



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	Utttoxeter 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 Utttoxeter Nature Forum could be supported.
- 15th December - Met with ESBC's Climate Change and Environment Officer to discuss how the council could support the Utttoxeter 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 monthCouncillors 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 populace 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 21¼. Council was reminded of the previous two months lieu time hours were 31¼ (30 November) and 37¼ (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.