



To: Members of Utttoxeter Town Council

Dear Councillor,

NOTICE IS HEREBY GIVEN that a meeting of the Utttoxeter Town Council will be held in the **Alan Dean Suite, Utttoxeter Town Hall** commencing at **7.00 pm on Tuesday, 10 March 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 March 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 10 February 2026. See Appendix A.
- (b) To approve the Recommendations of the Policy and Planning Committee Meeting held on 24 February 2026. See Appendix B.
- (c) To approve the Recommendations of the Finance and General Purposes Committee Meeting held on 24 February 2026. See Appendix C.
- (d) To approve the Recommendations of the Uttoxeter in Bloom Committee held on 26 February 2026. See Appendix D.

7. **ACCOUNTS**

- (a) To consider and approve the accounts for payment. See Appendix E.
- (b) To consider the monthly summary of the Council's income for February 2026. See Appendix F.

8. **BANK BALANCES**

At 4 March 2026 the bank balances stood at:

RBS Current Account	£ 10,000.00
RBS Special Interest Account	£ 87,030.74
RBS General Reserve Fund Account	£ 0.00
RBS Town Mayors' Account	£ 531.50
RBS Deposit Account 32 Carter Street	£ 624.30
RBS 19A High Street Deposit Account	£ 338.31
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
 - 25.02.26 The Inner Wheel Club of Uttoxeter's 81st Fellowship Tea
- (b) To report that the Deputy Mayor attended the following events since the last meeting:
 - 15.02.26 Launch of Imogen 3 Blood Bike
 - 07.03.26 Lions Charter Night

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 G. County Councillor Allen will be in attendance.
- (b) To report receipt of a combined Borough Councillor Report on ESBC matters arising since the date of the last meeting. See Appendix H.

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 I.

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) Council is advised that Chief Inspector Neeson will be in attendance in the meeting to provide Council with an update on Policing within the Town.
- (c) The following Police Drop In sessions will take place within the Town in March:
 - 5th - Redfern Cottage 11-12 noon
 - 6th - Globe Eco Centre 10:30am-12 noon (place of welcome)
 - 17th - Heath Community Centre on Holly Rd 09:30-11:00am
 - 18th - St Mary's Church Cafe 11am-12 noon
 - 19th – Town Hall drop in with councillors 2pm-3pm
 - 20th – Starbucks 5:30pm-6:30pm
 - 27th - Globe Eco Centre 10:30-12:00 noon (place of welcome)
 - 30th - Library drop in 2pm-3.30pm
 - Other drop In's may be held throughout the month in addition.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) To report receipt of an email on 19 February 2026 from ESBC's Planning Officer advising Council that with respect to Planning Application Nos. P/2024/01375 (and P/2024/01376), with regard to the Town Council comments (from its meeting held on 10 February 2026) for P/2024/01375, Council is advised that the Applicants amended the drawings and increased the numbers on the scheme to 92 No. dwellings on the amended plans (as reviewed by UTC). ESBC wishes to advise Council that they are liaising with the Applicant at this time. This will entail new site and press notices and neighbours consultations. This will be reissued to Council as Revised Plans. Council is advised that ESBC has shared the Council's comments with SCC and that both Pinfold St sites will be Committee items, date to be determined.
- (b) 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 92 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 DESCRIPTION AND SCHEME) for Bamford Works, Pinfold Street, ST14 8BT.
- (c) P/2026/00208 - Pollard of one Sycamore tree back to previous pollard points at Old Brewery Cottage, Balance Street, ST14 8JE.

16. COMMUNITY BANKING HUB FOR THE TOWN

Councillor P Krupski requested this matter be included for consideration by Council and requests Council, following the closure of Natwest Bank in 2025 and on 18 June 2026 Lloyds Bank, consider contacting LINK to request an assessment to be carried out of the Town's cash access needs and the possibility of a Community Banking Hub being provided within the Town. Councillor P Krupski to report. Council's instruction is sought.

Council is advised that 'LINK is the UK's cash machine network, who decide where new services are needed. LINK is an independent, regulated company with many years' experience in assessing communities' cash needs. LINK reviews the impact of every proposed branch closure by its member firms. A community can also ask LINK to carry out an assessment of the community if they feel they need better access to cash.'

Council is advised that a local resident emailed the Mayor, Deputy Mayor and the Clerk to request Council also consider the above mentioned and the member of the public will be in attendance in the meeting to address Council.

17. CLOSURE OF GREGGS WITHIN THE HIGH STREET AND ABSENT LANDLORDS

As Resolved by Council on 10 February 2026 that the Clerk write to:

- (i) The Landlord and to Greggs to express Council's concern at the potential loss of Greggs within the High Street, a valuable asset to the Town centre, and to request that, as a matter of some urgency, they find a compromise on the lease/rent to retain Greggs within the High Street.*
- (ii) Jacob Collier MP to express the Council's concern on the impact that absent landlords have on the Town centre and the High Street and seek his support in taking this matter to The House for due debate.*

To report receipt of the following emails from:

- (a) 24 February 2026 from the Property Owner of the Greggs building advising Council that 'we too are disappointed that Greggs have decided to close their High street unit as it appeared to trade well and was busy. It is assumed that the problem is increased staff costs, business rate increases and their new larger units out of town and in garages. We have tried to discuss them staying at a reduced rent however Greggs have confirmed that they will close the shop on 7 March. We have the unit on the market For Sale or To Let and hope to identify an occupier shortly.'
- (b) 26 February 2026 from Greggs Customer Care Team advising Council that 'We have now heard the following from the shop's Area Manager that 'I am writing to update you on the planned changes to our Uttoxeter High Street store. This decision has been in development for the past six months, during which a great deal of thought and consideration has taken place. As the store has not been profitable over the last 12 months, we completed a full consultation process with the team. I am pleased to confirm that all colleagues have been successfully redeployed. While it is always disappointing to see changes on the high street,

we want to reassure our customers that they will still be able to visit us at our nearby store located on the retail park. This site offers larger seating areas, brighter and more modern furnishings, and importantly, our regular customers will continue to see the same familiar High Street team members, who will carry on delivering the great customer experience they know and expect. Thank you for your understanding and continued support'.

- (c) To report at the time the Agenda was issued, no response had been received from Jacob Collier MP. The Clerk to provide an update, if available.
Council's instruction is sought.

18. THE FORMER COACH AND HORSES IN CARTER STREET

As Resolved by Council on 10 February 2026 that the Clerk liaise with ESBC's Conservation Officer to:

- (i) Seek an update on the receipt of the Structural Survey, its findings and a way forward.
(ii) Express the Council's concerns that the building is in an unsafe and potentially dangerous condition and advise that the scaffolding incorporated is obstructing the pavement.*

To report that, at the time the Agenda was issued, a response was awaited from ESBC's Conservation Officer. The Clerk to provide an update, if available. Council's instruction is sought.

19. NALC - MODEL I.T. POLICY (AND SECURITY POLICY)

In readiness for Assertion 10 within the AGAR, Council is asked to consider and adopt the NALC Model I.T. Policy (and Security Policy), duly revised by Council's Office Manager and Council's IT Provider MidMC Computer Services. See Appendix J. Council's instruction is sought.

20. HR PROVISIONS

Council is advised that its current HR Provisions Contract with Peninsula expires on 26 September 2026.

Council is advised that the Mayor, Deputy Mayor, Clerk and Office Manager are currently seeking quotations for HR Provisions which will be included for consideration by Council in due course. Peninsula would require written notice by no later than 26 June 2026 if the Council decides not to automatically renew with Peninsula.

21. INSURANCE RENEWAL – ZURICH MUNICIPAL

To report receipt of the renewal notification on 4 March 2026 from Zurich Municipal for renewal of the Council final year of a 3-year Contract in the sum of £8,007.16 inc. vat and insurance premium tax, to be funded by the 2026-27 budget allocation. Council's instruction is sought.

22. MEETING DATES – ANNUAL PARISH COMMUNITY MEETING AND ANNUAL COUNCIL MEETING

Council is asked to give consideration to the date(s) for the above mentioned meetings which previously took place on the same evening in 2025 commencing at 6.30pm (APCM) and 7.15pm (ACM), on 12 May 2026. Council's instruction is sought.

23. TREE WORKS – ST MARY'S CLOSED CHURCHYARD

To report that following a complaint from a local resident regarding an overhanging tree from St Mary's Closed Churchyard, Council's Office Manager reports receipt of a quotation to reduce the overhanging branches of one Maple tree by 3 metres in the sum of £458.53 plus vat plus £50 plus vat for applying for Planning Permission (within a Conservation Area) from ESBC for the proposed works. Council's instruction is sought.

24. THE WHEATSHEAF SITE

Council is advised that the Policy and Planning Committee on 24 February 2026 gave consideration to an update received from Owner of the Wheatsheaf Site and Recommended 'that the Clerk liaise with the Owner of the Wheatsheaf Site to extend a further invitation to attend a future Policy and Planning Committee meeting (4th Tuesday of the month, commencing at 10am), in private, to discuss the proposals for the redevelopment of the Wheatsheaf site.' Council is advised that following ratification of the Policy and Planning Committee Recommendations, the Clerk will action the Recommendations.

25. S137 COMMUNITY SUNDRY GRANT APPLICATIONS

Council is advised that £790.01 remains within the 2025-26 S137 Community Sundry Grant budget allocation for up to 31 March 2026.

To report receipt of the following:

- (a) S137 Sundry Grant Application dated 10 February 2026 from Dove Valley Swimming Club seeking a grant towards the Schools Swimming Gala in the sum of £250. See Appendix K. Council's instruction is sought.
- (b) S137 Sundry Grant Application dated 11 February 2026 from Uttoxeter Rotary Club seeking a grant towards the Cardiac Risk in the Young (CRY) Screening in the sum of up to £1,000. See Appendix L. Council's instruction is sought.
- (c) To report that an update is awaited from the Organisers of Bramshall Road Junior Parkrun regarding confirmation of the remaining £3,800 being received.

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

As Resolved by Council on 10 February 2026 that the Clerk liaise with the Chair of The Community Foundation for Staffordshire and Shropshire to seek an update on:

- (a) Anticipated timeframe for the refurbishment project to be completed.*
- (b) What services are going to be provided by The Foundation from the 'We Love Uttoxeter Community Hub' including its promotion for use by the community.*

To report receipt of an email on 23 February 2026 from the Chair of The Community Foundation for Staffordshire and Shropshire advising Council of the following:

- *The refurbishment has commenced and is expected to be completed in the next 8 weeks.*
- *There will be a main room for meetings, activities and social gatherings.*
- *There will be a kitchen to enable users to provide refreshments.*
- *It is planned to high speed Wi-Fi.*
- *Potentially a hot desk office facility will be provided for users to benefit from.*
- *I will be interested to meet with you to gather your thoughts too on what the town should be offered (meeting took place on 27 February 2026).*
- *Discussions are ongoing regarding a Community Fridge and Police Point.*

Council is advised that the Chair of the Community Foundation would like to attend a future Council meeting to provide Council with an update on the refurbishment and opening of the 'We Love Uttoxeter Community Hub'. Council's instruction is sought.

27. MILLENNIUM MONUMENT REFURBISHMENT PROJECT

To report receipt of an update on 2 March 2026 from The Stonemasons of Worcester that they envisage progressing the refurbishment of the Millennium Monument (and cleaning of the Jubilee Stone Bench) commencing on 23 March 2026 for approximately 5 days. The Stonemasons of Worcester will be attending on 4 March 2026 to take moulds of the existing plaques.

28. BRADLEY STREET TOILETS – REFURBISHMENT UPDATE

Councillor P Krupski to report receipt of an update from ESBC's Enterprise Team on the refurbishment of Bradley Street Toilets, if available.

29. THE MALTINGS – UPDATE

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

30. SCC INFORMATION GOVERNANCE SUPPORT – FEBRUARY 2026 BULLETIN

To report receipt of an email dated 6 February 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.

31. PENINSULA – COUNCIL'S HR PROVIDER

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

- (a) Just launched: Your Employment Rights Act webcast series is here dated 6 February 2026.
- (b) Your new legal obligations are fast approaching dated 9 February 2026.
- (c) Your weekly Peninsula roundup dated 9 February 2026.
- (d) Confirm your seminar spot! Dated 10 February 2026.

- (e) If you don't attend, your business could be at risk dated 10 February 2026.
- (f) Could your business survive an unfair dismissal claim? Dated 12 February 2026.
- (g) HR & H&S: The power couple your company needs dated 13 February 2026.
- (h) April 6th is approaching. Are you ready? Dated 13 February 2026.
- (i) Employment Rights Act 2025: Imminent changes dated 16 February 2026.
- (j) Secure your spot before it's too late dated 17 February 2026.
- (k) Readyng you for imminent changes to SSP dated 19 February 2026.
- (l) Get set for new statutory payment rates dated 24 February 2026.
- (m) Be quick or miss out on a free webcast! Dated 24 February 2026.
- (n) Big changes to employment law are imminent dated 2 March 2026.
- (o) Probation period updates and racking systems dangers dated 2 March 2026.

32. HMRC SUPPORT

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

- (a) Statutory payments – rules, rates and responsibilities dated 6 February 2026.
- (b) Employer Bulletin: important information for employers dated 11 February 2026.
- (c) Are your salaried workers receiving National Minimum Wage for every hour worked? Dated 18 February 2026.
- (d) Upcoming payroll changes for 2026 to 2027 dated 23 February 2026.
- (e) Get up to speed with company cars and travel claims dated 27 February 2026.
- (f) Prepare for payroll changes – 2026 to 2027 dated 2 March 2026.
- (g) Working from home and between multiple workplaces dated 4 March 2026.

33. STAFFORDSHIRE PENSION FUND

To report receipt of the Staffordshire Pension Fund Employer Focus for February 2026 dated 24 February 2026, as forwarded to Members, Council's Office Manager and Council's Payroll Provider:

34. 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.

35. NOMINATIONS FOR COUNCIL'S ANNUAL COMMENDATION AWARD INCLUDING PRESENTATION

36. LOCAL GOVERNMENT REORGANISATION

37. RBL UPDATE – ANNUAL REMEMBRANCE PARADE

38. CORRESPONDENCE RECEIVED REGARDING PERMISSION TO INCORPORATE A HEADSTONE ON A TOWN COUNCIL OWNED GRAVE WITHIN THE CEMETERY

39. STAFFING INCLUDING TRAINING

40. AGENDA ITEMS FOR NEXT MEETING



UTTOXETER TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 10 FEBRUARY 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 Mansfield (Deputy Mayor), A Noyes, C Sylvester, L Sylvester, C Wain
Officers in attendance – T Jeffery, Town Clerk/RFO and M McGinley, Officer Manager
It was noted that 6 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 Councillor S Page and apologies from County Councillor Allen.

RESOLVED that the same be accepted and approved for Town Councillor Page.

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

3. PUBLIC PARTICIPATION

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

The Chair welcomed the members of the public to the meeting. It was noted that a member of the public wished to address Council with respect to Item No. 15(c). *'The member of the public expressed her thanks on behalf of Picknall Valley Preservation Group for permitting her to address Council on Item No. 15(c) the Proposed Stafford Road Development P/2026/00098 and she reported that:*

- *She Urged the Council to join Picknalls Valley Preservation Group, our County Councillor, and hundreds of local people already signing the online petition, in strongly opposing this development.*
- *We have 3 main grounds for opposition – ESBC's Planning Context, Infrastructure Issues and Biodiversity as below:*
 - *ESBC's Planning Context as follows:*
 - *The crucial document in regard to housing development is the Strategic Housing Land Availability Assessment (SHLAA) which identifies land with potential for residential development. It is used to identify strategic sites for the Local Plan.*
 - *In the 2021 SHLAA Blounts Green Farm is listed as being not achievable, deliverable, suitable or developable. And in the most recent March 2025 SHLAA it is not mentioned at all. What's more, this document confirms that that identified deliverable sites across the Borough already more than cover estimated housing needs figure.*

- *Of particular significance is that the farm is outside of Settlement boundary in the Local Plan. There are a number of circumstances in which development outside a Settlement Boundary will be permitted, but none of these apply here.*
- *Infrastructure Issues as follows:*
 - *ESBC has a Sustainable Development Strategy which states that developments should ensure an efficient and safe sustainable local transport network. The proposed access to this estate would be neither efficient nor safe given that it opens directly into a busy main road. The A518 is a link road from the A50 to the M6 and carries large amounts of commuting and heavy goods traffic. To have cars, delivery vans and the like turning in and out of a large estate directly onto the A 518 would create traffic chaos far worse than that already present.*
 - *For pedestrians and cyclists there is no cycle path on this stretch of Stafford Road and inadequate pavements for the extra foot traffic which would need to use it.*
 - *Other town infrastructure like doctors' surgeries, schools and dentists are already struggling and would also be further overstretched by this development.*
- *Biodiversity issues as follows:*
 - *Biodiversity issues link with both ESBC's Local Plan and UTC's Neighbourhood Plan.*
 - *The Local Plan has a strategic objective 'To protect, conserve and enhance the local countryside, character, distinctiveness and quality of the landscape and the diversity of wildlife and habitats'. The Picknall Valley has long been recognised as a major natural asset by the residents of Uttoxeter, and this development would do nothing to protect and enhance it.*
 - *I am sure that as Town Councillors you are well aware that this proposal is counter to your own Neighbourhood Plan, particularly Policies E1 and E2.*
 - *Policy E1 talks of retaining and enhancing the Green Infrastructure, which this development would fail to do. It would cause substantial loss of connected habitat for local wildlife, including bats, birds, and small mammals, and would not enhance the natural environment.*
 - *Policy E2 specifically states that 'new development should protect and where appropriate enhance the landscape setting of the town, and with a particular emphasis on the Picknall, Tean and Dove valleys. Planning applications that would result in the loss or fragmentation of this setting will not be supported', in the words of Planners..*
 - *The Picknall Valley forms the spine of the wildlife corridor through town. Development in one area would damage biodiversity in this whole valley . This proposal would lead to the loss and fragmentation of the Picknall Valley landscape and have serious consequences for wildlife already impacted by the major housing developments nearby.*
 - *For all these reasons we ask you to object strongly to these proposals and help to save Uttoxeter's beautiful and loved Picknall Valley. Thank you.'*

The Chair expressed his thanks to the member of the public for their address to Council which would be further considered under Item No. 15(c) later in the meeting.

4. DECLARATIONS OF INTEREST

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

It was noted that Councillors R Hawkins, C Sylvester and A Mansfield would leave the Chamber for Item No. 33 given they were Members of the Personnel Appeals Committee. It was noted that the Clerk would leave the Chamber for Item No. 33.

5. DISPENSATION PROCEDURE

To consider and approve dispensation requests as in accordance with Standing Order 13(d), that all Dispensation requests shall be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the Dispensation is required. Council will decide whether to grant the dispensation at the relevant meeting. Unless Council grant the relevant delegated power to Committee, it was Council that decided whether to grant the dispensation. None received.

6. MINUTES

- (a) The minutes of the Council Meeting held on 13 January 2026 were approved as a correct record and signed by the Chair.
- (b) Council gave consideration to the Recommendations of the Policy and Planning Committee Meeting held on 27 January 2026.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting held on 27 January 2026, be approved and ordered to form part of the minutes attached hereto as Appendix A.

- (c) Council gave consideration to the Recommendations of the Town Hall Entertainments Committee Meeting held on 3 February 2026.

RESOLVED that the Recommendations of the Town Hall Entertainments Committee Meeting held on 3 February 2026, be approved and ordered to form part of the minutes attached hereto as Appendix B.

7. ACCOUNTS

- (a) Council gave consideration to the list of accounts submitted for payment in the sum of £43,586.13 which included BACS/cheque payments made since the date of the last meeting.

RESOLVED that the list of accounts as above be accepted and approved, and the Mayor and Deputy Mayor be authorised to sign it.

- (b) Council gave consideration to the monthly summaries of the Council's income for January 2026.

RESOLVED that the same be noted.

8. BANK BALANCES

At 10 February 2026 the bank balances stood at:

RBS Current Account	£ 10,294.54
RBS Special Interest Account	£ 121,949.80
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) The Clerk reported that the Mayor had attended the following event since the last meeting:
12.02.26 Painsley Catholic College's Performance of The Wizard of Oz
- (b) The Clerk reported 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

None received.

11. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

- (a) The Clerk reported receipt of a County Councillor Report on SCC matters arising since the date of the last meeting which included the following:
 - 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.*

Councillor Z Krupski reported that he was disappointed with the context included within County Councillor Allen's Report regarding the High Street Bollard. The Chair reported that a separate Agenda Item No. 21 had been included relating the High Street Bollard specifically.

Councillor P Krupski expressed her concern that the Report stated '*meaningful change to the High Street will not be achieved while East Staffordshire Borough Council continues to delay the Maltings regeneration*' which implied that ESBC had delayed the Maltings Refurbishment. She stated that this was not the case, due procedure was being followed.

It was noted that Members welcomed County Councillor Allen's support in objecting to the proposed development within Stafford Road.

It was noted that Council supported its ESBC Colleagues in the works carried out to date for the refurbishment for the Maltings, noting its disappointed in the pace, however it was reassuring that the Borough Councillors for the Town remained in contact with ESBC Officers who were progressing the redevelopment with due urgency.

- (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 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 had:

- 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 had:

- 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 had:

- 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.

Councillor C Sylvester sought clarity on Borough Councillor Hawkins Report on the review of the Leisure Centre review. Borough Councillor Hawkins reported that the Review was referring to the Leisure Services Contract Quarterly Review and was not for the Leisure Centre.

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: 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 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 credible 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 was 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 was advised that all radiators within the Town Hall were 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 was advised that the local business had been encouraged to make contact with SCC direct.
- (s) 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 was 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 was advised that Blithfield Construction completed the hedge planting project within the Cemetery and Cemetery extension on 31 January 2026.
- (v) Reported 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 would not require planning permission. Council was advised that during the Restoration Project, the Millennium Monument would have a thermatech clean, as agreed with ESBC's Conservation Officer. Council was 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 was reminded that during the works to the Millennium Monument, the Jubilee Stone Bench would 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 was advised that this was reported to SCC and the necessary action was taken by SCC Highways Team to rectify. Council was 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) Reported 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 was 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 was advised that Representatives from Picknall Valley Preservation Group would 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 were required to provide the Council. Council was advised that the Lease had been placed in their strongroom for safekeeping 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.

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

None received.

14. POLICE UPDATE

- (a) Council was 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 would 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.

RESOLVED that with respect to 14(a)-(b) as above, the same be noted.

15. ESBC - PLANNING APPLICATIONS

Council was 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.

The Chair reminded Council of the address from member of the public under Item No. 3 Public Participation relating to 15(c). Following lengthy debate, it was

RESOLVED that with respect to Planning Application No.:

- (i) P/2024/01375, Council:
 - (a) Request that this application be included for consideration by the Borough Council's Planning Committee at its next available meeting.
 - (b) Was unable to determine the total number of dwellings in the application and seeks clarification from ESBC's Planners on the exact number of separate dwellings and number of apartments within the application.
 - (c) Wishes to express its concerns to ESBC's Planners with respect to:
 - The proposed access to/from Pinfold Street and Balance Street remains unsuitable for a development of this scale due to the extremely narrow carriageway, existing on-street parking and restricted visibility near the junction with Balance Street. These constraints are not sufficiently assessed or mitigated in the submitted Transport Assessment. There is no swept-path analysis provided to demonstrate how refuse, emergency or delivery vehicles will safely enter and exit the site without causing obstruction or conflict with other road users.
 - The increased traffic movements generated by the development, especially at peak times, will place additional pressure on an already constrained local road network. The Transport Assessment relies on generic modelling which does not reflect the real-world limitations of Pinfold Street, nor does it propose any traffic calming, waiting restrictions or pedestrian safety enhancements which will be at greater risk due to the narrowed footways and increased vehicle movements. The Assessment provided does not address how these risks will be mitigated.
 - The future management of the water ingress for the site given the site which is prone to flooding must be satisfied by ESBC prior to consent being granted.
 - The loss of the pocket park as included within the previous application which appears to have been replaced with a brick wall.
 - To the lack of parking provisions for residents and visitors within the site, in particular for the apartments.
 - The proposed access arrangements represent a risk to both highway safety and pedestrian wellbeing. The Transport Assessment underrepresents the severity of these issues and the development should not be approved unless an alternative, safe access arrangement is secured.
 - Inadequate Footpath provisions have been incorporated. Council request that, if this application is permitted, suitable appropriate Footpaths be incorporated into/from and throughout the development.
 - Council reiterates its previous comments, that it feels that the best way to protect the public open space for the future, is to request that ESBC formally adopt the public open space with a committed sum from the Developers for its future maintenance.

(ii) P/2024/01376, Council:

- (a) Request that this application be included for consideration by the Borough Council's Planning Committee at its next available meeting.
- (b) Wishes to express its concerns to ESBC's Planners with respect to:
 - The proposed access to/from Pinfold Street remains unsuitable for a development of this scale due to the extremely narrow carriageway, existing on-street parking and restricted visibility near the junction with Balance Street. These constraints are not sufficiently assessed or mitigated in the submitted Transport Assessment. There is no swept-path analysis provided to demonstrate how refuse, emergency or delivery vehicles will safely enter and exit the site without causing obstruction or conflict with other road users.
 - The increased traffic movements generated by the development, especially at peak times, will place additional pressure on an already constrained local road network. The Transport Assessment relies on generic modelling which does not reflect the real-world limitations of Pinfold Street, nor does it propose any traffic calming, waiting restrictions or pedestrian safety enhancements which will be at greater risk due to the narrowed footways and increased vehicle movements. The Assessment provided does not address how these risks will be mitigated.
 - The future management of the water ingress for the site given the site which is prone to flooding must be satisfied by ESBC prior to consent being granted.
 - To the lack of adequate parking provisions for residents and visitors within the site including for the apartments.
 - The proposed access arrangements represent a risk to both highway safety and pedestrian wellbeing. The Transport Assessment underrepresents the severity of these issues and the development should not be approved unless an alternative, safe access arrangement is secured.
 - Inadequate Footpath provisions have been incorporated. Council request that, if this application is permitted, suitable appropriate Footpaths be incorporated into/from and throughout the development.
 - Council reiterates its previous comments, that it feels that the best way to protect the public open space for the future, is to request that ESBC formally adopt the public open space with a committed sum from the Developers for its future maintenance.

(iii) P/2026/00098, Council

- (a) Request that this application be included for consideration by the Borough Council's Planning Committee at its next available meeting.
- (b) Objects to Planning Application No. P/2026/00098 due to the following:
 - Principle of Development:
 - The site is not a strategic site allocation and is outside of the settlement of Uttoxeter, entirely within the open countryside. There is no reason to depart from local or neighbourhood plan policy to support isolated development of this scale within the open countryside. Clearly this would set a dangerous precedent and could pre-empt the emerging local plan process. Furthermore, the tilted balance would not come into play as ESBC have a 5-year land supply as recently evidenced in appeals during 2025.
 - The site is not a sustainable location, isolated and disconnected from the town and its services.
 - Should the development include affordable homes these would have limited access to public transport and not be within walking distance of services in the Town Centre.

- Highways:
 - The proposed site only includes one ingress and egress for all vehicular movements. As the development exceeds 200 units it would need at least 2 points of access.
 - Stafford Road is already exceptionally busy and the proposed development would have a severe impact on highway safety.
 - The development 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.
 - The local Community Speedwatch Team have carried out a number of Speedwatch sessions within Stafford Road which currently records over 600 vehicles using Stafford Road per hour at peak times which is prior to the additional vehicles this development would generate.
- Strategic Housing Land Availability Assessment (SHLAA):
 - The crucial document in regard to future housing development is the Strategic Housing Land Availability Assessment (SHLAA) which identifies land that has potential for residential development in the Borough. The results of the SHLAA are used to identify strategic sites capable of allocation in the Local Plan. The Council's sustainability appraisal further refines the SHLAA sites to arrive at a strategy underpinned by sites that are sustainable.
 - Though Blounts Green Farm is included in the long list of potential plots of housing land in the Strategic Housing Land Availability Assessment 2021 this is no indication of it being an appropriate site, and indeed it is listed (item 56 in the SHLAA Trajectory document) as being not achievable, deliverable, suitable or developable. A timescale of at least 15 years is given for it, not least as it is not within the Settlement Boundary and would seem to require changes to both the Local Plan and the Neighbourhood Plan before it could be developed.
 - The most recent update to the SHLAA is the ESBC Note on 5 Year Land Supply Methodology 31st March 2025. 5YLS - Mar25 (using 637 SM & Inc C2)_FINAL.pdf This confirms that the Council have been able to demonstrate that a 5 year housing land supply has been maintained since the Local Plan was adopted in October 2015, and that identified deliverable sites more than cover the estimated housing needs figure (3271 total supply/637 annual to meet the Local Housing Need requirement = 5.13 years). These do not include the Blounts Green Farm site which is not mentioned in this document.
- Flooding:
 - The development would worsen flooding around the cemetery, within adjacent land and within Bramshall Park which would be contrary to SP27 and DP2, which require developments not to increase flood risk.
 - The Town Council wishes to express its serious concerns that, as advised by its Contractor carrying out the works to the Cemetery Extension, any further development of greenfield sites in proximity to the Cemetery (and adjacent greenfield) could have a detrimental impact on the site in terms of surface water and site drainage. The submission documents have not taken this into account in respect of impact of surrounding land uses and the impact of the scheme. The drainage strategy only considers on site matters, rather than the cumulative impact in the wider area which this development would significantly have.
- Uttoxeter Neighbourhood Plan:
 - The Public Consultation on the plan enabled residents to have their say in relation to the environment. The outcome demonstrated that

the public were opposed to development in the Picknall Valley. Uttoxeter residents suggested that:

- Picknall Valley should provide a green link for cyclists and walkers from the town centre through the JCB site, Hockley Road to the countryside.
- It is understood that over 3,000 residents have signed a petition stating that The Picknall Valley should be protected from inappropriate development. Access to open spaces and the countryside should be protected to allow residents of Uttoxeter to maximise their enjoyment of their rural surroundings and provide an attraction for new residents and visitors to the town. Green corridors, trees and green spaces should all be protected and where possible enhanced to protect habitats for flora and fauna and improve biodiversity.
- When asked how the Neighbourhood Plan can sustain and improve the natural environment the public wanted the Neighbourhood Plan to:
 - Help to sustain and create a network of green spaces and corridors within the town and to the surrounding countryside, and protect the landscape setting of the town, including the sensitive landscapes and valleys of the River Tean, River Dove and Picknall Brook.
- This ambition was realised in Policies E1 and E2 of the Plan itself:
 - Policy E1 – Uttoxeter’s Network of Green Infrastructure:
 - The Neighbourhood Plan seeks to establish a network of green infrastructure, including existing trees, hedgerows, historic field patterns, the Strategic Green Gap and other such assets across the town linking the landscape setting with the urban area. Applications which retain and enhance such features and take the opportunity to re-introduce them into key sites, will be supported.
 - Clearly this proposed application would neither retain nor enhance these features.
 - The proposed development would cause substantial loss of habitat for local wildlife, including bats, swifts, swallows, house martins, badgers and other small mammals, and would not enhance the natural environment. The Picknall Valley is a major biodiversity resource as a whole, and development in one area damages biodiversity in the whole valley which forms the spine of the wildlife corridor through the town. There would be a severe impact on the decades old trees and hedges which, even where retained, would no longer form a joined-up habitat for wildlife.
 - This development would not maintain or enhance the biodiversity of the Picknall Valley and it would not leave the area in a measurably better state. Overall, the proposed development contributes little to the benefit of the countryside, and any suggested or implied benefits to the countryside are greatly outweighed by the disbenefits.
 - Policy E2 – Landscape and Setting:
 - New development should protect and where appropriate enhance the landscape setting of the town, and with a particular emphasis on the Picknall, Tean and Dove valleys. Planning applications that would result in the loss or fragmentation of this setting will not be supported. [...] All planning applications should demonstrate the extent to which they have respected and reinforced historic landscapes in general, and field patterns in particular.
 - This proposal would clearly lead to the loss and fragmentation of the Picknall Valley landscape. It cannot demonstrate how it would respect and reinforce the historic landscape.

- The proposed development 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 are in place to protect green infrastructure and local distinctiveness.
- The proposed development includes Uttoxeter Town Footpath No. 20 which is well used by local residents and local Walking Groups.

It was noted that Borough Councillor P Krupski reported that she would contact ESBC's Planning Team to 'call in' Applications P/2024/01375, P/2024/01376 and P/2026/00098 to request that they be considered by ESBC's Planning Committee accordingly.

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

Council gave 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. Council's instruction was sought.

RESOLVED that the Accounts for up to and including 31 December 2025, be accepted and approved.

17. PRECEPT REQUIREMENT FOR 2026-27

The Clerk reported that:

- (a) As Resolved by Council on 13 January 2026, the Confirmed Precept Requirement for 2026-27 had been incorporated within the Council's website.

RESOLVED that the same be noted.

- (b) The Mayor and the Clerk had produced the leaflet to the populus providing an update on the increase and where the additional requirement was being spent, as circulated to Members for comment.

RESOLVED that Members make contact with Councillor Houlihan or the Clerk by 13 February 2026 with any comments.

- (c) She had a conversation with ESBC's Principal Accountant on 3 February 2026 to confirm the increased Precept Requirement for 2026-27. She reported that the reduction in the Tax Base for the town was due to the reduction in empty properties. She reported that ESBC had introduced a premium at a higher rate in 2025-26.

RESOLVED that the same be noted.

- (d) She had completed ESBC's Council Tax breakdown information for the Borough Council Tax leaflet for the Precept for Uttoxeter for 2026-27 which had been returned it to ESBC's Principal Accountant accordingly.

RESOLVED that the same be noted.

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 at the closure of Greggs on 7 March 2026 which was a valuable asset to the Town's High Street. Council's instruction was sought. Following due debate, it was

RESOLVED that the Clerk write to:

- (i) The Landlord and to Greggs to express Council's concern at the potential loss of Greggs within the High Street, a valuable asset to the Town centre, and to request that, as a matter of some urgency, they find a compromise on the lease/rent to retain Greggs within the High Street.
- (ii) Jacob Collier MP to express the Council's concern on the impact that absent landlords have on the Town centre and the High Street and seek his support in taking this matter to The House for due debate.

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 gave consideration to revised quotations received via Council's Architect for the War Memorial Restoration Project (Phases I & II) including repairs and ThermaTech 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 was sought.

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

- Council was reminded that £16,370 had been included within the Precept in addition to the current EMReserve 336 of £8,629.88 for the Restoration Project.
- Council was advised that Council's Architect had confirmed that any railings structure to be incorporated around the War Memorial would be subject to a separate Planning Application.
- Council was advised that the Clerk continues to liaise with various Partners regarding the design and installation of suitable railings. Council's instruction was sought.
- Council was advised that costings for suitable railings was not available at this stage.
- It was noted that the Town Council had previously contributed to ESBC towards the replacement of planters in 2024-25.

RESOLVED that:

- (i) The quotations received via Council's Architect for the War Memorial Restoration Project (Phases I & II) including repairs and ThermaTech clean by The Stonemasons of Worcester in the sum £13,014 plus vat plus Scaffolding Hire from Southcroft Ltd of up to £3,000 plus Architect Fees of £1,800, in the sum of up to £17,814 plus vat, funded by the War Memorial budget allocation and the War Memorial EMR (not including any additional stone repairs/works required following removal of the wooden planters).
- (ii) The Clerk liaise with ESBC to progress conversations on the removal of the wooden planters and possible relocation within the town.
- (iii) The Clerk continue to liaise with the various Partners regarding the draft design (as agreed by the Policy and Planning Committee and Council) and the installation of suitable railings around the perimeter of the War Memorial, to be utilised to incorporate the Remembrance Wreaths during the Annual Parade and Service.
- (iv) The Clerk continue to provide Council with updates accordingly.

20. THE FORMER COACH AND HORSES IN CARTER STREET

Councillor P Krupski requested that this matter be included within the Agenda and she provided Council with an update from ESBC's Conservation Officer, as circulated to Members, regarding the progression of works at the former Coach and Horses in Carter Street as follows:

- *The Conservation Officer has been in communication with the owner and tenant of The White Hart and Coach and Horses in this matter for over a year.*
- *With regards to the scaffolding to the front and the Heras fencing to the side of the building, these are measures which have been enforced by ESBC's Building Control Team as a means of preventing further movement or collapse as well as protecting people and property from the same. This is an interim measure put in place whilst the owners of the building put together the planning and listed building applications to resolve the deterioration of the building.*
- *There have been some change of ownership whilst this has been going on which has delayed matters but recently ESBC have responded to a pre-application enquiry from the owner of the Coach and Horses via their Planning Agents.*
- *The Officers have since attended and appraised the scaffolding design which has been commissioned and the structural survey has also been commissioned but as yet we have seen neither of these reports.*

Councillor P Krupski provided Council with an update on the response from ESBC with regard to the pre-application enquiry received. Council's instruction was sought.

Council noted the importance of concerns being raised at the earliest opportunity about the appearance and condition of Listed Buildings within the Town to enable liaison with ESBC's Conservation Officer and Planning Team to take place prior to buildings becoming in such poor conditions as such as the former Coach and Horses and the former Wheatsheaf. Following due debate, it was

RESOLVED that the Clerk liaise with ESBC's Conservation Officer to:

- (i) Seek an update on the receipt of the Structural Survey, its findings and a way forward.
- (ii) Express the Council's concerns that the building is in an unsafe and potentially dangerous condition and advise that the scaffolding incorporated is obstructing the pavement.

21. HIGH STREET BOLLARD UPDATE

The Clerk reminded Council of its Resolution from its meeting on 13 January 2026 and she reported 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 Councils 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 was reminded that County Councillor Allen had provided an update within his County Councillor Report. Council's instruction was sought.

The Clerk reported receipt of an email on 6 February 2026 from County Councillor Allen asking for the Town Council to provide him with *'a list of all events that use High Street, and details of the permissions or orders relied upon to authorise any road closures or access restrictions. As High Street is a public highway which the town council have pointed out on many occasions, it's important we understand the basis for these arrangements. Thank you for your assistance.'*

The Chair sought Council's comments. Councillor Z Krupski reported that as included within County Councillor Allen's Report under Item No. 11(a), it stated that *'In good faith, SCC 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.'* He reported that SCC should have consulted with the Town Council prior to the bollard being replaced regarding the monitoring of the bollard which the Town Council were not aware of until the request was received from SCC on 19 December 2025. He reported that the solution for monitoring the high Street bollard was via a 'remote control centre' or by SCC itself.

He reiterated Councillor P Krupski's comment earlier in the meeting that the comment about *'meaningful change to the High Street will not be achieved while East Staffordshire Borough Council continues to delay the Maltings regeneration'* was factually incorrect, ESBC had not delayed the refurbishment of the Maltings which was progressing.

The Chair reported that the former County Councillor had on a number of occasions reported to Council that SCC would be replacing, maintaining and monitoring the High Street bollard. He expressed his concern that the correspondence received implied potential use of the High Street for town centre events could be used as leverage.

Councillor Boot reported that SCC had confirmed that the Town Council would have full control of the bollard which would be easily controlled by a mobile phone.

Councillor Z Krupski reiterated that *'if this could be easily carried out by the Town Council,'* why were SCC not carrying this out given that Highways remained a County Council responsibility.

It was noted that further debate ensued regarding the monitoring of the High Street bollard and potential legal litigation implications to the Town Council. Councillor Boot reported that he would be looking into this matter. Following due debate, it was

RESOLVED that:

- (i) The Clerk liaise with County Councillor Allen and SCC's Community Highways Manager to advise that their correspondence has been deferred for consideration by the Town Centre Forum at its next meeting.
- (ii) The Town Centre Forum consider the following at its next meeting:
 - (a) The correspondence received from SCC's Community Highways Manager dated 29 January 2026 and County Councillor Allen dated 6 February 2026.
 - (b) The Town Centre Forum be tasked with providing the information as requested by County Councillor Allen regarding *'a list of all events that use High Street, and details of the permissions or orders relied upon to authorise any road closures or access restrictions'* which would include the Annual Remembrance Parade, Christmas Lights Switch, Cracker Night, Makers Market and the Festivals which all have a significant impact on the Town.
 - (c) Liaise with local Partners regarding the historically important events which all contribute to the economic health of the town centre and encourage attendance their attendance at the Town Centre Forum meeting.

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

Councillor Mansfield requested it be recorded that he was the Vice-Chair of Governors at Bramshall Meadows First School. He reported that he had requested this matter be included within the Agenda and he provided Council with an update on progress of the link road/connection between the two sides of the Bramshall Meadows estate as follows:

- There was now a 'connection' open between the two sides of the Bramshall Meadows estate.
- As a 'link road' was not secured by condition during the initial planning process, the view of the developer is that their obligations have now been met. The connection is fairly tight and winds across various streets on the north side of the estate. Officers from ESBC are working with the developer to secure requirements for the bus route that was agreed for the estate.
- Bramshall Meadows First School have had longstanding concerns in relation to road safety for whenever the link road/connection was opened and they are anecdotally seeing more traffic on the road and more cars travelling at higher speed. They would like the developer to engage with them in relation to this ahead of the County Council eventually adopting the roads on the estate.

It was noted that Members expressed their disappointment with the above mentioned update on the 'link road' and it was noted Council supports ESBC in progressing the requirements for the bus route for the estate. Council's instruction was sought. Following due debate, it was

RESOLVED that:

- (i) Councillor Johnstone liaise with The Community Speedwatch Team to request that they consider including Bramshall Meadows within future Community Speedwatch sessions.
- (ii) The Clerk write to the Developer to request that they liaise with Bramshall Meadows First School and identify ways in which the risk to children safety from road traffic can be reduced.

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

Councillor Hawkins requested that Council gave consideration to offering the hire of the Town Hall, free of charge, to the Uttoxeter schools in support of the Council's Commitment for Biodiversity, Nature for the Town and encouraging involvement from younger residents and visitors of the town for the following:

- (a) An Exhibition of the Nature promoting the work they have done recently. Date to be determined. Council's instruction was sought.

RESOLVED that Council permits the hire of the Town Hall, free of charge, to the Uttoxeter Schools for 'An Exhibition of the Nature', date to be determined.

- (b) A 'Youth Climate Action Summit' on 21 April 2026. Council's instruction was sought.

RESOLVED that Council permits the hire of the Town Hall, free of charge, to the Uttoxeter Schools for a 'Youth Climate Action Summit' on 21 April 2026.

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

The Clerk reported receipt of an email dated 14 January 2026 from the Chair of The Community Foundation for Staffordshire and Shropshire advising Council that the Foundation was currently reviewing the quotations for the refurbishment works for the We Love Uttoxeter Community Hub located at St John's Hall and they were hopeful that they would commence with the refurbishment in February 2026 and that they would endeavour to keep the Council updated.

RESOLVED that:

- (i) The same be noted and welcomed.
- (ii) The Clerk liaise with the Chair of The Community Foundation for Staffordshire and Shropshire to seek an update on:
 - (a) Anticipated timeframe for the refurbishment project to be completed.
 - (b) What services are going to be provided by The Foundation from the 'We Love Uttoxeter Community Hub' including its promotion for use by the community.

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

Council was advised that NALC issued a I.T. Policy Model on 22 January 2026 in readiness for Assertion 10, which was currently being reviewed by the Office Manager and MidMC. The Draft I.T. Policy would be included for consideration by Council at its meeting scheduled to take place on 10 March 2026.

RESOLVED that the Draft I.T. Policy be included for consideration/adoption by Council on 10 March 2026.

26. SAFE PLACE SCHEME

Council was advised that a Teams Meeting took place with Chief Inspector Neeson, the Mayor, Deputy Mayor, Clerk and ESBC's Partnership Officer on 6 February 2026 to discuss a Safe Places Scheme within the Town.

The Chair reported that during the meeting a general discussion took place and it was noted that Uttoxeter was generally a safe place to visit and shop and at this time, there was no evidence to suggest that 'safe places' were required within the town centre and that at this time, there was no requirement under Martyn's Law to provide such safe places. He reported that ESBC's Partnership Officer would provide Council with an update should this change.

He reported that during the meeting debate had taken place on the ease of finding helpline numbers for those who made need access to a number of services. It was agreed that the Clerk produce a Poster, which had been circulated to Members, for inclusion within the town centre noticeboards, the Town Hall window, the Bus Station electronic noticeboard, library, leisure centre, GP Surgeries, Wildfred House, Heath Community Centre, We Love Uttoxeter Community Hub, Churches, Pubs, Cafes, the Cinema and Bowling Alley, Supermarkets and within the Cemetery Chapel.

RESOLVED that Members make contact with Councillor Houlihan or the Clerk by 13 February 2026 with any comments on the draft 'Helpline Contact Numbers' poster, in readiness for promotion.

27. BRADLEY STREET TOILETS – REFURBISHMENT UPDATE

Councillor P Krupski reported receipt of an update from ESBC's Enterprise Team dated 19 January 2026 regarding the refurbishment of Bradley Street Toilets. She reported that the works commenced on 26th January and a full closure of the main toilets was in place during the works of between 6-8 weeks. She reported that toilet facilities were available during the works within the library or via the portable toilets provided by the contractor and/or within the existing disabled toilets. Council's instruction was sought.

RESOLVED that the same be noted and welcomed.

28. THE MALTINGS – UPDATE

Borough Councillor P Krupski provided Council with an update from ESBC's Planning Team and ESBC's Regeneration Team regarding the Maltings as follows:

- *Planning Team Update - Re: Demolition of the Maltings, Uttoxeter (ref: P/2025/00572):*
 - *In relation to any (former) Co-op building demolition there is no current registered application for planning permission relating to this.*
 - *With regard to the proposed demolition of the Maltings application (P/2025/00572) – there is ongoing dialogue with the agents on this case and we are awaiting their next response. There will be new/revised submissions in due course and therefore further consultations with all parties (town councillors, public and of course Cllrs etc. will take place) but the exact timing of the arrival of those documents is not known at this stage.*
- *Report from the Regeneration Office:*
 - *In relation to the Co-op Demolition application, following some comments received on the precinct application with regards to the landscaping/connection between the Maltings and the High Street, a slight amendment has been made (with discussions on it concluding earlier this month).*
 - *The amendment will be included in the precinct application but also the Co-op Demolition application.*
 - *The Co-op application should be submitted next month, having spoken with our architects on the project.*

Councillor Hawkins reported that he had liaised with ESBC's Head of Service regarding specific questions from English Heritage which had now been resolved by ESBC's Architect and that ESBC were now awaiting a response from English Heritage. He reported that cladding would be incorporated onto the High Street shops. He reported that the UK Shared Prosperity Funding had ceased and that no areas in East Staffs were benefiting from its replacement, at present.

RESOLVED that Councillor P Krupski continue to provide Council with updates on The Maltings.

29. CEMETERY EXTENSION PROJECT UPDATE

The Chair reported 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 was advised that the surplus hedge quicks had been incorporated within the gaps within the boundary hedge off Stafford Road (Contractors entrance).

RESOLVED that the same be noted.

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

The Clerk reported 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.'

RESOLVED that the same be noted.

31. THE WHEATSHEAF, FORMER PUBLIC HOUSE

The Clerk reminded Council of its Resolution from its meeting on 13 January 2026 and she reported receipt of an email on 2 February 2026 from ESBC's Conservation Officer advising that they would email the Landowner and urge them to contact the Town Council.

The Chair reported receipt of an email on 10 February 2026 from the Owner of the Wheatsheaf who would 'be happy to discuss attending a Town Council or Policy and Planning meeting to update them of our intentions at some point in the future but at this stage, a closed meeting to discuss potential ideas for this site would be more helpful which would allow all parties to discuss and allow us to prepare some proposals for the future of this site. Our Planning Consultant is happy to attend this meeting, and I am sure ESBC's Planning Manager and Conservation Officer would also wish to attend as they have followed this site closely for the last couple of years, also copied to Councillor Allen as he has shown a keen interest in improving this area of Uttoxeter. Our schedule for February is now quite full but if you have some date mid-March hopefully we will be able to secure a date that all would be available to attend and of course anyone in your office who would like to be involved'. Council's instruction was sought.

RESOLVED that the Clerk liaise with the Owner of the Wheatsheaf Site to extend them an invitation to the Council Meeting on 10 March 2026 along with ESBC's Planning Manager and Conservation Officer, to provide Council with an update on intentions/ideas for the site, in private as requested.

It was noted that Councillor Boot abstained from the above mentioned vote.

32. ESBC - CONSULTATION ON A NEW SELECTIVE LICENSING DESIGNATION

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

RESOLVED that the same be noted.

33. SCC INFORMATION GOVERNANCE SUPPORT – JANUARY 2026 BULLETIN

The Clerk reported 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.

RESOLVED that the same be accepted and approved.

34. PENINSULA – COUNCIL'S HR PROVIDER

The Clerk reported 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.

RESOLVED that with respect to 34(a)-(k) as above, the same be accepted and approved.

35. HMRC SUPPORT

The Clerk reported 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.

RESOLVED that with respect to 35(a)-(b) as above, the same be accepted and approved.

36. STAFFORDSHIRE PENSION FUND

The Clerk reported 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:

RESOLVED that the same be accepted and approved.

The Chair expressed his thanks to the members of the public for their attendance and participation within the meeting. It was noted that they left the meeting at this time.

37. 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.

It was noted that Members of the Personnel Appeals Committee and the Clerk had not been issued with the Personnel Committee Recommendations, which had been issued to Members directly by Council's Office Manager by email on 4 February 2026 and hard copy in separate sealed envelope.

It was noted that Councillors Hawkins, Mansfield and C Sylvester and the Clerk separately left the Chamber prior to Item No. 38 and Council's Office Manager was the Proper Officer in attendance for this item.

38. PERSONNEL COMMITTEE RECOMMENDATIONS

Council gave consideration to the Recommendations of the Personnel Committee from its meeting held on 14 January 2026, as issued to Members via Council's Office Manager by email on 4 February 2026 and hard copy in separate sealed envelope.

RESOLVED that the Recommendations of the Personnel Committee Meeting held on 14 January 2026, be approved and ordered to form part of the minutes, filed within the Personnel Minute Book.

It was noted that Councillors Boot and Wain abstained from the above mentioned vote.

It was noted that Councillors Hawkins, Mansfield and C Sylvester and the Clerk were asked to return to the meeting at this time. The Clerk resumed as Proper Officer.

39. RBL UPDATE – ROUTE OF THE ANNUAL REMEMBRANCE PARADE

Council was advised that an update would be provided by the local Branch of RBL following their meeting on 17 February 2026 regarding the route of the Parade, as previously reported.

RESOLVED that upon receipt of an update, this matter be included for further consideration by Council, in private.

40. LOCAL GOVERNMENT REORGANISATION

The Clerk reported receipt of an email on 26 January 2026 from The Leader Staffs Moorlands District Council 'Thanks for keeping us up to date and for the decision made at UTC, much appreciated. We are expecting the LGR consultation run by Government to commence in early February. Your council will have the opportunity to participate in that as a defined stakeholder in the process.'

The Chair reported receipt of two emails since the issue of the Agenda, as received from SPCA and Staffordshire Moorlands District Council advising Council a period of Statutory Consultation on Local Government Reorganisation had commenced until 26 March 2026 and providing information on the Options submitted which had been forwarded to Members. He reported that the correspondence received had been included for consideration by Council at its meeting on 10 March 2026.

RESOLVED that the same be noted.

41. STAFFING INCLUDING TRAINING

- (a) The Chair reported the staff lieu time hours for up to 6 February 2026 is 23¾. Council was reminded of the previous two months lieu time hours were 21¾ (2 January) and 31¾ (30 November).

RESOLVED that the same be accepted and approved.

It was noted that Councillor Boot abstained from the above mentioned vote.

- (b) The Mayor reminded Council that the Fulltime Administrative Assistance will commence her employment on Monday, 16 February 2026, working Monday-Friday, 9am-5pm within the Town Hall.

RESOLVED that the same be noted.

- (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 as follows:

• Ballroom Events/bookings	5
• Tea Dances	2
• Craft & Produce	1
• ADS Events/bookings	0
• Cemetery Interments	4

RESOLVED that the same be noted.

42. AGENDA ITEMS FOR NEXT MEETING

None received.

The meeting was closed at 8.58 pm.



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, 24 FEBRUARY 2026 AT 10.00 AM

Chair – Councillor B Houlihan

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

Officer in attendance – T Jeffery, Town Clerk

1. CHAIR'S WELCOME

The Chair provided a brief on the fire procedure in the event of a fire, provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", a reminder that the Council had Signed up to the Civility and Respect Pledge and the use of mobile phones during the meeting.

2. APOLOGIES FOR ABSENCE

- (a) The Clerk reported receipt of approved apologies from Councillors A Mansfield (ex-officio) and A Noyes.

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 there were no members of the public in attendance.

4. DECLARATIONS OF INTEREST

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

None received.

5. ESBC - PLANNING APPLICATIONS

Committee gave consideration to Planning Applications:

- (a) P/2025/00914 - Installation of two new floodlighting columns, replacement of floodlights on five existing columns and use of floodlights illuminating rugby pitch for up to 60 days per calendar year at Oldfields Sports and Social Clubhouse, Springfield Road, ST14 7JX.
- (b) P/2025/01220 - Erection of a two-storey detached double garage and external staircase at Barn Patch, West Hill, ST14 8BN.
- (c) P/2026/00125 - Replacement roof and installation of roof mounted solar panels at Uttoxeter Pentecostal Church, 67 High Street, ST14 7JQ.

- (d) P/2026/00127 - Erection of a single storey rear extension, two storey side extension including dormers to front & rear elevations, installation of canopy to front elevation, alterations to existing fenestration and installation of solar panels to front & rear roof slopes at 12 Heath Road, ST14 7LT.
- (e) P/2026/00146 - Change of use of land to form an extension to existing car park including installation of 4 electric vehicle charging points with a substation (only include if substation required) and erection of 1.2m high fencing at Hazelhurst, 69 Derby Road, ST14 8EB.
- (f) P/2026/00148 - Prior Approval for the installation of 270 roof mounted solar PV panels to existing building at ALDI Stores Limited, Old Knotty Way, ST14 8FH.
- (g) P/2026/00156 - Erection of a single storey rear/side extension at Highwood House, 58 Highwood Road, ST14 8BJ.

RESOLVED that with respect to Planning Application No.:

- (i) P/2025/00914, Council had no comment to make at this stage.
- (ii) P/2025/01220, Council had no comment to make at this stage.
- (iii) P/2026/00125, Council had no comment to make at this stage.
- (iv) P/2026/00127, Council requests that the Planning Authority consider the compatibility to adjoining properties prior to consent being granted.
- (v) P/2026/00146, Council had no comment to make at this stage.
- (vi) P/2026/00148, Council had no comment to make at this stage.
- (vii) P/2026/00156, Council had no comment to make at this stage.

6. UTTOXETER NEIGHBOURHOOD PLAN – UPDATE

UVE CIC provided Committee with the following update from the Neighbourhood Plan Steering Group Meeting held on:

(a) 2 February 2026:

- *The Steering Group discussed the impacts of the emerging NPPF and its relationship with the emerging Neighbourhood Plan. On reflection the emerging Neighbourhood Plan accords with the national policy direction of travel and locally specific policy to support the broad themes.*
- *However, it may also be necessary for Neighbourhood Plans in the future to allocate sites for development. The Steering Group discussed the range of approaches to this. Without an amended growth figure, it is difficult to understand the scale that may be required.*
- *The Steering Group are going to collate a list of all brownfield sites within the Neighbourhood Area and consider if any may be suitable for allocation. A summary is provided and a recommendation for those to be considered for inclusion in the emerging Neighbourhood Plan should it be required.*
- *Should UTC agree to this approach, it is necessary to check with ESBC's Principal Planner Policy Officer on the projected growth figure once more and should the NP make site allocations only of brownfield sites on the ESBC register if screening is needed to be undertaken again prior to Regulation-14 Consultation.*

RECOMMENDED that the same be accepted and approved.

(b) 23 February 2026 - The Chair provided Committee with an update from the Steering Group Meeting as follows:

- The Steering Group considered a complete list of ESBC Brownfield sites on the register and identified vacant sites that could be considered for inclusion.
- Committee was asked to consider the Council contacting ESBC's Policy Principal Planner to confirm the Emerging Growth Strategy and send the draft list of Brownfield sites (as considered by the NHPlan Steering Group) to ask if these are allocated in the Uttoxeter Neighbourhood Plan, would further screening need to be undertaken. Committee instruction was sought.

RECOMMENDED that the Clerk contact ESBC's Policy Principal Planner to:

- Confirm the Emerging Growth Strategy
- Send the draft list of Brownfield sites (as considered by the NHPlan Steering Group) to ask if these are allocated in the Uttoxeter Neighbourhood Plan, would further screening need to be undertaken. Committee instruction was sought.

7. ROADS, SPEED LIMITS AND SPEED INDICATOR DEVICES

The Clerk reminded Committee of its Recommendation on 27 January 2026 and she reported receipt of the following:

- (a) Emails from a local resident between 13-16 February 2026 Re: the SID's in Stafford Road being set at 40mph. Committee is advised that the Clerk is awaiting an update from Council's SID's Contractor. It is noted that the SID's were flashing red above 30mph on 13 February 2025. The Clerk reported that no further correspondence had been received.

RECOMMENDED that the same be noted.

- (b) Email from County Councillor Allen on 16 February 2026 advising Committee that *'Thank you for forwarding the Policy and Planning Committee's recommendation regarding the speed limit along The Dove Way. I note the concerns raised in the Committee minutes about the current 50-40-50mph arrangement and the mixed nature of the road, including its use by pedestrians, cyclists, cars, vans and HGVs, as well as the proximity of the Recycling Centre, industrial units and the forthcoming Sports Hub. As a first step, I will raise this with the Traffic & Safety team within Staffordshire County Council's Highways service and request a formal review of the speed limit along the full length of The Dove Way. Once I have officer feedback and an indication of the next steps, I will ensure the Town Council is updated. Thank you for bringing this matter to my attention.'* Committee instruction was sought.

RECOMMENDED that upon receipt of a response from County Councillor Allen, this matter be included for further consideration by Committee at a future meeting.

8. WAR MEMORIAL REFURBISHMENT PROJECT UPDATE

- (a) As Resolved by Council on 10 February 2026, the Chair reported that the Clerk had placed the Orders with Stonemasons of Worcester (£13,014 plus vat), Southcroft Scaffolding (£2,850 plus vat) and Montague Architects (£1,800 plus vat) and that the Clerk would continue to provide Council with updates on the Listed Building Application/Consent.

RECOMMENDED that the same be noted.

- (b) As Resolved by Council on 10 February 2026, the Clerk reported receipt of an email from ESBC confirming that their contractor would permanently remove the planters as requested and they had sought alternative locations within the Town for the planters. The Clerk reported that she had suggested that the In Bloom Committee consider alternative locations at its next meeting.

RECOMMENDED that the Clerk liaise with ESBC to request that, whilst the In Bloom Committee consider suitable relocation for the planters, ESBC's Contractor store the planters until an update can be provided to ESBC.

- (c) The Clerk reported that a meeting with Partners and Council's Architect to discuss the structure for around the War Memorial was due to take place 11 March 2026 (tbc) and an update would be provided to Council/Committee following the meeting.

RECOMMENDED that the same be noted.

9. MILLENNIUM MONUMENT REFURBISHMENT PROJECT UPDATE

The Chair reported that, as Resolved by Council on 25 November 2025, the order had been placed with The Stonemasons of Worcester for replacing the existing plaques with countersunk black granite plaques (inc. one to be updated), secure a stone resin/sealed to prevent future water ingress, cleaning of the monument via thermatech cleaning system and repair of MARS marble (Clerk has the piece broken off) in the sum of £5,538.50 plus vat (discounted rate), funded by £3,635 within 331 Millennium Monument EMR and Millennium Monument Project budget allocation for 2026-27. It was anticipated that the project would commence in April 2026.

Committee was reminded that ESBC's Conservation Officer confirmed on 26 January 2026 that the replacement plaques would not require planning permission and therefore no Architect involvement would be required for this project as initially reported.

The Clerk reported that she would continue to liaise with Council's Tenant within the Kiosk who would continue to trade throughout the Millennium Monument Project.

RECOMMENDED that the same be noted and welcomed.

10. **BRAMSHALL MEADOWS/ST MODWEN DEVELOPMENT LINK ROAD**

- (a) The Clerk reported receipt of an email on 17 February 2026 from ESBC's CEO advising Council that *'Given planning officers concluded there was no breach in relation to the original planning permission, I would suggest UTC direct these matters about the route to SCC Highways as well as Miller Homes who are responsible for the route, as it is not yet formally adopted.'*
- (b) The Clerk reported that no response had been received from Jacob Collier MP at this time.

Committee instruction was sought. Following due debate, it was

RECOMMENDED that the Clerk:

- (i) Liaise with County Councillor Allen to:
 - (a) Suggest he visit the Bramshall Meadow/St Modwen Development to drive along the route through the site as currently provided by the Developer.
 - (b) Seek his feedback on the current route as provided including accessibility for larger vehicles including emergency vehicles.
 - (c) Seek his support in using his leverage as County Councillor to progress conversations with the Developer on the provision of a more suitable, direct route through the development, which would be more accessible for larger vehicles including emergency vehicles, prior to this route/road being adopted.
- (ii) Liaise with Jacob Collier MP to:
 - (a) Suggest he visit the Bramshall Meadow/St Modwen Development to drive along the current route through the site as currently provided by the Developer.
 - (b) Seek his feedback on the current route as provided including accessibility for larger vehicles including emergency vehicles.
 - (c) Seek his support in liaising with County Councillor Allen and using his leverage as MP to progress conversations with the Developer on the provision of a more suitable, direct route through the development, which would be more accessible for larger vehicles including emergency vehicles, prior to this route/road being adopted.
- (iii) Include responses for further consideration by Committee at its next meeting.

11. **ESBC (OFF STREET PARKING PLACES) VARIATION NOTICE 2026**

The Clerk reported receipt of a letter dated 5 February 2026 (received 9 February 2026) from ESBC's Head of Legal and Regulatory Services (Monitoring Officer) inviting feedback from Council on the proposed ESBC (Off-Street Parking Places) Variation Notice which outlines updates to existing parking restrictions and provisions within East Staffordshire. Council is asked to provide its comments or objections in writing within 14 days of the date of the letter. Committee instruction was sought.

Committee was advised that ESBC had granted an extension to enable Committee to make its comments accordingly.

RECOMMENDED that the Clerk liaise with ESBC's Head of Legal and Regulatory Services (Monitoring Officer) to advise that Council:

- (i) Seeks confirmation from ESBC that free parking will remain in place for The Heath Community Centre carpark.

- (ii) Given the parking charges for Burton Market Place (1hr/80p), request ESBC further consider offering a 1 hour parking provision on Uttoxeter pay and display car parks for £1.

12. RURAL SERVICES NETWORK

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

- (a) The Rural Bulletin - 10 February 2026.
- (b) RMTG Roundup February 2026 dated 12 February 2026.
- (c) You're Invited! RMTG Meeting 23 March 2026 via zoom (4.30pm-5.30pm) dated 13 February 2026.
- (d) Email dated 17 February 2026 from RSN Administrative Support Officer advising Committee of the following (*in response to Committee Recommendations*):
 - (i) Meetings:
 - Monday, 23rd March 2026 – RMTG Meeting
 - Tuesday, 21st July 2026 - RMTG - Older People Sounding Board meeting
 - Thursday, 23rd July 2026 - RMTG - Young People Sounding Board meeting
 - Thursday, 8th October 2026 - RMTG Meeting
 - (ii) As an RMTG member you are also invited to attend our seminars. RMTG member organisations can book up to 2 places on each of the RSN seminars as below:
 - Rural Connectivity - 25 February 2026 11:00 - 13:00
 - Rural Communities - 25 March 2026 11:00 - 13:00
 - Rural Economy - 29 April 2026 11:00 - 13:00
 - Rural Transport - 3 June 2026 11:00 - 13:00
 - Rural Affordable Housing - 15 July 2026 11:00 - 13:00
 - Rural Planning - 4 November 2026 11:00 - 13:00
 - Rural Health & Care - 2 December 2026 11:00 - 13:00
 - (iii) A monthly bulletin was not a service they offer at present. The RSN bulletins were issued weekly and the RMTG Roundup was sent every 6 times per year (approximately every 8 weeks).
- (e) The Rural Bulletin - 17 February 2026.

The Chair encouraged Members to liaise with the Clerk should they be available to attend any of the above mentioned Meetings and RSN Seminars as recorded above.

RECOMMENDED that with respect to 12(a)-(e) as above, the same be noted.

13.

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.

14. THE WHEATSHEAF SITE

The Clerk reminded Committee of its Resolution on 10 February 2026.

- (a) The Clerk reported receipt of an email on 17 February 2026 from the Owner of the Wheatsheaf Site providing Committee with an update on its invitation to attend the Council meeting on 10 March 2026. Committee instruction was sought.

RECOMMENDED that the same be noted.

- (b) Committee gave consideration to the Owner of the Wheatsheaf Site attending a future Policy and Planning Committee meeting to discuss the proposals for the redevelopment of the Wheatsheaf site. Committee instruction was sought.

RECOMMENDED that the Clerk liaise with the Owner of the Wheatsheaf Site to extend a further invitation to attend a future Policy and Planning Committee meeting (4th Tuesday of the month, commencing at 10am), in private, to discuss the proposals for the redevelopment of the Wheatsheaf site.

15. FUTURE SPORTS PROVISIONS FOR THE TOWN

- (a) The Clerk reminded Committee of its Resolution on 9 January 2026 and she reported receipt of an email from The FA's Head of Delivery on 3 February 2026 advising Committee that *'We have not been made aware of any requirements or conditions of the 106 agreement to have any residents on the steering group for the hub, so this is not something that we will be able to commit to moving forwards. As previously mentioned we are happy for a representative of the Town Council to attend the steering group.'*

The steering group will have representation from the local community via the local football clubs, and we will likely offer the opportunity for a participant using the site to be part of the steering group as well, so we should have plenty of representation from the Uttoxeter Community on the group.' Committee instruction was sought.

It was noted that Members preference would be to have at least two Representatives from the Town Council on the Steering Group for the Hub. The Clerk reported that Councillor Holland had previously expressed an interest in being appointed to the Steering Group as she had experience on a similar project. Following due debate, it was

RECOMMENDED that the Clerk liaise with The FA's Head of Delivery to seek clarity that at least one representative of the Town Council will be appointed to the Steering Group for the hub and not just invited to attend the Steering Group meetings.

- (b) The Chair reported that no updates on the progression of the Future Sports Provisions for the Town had been received at this time. Committee instruction was sought.

RECOMMENDED that the Clerk liaise with The FA's Head of Delivery to seek an update on the progression of the Future Sports Provisions for the Town.

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

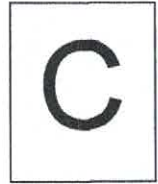
The Chair reported that as Recommended by Committee at its last meeting, letters had been issued to 10 local GP Practices (Abbots Bromley Surgery, Alton Surgery, Balance Street Practice, Dove River Practice (Tutbury and Sudbury), Mill View Surgery, Northgate Surgery, Tean & Blythe Bridge Surgery, The Tardis Surgery, Waterhouses Medical Practice and Well Street Medical Centre (Cheadle)) which were within 30 minutes travel from Uttoxeter, to seek their initial level of support for a Uttoxeter Neighbourhood Healthcare Hub.

He reported that the letter, as previously issued to Members, had been issued to the above mentioned, requesting a response by 6 March 2026. He reported that to date, 3 support responses had been received and that the Clerk had issued a reminder to the remaining 7 GP Surgeries on 23 February 2026 who had not yet responded.

He reported that upon receipt of the initial level of support, an update would be provided to Committee, in private, at its next meeting.

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

The meeting closed at 10.53am.



UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE ARISING FROM ITS MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON TUESDAY, 24 FEBRUARY 2026 AT 5.30 PM

Chair – Councillor R Hawkins

Councillors: D Boot, B Houlihan, Z Krupski, C Sylvester, A Johnstone (Observer)

Officer in attendance: T Jeffery, Town Clerk

1. CHAIR'S WELCOME

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

2. APOLOGIES FOR ABSENCE

- (a) The Clerk reported that approved apologies had been received from Councillors A Noyes, S Page and A Mansfield (ex-officio).

RECOMMENDED that the same be accepted and approved.

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

RECOMMENDED that the same be noted.

3. PUBLIC PARTICIPATION

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

It was noted that no public were in attendance in the meeting.

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. WIDGIT SYMBOLS FOR INCLUSION AND ACCESSIBILITY WITHIN UTTOXETER TOWN HALL

Committee was asked to consider Representatives from Widgit Symbols to attend the Town Hall to carry out an Audit for incorporating Widgit Symbols for making the Town Hall more inclusive and accessible.

The Clerk reported that Widgit had carried out a Presentation at the SLCC Conference held recently and Local Authorities were being encouraged to consider making their public buildings more inclusive. She reported that she had liaised with the Events Team who were in agreement that Widgit Symbols would benefit attendees at events held within the Town Hall.

The Clerk reported that Wigit had offered to attend to carry out an audit of the Town Hall and provide Committee with a Presentation. Committee instruction was sought. Following due debate, it was

RECOMMENDED that:

- (i) The Clerk and Councillor Johnstone be tasked with liaising with the local Schools to ascertain information on the Wigit package used within their school.
- (ii) The Clerk liaise with Wigit Symbols to request, in the first instance, they provide Committee with Presentation on Wigit Symbols a future meeting.
- (iii) This matter be included for consideration by Committee at its next meeting.

6. TOWN HALL REPAIRS AND MAINTENANCE

As in accordance with the Listed Building Application and Planning Application as submitted to ESBC for the proposed works to the roof (install new roof light inc. flashings), repointing, window repairs, replacement guttering and drainpipes and replacement bird netting. Committee gave consideration to:

- (a) The quotations as obtained and received from Council's Architect and as reported to Council as part of its Estimates/Precept considerations in the sum of £16,849.60 plus vat for above mentioned works plus up to £3,000 plus vat for the scaffolding provisions, to be funded by the Town Hall Repairs and Maintenance budgets 2025-26 and 2026-27. Committee instruction was sought. The Clerk reported that the quote for the side alley scaffolding was £2,620 plus vat however, the scaffolders would have to attend to remove and relocate parts of the scaffolding to enable the bird netting Contractors to use which would incur some additional costs. She reported that Council's Architect had suggested Council incorporated up to £3,000 for scaffolding provisions for the side alley works and bird netting installation.

RECOMMENDED that the quotations received from Council's Architect in the sum of £16,849.60 plus vat (Greenheart Construction Ltd) and up to £3,000 plus vat for scaffolding provisions for the side alley works and bird netting requirement scaffolding (Southcroft Ltd), be accepted and approved, funded by the Town Hall Repairs and Maintenance budgets 2025-26 and 2026-27.

- (b) Committee was advised that installation of bird netting was in addition to the above mentioned costings to be funded by the Town Hall Repairs and Maintenance budget 2026-27. The Clerk reported receipt of quotations received for the supply, installation and associated waste removal in the sums of £1,996.30 plus vat and £2,220 plus vat.

The Clerk reported that both quotations had been duly reviewed by Council's Architect. It was noted that one quote had suggested contact be made with the adjacent property owner to seek permission for additional fixings to be incorporated within the adjacent property wall. The Clerk reported that brackets had been incorporated previously when the bird nettings had been replaced some years previous. Committee instruction was sought.

RECOMMENDED that:

- (i) The quotation received in the sum of £1,996.30 plus vat (Preserva CSS Pest Services) for the supply of recommended bird netting including installation and associated waste removal, be accepted and approved, funded by the Town Hall Repairs and Maintenance budgets 2026-27.
- (ii) The Clerk seek permission from the adjacent property owner for the installation of additional fixings within the adjacent property wall.

It was noted that Councillor Boot abstained from the above mentioned vote.

7.

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.

8. EPOS NOW RECEIPTING/CARD PAYMENT SYSTEM FEES

The Clerk reported receipt of an email on 17 February 2026 from EPOS NOW offering the Council a renewed Contract for its EPOS Receipting/Card Payment System, which was just out of minimum Contract, as follows:

- Current Plan was charged at £64.80 per month (inclusive of VAT) for the following charges:
 - Standard Support License (S-509194) – £30.00 Monthly (£25.00 excl. vat)
 - Epos Now Payments P400 Countertop Card Machine (Fees of 1–1.24%) (S-509190) – £18.00 Monthly (£15.00 excl. vat)
 - Protect Now Care Plan (S-509195) – £16.80 Monthly (£14.00 excl. vat)

Committee was asked to consider the following options as received from EPOS:

- (a) Renew the contract for 12 months, waive the card machine rental cost, and keep both the Care Plan and SSL.
- (b) Renew the contract for 12 months, waive the card machine rental cost, remove the Protect Now Care Plan, and Council would be charged only £30 per month.

Committee instruction was sought. It was noted that Members queried the associated costs. The Clerk reported that the former F&GP Committee along with Council's Architect and she had carried out significant research on a suitable till system for the Town Hall. She reported that, as recommended by Council's Internal Auditor, EPOS had been selected to provide a bespoke system suitable for a local Government office which had been tailor made to the Council's requirements which was now in use within other local authorities. It was noted that alternative options be considered in the future due to the costs involved. Following due debate, it was

RECOMMENDED that the Clerk liaise with EPOS NOW to advise that Council renews the contract for 12 months, accepting the offer to waive the card machine rental cost, and retains the Protect Now Care Plan in the sum of £14.00 plus vat per month plus the Standard Support License (S-509194) in the sum of £25.00 plus vat per month, funded by the Office Equipment budget allocation.

9. DESIGNATED PREMISES SUPERVISOR (DPS) PROVISIONS FOR UTTOXETER TOWN HALL

- (a) The Chair and the Clerk provided Committee with an update from the Events Team. The Clerk reported receipt of an email dated 19 February 2026 from the DPS for the Town Hall, due to a change in circumstances, requesting Council removal as Council's DPS at the earliest convenience.

RECOMMENDED that:

- (i) The same be accepted and approved.
- (ii) The Clerk express Committee's sincere thanks to the DPS in recognition of his and the Events Teams efforts for their ideas for the future of the Town Hall venue.

- (b) Committee gave consideration to the DPS for the Town Hall including advertising for a DPS. Committee instruction was sought.

RECOMMENDED that:

- (i) The Clerk be tasked forthwith with updating the existing DPS Advert, on the same terms and conditions, to be advertised, with Tenders to be received by 17 March 2026.
- (ii) The Tenders be invited to give a brief Presentation to Committee at its meeting on 24 March 2026 who will make Recommendations to Council on the successful Tender for the DPS.

The meeting closed at 6.07pm.



D

UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE UTTOXETER IN BLOOM COMMITTEE FROM ITS MEETING HELD AT UTTOXETER TOWN HALL ON THURSDAY, 26 FEBRUARY 2026 AT 9.00AM

Chair – Councillor P Krupski

Councillors: C Lancaster

Non-Council Members: M Williams, J Dean, Z Krupski, W Flower and A Felthouse.

Officer In Attendance: A Wain, J Mather

1. **CHAIR'S WELCOME**

The Chair welcomed Members to the meeting and 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) The name of councillors who were absent and apologies had been received
None.

RECOMMENDED that the same be noted.

- (b) The name of councillors who were absent and apologies had not been received.
T Ashby and J Glandfield

RECOMMENDED that the same be noted and approved.

3. **PUBLIC PARTICIPATION**

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

The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Council meeting itself. The 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 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. **MINUTES OF THE LAST MEETING HELD ON 10 FEBRUARY 2025**

It was noted that a copy of the Recommendations from the meeting held on 10th February 2025 were provided to Members prior to the meeting for their information.

RECOMMENDED that: the same be noted.

6. VARIOUS BLOOM PROJECTS

- a) Committee considered a theme for the 2026 UIB campaign. It was reported that 2026 would mark the centenary of Winnie the Pooh, and 2026 is also the National Year of Reading.

RECOMMENDED that: the 2026 UIB theme be based on the 100th anniversary of the publication of Winnie the Pooh.

- b) Committee considered a theme for the Best Dressed Window Competition 2026.

RECOMMENDED that: the Best Dressed Window Competition 2026 theme be "Teddy Bears Picnic" as it ties in with the Winnie the Pooh overall theme.

- c) Committee considered a colour scheme for this years Town Hall planting. It was reported that that the Town Hall Admin Assistants will require help with the planting and watering of the tower planters. This can hopefully be provided by ESBC.

RECOMMENDED that:

- 1) The colour scheme for the 2026 Town Hall planting to match the ESBC hanging baskets.
- 2) Town Hall Admin Assistants to contact ESBC regarding planting/watering.

- d) Committee considered the 2026 Bloom Tour route for the Town Category judging. It was noted that a copy of the draft route was provided to members prior to the meeting.

RECOMMENDED that: the draft UIB Town Category tour route be accepted and approved.

- e) It was reported that the Town Category Tour had been scheduled to take place on Thursday, 16th July 2026 (date still TBC by the judges) and the practice tour had been scheduled to take place on Thursday, 2nd July 2026.

RECOMMENDED that the same be noted and approved.

- f) Committee considered ideas for the 2026 Bloom Tour map for the portfolio.

RECOMMENDED that: the Admin Assistants explore options to create a map based on community drawings of the stops on the Bloom Tour.

- g) It was reported that a copy of the Stafford Road floral bed design for 2026 had been requested but had not yet been received. Committee considered that this year's floral bed would celebrate 100 years of Winnie the Pooh.

RECOMMENDED that: once received, the floral bed design be circulated to committee members via email.

- h) It was reported that the Uttoxeter In Bloom Open Evening had been scheduled to take place on Thursday, 22nd October 2026 5.30pm – 7pm.

RECOMMENDED that: the same be noted and approved.

- i) Committee were informed that the Cemetery embankment had been re planted after being trimmed in error, by the new cemetery contractors. This is now complete.

RECOMMENDED that: Admin Assistants to monitor this over the next year.

- j) It was reported that one of the community groups requested A boards for use at the Open Gardens events going forward. It was reported that these cannot be stored at the Town Hall.

RECOMMENDED that: A boards be allocated to the community group under the 2025-2026 budget.

- k) A reminder was given to all Community Garden Groups to register for It's Your Neighbourhood competition.

RECOMMENDED that: the same be noted and approved.

7. FINANCE 2025-26

- a) It was noted that a copy of the current 2025-26 UIB budget and a full record of expenditure was provided to members prior to the meeting.

RECOMMENDED that:

- 1) The 2025-26 Uttoxeter In Bloom budget underspend be allocated to the following: Library courtyard planters x2, A-boards x4, Geranium and Lavender, metal obelisks x2 (locally made), planters x2, bulbs and wildflowers for the town, pollinator friendly plants for The Maltings, top soil/compost and bark, stickers and bookmarks for the children during Open Gardens.
- 2) After the above has been purchased, any remaining 2025-26 UIB budget to be spent as the Chair and Admin Assistants see fit.

8. FINANCE & GRANTS 2026-27

- a) Committee considered the draft 2026-27 budget. It was noted that a copy of the draft budget was provided to members prior to the meeting.

RECOMMENDED that:

- 1) A £200 grant be allocated for the Uttoxeter schools, subject to receipt of a completed grant form.
- 2) A £250 grant be allocated to each of the following community gardens: St Marys Parish Church, Redferns Cottage Courtyard Garden, Uttoxeter Library Courtyard Garden, Uttoxeter Heath Community Centre Community Garden, the Friends of Bramshall Road Park and U3A Wilfred House Courtyard Garden, subject to receipt of a completed grant form.
- 3) A £300 grant be allocated to Uttoxeter Train Station Adopter subject to receipt of a completed grant form.
- 4) £100 be allocated to 2026 Bloom Award Attendance.
- 5) £350 be allocated to the Judging Tour minibus
- 6) £250 be allocated to Town and Cemetery judging costs for 2026.
- 7) £450 be allocated to the Bloom lunch after the Town Judging Tour.
- 8) £150 be allocated to The Best Dressed Window Competition.
- 9) £60 be allocated to The Photography Competition.
- 10) £600 be allocated to prizes for the 4 allotments that take part in The Best Kept Allotment Plot Competition.
- 11) £250 be allocated to the UIB Open Evening
- 12) £25 be allocated to the UIB Open Gardens Event.
- 13) £120 be allocated to purchase ESBC sponsored hanging baskets for the Library & Redfern's Cottage.
- 14) £750 be allocated to Town Hall planting, hanging baskets, and watering.
- 15) £450 be allocated to bulb planting in the cemetery and town.
- 16) £50 be allocated to Bramshall Road Park planting with local care homes.
- 17) Once the recommended amendments above have been made, the draft 2026-27 budget be accepted and approved.

9. AOB

- a) It was reported that the War Memorial will be undergoing refurbishment later in 2026, and the planters currently surrounding it will be removed. These are unable to be used in the Maltings area yet.

RECOMMENDED that:

Admin Assistants to ask ESBC to store these for us in a secure and dry place.

- b) It was reported that Community Garden Groups need to keep a record of their volunteers and volunteer hours worked.
- c) It was reported that Community Garden Groups need to keep a record of any donations received and their value.
- d) It was reported that Community Garden Groups are suggested to create an information sheet about their gardens, to be used on the judging tour.
- e) It was reported that Community Garden Groups need to complete their grant application forms. Admin Assistant to circulate the application forms.
- f) It was reported that the ESBC hanging basket colour scheme is a mix of purple, yellow, orange and pink. Admin Assistant to circulate photo amongst Bloom groups.
- g) It was reported that the Bloom Open Gardens event will take place on Saturday 27th June 2026.

10. NEXT MEETING DATE

Date TBC. 10am start.

UTTOXETER TOWN COUNCIL

E

ACCOUNTS TO BE PASSED FOR PAYMENT AT THE MEETING TO BE HELD ON 10 MARCH 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
550168318	Bradley Accountancy Practice Ltd	2025-26 - Prof. Services - Annual Payroll Prof. Fees	400.00	80.00	480.00
550569785	XX Mellor-Shaw	2025-26 - T/Hall Bookings - Return Refundable Deposit for 31/1/26	200.00	-	200.00
552211788	HMRC	2025-26 - Staff Salaries - Contribs - Part Mth 11 & Mth 12	3,373.23	-	3,373.23
552212236	Staffordshire Pension Fund	2025-26 - Staff Salaries - Contribs - Part Mth 11 & Mth 12	3,579.87	-	3,579.87
		Already Paid BACS Payments Sub - Total	7,553.10	80.00	7,633.10
		Payments already made by Cheques/BACS Sub - Total	7,553.10	80.00	7,633.10

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	Bropam Ltd	2025-26 - Office Equip. - Stationery - Clerk's Printer Ink	75.92	15.18	91.10
TBA	Burton Industrial Engraving	2025-26 - Cem. - Mem. Tree Plaque Engraving	95.00	18.00	342.00
As Above	Burton Industrial Engraving	2025-26 - Cem. - Mem. Tree Plaque Engraving	95.00	18.00	
As Above	Burton Industrial Engraving	2025-26 - Cem. - Mem. Tree Plaque Engraving	95.00	18.00	
TBA	C Bradbury	2025-26 - T/Hall Ents. - Tea Dance Entertainment Fee - Feb 26	240.00	-	240.00
552215084	Combined Staff Salaries	2025-26 - Staff Salaries - Part Mth 11 & Mth 12 13/03/26	9,667.42	-	9,667.42
TBA	Cropper Grounds Maintenance Limited	2025-26 - Grounds Maint. - Cemetery & St Mary's Churchyard - Feb	6,000.00	1,200.00	7,920.00
As Above	Cropper Grounds Maintenance Limited	2025-26 - Cem. Repair/Maint/H&S - Supply/install Add. black posts	600.00	120.00	
TBA	Hamilton	2025-26 - T/Hall Rep./Maint. - Window Cleaning	47.50	-	47.50
TBA	InReach Group Limited	2025-26 - Office Equip. - Photocopier Toner	7.50	1.50	240.12
As Above	InReach Group Limited	2025-26 - Office Equip. - Copier 20/1-19/2/26 & Annual Admin Fee	192.60	38.52	
TBA	Lavin Printers Ltd	2026-27 - Stationery - Precept Leaflets (1,000)	120.00	-	120.00
TBA	Leisure Bench Ltd	2025-26 - Memorial Bench	410.83	82.17	493.00
TBA	Lyreco	2025-26 - Office Equip. - Stationery	62.93	12.59	75.52
TBA	MidMC Computer Services	2026-27 - Office Equip. - Microsoft 365/Email Licences	1,691.10	338.22	3,003.78
As Above	MidMC Computer Services	2025-26 - Office Equip. - Desktop PC	518.60	103.72	
As Above	MidMC Computer Services	2025-26 - Office Equip. - Collect SIDS Data - January	172.50	34.50	
As Above	MidMC Computer Services	2025-26 - Office Equip. - Set Up PC's x 2	48.75	9.75	
As Above	MidMC Computer Services	2026-27 - Office Equip. - Annual Website Domain Web Data Hosting	35.00	7.00	
As Above	MidMC Computer Services	2025-26 - Office Equip. - Offsite Back up	37.20	7.44	
TBA	Molly Maid	2025-26 - T/Hall Cleaning Contract - February	575.00	115.00	690.00
TBA	Odlings Ltd	2025-26 - Cem. - AGLS Plaque Engraving	120.00	24.00	144.00
TBA	SLCC Enterprises Ltd	2026-27 - Staff Training/Conference x 1 (14.05.26)	85.00	17.00	102.00
TBA	Southercroft Ltd	2025-26 - T/Hall Rep./Maint. - Scaffolding Side Alley Wks Project	2,620.00	524.00	3,144.00
		BACS Payments to be made Sub - Total	23,612.85	2,707.59	26,320.44
		Payments to be made Sub - Total	23,612.85	2,707.59	26,320.44

DIRECT DEBITS

Feb	Payee	Description	Net	Vat	Amount
	Royal Bank of Scotland	2025-26 - Bank Charges to 30/01/26	26.61	-	26.61
	Bankline	2025-26 - Bank Charges	38.50	-	38.50
	BT Group Plc	2025-26 - Telephone	413.78	82.76	496.54
	EE	2025-26 - Office Equip. - Clerk Office Mobile	21.00	4.20	25.20
	E-On Next	2025-26 - T/Hall S/Charge - Elect	17.36	0.87	18.23
	British Gas Business	2025-26 - T/Hall Elect.	743.18	148.64	891.82
	British Gas Business	2025-26 - Cemetery Gas	26.27	1.31	27.58
	Go Cardless / EPOS Now Ltd	2025-26 - EPOS Standard Sup. License & Protection Care Plan	25.00	5.00	30.00
	Go Cardless / EPOS Now Ltd	2025-26 - EPOS Protect No Care Plan	14.00	2.80	16.80
	Go Cardless / EPOS Now Ltd	2025-26 - EPOS Receipting Pay Now System Charge	15.00	3.00	18.00
	Peninsula	2025-26 - Admin. Professional Fees - HR Services	200.50	40.10	240.60
	Total Energies Gas & Power	2025-26 - T/Hall - Gas - Jan	1,292.47	258.49	1,550.96
	Total Energies Gas & Power	2025-26 - T/Hall - Gas - Dec	777.18	155.44	932.62
	PHS	2025-26/2026-27 - Hygiene Services	601.63	120.33	721.96
	Pennon Water Services	2025-26 - Cemetery Water	38.00	-	38.00
	Water Plus	2025-26 - T/Hall - Water	150.59	-	150.59
		Sub - Total	4,401.07	822.94	5,224.01
		GRAND TOTAL	35,567.02	3,610.53	39,177.55

Approved: UTC 10/03/2026

Town Mayor Cllr B Houlihan

Deputy Mayor Cllr A Mansfield

UTTOXETER TOWN COUNCIL

SALES LEDGER INVOICES ISSUED AND ACTUAL INCOME RECEIVED IN FEBRUARY 2026

SALES LEDGER INVOICES ISSUED – 01.02.2026 TO 28.02.2026

4512 Hire of Ballroom (3, 10, 17, 24 February)	£ 80.00
4513 Hire of Ballroom (18.02.26)	£ 60.00
4514 Rent (Mar) – 32 Carter Street	£ 600.00
4515 Rent (Mar) – 19a High Street	£ 440.00
4516 Rent (Mar) – Allotment Building	£ 72.33
4517 Rent (Mar) – Kiosk	£ 256.45
Total sum of Inv. Issued	<u>£ 1,508.78</u>

ACTUAL INCOME RECEIVED

General

RBS – Bank Interest up to 27.02.26 – Special Interest Account	£ 76.58
Wedding Fayre – Mayoral Donations	£ 100.00
Civic Trust (Redfern Cottage) – Reimburse Insurance	£ 40.00
Sub-Total – General Inc.	<u>£ 216.58</u>

Town Hall Entertainments

Tea Dance Admissions	£ 390.00
Tea Dance Raffle	£ 73.00
Sub-Total – T/Hall Ent.	<u>£ 463.00</u>

Markets

Wednesday Outdoor	£ 187.00
Saturday Outdoor	£ 220.00
Indoor Craft & Produce Market	£ 281.00
Sub-Total – Markets Inc.	<u>£ 688.00</u>

Cemetery

Chapel Donations	£ 0.00
Interments/Memorials/Transfer of Ownership	£ 1,168.00
Sub-Total – Cem.	<u>£ 1,168.00</u>

TOTAL INCOME RECEIVED FEB. 2026 BEFORE CHARGES	<u>£ 2,535.58</u>
TOTAL EPOS CARD PAYMENT CHARGES	<u>£ 0.00</u>
TOTAL <u>ACTUAL</u> INCOME RECEIVED FEB. 2026	<u>£ 2,535.58</u>

County Councillor P Allen Report – 10 March 2026

Please find below an update on key matters raised with me during February:

- Bramshall Meadows – Traffic Calming Concerns
 - Residents of Bramshall Meadows, particularly those living along Iverson Way, have expressed concerns about increasing traffic volumes and speeding since the road connection between the B5027 and the A50 was opened. There is a growing worry that this is becoming a heavily used cut-through, impacting safety and residential amenity.
 - I am currently in discussion with officers to review feasible traffic-calming options and will continue to update the Town Council as this progresses.
- Highways – February Weather Impacts, Category 1 Defects & Spring Maintenance
 - Following one of the wettest Februarys in recent years, our highways teams have been dealing with a record number of Category 1 defects across the county. The prolonged rainfall has significantly accelerated surface deterioration, resulting in a higher volume of urgent safety repairs than normal.
 - As spring arrives and the weather improves, our teams will be able to shift focus from reactive works toward more permanent repairs. Better weather also allows us to begin seasonal maintenance activity. Hedge trimming and grass-cutting on highway verges resumed from 1 March, and residents should start to see this work taking place across the area over the coming weeks.
- Investment in Highways – Efficiency Savings and Long-Term Repairs
 - I would like to extend my sincere thanks to the residents of Uttoxeter for their continued patience as we work through longstanding issues on our road network. After many years of under-investment and the impacts this has had locally, I am pleased to report that the County Council has delivered £15 million in efficiency savings.
 - These funds will be reinvested directly into repairing Category 3 and Category 4 defects areas of the network that often go untouched until they deteriorate into more serious problems. This investment will be allocated over the next two years and will support a more proactive, long-term approach to maintenance across Staffordshire's highways.

Borough Councillor P Krupski reports she has:

- 5th February - Attended a Leaders Advisory Meeting.
- 9th February - Assisted a resident in Byrd Land who has issues with flooding on their land due to a stream which runs at the bottom of their garden and signposted her to the relevant bodies.
- 12th February - Assisted Wilfred House with regard to an enquiry about their land boundary and title deeds.
- 13th February - Contacted officers at ESBC, regarding a public's concern about the cleanliness of the Uttoxeter Leisure centre.
- 16th February - Attended ESBC full Council meeting to approve the Mid Term Financial Strategy and the setting of Council the Tax for 2026/7.
- 17th February - Attended a UHCC meeting to organise the annual AGM.
- 18th February - Contacted ESBC officer to address a complaint regarding the cleanliness of the portable toilets in Bradley Street.
- 24th February - Submitted Call In documentation to ESBC for the following planning applications: P/2024/01375, P/2024/01376 and P/2026/00098 for areas in Uttoxeter to be considered by the ESBC's Planning Committee.
- 25th February - Attended an In Bloom meeting with ESBC officers.
- 28th February - Attended the UHCC AGM.

Borough Councillor Z Krupski reports he has:

- 1st February - Attended the Police, Crime and Fire Commissioners panel to set Staffordshire Police 2026/27 Budget.
- 4th February - Attended the ESBC Scrutiny Audit Committee Meeting.
- 5th February - Attended the Leaders Advisory Meeting.
- 9th February - Attended the Police, Crime and Fire Commissioners panel meeting to set the Staffordshire Fire Service 2026/27 budget & to appoint the new Staffordshire Fire Chief at the confirmation hearing.
- 9th February - Assisted a resident in Byrd Lane with a flooding issue.
- 11th February - Attended Uttoxeter Heath Community Centre planning meeting.
- 15th February - Attended the presentation of the new Imogen 3 motor bike to the Blood Bank Bikers at the Heath Community Centre.
- 16th February - Attended the ESBC full Council meeting.
- 23rd February - Presented as the Chair, the completed Scrutiny Value for Money report on the Burton Town Hall Civic Centre.
- 28th February - Attended the Uttoxeter Heath Community Centre AGM.

Borough Councillor R Hawkins reports he has:

- 6th February - Attended a meeting of the Leader's Advisory Group at Burton Town Hall to consider, amongst other things, the proposed Budget for 2026/27.
- 12th February - Attended an informal meeting of the Development Committee, via Teams, to further discuss the Local Plan.
- 16th February - Attended a full meeting of ESBC at Burton Town Hall, to consider the Budget proposals for 2026/27.
- 17th February - Met with Trent and Dove to discuss plans for affordable housing in Uttoxeter.
- Other activities included conversations with residents and officers regarding issues such as the Wheatsheaf, Bradley Street toilets, grounds maintenance, legal obligations and the development of the Football Association project at Spath.

Borough Councillor A Mansfield reports he has:

- 4th February - Chaired a meeting of the ESBC Audit Committee.
- Throughout February, continued to liaise with Bramshall Meadows First School around road safety on the Bramshall Meadows estate, following the opening of the connection between the two sides of the estate and this being discussed at the Council meeting in February. The school have established the measures that they would like to see on the estate and have welcomed the offer from individual Town Councillors to potentially involve the Community Speedwatch. I will follow up on this offer with other Councillors.
- Had conversations with a number of community organisations around preparing to submit applications for the Councillor Community Fund at ESBC, when this fund reopens in the Spring.
- Helped residents with enquiries on a number of issues, from bin collections to housing options.

12. TOWN CLERK'S REPORT – 10 MARCH 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: Sakura Cherry Tree Project dated 5 February 2026, Local Government Reorganisation Consultation - Please share with your whole council dated 5 February 2026 (Issued to Council's Office Manager for information on Martyn's Law), Staffy funding bids - For community groups and parish councils dated 12 February 2026, SPCA Member Survey dated 18 February 2026, Year End Courses in March - Places still available dated 23 February 2026, New Training dates added dated 23 February 2026, Free Eden Project Webinar: 5 March 12-1pm dated 24 February 2026, Win an SPCA Goodie bag! Dated 24 February 2026, Business Planning Course for Clerks and Councillors - Wednesday 18th March - 7pm dated 2 March 2026, Health and wellbeing 'how-to' sessions - and its free! Dated 3 March 2026, Free online events dated 4 March 2026, as forwarded to Members.
- (b) NALC Correspondence - CEO Bulletin dated 5 February 2026, NALC Events dated 10 February 2026, Tickets are now on sale for our Annual Conference, the flagship event for parish and town councils dated 11 February 2026, CEO Bulletin dated 12 February 2026, . Jobs newsletter dated 16 February 2026, CEO Bulletin dated 19 February 2026, Star Council Awards 2025/26 winners announced dated 25 February 2026, NALC events dated 3 March 2026, as forwarded to Members.
- (c) SLCC Correspondence – SLCC News Bulletin dated 6 February 2026, SLCC Weekly News Digest dated 9 February 2026, SLCC Weekly News Digest dated 16 February 2026, News Bulletin dated 18 February 2026, SLCC Weekly News Digest dated 2 March 2026, as forwarded to Members.
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4476557 – Stubby Lane, Marchington received 6 February 2026, 4470165 – Stone Road, Bramshall received 6 February 2026, 4476329 – Carter Street received 18 February 2026, 4483142 – Holly Road received 24 February 2026), as forwarded to Members and Staff.
- (e) Staffordshire Means Back to Business/SCC News dated 20 February 2026, as forwarded to Members and Staff.
- (f) The Circuit – To report that a Defibrillator Check was carried out on 9 February 2026 and The Circuit duly updated.
- (g) My Staffordshire Newsletter dated 6 February 2026 and 20 February 2026, as forwarded to Members.
- (h) Received the National Allotments Association February Newsletter on 5 February 2026, as forwarded to Members.
- (i) Received an email on 5 February 2026 from The Picknall Valley Preservation Group Re: 'Please help save Uttoxeter's Picknall Valley from Development', as forwarded to Members for information.
- (j) Email on 5 February 2026 from Everyone Health Re: Everyone Health Making Every Contact Count Newsletter, as forwarded to Members.
- (k) Received and responded to an email dated 5 February 2026 from the Carpenter carrying out the replacement front doors at Redfern Cottage.
- (l) Email from SCC on 6 February 2026 Re: Ways businesses can benefit from the buzz of Staffordshire Day, as forwarded to Members and Staff.
- (m) SID's Data received from MidMC on 9 February 2026, as forwarded to Members. Council is advised that MidMC will progress the issues as reported in the email.
- (n) Received on 10 February 2026 from Vaughtons Re: Welcome to our February Newsletter, as forwarded to Members.
- (o) To report receipt of an email from a member of the public on 12 February 2026 expressing her concern about the closure of Lloyds Bank in June 2026 and for the Council to consider a Community Banking Hub provision for the Town. The member of the public was advised the Councillor P Krupski had requested this matter be included for consideration by Council at its meeting on 10 March 2026.
- (p) To report that Council will host the SLCC Staffordshire Branch Meetings on 16 June 2026 and 10 December 2026 within the Town Hall.
- (q) Council is advised that the Clerk is liaising with Council's I.T. Provider and Council's Website Provider regarding Assertion 10 within the Annual AGAR Return.

- (r) Council is advised that, as included within the Precept for 2026-27, the Clerk Signed the SLA with CAB for £16,800 on 13 February 2026.
- (s) Email on 12 February 2026 from ESBC Re: Met Office Online Community Resilience Course Prospectus 2026, as forwarded to Members.
- (t) Email on 13 February 2026 from ShepherdPR Re: Scale up opportunities at free innovation event, as forwarded to Members.
- (u) Received and responded to emails from a local resident on 13 February 2026 Re: Uttoxeter Town - Roads, Speed Limits, Speed Indicator Devices and Pelican Crossings, as Recommended by the Policy and Planning Committee.
- (v) Email on 13 February 2026 from Keep Britain Tidy Re: Litter-pickers at the ready! Make your #GBSpringClean pledge today!, as forwarded to Members and Staff.
- (w) Received and responded to a number of emails from a local resident between 13-16 February 2026 regarding Stafford Road SID's. Council is advised that Council's SID's Contractor has been requested to check the SID's in Stafford Road and an update will be provided to the local resident.
- (x) Council is advised that the Clerk will be attending the SLCC Regional Training Seminar – West Midlands on 14 May 2025 in Shrewsbury.
- (y) As Agreed with the Mayor, Deputy Mayor and Chair of F&GP, placed the order for Croppers G/Maintenance to supply and drill seed 80kg of grass see in the sum of £650 plus vat, funded by the Cemetery extension hedge and tree budget allocation.
- (z) Email on 16 February 2026 from ESBC Re: Faith Security Training, as forwarded to Members and Council's Office Manager.
- (aa) Email on 17 February 2026 from ESBC's Democratic Services Officer Re: Community Flood Planning, as forwarded to Members. Council is advised that the Clerk issued ESBC with the information as included in the Uttoxeter Emergency Plan.
- (bb) Email on 17 February 2026 from The Community Foundation of Staffordshire and Shropshire Re: TopCashback Sustainability Fund - Now Open, as forwarded to Members and Staff.
- (cc) As requested by Council's Office Manager and agreed with the Mayor, 22 black posts will be incorporated by Cropper Grounds Maintenance throughout the Cemetery, funded by the Cemetery Equipment/H&S budget allocations. Council is advised that these posts will further reduce damage to grassed areas within the Cemetery.
- (dd) Email from Parish Online on 18 February 2026 Re: Newsletter #64, as forwarded to Members.
- (ee) Attending SLCC Staffordshire Branch Resilience Training at Acton Trussell on 12 March 2026.
- (ff) Updated the Helpline Contact Numbers poster, as issued to Members and Staff, to be duly issued to the areas as Resolved by Council on 10 February 2026.
- (gg) Email on 24 February 2026 from OS Maps Re: OS MasterMap Greenspace Layer update advising Council that OS MasterMap Greenspace Layer will become End of Life on 31 March 2027 when we will cease to maintain or publish updates, and access to the product will be removed from the OS Data Hub. The final product release of OS MasterMap Greenspace Layer will be in October 2026, as forwarded to Members and Staff.
- (hh) Email from Rural Services Network Re: Have your say! - The impact of cuts on local public services 2025/2026 Survey dated 25 February 2026, as forwarded to Members.
- (ii) Received ES Business News Issue 27 and ES News Issue 48 received 25 February 2026, as forwarded to Members and Staff.
- (jj) Email on 28 February 2026 from The National Allotments Association Re: WM NAS Region EGM - 7 March 2026, as forwarded to Members.
- (kk) Email 2 March 2026 from ESBC's Principal Elections Officer providing Council with the updates for March Electoral Register, as issued to the Admin Team for action.
- (ll) Council is advised that the Residents Update on the Precept (Annual Budget) for Uttoxeter for 2026-27 was incorporated within the website under News and Accounts & Governance on 2 March 2026 and distributed within the community accordingly.
- (mm) Council is advised that the Helpline Contact Numbers poster has been distributed within the community and the Clerk provided the local resident with an update on Safe Places within the town.
- (nn) 2 March 2026 – Liaised with The Stonemasons of Worcester regarding progression of the Millennium Monument Project and cleaning of the Jubilee Stone Bench, commencing from 23 March 2026.
- (oo) Council is advised that the Clerk is currently liaising with Zurich regarding renewal costs for the Council's (LTA) Longterm Agreement (Yr 3 of 3-Yr Contract) from 29 April 2026.

**NALC MODEL DRAFT (AS REVIEWED & UPDATED BY
MID MC COMPUTER SERVICES, COUNCIL'S IT SUPPORT/ PROVIDER)**

**UTTOXETER TOWN COUNCIL
INFORMATION TECHNOLOGY AND SECURITY POLICY**

INTRODUCTION	2
PURPOSE OF THE IT POLICY	2
MONITORING OF IT USE	2
ACCEPTABLE USE OF IT RESOURCES	2
EQUIPMENT	3
HEALTH AND SAFETY	5
PASSWORD AND AUTHENTICATION POLICY	5
MONITORING	6
REMOTE WORKING	7
EMAIL	8
USE OF THE INTERNET	8
USE OF SOCIAL MEDIA	9
MISUSE	11
IMPORTANT NOTICE	11

Introduction

Utttoxeter Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

Scope

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

Purpose of the IT Policy

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

Acceptable use of IT Resources

1.1.1 Utttoxeter Town Council IT resources and email accounts are to be used for official council related activities and tasks. Limited personal use is permitted provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content

1.1.2 Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

1.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

1.1.5 All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

1.1.6 Equipment should not be dismantled or reassembled without seeking advice.

1.1.7 Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

1.1.8 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the Chair of the Council and implemented by the IT Provider .

1.1.9 The council has a number of wireless networks. Using a portable device to make personal Wi-Fi hot spots which bypass existing WiFi is not allowed.

1.1.10 Any faults or necessary repairs must be reported to the Clerk or Office Manager to enable them to liaise with Council's IT Provider, MidMC Computer Software.

1.1.11 Email accounts provided by Uttoxeter Town Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted. Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Equipment:

2.1 Portable equipment:

2.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

2.1.2 It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

2.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

2.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

2.1.5 Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.

2.1.6 If an item of portable equipment is lost or damaged this should be reported to the Town Clerk or IT Supplier. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the loss/damage.

2.1.7 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of The Town Clerk. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

2.1.8 Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

2.1.9 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Town Clerk or Office Manager.

2.2 Use of own devices:

2.2.1 Personal laptops and other computers or other devices should not be brought into work and used to access council IT systems during working hours, unless this has been authorised by the Chair of the Council. This is to ensure that no viruses enter the system, to prevent time being wasted during working hours on personal use and to assist in maintaining security,

confidentiality, and data protection. Unauthorised installation of software on authorised devices is strictly prohibited and where possible enforced by group policy.

2.2.2 The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's cloud portals or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

2.2.3 However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

2.2.4 Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

2.2.5 In cases of legal proceedings against the council or the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

2.2.6 Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

2.2.7 Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a Password that complies with modern standards and a minimum 6 digit pin to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after three failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than 30 minutes
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;
- ensure secure Wi-Fi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the Town Clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used,

they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

2.2.8 Personal data relating to councillors, staff, and other authorised users, associates, residents, external stakeholders should not be saved to any personal accounts with third-party storage cloud services as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

2.2.9 Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time.

2.2.10 If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

2.2.11 Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. The IT Provider will provide assistance or training in doing this if needed. Additional risks include data belonging to the council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

2.2.12 Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow The IT Provider access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

2.2.13 Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

Health and safety:

3.1.1 Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

3.1.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment.

3.1.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to the Town Clerk or Office Manager.

3.1.4 If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the IT Supplier

Password and Authentication Policy:

4.1.1 All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words. This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security via <https://www.ncsc.gov.uk/section/advice-guidance/>

4.1.2 Access to Passwords:

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel.

4.1.3 Password Storage and Management:

- Passwords must not be stored in plain text or written down in insecure locations.
- If password must be stored then they must be stored using a council-approved, encrypted password manager

4.1.4 Password Change Requirements:

- Immediately change password if compromise is suspected.

4.1.5 Password Access Control and Logging:

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

4.1.6 Responsibility:

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

Monitoring:

5.1.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

5.1.5 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

5.1.6 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

5.1.7 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

5.1.8 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

5.1.9 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

5.1.10 Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

5.1.11 The council has software and systems in place that can monitor and record all internet usage. A daily log is kept of all activity, which details the names of all websites accessed, along with the date and time of access, by individual councillors, staff, and other authorised users. Records of internet use and sites visited will normally be retained for a period of 1 month.

5.1.12 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

5.1.13 Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

5.1.14 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

Remote working:

6.1.1 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at alternative premises or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a non council premises unless arrangements have been made with a responsible person at a premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;

- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

6.1.2 Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

6.1.3 Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

Email:

7.1.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

7.1.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

7.1.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the IT Provider rather than assuming they know the right answer.

7.1.4 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

7.1.5 Email messages sent on the council's account are for council use only. Personal use is not permitted. Uttoxeter Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR

Use of the Internet:

8.1 Copyright:

8.1.1 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

8.1.2 It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

8.1.3 Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

8.1.4 Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

8.1.5 Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Town Clerk if unsure about anything.

8.2 Trademarks, links and data protection:

8.2.1 The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with The Town Clerk.

8.2.2 Special rules apply to the processing of personal and sensitive personal data.

8.3 Accuracy of information:

8.3.1 One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

Use of social media:

9.1.1 Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home. As in accordance with the Council's GDPR Social Media and Electronic Communication Policy.

9.1.2 Personal use of social networking/media and chat should be restricted to breaks during working hours, or after hours with permission.

9.1.3 The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external bodies could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

9.1.4 To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of The Town Council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, e.g. "our current or potential plans, councillors, staff, and other authorised users, partners, must inform The Town Clerk they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential staff, including employees, councillors, clerks, and authorised users and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission.
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with External Bodies should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or

images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.

- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the Town Clerk
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

9.1.5 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

9.1.6 It is important to note that contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including contact details from any personal device/equipment.

Misuse:

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Guidance:

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice:

This is an example of a policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) for the purpose of its member councils and county associations. Every effort has been made to

ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by Worknest HR (a company that provides HR advice and guidance to town and parish Councils) in conjunction with Council's IT Provider MidMC Computer Services.

Draft – Included for consideration/adoption by Council on 10 March 2026.



S137 COMMUNITY SUNDRY GRANT APPLICATION FORM

Applicant Details:

Name (if an individual): _____

Name (if an organisation): Dove Valley Swimming Club

Address inc. postcode: REMOVED FOR CIRCULATION

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

Project / Activity Information:

What is your project / activity? Schools Swimming Gala

What would this grant be used to pay for? The grant would support a schools swimming gala, which would also be part funded by Dove Valley Swimming Club

When and where will the activity take place? Uttoxeter Leisure Centre - 07/02/26

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

If yes, please provide date and amount awarded: _____

Grant Request and Income:

What is the amount of grant that you wish to apply to the Council for? £ 250.00

Council asks that Applicants are mindful that the Council only has £8,000 available within its Sundry Grants budget for the entire year. This money is to be used to provide Grants to support as many local groups/organisations/individuals as possible with their worthwhile projects.

Please outline the use of the grant applied for: We have held this event 19 previous times and the grant is to support the club in facilitating this event - the club current funds all elements of the event and is looking for partial support with the hire of venue, certificates, trophy engraving and lifeguards.

What is the total cost of your project/activity? £ 500.00 estimated

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

The club currently funds the event and are looking to share the financial burden, to ensure we continue to host the event for the local schools children and allow them to have an event where they can compete.

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

The club will use its income to fund any shortfall, which they have done on several previous occasions - due to increases in cost in general to the swimming club, we are seeking some financial support.

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

Enclosures (please state): _____

From our previous financial year end (March 2025, we showed a loss of £5743 for the year.

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

BACS would be preferred.

Impact on our Community:

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

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

Please advise the Council how will you measure the impact that your project/event has? _____
we have more schools involved on a yearly basis, who have more swimmers, who bring more parents and supporters.

Completed by: REMOVED FOR CIRCULATION Date: 10/02/2026

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



L

Applicant Details:

Name (if an organisation) Uttoxeter Rotary Club

Address inc. postcode: *Removed for circulation*

Contact person: *Removed for circulation*

Daytime Telephone No: *Removed for circulation*

Project / Activity Information:

What is your project / activity? To screen 200 young people locally for undiagnosed heart conditions

What would this grant be used to pay for?

Those choosing to be screened can do so free of charge, but the two days screening will cost us £13,600. The grant will go towards covering this cost.

When and where will the activity take place?

Oldfields School on 6th & 7th June 2026

Have you previously received a sundry grant for this project/activity? No

Grant Request and Income:

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

£1,000 would be amazing, but we know you have a very large number of requests, so perhaps £500?

Council asks that Applicants are mindful that the Council only has £8,000 available within its Sundry Grants budget for the entire year. This money is to be used to provide Grants to support as many local groups/organisations/individuals as possible with their worthwhile projects.

Please outline the use of the grant applied for:

A team of medical experts from the charity Cardiac Risk in the Young (CRY) will come to Uttoxeter for the weekend, carry out the screenings and deliver the results to every individual on the day. Around 7- 8% of those screened will be referred for further testing. A fully qualified doctor will be part of the team.

What is the total cost of your project/activity? £13,600

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

£7,062.45 has been raised so far with donations coming from JCB, Denstone College, Abbotsholme School, from the annual Rotary five-a-side football tournament. Thomas Alleyne's have us as their chosen charity for this year.

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

You will be aware that Rotary raises money to donate to charities and other worthwhile causes. For the financial year ending June 2025 our income was £27,995 and our expenditure was £27,586. Each year, the difference between income and expenditure is broadly similar to this.

Should you require further information please don't hesitate to contact me.

Enclosures (please state):

If successful, my/our preference would be to receive the sundry grant via Cheque / BACS payment. Please state payable to or Account Details:

Rotary General Account

Removed for circulation

Impact on our Community:

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

Yes / ☒ No Improve the Uttoxeter area (within the town boundary) and/or

☒ Yes / No Encouraging involvement in Uttoxeter community activities, and/or

Yes / ☒ No Improve community facilities in Uttoxeter, and/or

☒ Yes / No Benefit/Support the community of Uttoxeter and its residents, and/or

☒ Yes / No Support local charities/organisations, and/or

☒ Yes / No Supporting local youth services, young people inc. school activities, and/or

Yes / ☒ No Supporting Fairtrade priorities, and/or

Yes / ☒ No Supporting Biodiversity and Climate Change initiatives

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

By screening another 200 young people in the locality, we will be able to reassure the vast majority that they do not have an existing heart condition. A small proportion will be referred for further tests and it's just possible that one or two may be diagnosed with a previously undiagnosed heart condition, meaning that we have potentially saved someone's life.

Completed by: *Removed for circulation*

Date: 11.02.2026

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