



UTTOXETER TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 10 MARCH 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, 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), M McGinley (Officer Manager), J Mather (Administrative Assistant)

It was noted that Chief Inspector Neeson and 3 members of the public were in attendance in the meeting.

1. CHAIR'S WELCOME

The Chair welcomed members and members of the public to the meeting and he provided a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", reminded that the Council had Signed up to the Civility and Respect Pledge, use of mobile phones during the meeting and the evacuation procedure in the event of a fire. Council was advised that the Clerk and Councillors Ashby and Boot were the Council's trained Evac Chair Operators.

2. APOLOGIES FOR ABSENCE

- (a) The Clerk reported receipt of approved apologies for absence from Town Councillors A Johnstone and S Page.

RESOLVED that the same be accepted and approved.

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

3. PUBLIC PARTICIPATION

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

The Chair welcomed the members of the public to the meeting. It was noted that a member of the public wished to address Council with respect to Item No. 16 - Community Banking Hub for the Town. *'The member of the public expressed her thanks to Council for considering a banking hub for the Town. She reported that recently over 100 local residents had expressed their concerns on social media following the announcement of the closure of Lloyds Bank in June 2026. She reported that provisions within the town centre were sparse following the closure of Natwest in 2025 and that Barclays cash point was intermittent. She expressed her concerns that not all residents had provision for online banking and that some residents were vulnerable and had no means of transport and would not be able to access the banking hub in Cheadle. She urged the Council to proceed for an assessment to be carried out for the town centre and support a much needed Community Banking Hub for the town. Thank you.'*

The Chair expressed his thanks to the member of the public for their address to Council providing a voice on behalf of local residents on this very important issue. He reported that Council would consider this matter under Item No. 16 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.

None received.

5. DISPENSATION PROCEDURE

To consider and approve dispensation requests as in accordance with Standing Order 13(d), that all Dispensation requests shall be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the Dispensation 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 10 February 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 24 February 2026.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting held on 24 February 2026, be approved and ordered to form part of the minutes attached hereto as Appendix A.

(c) To approve the Recommendations of the Finance and General Purposes Committee Meeting held on 24 February 2026.

RESOLVED that the Recommendations of the Finance and General Purposes Committee Meeting held on 24 February 2026, be approved and ordered to form part of the minutes attached hereto as Appendix B.

(d) To approve the Recommendations of the Uttoxeter in Bloom Committee held on 26 February 2026.

RESOLVED that the Recommendations of the Uttoxeter in Bloom Committee Meeting held on 26 February 2026, be approved and ordered to form part of the minutes attached hereto as Appendix C.

7. ACCOUNTS

(a) Council gave consideration to the list of accounts submitted for payment in the sum of £39,177.55 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 February 2026.

RESOLVED that the same be noted.

8. BANK BALANCES

At 10 March 2026 the bank balances stood at:

RBS Current Account	£ 11,057.50
RBS Special Interest Account	£ 79,883.59
RBS General Reserve Fund Account	£ 0.00
RBS Town Mayors' Account	£ 591.50
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) The Clerk reported 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) The Clerk reported 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

None received.

11. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

- (a) The Clerk reported that receipt of County Councillor P Allen's County Report on SCC matters arising since the date of the last meeting which included the following update on key matters raised with him 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.

RESOLVED that the same be noted with thanks.

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

- 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 reported he had:

- 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 reported he had:

- 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.

RESOLVED that the same be noted with thanks.

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 as follows:

- (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 were 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 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 was advised that MidMC would 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) 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) Report that Council would host the SLCC Staffordshire Branch Meetings on 16 June 2026 and 10 December 2026 within the Town Hall.
- (q) Council was advised that the Clerk was liaising with Council's I.T. Provider and Council's Website Provider regarding Assertion 10 within the Annual AGAR Return in readiness for consideration by Council on 10 March 2026.
- (r) Council was advised that, as included within the Precept for 2026-27, the Clerk Signed the SLA with CAB for £16,800 on 13 February 2026 to secure two days per week from 1 April.
- (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 was advised that Council's SID's Contractor had been requested to check the SID's in Stafford Road and an update would be provided to the local resident in due course.
- (x) Council was advised that the Clerk would 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 would be incorporated by Cropper Grounds Maintenance throughout the Cemetery, funded by the Cemetery Equipment/H&S budget allocations. Council was advised that these posts would 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. It was noted that this Training was postponed by SLCC on 10 March 2026.
- (ff) Updated the Helpline Contact Numbers poster, as issued to Members and Staff, duly issued to the areas for display 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 was 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 was advised that the Helpline Contact Numbers poster had 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 was advised that the Clerk was currently liaising with Zurich regarding renewal costs for the Council's (LTA) Longterm Agreement (Yr 3 of 3-Yr Contract) from 29 April 2026.

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

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

Councillor Houlihan reported attendance at the SPCA Executive Committee Meeting on 26 February 2026. The purpose of the meeting was to carry out Staff Appraisals to the 3 Members of SPCA Staff. He was pleased to report that SPCA had been stabilised and was flourishing and their role was advising Town and Parish Councils was vital.

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/utttoxeter-town/about-us/top-reported-crimes-in-this-area>

RESOLVED that the same be noted.

- (b) Council was advised that Chief Inspector Neeson was in attendance in the meeting to provide Council with an update on Policing within the Town. The Chair welcomed him to the meeting and he Suspended Standing Orders accordingly.

Chief Inspector Neeson expressed his thanks to Council and he wished to provide Council with an update on Policing for the Town which included the following:

- Antisocial behaviour for the Town was down 19%, year on year. Force wide there was an increase of 19% with an 11% increase for the wider East Staffs area.
- He was aware of issues within the town centre and reported he had spoken with a number of individuals within the town centre prior to his arrival this meeting who were accessing the roof of the Maltings. He envisaged that he would further speak with these individuals on his exit from the Town Hall. He acknowledged that this was a problem and planned to increase stops and utilise Acceptable Behaviour Contracts (ABCs) to reduce the issues.
- Crime for the Town was down 28%, year on year. Force wide there was a reduction of 1% with a 7% reduction for the wider East Staffs area.
- The Police Response to Grade 1 (emergency) incidents was within 20 Minutes – He reported that the locations they fail to arrive within 20 minutes was around the wider Uttoxeter area. Generally, arrival on scene within 20 minutes was for about 80% for Grade I in East Staffs. There is a plan for further resource from our 24/7 Response Teams to start and finish at Uttoxeter which will increase visibility and be more present at Uttoxeter in the busier periods. He was hopeful that this would commence in April.
- Events within the town/surrounding area attracting a significant number of visitors:
 - Midlands Grand National was on Saturday, 14 March 2026. As Chief Inspector, he would be based in the Police Control Room throughout the day.
 - JCB Golf Tournament – Measures to be in place.

The address was followed by a brief question and answer session from Members and members of the public in attendance in the meeting which included the following responses:

- Having Officers start/finish shifts in Uttoxeter would improve the provisions available within the town. Currently the local Policing Team was 20% down on Staff, however, 5 more Officers were currently in training. He reported that a number of experienced Officers worked in East Staffs and they were familiar with the Town and known to residents which was important.
- The changes to working hours for PCSO's had been bought in with the latest finish time being 9pm. He reported that there was more handover for key periods which meant more Officers were available between 5pm-7pm which was key times for committing offences.
- He reported that additional PCSO's would be appointed, given PCSO's role was key in problem solving and in the near future, they would be permitted to take statements.
- He confirmed that Uttoxeter had retained its Policing Team numbers for the last 3 years.

The Chair expressed his thanks to Chief Inspector Neeson for his informative update and he Reinstated Standing Orders. It was noted that Chief Inspector Neeson left the Chamber at this time.

RESOLVED that the same be noted.

(c) The following Police Drop In sessions would 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.

The Clerk reported that she had emailed Members on 27 February 2026 to seek their support in attending the Multi Agency Help Day at Uttoxeter Leisure Centre on 8 April 2026 between 10am-2pm. The Chair reported that he would be dropping into this event.

RESOLVED that the same be noted.

15. **ESBC - PLANNING APPLICATIONS**

Council gave consideration to the undermentioned Planning Applications as received from ESBC:

- (a) The Clerk reported 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 were liaising with the Applicant at this time. This would 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 would be Committee items, date to be determined. The Clerk reported that Item No. 15(b) was the revised application for P/2024/01375.

RESOLVED that the same be noted.

- (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.

RESOLVED that with respect to:

- (i) P/2024/01375, Council:

- (a) Awaits notification of the date when this application is due to be considered by the Borough Council's Planning Committee.
- (b) Reiterates its previous request that ESBC's Planners provide confirmation on the exact number of separate dwellings and the total number of apartments included within the site.
- (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/2026/00208, Council had no comment to make at this stage.

16. COMMUNITY BANKING HUB FOR THE TOWN

Councillor P Krupski requested this matter be included for consideration by Council and she requested that 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 reported that she had spoken with Lloyds Bank and it was understood that it was unlikely that a Banking Hub could be provided within the town given Barclays Bank would remain within the High Street.

Council was advised that Cash Access UK had advised the Clerk that '*LINK was the UK's cash machine network, who decided where new services were needed. LINK was 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. It was noted that a community could also ask LINK to carry out an assessment of the community if they feel they need better access to cash.*' The Clerk reported that Cash Access UK had provided her with the link for an Assessment request.

Council was advised that two local residents had emailed the Mayor, Deputy Mayor and the Clerk to request Council consider the above mentioned, one of which, had addressed Council under Item No. 3 Public Participation earlier within the meeting. It was noted that following the closure of Lloyds, there would be limited ATM's available within the town centre. Council's instruction was sought.

RESOLVED that the Clerk contact LINK to request that, following the announcement of the closure of Lloyds Bank within the Town on 18 June 2026, Council request that LINK be requested to carry out an up to date assessment of the facilities available within the town centre (including after 5pm and weekends) from 19 June 2026 with a view of providing additional ATM's and/or a Banking Hub within the town centre to improve facilities available for the community.

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

The Clerk reminded Council of its Resolution dated 10 February 2026 and she reported 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.'

RESOLVED that the same be noted.

- (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'.

RESOLVED that the same be noted.

- (c) The Clerk reported that no response had been received from Jacob Collier MP in response to the email issued on 19 February 2026 expressing the Council's concern on the impact that absent landlords have on the Town centre and the High Street and seeking his support in taking this matter to The House for due debate. Council's instruction was sought.

RESOLVED that the Clerk liaise with Jacob Collier MP to seek an update on the above mentioned and provide Council with an update at its next meeting.

18. THE FORMER COACH AND HORSES IN CARTER STREET

The Clerk reminded Council of its Resolution dated 10 February 2026 and she reported that a response was awaited from ESBC's Conservation Officer. The Clerk reported that it was understood that the Freehold of the Hart and its courtyard buildings had recently changed ownership. Council's instruction was sought.

RESOLVED that the Clerk continue to liaise with ESBC's Conservation Officer to seek updates.

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

In readiness for Assertion 10 within the AGAR, Council gave consideration to and adoption of the NALC Model I.T. Policy (and Security Policy), duly revised by Council's Office Manager and Council's IT Provider MidMC Computer Services. Council's instruction was sought.

Councillor Boot sought clarification when the Council reviewed its Policies and what amendments had been made to the draft Policy.

The Clerk reported that Council reviewed all of its Policies on an annual basis, as part of its Annual Meeting held in May, as in accordance with Standing Orders. She reported that all Members had been issued previously with the original Draft Model I.T. Policy as received from NALC which had been duly reviewed by Council's Office Manager and Council's I.T. Provider to ensure that all relevant compliance information was incorporated.

RESOLVED that the NALC Model I.T. Policy (and Security Policy) as revised by MidMC Computer Services, be accepted and adopted.

20. HR PROVISIONS

Council was advised that its current HR Provisions Contract with Peninsula was due to expire on 26 September 2026.

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

RESOLVED that the Clerk include HR Provisions for consideration by Council at its meeting on 12 May 2026.

21. INSURANCE RENEWAL – ZURICH MUNICIPAL

The Clerk reported 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 Insurance budget allocation. Council's instruction was sought.

Councillor Boot sought clarification on when the Council would be obtaining quotations for its Insurance Provisions. The Clerk reported that the Council was entering into the Year 3 of a 3 year Contract and quotations would be obtained early in 2027 for due consideration by Council.

RESOLVED that the quotation received from Zurich in the sum of £8,007.16 inc. vat and insurance premium tax, be accepted and approved, funded by the 2026-27 Insurance budget allocation.

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

Council was 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 was sought.

RESOLVED that the Annual Parish Community Meeting and the Annual Council Meeting take place in the Ballroom on Tuesday, 12 May 2026 commencing at 6.30pm (APCM) and 7.15pm (ACM).

23. TREE WORKS – ST MARY'S CLOSED CHURCHYARD

The Clerk reported that following a complaint from a local resident regarding an overhanging tree from St Mary's Closed Churchyard, Council's Office Manager reported 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 was sought.

RESOLVED that the quotation received from Michael Johnson Tree Surgery Ltd in the sum of £458.53 plus vat plus £50 plus vat for applying for Planning Permission (within a Conservation Area) be accepted and approved, funded by 327 St Mary's Tree/Clock Earmarked Reserve.

24. THE WHEATSHEAF SITE

Council was 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 was advised that following ratification of the Policy and Planning Committee Recommendations, the Clerk would action the Recommendations accordingly. The Clerk reported that Members had been issued on 2 March 2026 with information on all planning applications for the Wheatsheaf site as requested.

The Clerk reported receipt of an email from a local resident informing Council that *'there has been some activity on the site in the past fortnight; dressing the old bricks and palleting them up, sorting the old roof tiles, moving earth, hard coring up a temporary roadway and foundations for the first house.'*

RESOLVED that the same be noted.

25. **S137 COMMUNITY SUNDRY GRANT APPLICATIONS**

Council was advised that £790.01 remained within the 2025-26 S137 Community Sundry Grant budget allocation for up to 31 March 2026. The Clerk reported receipt of the following:

- (a) 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. Council's instruction was sought.

RESOLVED that the Clerk liaise with Dove Valley Swimming Club to advise that:

- (i) In principle Council supports the application, however it cannot make a retrospective payment for an event that has already taken place (07/02/26).
(ii) The Council would welcome a further application towards the event in 2027.

- (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. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant of £500 be awarded to Uttoxeter Rotary Club, funded by the S137 Sundry Grant budget allocation.

- (c) The Clerk reported that an update was awaited from the Organisers of Bramshall Road Junior Parkrun regarding confirmation of the remaining £3,800 being received.

Councillors P Krupski and C Wain reported that A N Other had funded the Bramshall Road Junior Parkrun and that funding from the Town Council was no longer required.

RESOLVED that the same be noted.

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

The Clerk reminded Council of its Resolution dated 10 February 2026 and Council was advised that the Chair of the Community Foundation for Staffordshire and Shropshire 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 was sought.

Councillor Hawkins reported that the 'We Love Uttoxeter Hub' should not duplicate any services that were currently available within the Town and he encouraged them to consider incorporating events for the Youth and Young People of the Town which was much needed.

RESOLVED that the Clerk liaise with The Chair of the Community Foundation for Staffordshire and Shropshire to advise that Council:

- (i) Welcomes their attendance at a future Council to provide Council with an update on the 'We Love Uttoxeter Hub'.
(ii) Encouraged the Foundation to consider incorporating events within the Hub for the Youth and Young People of the Town which is much needed.

27. **MILLENNIUM MONUMENT REFURBISHMENT PROJECT**

The Clerk reported 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 attended on 4 March 2026 to take moulds of the existing plaques.

RESOLVED that the Clerk provide Council with an update at its next meeting on the progression of the Millennium Monument Project.

28. BRADLEY STREET TOILETS – REFURBISHMENT UPDATE

Councillor P Krupski reported the following update from ESBC's Enterprise Team on the refurbishment of Bradley Street Toilets as follows:

- The refurbishment works for Phase I were progressing well despite encountering issues with the floor which had had to be resolved.
- She had seen some photos of the works carried out to date which were promising.
- Phase II would be the refurbishment of the radar key access disabled toilets.
- No end date was available at this time.
- It was assumed that ESBC would re-open the main toilets once the refurbishment had been completed, prior to commencing with the Phase II works.

RESOLVED that the same be noted and welcomed.

29. THE MALTINGS – UPDATE

Borough Councillor P Krupski provided Council with the following update from ESBC's Enterprise Team on the Maltings as follows:

- No date had been agreed for when the Planning Application for the Maltings would be considered by ESBC's Planning Committee. She had been advised that ESBC currently had a backlog of Planning Applications and it was anticipated to be after May 2026.
- The anticipated start date for demolition was likely to be towards the end of 2026 which would not include plans for landscaping.
- It was anticipated that the planters from the War Memorial and within the current Maltings would be incorporated, managed by the Bloom Committee.

The Chair stated that he was disappointed with the slow progress and he expressed his thanks to the Borough Councillors for continuing to progress this with ESBC and for providing Council with regular updates on this crucial area within the town centre.

Councillor Hawkins reported that within the ESBC Mid Term Budget, £1.3-4 million had remained within the budget for the Maltings. He understood that, at this time, Elections would take place in 2027 for the new Unitary Authority with the existing Councillors remaining in place for a Shadowing Authority for 2027-28 to assist with support and monitoring.

RESOLVED that the Mayor, Deputy Mayor and Clerk be tasked with writing a letter to ESBC to express the Council's concern in the delays that have occurred and to seek ESBC's assurance that the works within the Maltings will be completed by the end of 2026.

30. SCC INFORMATION GOVERNANCE SUPPORT – FEBRUARY 2026 BULLETIN

The Clerk reported 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.

RESOLVED that the same be accepted and approved.

31. PENINSULA – COUNCIL'S HR PROVIDER

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

- (a) 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) Ready for 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.

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

32. HMRC SUPPORT

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

- 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.

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

33. STAFFORDSHIRE PENSION FUND

The Clerk reported 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.

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.

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

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

RESOLVED that the same be accepted and approved.

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

The Clerk had provided Members with their Agenda pack a list of previous recipients of the Annual Commendation Award.

Council gave consideration to any nominations received from Members for the Council's Annual Commendation Award for voluntary services they have provided for the betterment of the Town to be presented during the Annual Parish Community Meeting. Council's instruction was sought.

RESOLVED that Council's Annual Commendation Award be awarded to:

- Elizabeth Ellson for her continued litter picking services to the community over 20 years, improving the local area for others to enjoy.
- Paul Nixon and Gateway Volunteers for their dedicated services to The Gateway Club and its Gateway Club Service Users.
- David Marriott for his dedicated services he provides in researching and informative talks on the History of Uttoxeter.
- Kate Nash and Uttoxeter Rotary Club for providing the much needed 'Forget me not Dementia Café which helps many residents and families within the Town.

It was noted that Councillor Ashby would seek further information on voluntary services for a further nominee and he would liaise with the Mayor, Deputy Mayor and Clerk accordingly.

36. LOCAL GOVERNMENT REORGANISATION

For information, Council was provided with a copy of the Letter of Support as issued to SMDC on 31 October 2025.

The Clerk reported receipt of the following emails dated:

- (a) 5 February 2026 from SPCA Re: Local Government Reorganisation Consultation advising the Council that *'The government has launched its formal consultation on Local Government Reorganisation (LGR) in Staffordshire, it was originally indicated this was to happen in May 2026. This statutory consultation seeks views on the proposals that the Ministry of Housing Communities and Local Government (MHCLG) has received from Staffordshire and Stoke-on-Trent's principal councils. This consultation asks you questions about each proposal. This consultation will last for 7 weeks and closes at 23:59 on 26th March 2026. We are encouraging every local council to submit a formal response to the consultation, as well as share the consultation with your residents and encourage them to take part. Councillors/clerks can also respond individually. The link to the online survey is via <https://consult.communities.gov.uk/local-government-reorganisation/staffordshire-and-stoke-on-trent/> Full details of the consultation and how to respond in writing can be found here - <https://www.gov.uk/government/consultations/local-government-reorganisation-in-staffordshire-and-stoke-on-trent/proposals-for-local-government-reorganisation-in-staffordshire-and-stoke-on-trent> ' as forwarded to Members. Council's instruction was sought.*

RESOLVED that the Mayor, Deputy Mayor and Clerk be tasked with:

- (i) Providing draft responses to the 12 Questions included within the Local Government Survey, to be issued to Members for their comment.
- (ii) Upon receipt of comments by 17 March 2026, be tasked with completing the Survey before 26 March 2026.

- (b) 6 February 2026 from Head of Democratic Services for High Peak Borough Council and Staffordshire Moorlands District Council advising Council that *'I am writing to let you know that the Government yesterday started a period of Statutory Consultation on Local Government Reorganisation which will last until 26 March. As you know, Staffordshire Moorlands District Council has submitted a proposal which is one of five proposals from Staffordshire and Stoke-on-Trent the Government is now seeking views on. You can find all the proposals at www.staffordshirestokeLGR.org.uk including a link to the Government's consultation questions (see Have your say), should you want to take part and would like to give your views.*

We expect the Government will decide on which proposal, if any, to take forward this summer. The expectation remains that new unitary councils will replace Staffordshire and Stoke-on-Trent's existing councils from April 2028.

Background information from Staffordshire Moorlands District Council on devolution and local government reorganisation, and its proposal, can be found at <https://www.staffsmoorlands.gov.uk/Local-Government-Reorganisation>, as forwarded to Members. Council's instruction was sought.

RESOLVED that this matter had been considered under Item No. 36(a) and the same be noted.

- (c) 20 February 2026 from SPCA Re: SPCA LGR Online Briefing Session on 6 March 2026, as forwarded to Members. The Clerk reported that SPCA had circulated the Briefing Notes Recording for Members information on 6 March 2026.

The Clerk reiterated the importance of Council considering in full the implications and funding for any additional assets they may consider taking over from other Authorities as part of its Estimates deliberations.

She reported that upon receipt of an update on LGR, SPCA would carry out additional Briefing Sessions for local Councils.

RESOLVED that the same be noted and accepted.

- (d) 3 March 2026 from SPCA Re: Reminder SPCA LGR Online Briefing Session on 6 March 2026, as forwarded to Members.

RESOLVED that the same be noted.

37. **RBL UPDATE – ANNUAL REMEMBRANCE PARADE**

- (a) Council was advised that, as part of the conversations with the RBL on the restoration project for the War Memorial, Council tasked the Mayor and the Clerk with providing the RBL with an update on Martyn's Law and seek comments on the suggestion from the Security Providers of an revised route for the Parade.

The Clerk reported receipt of an email on 23 February 2026 from The local RBL Secretary providing an update on a potential shortened route to the annual Parade through the Maltings. Council's instruction was sought. Following due debate, it was

RESOLVED that the Parade for 2026 remain as previously with a view of shortening the Parade in 2027 from through the Maltings Precinct, subject to the area being suitable.

- (b) During the meeting with the RBL and discussions on Martyn's Law, it was suggested that the Clerk liaise with a Drone Provider regarding ascertaining numbers in attendance at the Annual Remembrance Parade. The Clerk provided Council with an update from the Drone Provider. It was noted that there would be a cost which was awaited at this time. Council's instruction was sought. Following due debate, it was

RESOLVED that the Clerk:

- (i) Continue to liaise with the Drone Provider to seek costings and confirmation that numbers in attendance can be provided, along with the footage of the Parade, for use by the Council.
- (ii) Include this matter for further consideration by Council at its next meeting, in private.

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

Council was advised that, following the expiry of the ownership of a grave on 26/06/2019 within Uttoxeter Cemetery, a member of the public who is a family friend of the deceased, had requested that Council give consideration to granting them permission to install a memorial upon Gave Number 2026, the unmarked grave of Vera Lilian Day and Claude Purcell Day which was within the Council's ownership.

Council was advised that it was understood that, following much searching/research by the member of the public, who had tried to establish if there are any living relatives, to no avail. Council's instruction was sought. Following due debate, it was

RESOLVED that the Clerk liaise with the member of the public to advise that:

- (i) On this occasion, Council grants them permission to incorporate a headstone upon Grave No. 2026, the Grave of Vera Lillian and Claude Purcell Day located within Uttoxeter Cemetery.
- (ii) They indemnify the Town Council of any responsibility for the headstone should family members arise/approach the Council in the future.
- (iii) They would be fully responsible for any associated costs that may arise including becoming the point of contact for the headstone application to the Council, following its installation and going forward.

39. **STAFFING INCLUDING TRAINING**

- (a) The Chair reported the staff lieu time hours for up to 28 February 2026 is 13¾. Council was reminded of the previous two months lieu time hours 23¾ (6 February 2026) and 21¾ (2 January).

RESOLVED that the same be accepted and approved.

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

- (b) The Chair reported that the Office Manager had arranged Training for the Full Time Admin Assistant as follows (with additional training to follow):
- 10 April 2026 – Manual Handling, Working at Height, Fire Safety, Safe Use of Fire Extinguishers and Fire Warden.
 - 13 April 2026 – First Aid at Work.

RESOLVED that the same be accepted and approved, funded by the 2026-27 Training budget allocation.

- (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 4
 - Tea Dances 2
 - Craft & Produce 1
 - ADS Events/bookings 0
 - Cemetery Interments 1

RESOLVED that the same be noted.

40. **AGENDA ITEMS FOR NEXT MEETING**

None received.

The meeting was closed at 8.31 pm.