8,084	52,946	80,250	27,304	0	27,304	66.0%	0
Net Income over Expenditure	(7,422)	(43,361)	(68,760)	(25,399)				
6000 less Transfers to EMR	0	5,500	0	(5,500)				
Movement to/(from) Gen Reserve	(7,422)	(48,861)	(68,760)	(19,899)				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Redfern Cottage(Former H Cent)</u>								
1073 Income-Peppercorn Rent	0	1	1	0			100.0%	
1074 Income-Reim Insurance Costs	40	360	480	120			75.0%	
Redfern Cottage(Former H Cent) :- Income	<u>40</u>	<u>361</u>	<u>481</u>	<u>120</u>			<u>75.1%</u>	<u>0</u>
4057 Professional Fees	0	3,450	2,500	(950)		(950)	138.0%	
4365 Repairs and Maint Property	9,775	9,935	10,000	65		65	99.3%	
Redfern Cottage(Former H Cent) :- Indirect Expenditure	<u>9,775</u>	<u>13,385</u>	<u>12,500</u>	<u>(885)</u>	<u>0</u>	<u>(885)</u>	<u>107.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(9,735)</u>	<u>(13,024)</u>	<u>(12,019)</u>	<u>1,005</u>				
<u>401 Cemetery</u>								
1090 Income-Cemetery Fees	3,409	39,193	55,000	15,807			71.3%	
1093 Income-Chapel	0	68	75	7			90.7%	
1094 Income-Memorial Trees	0	1,174	1,380	206			85.1%	
1095 Income-Memorial Benches	0	0	630	630			0.0%	
1096 Income-Reservation Fees	0	290	287	(3)			101.0%	
1097 Income-Transfer of Ownership	45	266	480	214			55.4%	
1098 Income-Donations Cemetery	0	1	0	(1)			0.0%	
Cemetery :- Income	<u>3,454</u>	<u>40,992</u>	<u>57,852</u>	<u>16,860</u>			<u>70.9%</u>	<u>0</u>
4230 Tree Maintenance & Planting	655	655	2,500	1,845		1,845	26.2%	
4231 Memorial Testing	0	0	250	250		250	0.0%	
4233 Sanctum Plaques	0	900	500	(400)		(400)	180.0%	
4234 Sanctums Purchase	12,640	12,640	0	(12,640)		(12,640)	0.0%	
4236 Sanctum Plinths Install	0	2,999	0	(2,999)		(2,999)	0.0%	
4360 Equipment	0	0	1,000	1,000		1,000	0.0%	
4365 Repairs and Maint Property	82,472	118,805	2,000	(116,805)		(116,805)	5940.2%	100,000
4376 Water	38	342	1,796	1,454		1,454	19.0%	
4377 Gas and Electric	67	585	1,250	665		665	46.8%	
4500 Gravedigging	880	7,430	19,000	11,570		11,570	39.1%	
4502 Grounds Maintenance	4,965	39,720	58,000	18,280		18,280	68.5%	
4520 Memorial Benches	0	407	335	(72)		(72)	121.5%	
4521 Memorial Trees	134	373	200	(173)		(173)	186.7%	
4530 Health and Safety	0	75	300	225		225	25.0%	
4990 Miscellaneous Expenditure	0	1,519	0	(1,519)		(1,519)	0.0%	
4996 Cem. Ext. Hedge & Tree Project	0	0	18,500	18,500		18,500	0.0%	
Cemetery :- Indirect Expenditure	<u>101,851</u>	<u>186,450</u>	<u>105,631</u>	<u>(80,819)</u>	<u>0</u>	<u>(80,819)</u>	<u>176.5%</u>	<u>100,000</u>
Net Income over Expenditure	<u>(98,396)</u>	<u>(145,457)</u>	<u>(47,779)</u>	<u>97,678</u>				
6001 plus Transfers from EMR	65,000	100,000	0	(100,000)				
Movement to/(from) Gen Reserve	<u>(33,396)</u>	<u>(45,457)</u>	<u>(47,779)</u>	<u>(2,322)</u>				

09/01/2026

Uttoxeter Town Council

Page 6

15:47

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	6,240	457,842	483,802	25,960			94.6%	
Expenditure	152,822	476,646	483,802	7,156	0	7,156	98.5%	
Net Income over Expenditure	(146,582)	(18,804)	0	18,804				
plus Transfers from EMR	65,000	116,836	0	(116,836)				
less Transfers to EMR	0	7,500	0	(7,500)				
Movement to/(from) Gen Reserve	(81,582)	90,532	0	(90,532)				

RM

RM

Uttoxeter Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: CONFIRMED PRECEPT FOR 2026-27

	Last Year 2024-25		Current Year 2025-26			CONFIRMED PRECEPT 2026-27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
101 General Administration								
4000 Staff Salaries inc PAYE/Pen/NI	147,000	147,163	150,000	122,552	162,930	0	177,500	0
4003 Mileage - Staff & Cllr Prov	400	285	400	364	400	0	400	0
4056 Accounting Services	3,750	1,395	4,000	1,274	4,000	0	4,000	0
4057 Professional Fees	7,250	5,330	7,250	1,536	5,000	0	5,000	0
Overhead Expenditure	158,400	154,174	161,650	125,725	172,330	0	186,900	0
6001 plus Transfers from EMR	0	85,000	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(158,400)	(69,174)	(161,650)	(125,725)	(172,330)		(186,900)	
102 Establishment								
1100 Income-Miscellaneous	0	1,373	0	0	0	0	0	0
1176 Income-Precept	299,935	299,935	358,265	358,265	358,265	0	401,755	0
1180 Income-Support Tax Grant	23,695	23,695	23,695	23,695	23,695	0	23,695	0
1190 Income-Bank Interest	3,000	5,376	4,500	2,214	3,500	0	4,500	0
1191 Income-CCLA Interest	0	0	0	2,593	3,250	0	3,000	0
Total Income	326,630	330,379	386,460	386,767	388,710	0	432,950	0
4100 Postage, Stationery & Adverts	3,600	3,513	3,600	856	3,600	0	3,600	0
4105 Telephone	4,550	5,033	4,550	3,441	4,550	0	4,550	0
4110 Office Equipment inc EPOS Fees	5,000	5,168	5,000	6,467	7,000	0	8,000	0
4111 Website & Emails	500	1,306	1,000	335	500	0	500	0
4112 Subscriptions	3,000	3,580	3,000	3,115	2,755	0	3,500	0
4113 Street Bunting	2,228	2,228	1,280	1,280	1,280	0	1,350	0
4116 Training	1,250	2,290	750	840	750	0	750	0

Continued on next page

J

Uttoxeter Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: CONFIRMED PRECEPT FOR 2026-27

<u>Last Year 2024-25</u>			<u>Current Year 2025-26</u>			<u>CONFIRMED PRECEPT 2026-27</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4118 Millennium Monument Plaques	0	0	0	-3,635	0	0	3,195	0	0
4119 Speed Indicator Devices SIDS	0	0	1,790	959	1,790	0	1,800	0	0
4120 Insurance (UTC Assets, etc)	7,820	7,330	7,820	7,647	7,647	0	7,820	0	0
4122 Tourism Website	500	500	500	35	500	0	500	0	0
4123 Com. Speed Watch Radar Repl.	0	0	0	0	260	0	260	0	0
4125 Health and Safety	500	500	500	14	250	0	500	0	0
4156 Bank and Bankline Charges	2,250	1,352	1,500	679	1,500	0	1,500	0	0
4157 Audit Fees	1,500	1,077	1,500	-1,050	1,500	0	1,500	0	0
4171 St John's Hall(Community Hub)	17,682	1,687	0	0	0	0	0	0	0
4172 CAB Provision for the Town	0	0	8,400	8,400	8,400	0	16,800	0	0
4173 Town Centre Reg - Improve/Proj	0	0	2,500	0	0	0	2,500	0	0
4209 Footpaths Contib Def. Map/Fund	1,500	0	0	320	0	0	0	0	0
4905 Contribution to Reserves	0	0	0	0	0	0	8,500	0	0
4990 Miscellaneous Expenditure	0	390	0	781	781	0	0	0	0
Overhead Expenditure	51,880	35,955	43,690	30,485	43,063	0	67,125	0	0
102 Net Income over Expenditure	274,750	294,424	342,770	356,283	345,647	0	365,825	0	0
6001 plus Transfers from EMR	0	390	0	841	521	0	0	0	0
6000 less Transfers to EMR	0	17,995	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	274,750	276,819	342,770	357,124	346,168		365,825		
104 Civic									
1104 Income-Mayoral Donations	0	1,918	0	845	575	0	0	0	0
Total Income	0	1,918	0	845	575	0	0	0	0

Continued on next page

Uttoxeter Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: CONFIRMED PRECEPT FOR 2026-27

	Last Year 2024-25		Current Year 2025-26			CONFIRMED PRECEPT 2026-27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
4275 Dr Johnson	125	148	375	119	200	0	375	0
4277 Election Costs	7,250	0	7,250	0	7,250	0	7,000	0
4278 Mayoral Donations	0	1,918	0	696	614	0	0	0
4280 Misc Civic Expenditure	2,600	921	2,600	848	2,600	0	2,600	0
4281 Expenses - Civic	3,250	1,071	3,250	2,280	3,250	0	3,250	0
4990 Miscellaneous Expenditure	500	0	500	30	500	0	500	0
Overhead Expenditure	13,725	4,057	13,975	3,973	14,414	0	13,725	0
104 Net Income over Expenditure	-13,725	-2,139	-13,975	-3,128	-13,839	0	-13,725	0
6000 less Transfers to EMR	0	7,250	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(13,725)	(9,389)	(13,975)	(3,128)	(13,839)		(13,725)	
105 Running Costs								
1020 Income-Christmas Lights	5,000	5,000	5,000	0	5,000	0	5,000	0
1030 Income-Allotments-Mill Victory	1,049	1,049	1,480	1,705	1,705	0	1,524	0
1031 Income-Allotment Bldg Rent	1,038	838	1,038	561	1,038	0	868	0
1033 Income-Park Avenue Allotment	147	147	151	151	151	0	156	0
Total Income	7,234	7,034	7,669	2,417	7,894	0	7,548	0
4200 Footway Lighting	2,000	2,243	2,000	1,877	2,000	0	2,000	0
4206 UIB - UTC Contribution	9,000	7,641	9,000	5,921	9,000	0	9,000	0
4215 Christmas Lights	14,140	15,040	15,040	9,024	15,040	0	15,040	0
4220 Uttoxeter Neighbourhood Plan	0	0	0	0	0	0	7,803	0
4367 Bus Shelter - Repair/Main	250	120	250	0	0	0	250	0
4368 War Memorial	4,088	5,458	2,000	0	2,000	0	16,370	0

Continued on next page

Uttoxeter Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: CONFIRMED PRECEPT FOR 2026-27

	Last Year 2024-25		Current Year 2025-26			CONFIRMED PRECEPT 2026-27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
4990 Miscellaneous Expenditure	0	120	0	0	0	0	0	0
Overhead Expenditure	29,478	30,622	28,290	16,822	28,040	0	50,463	0
105 Net Income over Expenditure	-22,244	-23,588	-20,621	-14,405	-20,146	0	-42,915	0
plus Transfers from EMR	0	3,490	0	0	0	0	0	0
less Transfers to EMR	0	4,380	0	2,000	2,000	0	0	0
Movement to/(from) Gen Reserve	(22,244)	(24,477)	(20,621)	(16,405)	(22,146)		(42,915)	
106 Town Hall Entertainments								
1081 Income-TH Ent Tea Dance	3,000	2,681	3,500	2,721	3,500	0	3,750	0
1082 Income-TH Ent Raffle	600	454	650	582	700	0	736	0
1083 Income-TH Ent Ticket Sales	0	0	0	432	0	0	0	0
1100 Income-Miscellaneous	0	0	0	600	0	0	0	0
Total Income	3,600	3,135	4,150	4,335	4,200	0	4,486	0
4222 TH Ent Tea Dances	2,760	1,968	2,880	1,920	2,400	0	2,875	0
4223 TH Ent Raffle	150	85	150	148	150	0	150	0
4224 TH Ent Events & Town Events	2,000	1,085	5,000	8,097	6,500	0	12,000	0
4990 Miscellaneous Expenditure	0	0	0	313	0	0	0	0
Overhead Expenditure	4,910	3,138	8,030	10,477	9,050	0	15,025	0
Movement to/(from) Gen Reserve	(1,310)	(3)	(3,880)	(6,143)	(4,850)		(10,539)	
110 St Mary's Closed Churchyard								
4235 Church Clock	1,500	0	800	0	0	0	0	0
4502 Grounds Maintenance	6,900	8,755	14,000	8,280	14,000	0	15,000	0

Continued on next page

Uttoxeter Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: CONFIRMED PRECEPT FOR 2026-27

Last Year 2024-25			Current Year 2025-26			CONFIRMED PRECEPT 2026-27			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4503	St. Mary's Tree works	1,000	0	1,000	0	0	0	1,000	0
	Overhead Expenditure	9,400	8,755	15,800	8,280	14,000	0	16,000	0
6000	less Transfers to EMR	0	2,500	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(9,400)	(11,255)	(15,800)	(8,280)	(14,000)		(16,000)	
115	Grants and Allowances								
4250	Sundry Grants (S137)	8,000	4,550	8,000	7,210	8,000	0	10,000	0
4255	Mayoral Allowance	1,919	1,919	1,976	1,976	1,976	0	2,035	0
4256	Deputy Mayor Allowance	641	641	660	660	660	0	680	0
	Overhead Expenditure	10,560	7,110	10,636	9,846	10,636	0	12,715	0
	Movement to/(from) Gen Reserve	(10,560)	(7,110)	(10,636)	(9,846)	(10,636)		(12,715)	
120	Properties								
1000	Income-Kiosk	2,922	2,922	3,000	2,241	3,000	0	3,102	0
1010	Income-32 Carter Street	7,200	7,200	7,200	5,400	7,200	0	7,200	0
1075	Income-Peppercorn Rent St John	0	0	0	1	1	0	1	0
	Total Income	10,122	10,122	10,200	7,642	10,201	0	10,303	0
4300	Kiosk-Expenditure	500	0	500	0	0	0	500	0
4305	Town Council Benches	100	63	100	0	0	0	100	0
4310	32 Carter Street Expenditure	500	0	1,000	1,225	1,225	0	500	0
4315	Telephone Box Micro Library	50	0	0	0	0	0	0	0
4316	Jubilee Stone Bench	0	0	0	0	0	0	250	0
4376	Water	0	0	0	17	17	0	0	0

Continued on next page

Uttoxeter Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: CONFIRMED PRECEPT FOR 2026-27

	Last Year 2024-25		Current Year 2025-26			CONFIRMED PRECEPT 2026-27			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4990 Miscellaneous Expenditure	0	1,131	0	15,985	15,985	0	0	0	0
Overhead Expenditure	1,150	1,193	1,600	17,227	17,227	0	1,350	0	0
120 Net Income over Expenditure	8,972	8,929	8,600	-9,585	-7,026	0	8,953	0	0
6001 plus Transfers from EMR	0	0	0	15,995	15,995	0	0	0	0
6000 less Transfers to EMR	0	1,050	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	8,972	7,879	8,600	6,410	8,969		8,953		
150 Markets									
1040 Income-Market Stalls (Weds)	2,112	2,469	2,000	1,360	1,800	0	2,000	0	0
1041 Income-Market Stalls (Fri)	0	17	0	0	0	0	0	0	0
1042 Income-Market Stalls (Sat)	1,132	568	500	538	650	0	500	0	0
1049 Income-Market Grants (ESBC)	3,000	3,000	3,000	3,000	3,000	0	3,000	0	0
Total Income	6,244	6,053	5,500	4,898	5,450	0	5,500	0	0
4320 Market Expenses (Weds)	50	3	0	0	0	0	0	0	0
4322 Market Expenses (Sat)	0	5	0	0	0	0	0	0	0
4325 Market - Business Rates ESBC	1,500	973	1,500	876	1,500	0	1,500	0	0
4377 Gas and Electric	250	122	250	154	250	0	250	0	0
Overhead Expenditure	1,800	1,103	1,750	1,030	1,750	0	1,750	0	0
Movement to/(from) Gen Reserve	4,444	4,950	3,750	3,868	3,700		3,750		
201 Town Hall									
1050 Income-Ballroom	1,500	1,631	1,500	1,905	2,000	0	3,500	0	0
1051 Income-Refreshments (vatable)	0	0	0	50	100	0	50	0	0

Continued on next page

Uttoxeter Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: CONFIRMED PRECEPT FOR 2026-27

<u>Last Year 2024-25</u>			<u>Current Year 2025-26</u>				<u>CONFIRMED PRECEPT 2026-27</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1052	1,500	508	500	365	500	0	750	0	0
1053	150	259	450	182	250	0	450	0	0
1060	1,200	322	500	0	0	0	100	0	0
1063	3,240	3,565	3,500	2,963	4,000	0	3,850	0	0
1066	3,735	4,400	5,040	3,720	5,040	0	5,600	0	0
1100	0	1,179	0	400	200	0	0	0	0
Total Income			11,490	9,585	12,090	0	14,300	0	0
4000	3,000	1,955	3,500	3,190	3,000	0	3,500	0	0
4057	0	3,533	0	0	0	0	0	0	0
4059	500	0	500	0	500	0	500	0	0
4350	1,000	0	2,000	0	600	0	1,000	0	0
4353	3,000	624	3,000	188	1,000	0	3,000	0	0
4355	500	295	500	318	318	0	500	0	0
4360	1,000	958	1,000	401	1,000	0	1,000	0	0
4365	19,500	93,811	22,000	13,997	22,000	0	35,000	0	0
4366	2,000	1,652	2,000	1,853	1,500	0	2,000	0	0
4370	5,500	5,860	5,750	3,332	5,750	0	6,037	0	0
4375	21,000	20,709	22,000	18,638	22,000	0	23,000	0	0
4376	1,000	1,124	1,000	2,408	2,200	0	3,000	0	0
4377	15,000	16,246	15,000	6,864	10,500	0	12,500	0	0
4378	500	280	500	0	0	0	0	0	0
4394	1,500	1,459	1,500	1,337	1,974	0	1,500	0	0
4990	0	510	0	420	420	0	0	0	0

Continued on next page

Uttoxeter Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: CONFIRMED PRECEPT FOR 2026-27

	<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>CONFIRMED PRECEPT 2026-27</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward

Continued on next page

Uttoxeter Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: CONFIRMED PRECEPT FOR 2026-27

<u>Last Year 2024-25</u>			<u>Current Year 2025-26</u>			<u>CONFIRMED PRECEPT 2026-27</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1098	0	500	0	1	0	0	0	0	0
</									

Continued on next page

Uttoxeter Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: CONFIRMED PRECEPT FOR 2026-27

	<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>			<u>CONFIRMED PRECEPT 2026-27</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	414,840	422,077	483,802	457,842	484,662	0	540,400	0	0
Expenditure	414,840	477,090	483,802	476,646	512,686	0	540,400	0	0
Net Income over Expenditure	0	-55,013	0	-18,804	-28,024	0	0	0	0
plus Transfers from EMR	0	172,735	0	116,836	16,516	0	0	0	0
less Transfers to EMR	0	43,425	0	7,500	7,500	0	0	0	0
Movement to/(from) Gen Reserve	0	74,297	0	90,532	(19,008)		0		

Consultation on a new Selective Licensing Designation

From REMOVED FOR CIRCULATION

Date Tue 01/27/2026 09:38 AM

Dear Parish Clerk

Consultation on a new Selective Licensing Designation

East Staffordshire Borough Council is proposing to introduce Selective Licensing to an additional 16 streets in the borough and is keen to hear your views before any decisions are made. If you are a tenant, resident, landlord, letting agent or business, living or operating in one of the proposed areas, you could be affected by the proposal. It is proposed that the designation will start in October 2026 and last for 5 years.

The proposal includes the following streets, which have been identified as areas with a high percentage of private rented properties and concentrations of poor property conditions:

Anglesey Road	Derby Street	Horninglow Road	Thornley Street
Belvedere Road	Edward Street	Oak Street	Victoria Crescent
Byrkley Street	High Street	Princess Street	Wetmore Road
Calais Road	Horninglow Road North	Shobnall Road	Wyggeston Street

If a Selective Licensing designation is approved, all Landlords that provide private rented accommodation within these areas will need to apply for a licence from the Council.

The standard fee is £700 for a single property and £800 for a property in multiple occupation. Discounts are available for early applications, accredited landlords and multiple properties. There are penalties for anyone who does not obtain a licence or abide by the conditions.

Selective Licensing aims to bring widespread benefits to the local community. It ensures that properties are managed to a satisfactory standard, raising housing conditions for tenants and reducing deprivation.

Have your say

Your views on this proposal are important, and we hope to hear from as many residents, landlords, agents, businesses and organisations as possible. The consultation is available from **23rd January 2026 for 10 weeks and will close on 3rd April 2026.**



Scan this QR Code to access the consultation questionnaires, or visit:
www.eaststaffsbc.gov.uk/council-democracy/consultations



A proposal document has been developed, which explains the background evidence to support the renewal of Selective Licensing, the details of the scheme and how it would work in practice. The full proposal is available online at:

[Consultations | East Staffordshire Borough Council](#)

A copy of the proposal can be available on request at:

East Staffordshire Borough Council
Town Hall
Kind Edward Place
Burton Upon Trent
DE14 2EB

Following the consultation, the Council will consider all responses received together with any other relevant information.

If you would like to speak to an Officer about the proposal, please contact us on 01283 508578 or email selectivelicensing@eaststaffsbc.gov.uk

Environmental Health East Staffordshire Borough Council

This e-mail and files or other data transmitted with it are confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient, disclosure, dissemination, forwarding, printing or copying is strictly prohibited and you must not take any action in reliance upon it. Please notify the sender immediately and delete the message. Any views or opinions presented are solely those of the author and do not necessarily represent those of East Staffordshire Borough Council unless explicitly stated otherwise. East Staffordshire Borough Council may monitor the contents of e-mail sent and received via its network for the purposes of ensuring compliance with its policies and procedures. East Staffordshire Borough Council does not enter into contracts or contractual obligations via electronic mail, unless otherwise explicitly agreed in advance in writing between parties concerned. The Council believes in being open with its information and the contents of this e-mail and any replies may be released to a third party requesting such information at a future date.