



To: Members of Uttoxeter Town Council

Dear Councillor,

NOTICE IS HEREBY GIVEN that a meeting of the Uttoxeter Town Council will be held in the **Alan Dean Suite, Uttoxeter Town Hall** commencing at **7.00 pm on Tuesday, 14 April 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

8 April 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 March 2026. See Appendix A.
- (b) To approve the Recommendations of the Town Hall Entertainments Committee Meeting held on 5 March 2026. See Appendix B.
- (c) To approve the Recommendations of the Policy and Planning Committee Meeting held on 24 March 2026. See Appendix C.
- (d) To approve the Recommendations of the Finance and General Purposes Committee Meeting held on 24 March 2026. See Appendix D.
- (e) To approve the Recommendations of the Town Centre Forum held on 26 March 2026. See Appendix E.

7. **ACCOUNTS**

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

8. **BANK BALANCES**

At 8 April 2026 the bank balances stood at:

RBS Current Account	£ 10,000.00
RBS Special Interest Account	£ 56,795.49
RBS General Reserve Fund Account	£ 0.00
RBS Town Mayors' Account	£ 641.50
RBS Deposit Account 32 Carter Street	£ 624.78
RBS 19A High Street Deposit Account	£ 338.57
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 event since the last meeting:
21.03.26 Opening of Tonileigh Aesthetics
- (b) To report that the Deputy Mayor had not attended any events since the last meeting.

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

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

- (a) To report that no County Councillor Report has been received at the time the Agenda was issued.
- (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) As reported to Council on 9 December 2025, information on Police Reports for Uttoxeter are available via <https://www.staffordshire.police.uk/area/your-area/staffordshire/east-staffordshire/uttoxeter-town/about-us/top-reported-crimes-in-this-area>
- (b) The following Police Drop In sessions will take place within the Town in April:
 - 16th Saddlers Coffee café 11-12hrs drop in.
 - 17th Eco Centre 10.30-12hrs (place of welcome)
 - 19th Dovefields Retail Park 11-12hrs
 - 20th Library drop in 14/15.30hrs
 - 27th Renew Church drop in with trent and dove housing 10.30/12:00hrs.
 - 29th St Marys Church 10:30-12:00
 - Others may be added throughout the month.

Councillors are welcome to attend any of the above mentioned Drop In sessions.

15. ESBC - PLANNING APPLICATIONS

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

- (a) *As Resolved by the Policy and Planning Committee on 24 March 2026 with respect P/2026/00226 (Reserved Matters application relating to P/2023/00406 for the erection of 3 detached dwellings including details of access, appearance, landscaping, layout and scale at Brook House, Wood Lane, ST14 8BD), Council seeks clarification from ESBC that:*
- (i) *The original timeframe for the application has not expired.*
 - (ii) *If it has, Council seek an extension to 15 April 2026.*
 - (iii) *If it has not, Council has no comment to make at this stage*

To report receipt of an email on 27 March 2026 from ESBC's Planning Team advising Council that with respect to P/2023/00406, the date was 20 February 2024 and the application has not expired. Given the update, Committee Resolved that if the application had not expired, Council has no comment to make at this stage.

- (b) P/2023/00533 - Reserved Matters application relating to outline planning permission P/2020/00253 for the erection of 144 No. dwellings including details of access, appearance, landscaping, layout and scale and details in relation to the proposed discharge of conditions 6 (partial), 9, 10, 12, 14, 16, 18, 20, 21 and 26 of the outline approval (Phase 2F Bramshall Meadows) (SECOND REVISED SCHEME). Further revised plans received at Land West of Uttoxeter, A50 Bypass, ST14 7RB.
- (c) 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) HIGHWAY RELATED REVISED SUBMISSION at Bamford Works, Pinfold Street, ST14 8BT.
- (d) 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) HIGHWAY RELATED REVISED SUBMISSION at Bamford Works, Pinfold Street, ST14 8JB.
- (e) P/2026/00213 - Application under Section 73 of the Town and Country Planning Act 1990 for the variation of Condition 4 of P/2023/01008 relating to the Change of use from C3 dwelling to C2 residential care home for 4(no) children to vary the age range to cater for children up to 18 years old at 48 Holly Road, ST14 7NA. (*Previous Application of P/2025/01380 was withdrawn*)
- (f) P/2026/00284 - Crown reduction by 3 metres to the side that overhangs neighbouring property and crown raising by 3.3 metres from ground level of 1 Maple tree at Church of St Mary The Virgin, Bridge Street, ST14 8AW.
- (g) P/2026/00289 - Installation of external render to front, side and rear elevations at 86 Westlands Road, ST14 8DL.
- (h) P/2026/00303 - Reduce crown by up to 3 metres one Lime tree (T2) (TPO 96-G1) at Wood Leighton House, Woodleighton Road, ST14 8FD.

16. EARMARKED RESERVES

For Members information, Council's is asked to review its current Earmarked Reserves as at 1 March 2026, subject to End of year expenditure for 2025-26, in readiness for 2026-27 as follows:

322 Elections	11,303.69 (+ Precept = 1 x Byelection HW)
323 Cemetery Extension Infrastructure Reserve	0.00
324 Cemetery Tree Works/Bulbs	2,110.00 (Cem Wildflower project)
325 Cupola Lights Reserve	5,500.00 (£500 annually)
326 Town Hall Refurb/4a Carters Square	35,613.23 (future refurbishment)
327 St Mary's Closed Churchyard Tree & Clock EMR	2,500.00 (inc. service)
328 Footpaths Funding Reserve	2,060.00
329 Bus Shelter Repairs Reserve	630.00
331 Millenium Monument	3,635.00 (+ 26-27 Precept sum)
335 TH Exterior Décor – 5Yr Programme	8,500.00 (£3,000 annually)
336 War Memorial Reserve	8,629.88 (£2,000 annually + Precept)

337 Christmas Lights Reserve	1,005.50 (inc. £1k infrastructure)
341 T.Centre/Signage/Gateway/SIDS	3,248.55
342 BioDiversity Strategy Reserve	145.96 (Exp. Uttox. Nature Group)
343 Kiosk	1,500.00 (inc. Rep/Maint.)
344 32 Carter Street Rep./Maint EMR	500.00 (inc. Rep/Maint.)
347 Town Hall Clock Wks	1,000.00 (inc. Service)
348 TH Internal Décor 5-8 Yr programme	4,000.00 (£2,000 annually)
350 Micro Library	50.00
	91,931.81

Council's instruction is sought

17. REVIEW OF COUNCIL'S INTERNAL AUDITOR FOR 2026-27

Council is asked to review and reappointment Toplis Associates for its Internal Audit provisions for 2026-27. Council's instruction was sought.

Council is advised that the Joint Panel of Accountability and Governance (JPAG) states that under 4.11 – There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.

18. ESBC - CONSULTATION LAUNCH- HOUSING ALLOCATIONS POLICY (2026)

To report receipt of an email on 19 March 2026 from ESBC's Allocations and Lettings Team advising Council that *'ESBC has launched a public consultation on proposed changes to its Housing Allocations Policy. The proposed changes aim to ensure the policy remains fair, transparent and aligned with current housing needs, with a renewed focus on local connection and prioritising those in greatest housing need. ESBC would welcome your views and would appreciate your support in sharing this consultation with relevant service users, stakeholders and networks. Access to the consultation and further information is available via the link below: <https://www.eaststaffsbcb.gov.uk/council-and-democracy/consultations> The consultation package consists of a summary of the proposed changes and the draft Housing Allocations Policy. The consultation will run until Thursday 23rd April 2026'*, as forwarded to Members on 19 March 2026. Council's instruction is sought.

19. MODERNISATION OF THE ADAM PEATY BAR AS SUGGESTED BY COUNCIL'S DESIGNATED PREMISES SUPERVISOR (DPS)

As Recommended by the Finance and General Purposes Committee on 24 March 2026, Council is advised that a meeting is due to take place in April with Council's newly appointed DPS Mint Cocktail Company regarding their suggestions on the modernisation of the Adam Peaty which will be reported to Council in due course.

20. COMMUNITY BANKING HUB FOR THE TOWN

As Resolved by Council on 10 March 2026 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.'

Council is advised that the Clerk completed the request for an assessment via the link provided by Cash Access UK to LINK.

To report receipt of an email on 23 March 2026 from LINK Scheme Ltd to advise Council *'We have looked in detail at your cash access request and we cannot move this forward because:*

- There are already cash services near you (within 1 mile in the city, and 3 miles in the country) which are suitable for the needs of the local area.*
- We have looked at the same issues in this area in the last twelve months. We know how important it is for people to be able to deposit and withdraw cash. We want to make sure everyone can access and manage their money easily and you can use our Cash Locator tool to find out more about the cash access services near to you.'*

Council's instruction is sought.

21. ABSENT LANDLORDS WITHIN THE TOWN

As Resolved by Council on 10 February 2026 that the Clerk write to 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 Jacob Collier MP dated 24 March 2026 advising Council that 'Thank you for your reply. Given the additional information you have provided, we will not pursue the specific matter of Greggs closing any further. Your concerns relating to absentee landlords have been shared and these will be raised with relevant colleagues as appropriate. I will keep you updated as to any relevant feedback.' To report no further update had been received at the time the Agenda was issued. The Clerk to provide an update, if received. Council's instruction is sought.

22. TOWN HALL RAILINGS - USE FOR PROMOTIONAL BANNER FOR UTTOXETER CHORAL SOCIETY

To report receipt of an enquiry from Council's website from Uttoxeter Choral Society Publicity Co-Ordinator on 1 April 2026 as follows:

'As you are aware Uttoxeter Choral Society dates back to 1881 and has brought much joy to the community over the years. Originally known as the Uttoxeter and Tutbury Choral Forum, to this day we still maintain a connection with Tutbury. We hold two performances per year during Spring and Autumn. Our spring concert shall be held as usual at The Priory Church of St Mary in Tutbury. We are a self funding registered charity which means we rely on ticket sales to keep the society running. We promote study and practice of choral music, bringing joy to the community through its members which in turn promotes wellbeing for all involved. We wondered if the council would give permission for us to attach a banner to the railings to inform the town of our forth coming concert. If this is possible we would be truly grateful.'

Council is advised that the Events Team has advised that the railings are currently used for Council organised/Council involved events only. Council's instruction is sought.

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

To report that the Chair of the Community Foundation of Staffordshire and Shropshire will be providing Council with a written update on the refurbishment and opening of the We Love Uttoxeter Community Hub in due course. Council's instruction is sought.

24. SPEEDING IN BRAMSHALL ROAD

Councillor P Krupski requested this matter be included within the Agenda following receipt of an email from a local resident expressing their concerns with the speeding traffic in Bramshall Road. Council is asked to consider liaising with the Community Speedwatch Team to request Speedwatch sessions be held during peak times and at a revised location as previously carried out (outside the entrance to Bramshall Park). Councillor P Krupski to report. Council's instruction is sought.

25. SPCA - NEIGHBOURHOOD GOVERNANCE PACK

(a) To report receipt of an email from SPCA on 18 March 2026 advising Council that 'as part of the West Midlands County Associations of Local Councils (WMCALC), SPCA are pleased to share with you our Neighbourhood Governance Pack. It is designed to help your council influence the emerging Neighbourhood Governance proposals. This pack brings together a briefing for councillors, a draft council motion and a template letter you can send to your MP. It is designed to make it as simple as possible for your council to act. You can:

- Use the template motion at your next council meeting to formally agree your position.
- Send the covering letter to your local MP, encouraging them to lobby for a strong and influential role for parish and town councils in the new neighbourhood governance framework.
- Adapt any of the documents to reflect your local context or priorities.

SPCA hope this pack helps you respond confidently and consistently to the ongoing uncertainty around your role in Neighbourhood Governance. If you need any further support, or would like help tailoring the materials, please contact SPCA', as forwarded to Members on 19 March 2026. See Appendix J.

- (b) Council is asked to consider the following ready-to-use template motion received from SPCA that a parish or town council can adopt. It reflects the current policy context, including the Government's intention not to rely solely on parish and town councils for neighbourhood governance, and the lack of detailed guidance on how new structures will work alongside existing local councils.

Template Motion: Ensuring an Influential Role for Parish/Town Councils in Neighbourhood Governance:

Motion to be considered by Council on 14 April 2026 that Utttoxeter Town Council notes:

- 1. That the Government's English Devolution and Community Empowerment (EDCE) Bill introduces a new duty on all local authorities to establish "effective neighbourhood governance" structures, with further detail to be set out in forthcoming regulations.*
- 2. That the Government has stated it wants all local authorities to have a way of working with neighbourhoods "so they are not relying on town and parish councils to do it," indicating that parish and town councils may not automatically be recognised as the primary neighbourhood governance mechanism.*
- 3. That the Secretary of State will have powers to define neighbourhood areas and set criteria for neighbourhood governance arrangements, but these definitions and criteria have not yet been published, creating uncertainty about the future role of parish and town councils within the new framework. [nalc.gov.uk]*
- 4. That parish and town councils are the most local and democratically accountable tier of government, with established relationships in communities and a strong track record of facilitating local engagement and service delivery.*

This Council believes:

- 1. That parish and town councils should play a central and influential role in any new system of neighbourhood governance, reflecting their democratic mandate and deep local knowledge.*
- 2. That any new neighbourhood governance structures should complement, not duplicate or marginalise, existing parish and town councils.*
- 3. That clear guidance from Government is essential to avoid confusion, overlap, and the dilution of local democratic accountability.*
- 4. That parish and town councils are offered the opportunity to join any neighbourhood governance structures created in their area.;*

This Council Resolves to:

- 1. Call on our local Member of Parliament to press the Secretary of State for Housing, Communities and Local Government to:*
 - Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;*
 - Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;*
 - Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.*
- 2. Write to the MP enclosing this motion and requesting active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.*
- 3. Engage with our principal authority to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.*
- 4. Publicly communicate this Council's position to residents, reaffirming our commitment to maintaining strong, local, democratic representation.'*

Council's instruction is sought.

26. S137 COMMUNITY SUNDRY GRANT APPLICATIONS

Council is advised that £10,000 is within the 2026-27 S137 Community Sundry Grant budget allocation for up to 31 March 2027.

To report receipt of the following:

- (a) Email of thanks dated 23 March 2026 from Utttoxeter Rotary Club expressing their sincere thanks to Council for the recent S137 Sundry Grants issued which will really make a difference. Council is advised that The Rotary Club are hoping to have some TV coverage over the screening days and a banner will be produced featuring logos of all supporters. Council is advised that the Council's Coat of Arms has been issued accordingly.

- (b) S137 Sundry Grant Application dated 26 March 2026 from Uttoxeter Armed Forces Day Community Event seeking a grant of £200. See Appendix K. Council's instruction is sought.

27. ANNUAL COMMENDATION AWARDS – ACCEPTANCE FROM RECIPIENTS

To report that all recipients have confirmed their acceptance (with delight) of the Annual Commendation Award above mentioned and will be attending the Presentation during the Annual Parish Community Meeting on 12 May 2026.

28. MILLENNIUM MONUMENT PROJECT UPDATE

In readiness for the refurbishment of the Millennium Monument including replacement of the 12 plaques, Council is asked to consider the inscriptions on the black granite plaques being in silver or gold. The Clerk to circulate samples in the meeting. Council's instruction is sought.

29. BRADLEY STREET TOILETS UPDATE

Councillor P Krupski to report that the toilets in Bradley Street were reopened on 31 March 2026 following the recent refurbishment.

30. THE MALTINGS – UPDATE

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

31. REMEMBRANCE PARADE – DRONE UPDATE

To report receipt of an email on 16 March 2026 from the Drone Provider advising Council that the cost for preparation of a drone video of the Remembrance Parade and some stills including editing and supply, including a substantial discount, would be £400 which covers the insurance and licence costs.

Council is advised that regarding obtaining numbers in attendance at the Parade, it is understood that this could not be obtained from the Drone footage as initially thought. The Clerk to provide an update if available. Council's instruction is sought.

32. SCC INFORMATION GOVERNANCE SUPPORT – MARCH 2026 BULLETIN

To report receipt of an email dated 6 March 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.

33. PENINSULA – COUNCIL'S HR PROVIDER

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

- (a) Don't overlook your Health & Safety obligations dated 5 March 2026.
- (b) Is your business ready for the Fair Work Agency dated 6 March 2026.
- (c) New family leave payments and how to support pregnant staff dated 9 March 2026.
- (d) Refresh your documentation or face repercussions dated 12 March 2026.
- (e) Protect productivity on bank holidays and grounds maintenance H&S essentials dated 16 March 2026.
- (f) It's here! Meet BRAINBOX+ dated 17 March 2026.
- (g) Are you aware of your new legal obligations? dated 19 March 2026.
- (h) Your business could be at risk of non-compliance dated 22 March 2026.
- (i) April is Stress Awareness Month: Support your staff dated 26 March 2026.
- (j) When did you last review your employment contracts dated 27 March 2026.
- (k) How strong are your employment contracts dated 29 March 2026.
- (l) Imminent employment law changes dated 2 April 2026.
- (m) You must meet your Health & Safety obligations dated 4 April 2026.
- (n) Are you breaching the Employment Rights Act 2025 dated 7 April 2026.
- (o) Statutory Sick Pay costs are now higher dated 8 April 2026.

34. HMRC SUPPORT

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

- (a) Your guide to VAT returns and schemes dated 9 March 2026.
- (b) Parties, presents and PSAs dated 11 March 2026.
- (c) Important information for employers dated 16 March 2026.
- (d) National Minimum Wage rates increase from 1 April 2026 dated 8 April 2026.

35. **STAFFORDSHIRE PENSION FUND**

To report receipt of the Staffordshire Pension Fund: LGPS Employer Focus Newsletter March 2026 dated 2 April 2026, as forwarded to Members and Council's Office Manager and Council's Payroll Provider:

36. **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.

37. **LOCAL GOVERNMENT REORGANISATION**

38. **STAFFING INCLUDING TRAINING**

39. **AGENDA ITEMS FOR NEXT MEETING**



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 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 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/uttoxeter-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 1 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:

- (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.

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.



B

UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE TOWN HALL ENTERTAINMENTS COMMITTEE ARISING FROM ITS MEETING HELD AT UTTOXETER TOWN HALL ON THURSDAY, 5TH MARCH 2026 COMMENCING AT 3.30PM

Chair: Councillor Z Krupski

Councillors: R Hawkings (Vice-Chair), C Lancaster, L Sylvester & D Boot
Non-Council Members: C Large & T Adams from Uttoxeter Lions
Officers in attendance: M McGinley, A Wain & J Mather

1. CHAIR'S WELCOME

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

2. APOLOGIES FOR ABSENCE

- (a) Approved apologies were received from Councillor C Sylvester
- (b) The names of Councillors who are absent and apologies had not been received – A Mansfield

3. PUBLIC PARTICIPATION

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

The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Committee meeting itself.

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

4. DECLARATIONS OF INTEREST

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

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

5. MINUTES OF LAST MEETING HELD ON 3 FEBRUARY 2026

It was noted that the minutes of the last meeting held on 3 February 2026 had been provided on this occasion, and circulated via email the week before the meeting, but it was noted that next time a hard copy of the minutes be provided prior to the meeting.

RECOMMENDED that: the same be noted.

6. DANCING WITH CAROL

It was noted that Carol Bradbury had declined the offer of tea/coffee provision stating that whilst she appreciated the offer, the attendees are "used to bringing their own drinks in now" and had concerns about volunteers not being able to support the making of the drinks on a regular basis.

RECOMMENDED that: the same be noted.

7. REMEMBRANCE PARADE – SECURITY ARRANGEMENTS

- a) It was reported that two quotes had now been received for the manning of the road closures and emergency exits. Quote 1 is the company used last year - £3,405.60 exVAT. Quote 2 is a new company - £3,850.00 exVAT.

RECOMMENDED that: quote 1 be accepted.

- b) It was reported that the Events Team had sought a quote for medical provision and the company used last year have kindly offered to provide the service for free again in 2026

RECOMMENDED that: this be accepted, with thanks.

8. CHRISTMAS LIGHTS SWITCH ON

- a) It was reported that a security walk around had been completed with Lions representative T Adams and two quotes had been sought to man the road closure and emergency exits now the events were combining and the road closures would be slightly different.

Quote 1

- option 1 (current cracker night road closure set up – from 2.30pm) £4,086.72 exVAT
- option 2 (security company's proposed plan – from 2.30pm) £2,229.12 exVAT
- option 3 (security company's proposed plan – from midday) £2,345.22 exVAT

Quote 2

- option 1 (security company's proposed plan – from 3.00pm) £3,200 exVAT
option 2 (security company's proposed plan – from midday) £4,400 exVAT

RECOMMENDED that: Quote 1 option 3 be accepted.

- b) It was reported that the Events Team had received a quote for medical provision, which given the merger of the events and a larger number of attendees is now £500.

RECOMMENDED that: the same be noted and accepted.

- c) Committee considered forming a Sub-Committee with members from The Uttoxeter Lions and the Town Council Events Team staff to progress the event.

RECOMMENDED that: the Sub-Committee consist of Uttoxeter Lions members C Large & T Adams, along with Town Council Events Team staff M McGinley, A Wain & J Mather.

- d) Committee and Lions representatives confirmed merger of the two events with a potential date of Thursday 26th November 2026, depending on availability of security provision, trailer for the high street, and entertainment as per last years event.

RECOMMENDED that: the Town Council Events Team staff contact the relevant parties to confirm the proposed date is suitable.

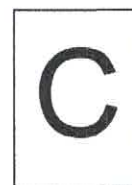
9. AOB

Councillor Boot asked if the Events Team could be given autonomy regarding management of events and bookings, including charges/budgeted.

RECOMMENDED that: Councillor Boot meet with the Office Manager to discuss this further.

10. NEXT MEETING DATE

TBC



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 MARCH 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

It was noted that 4 Representatives for The Wheatsheaf Site were in attendance for Item No. 13.

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 Representatives for The Wheatsheaf Site were in attendance for Item No. 13 – The Wheatsheaf Site.

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 – PAVEMENT LICENCE APPLICATIONS

The Clerk reported receipt of an email from ESBC's Licensing Officer Re: Pavement Licence Applications dated:

- (a) 10 March 2026 for Privilege Bar Ltd, as forwarded to Members. Committee was advised that ESBC required comments by 24 March 2026. Committee comments were sought.

Following due debate, it was

RESOLVED that the Clerk liaise with ESBC's Licensing Officer to advise that Council supports the application subject to:

- ESBC ensuring that the adjacent properties/flats have been duly consulted and comments taken into consideration for this Pavement Licence Application.
- Privilege Bar Ltd ensure that suitable access for wheelchairs, mobility scooters and prams be provided at all times to enable ease of access to/from the High Street and to/from Church Street.

- (b) 18 March 2026 for Mint Cocktail Company Ltd, as forwarded to Members. Committee was advised that ESBC required comments by 1 April 2026. Committee comments were sought.

Following due debate, it was

RESOLVED that the Clerk liaise with ESBC's Licensing Officer to advise that Council supports the application subject to:

- It being as in accordance with the Traffic Regulation Order in place for the High Street.
- Mint Cocktail Company Ltd ensure that suitable access for wheelchairs, mobility scooters and prams be provided at all times to enable ease of passage within the High Street in particular during town centre events and the monthly Makers Market.

6. **ESBC - PLANNING APPLICATIONS**

Committee gave consideration to Planning Applications:

- (a) P/2026/00224 - Application under Section 73 of the Town and Country Planning Act 1990 for the variation of conditions 2, 4, 5, 6, 13, 17 and 19 of planning permission P/2022/01349 for demolition of existing buildings to facilitate the erection of 44 dwellings together with associated access road, external works, car parking and landscaping to provide amendments including changes to the drainage, tree, landscape and ecological relating to the culverting of the existing watercourse at Uttoxeter Household Waste Site, Pennycroft Lane, ST14 7BW.
- (b) P/2026/00226 - Reserved Matters application relating to P/2023/00406 for the erection of 3 detached dwellings including details of access, appearance, landscaping, layout and scale at Brook House, Wood Lane, ST14 8BD.
- (c) P/2026/00242 - Application under Section 73 to vary conditions 1 and 6 of Reserved matters approval ref: P/2024/00379 (pursuant to outline permission ref: P/2020/00253) in respect of details of appearance, landscaping, layout, and scale for Phases 1 and 2 of the development comprising two employment units (Classes B1, B2, B8) together with primary spine and access roads, parking, landscaping, and associated infrastructure to provide for amendments including changes to the siting, footprint and scale/heights of the units along with revisions to the spine road, access roads/service yards, car/cycle parking and the surface water drainage arrangements at Land to the West of Uttoxeter, A50 Bypass.

RESOLVED that with respect to Planning Application No.:

- (i) P/2026/00224, Council has no general comment to make at this stage however wishes to request that ESBC ensure that the air quality within the development is monitored and improved.
- (ii) P/2026/00226, Council seeks clarification from ESBC that:
 - (a) The original timeframe for the application has not expired.
 - (b) If it has, Council seek an extension to 15 April 2026.
 - (c) If it has not, Council has no comment to make at this stage.
- (iii) P/2026/00242, Council requests ESBC's Planners liaise with the Applicant to request that they proceed with the original height and design for cladding of the units as previously agreed.

7. **CORRESPONDENCE RECEIVED FROM A LOCAL RESIDENT RE: PROPOSAL TO TEMPORARY CLOSURE OF THE FOOTWAY IN PINFOLD STREET**

To report receipt of an email on 17 March 2026 from a local resident providing the Council with a copy of a letter as issued to SCC's Solicitor objecting the proposed temporary closure of the footway in Pinfold Street, as also copied to County Councillor Allen and Jacob Collier MP as circulated to Members with their Agenda pack.

Committee was advised that the local resident was seeking Council's support in making contacting with SCC to request a pedestrian route be provided from Balance Hill to the town centre via Pinfold Street throughout the development of the former Bamfords site. The local resident is sure that local residents would understand if the road was closed occasionally for short periods (if necessary for safety reasons) but not from 12-18 months. Committee instruction was sought. Following due debate, it was

RECOMMENDED that the Clerk write to SCC's Solicitor to request that:

- A pedestrian route continue to be provided from Balance Hill to the town centre via Pinfold Street throughout the works for the development of the former Bamfords site.
- During the works, local residents would understand if the road was closed on occasions, for short periods (maximum of 2 weeks at a time), due to necessary health and safety reasons subject to appropriate notice/advertising.
- The Council opposes the closure of the pedestrian route for 12-18 months as being suggested.

8. **UTTOXETER NEIGHBOURHOOD PLAN – UPDATE**

The Chair reported that UVE CIC had provided Committee with the following update from the Neighbourhood Plan Steering Group Meeting held on 17 March 2026:

- The Steering Group ran through the next stages of the Neighbourhood Plan including preparation for Regulation-14 consultation.
- UVE updated the Steering Group to confirm we are awaiting final confirmation from ESBC on the confirmed growth figure for the Neighbourhood Area to 2031 before proceeding to Regulation-14 consultation.
- ESBC have been asked to confirm that the allocation of the brownfield sites would not require the plan to be screened again. A responses is awaited at this time.
- The next NHPlan Steering Group will take place on Monday 20 April 2026 at 12:30pm to discuss the response from ESBC and to set a clear project timetable for P&P to consider and make its recommendations to full Council.

Committee instruction was sought.

The Chair reported that an update was awaited from ESBC regarding the brownfield site list as provided by the NHPlan Steering Group. He reported that its was anticipated that the Council would proceed with Regulation 14 Consultation at the end of the summer/early September.

RECOMMENDED that the same be noted.

9. **DOVE WAY - SPEED LIMIT**

The Clerk reported receipt of an email on 12 March 2026 from County Councillor Allen advising that *'I will ask for an update, with the wettest winter on record our highways teams have been very busy with the amount of emergency winter repairs which have doubled from last year.'*

Committee was advised that a further response was awaited from County Councillor Allen at this time. Committee instruction was sought.

RECOMMENDED that this matter be included for further consideration by Committee at its meeting scheduled to take place on 28 April 2026.

10. ENFORCEMENT OF THE PLANNING CONDITIONS FOR BRAMSHALL MEADOWS/ST MODWEN DEVELOPMENT FOR THE LINK ROAD

The Clerk reminded Committee of its Recommendations from its meeting on 24 February 2026 and she reported receipt of an email dated 21 March 2026 from Jacob Collier MP advising Council that *'the Town Council's concerns have been passed to ESBC, including risk to residents and lack of access for emergency vehicles. As you know, planning decisions fall solely under ESBC's remit, so this ultimately a matter for their consideration.'*

The Clerk reported that at this time a response was awaited from County Councillor Allen. Councillor Boot reported that he had spoken with County Councillor Allen regarding the concerns raised and that he would liaise with him further to ascertain if SCC could carry out a risk assessment under SCC Highways Team.

Committee instruction was sought.

RECOMMENDED that:

- (i) The Clerk liaise with Jacob Collier MP to seek an update on the response from ESBC.
- (ii) The Clerk liaise with County Councillor Allen to seek an update, to be copied to Councillor Boot for information.

11. RURAL SERVICES NETWORK

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

- (a) The Rural Bulletin dated 24 February 2026.
- (b) The Rural Bulletin dated 3 March 2026.
- (c) Reminder to Register! RMTG Meeting March 2026 dated 4 March 2026.
- (d) RSN Rural Funding Digest - March 2026 Edition dated 4 March 2026.
- (e) The Rural Bulletin dated 10 March 2026.
- (f) The Rural Bulletin dated 17 March 2026.

RECOMMENDED that with respect to 11(a)-(f) as above, the same be noted.

12.**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.

13. THE WHEATSHEAF SITE

The Chair reported that Members had been furnished with details of Planning Applications for The Wheatsheaf site from 2004 to date, for the important historic site within the town centre.

The Chair welcomed the Representatives from The Wheatsheaf Site to the meeting and he Suspended Standing Orders accordingly in readiness for them to discuss the proposals for the redevelopment of the Wheatsheaf site, in private, as requested.

It was noted that the Representatives provided Committee with a brief presentation on the possible plans for the Wheatsheaf site which at this time, were at draft form, which was followed by a question and answer session from Members. The Chair expressed his thanks to the Representatives from The Wheatsheaf Site and he Reinstated Standing Orders. It was noted that the Representatives left the meeting at this point in the meeting.

Committee instruction was sought. Following due debate, it was

RECOMMENDED that the Representatives from The Wheatsheaf Site attend the next Policy and Planning Committee meeting on 28 April 2026 to provide an update, in private, on more definitive plans for the Wheatsheaf Site and to provide an update on the crossing within Bridge Street.

14. FUTURE SPORTS PROVISIONS FOR THE TOWN

The Clerk reminded Committee of its Recommendation from its meeting on 24 February 2026 and she reported receipt of an email on 20 March 2026 from the FA's Head of Delivery confirming that the FA was 'happy to add a representative of the Town Council to the Steering Group membership alongside ourselves, the Local Authority and the local partner clubs.'

The Clerk provided Committee with an update on the delay with the Sports Hub due to the Ecology Planning Conditions. The Clerk provided Committee with an update on the correspondence received from the FA's Head of Delivery enquiring if the Council/Members could assist in contacts for local landowners for a receptor site for breeding birds which was an off-site compensation to meet the Planning Condition. Committee instruction was sought. Following due debate, it was

RECOMMENDED that the Clerk, in the first instance, liaise with the suggested landowners and provide the FA's Head of Delivery with an update.

15. WAR MEMORIAL REFURBISHMENT PROJECT

Committee was advised that Council's Architect had submitted the Listed Building Application to ESBC on 6 March 2026 and that ESBC's Open Spaces Team had been advised that the planters located on the War Memorial could not be removed until permission had been obtained from ESBC's Conservation Officer. Council's Architect would continue to provide Council with updates accordingly.

The Chair reported that a site meeting took place on 11 March 2026 with Council's Architect, the Clerk and interested Parties from JCB Academy and at this time, draft designs were awaited. It was noted that the design would complement the Area of Reflection Commemorative pieces in place.

The Chair reported that Council's Architect and the interested Parties had agreed during the site meeting that, due to the narrow pavement at the rear of the War Memorial (Bridge Street side), any proposed railings would have to remain open to eliminate the need for pedestrians to pass with ease and not have to walk on the highway. Committee instruction was sought.

RECOMMENDED that:

- (i) The same be accepted and approved.
- (ii) The Clerk provide Committee/Council with updates on the draft designs when available.

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

The Chair reported receipt of 8 responses from local GP Practices (out of 10) within 30 minutes of Uttoxeter Town Centre providing their initial support for a Uttoxeter Neighbourhood Hub and expressing their interest in attending a meeting to progress discussions which was reported to the Healthcare Catch up meeting held on 23 March 2026.

The Chair reported that the meeting with GP Surgeries would take place on 21 April 2026. He would be providing the 8 Practices with the Questions from the Balance Street Survey along with the results from the most recent survey issued to those who had recently had a referral which 627 responses had been received. The other Practices would be encouraged to send out similar surveys to their patients. Committee instruction was sought. Following due debate, it was

RECOMMENDED that the Chair and the Clerk provide Committee with an update at its next meeting, in private.

The meeting closed at 11.24am.



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 MARCH 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

It was noted that a member of the public was in attendance for Item No. 8

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 a member of the public was in attendance to provide Committee with an address under Item No. 8 DPS, in private.

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

The Clerk reminded Committee of its Recommendations from the meeting on 24 February 2026.

- (a) Committee was advised that at the time the Agenda was issued a number of responses from the local schools regarding information on the Widgit package used within their school was awaited.

Councillor Johnson reported that St Mary's First School do not use this system due to costs in comparison to the size of their school. She reported that she would ascertain which system they used and provide Committee with an update at its next meeting.

The Clerk reported that Tynsel Parkes Academy had confirmed the following:

- They use the Widgit Symbol Company which they could highly recommend.
- You can type in the word and it brings up the symbol with the symbol being familiar to all users.
- Uses for all signage throughout the school, (toilets, classrooms, reception, kitchen, cupboards, emotional support, letters, stories, greetings cards, etc)
- Worked with SEN for a number of years and Widgit Symbols would be the one system recommended.
- Though costings were about £240pa for their package.
- Welcome Members to visit Tynsel Parkes Academy to have a look at their signage.
- Excellent for SEN children and for parents with learning difficulties.
- SEN Recommends Widgit.
- It was understood that Widgit was the symbol system used by most first schools.

The Clerk reported that St Joseph's Primary School, Picknalls First School and Windsor Park Middle School had confirmed that they do not use any symbol system within their schools and no response had been received from Oldfields Hall Middle School or Thomas Alleyne's High School. It was noted that Councillor Johnson was liaising with St Mary's First School direct.

Councillor Boot reported that there were three established systems currently in use across local authorities, education, and public-facing environments as follows:

- Widgit Online – A cloud-based platform that enables the quick production of symbol-supported materials such as signage, instructions, and visual guides. It is widely adopted across UK councils and is particularly suitable for day-to-day operational use, including public buildings and service areas.
- Widgit InPrint – A desktop-based software solution offering more advanced document design capabilities. It was typically used for producing structured materials such as training documents, policies, and more detailed communication resources where consistency and formatting control were required.
- ARASAAC used in conjunction with Picto Selector, which was a free, open-source alternative that provides a large library of pictograms. While not as refined as Widgit, it was a viable option for basic communication boards and visual aids used by schools and councils

The Clerk reported that Councillor Boot had kindly provided her with the systems as reported. She reported that she had liaised with Council's IT Provider MidMC who had advised that Council should avoid any open source, unsecured provision. It was noted that Members concurred with this advice.

The Clerk reported that Widgit Symbols had confirmed that Widgit InPrint4 was their desktop version of the software and Widgit Online was their cloud based version. The software is what is used to generate the symbols. She reported that Widgit had advised that their Council packages included the software license for InPrint 4 as this was the more versatile version of the software and allowed you to edit any design work that Widgit provide. Committee instruction was sought.

RECOMMENDED that Councillor Johnson provide Committee with an update on the system used by St Mary's First School at its next meeting.

- (b) The Clerk reported that as Recommended by Committee at its last meeting, Widgit Symbols had confirmed their attendance at the Committee meeting on 28 April 2026 to provide Committee with a Presentation on Widgit Symbols.

RECOMMENDED that the same be accepted and approved.

6. TOWN HALL REPAIRS AND MAINTENANCE

The Clerk reported receipt of an email on 2 March 2026 from the owner of the adjacent property granting Council permission for the Council's Contractor to incorporate additional fixings into the boundary wall of Bagshaws for the installation of the replacement bird netting within the side alley.

The Clerk reported that Council's Architect had advised on 11 March 2026 that, due to unforeseen circumstances, the works to the side and roof of the Town Hall had been delayed and would progress in April/May.

RECOMMENDED that the same be noted.

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

The Clerk reminded Committee of its Recommendations from its meeting on 24 February 2026.

- (a) The Chair reported that one Tender had been received duly opened by the Chair of F&GP and the Clerk on 18 March 2026, circulated to Members with their Agenda Pack. The Chair reported that the Tenderer would be in attendance at 5.45pm to provide a brief Presentation to Committee on their Tender and experience.

Prior to the arrival of the Tenderer, Members perused the Application accordingly. It was noted that the Tender included £40 per event, payable to the Town Council by the Tenderer.

The Chair welcomed the Tenderer to the meeting at 5.45pm and he Suspended Standing Orders. The Tenderer expressed his thanks for inviting him to provide a brief on him, his business and his Tender application. He reported that:

- He was the Owner of Mint Cocktail Company which was Founded in 2015 and had delivered 800 events, specialising in mobile cocktail bar hire for weddings, private events and corporate functions.
- He had a team of 8 experienced bartenders, taking pride in delivering premium drinks and creating unique cocktails tailored to each event.
- The opening of our local cocktail bar has strengthened their experience and capability, ensuring that they can deliver this contract with confidence.
- Mint Cocktails Company Mission was delivering a professional reliable and high quality services and their Vision was to enhance local venues and events by delivering their high quality service.
- Their journey – Founded in 2015, built their mobile cocktails bars in 2017 with a secured partnership on Facebook, 2019 reached their 500th event milestone, 2022 began horsebox conversion, 2025 launched their bar in Uttoxeter High Street and featured on ITV's Fletchers Farm and in 2026, they are expanding into the rooftop bar and strategic focus on weddings and partnerships.
- Events – Mint Cocktail Company worked with a number of premium brands which included Facebook, Mercedes Benz, JCB, Chesterfield College, C W Sellors Fine Jewellery, Deloitte, Destinology, Jumeirah, Alton Towers, ITV, Nelsons Gin, The Royal Air Force, Royal Mail, Two Seasons, Marstons and YMCA. He reported that he continues to be approached by brands, influencers and clients seeking a premium cocktail.
- He provided Committee with Testimonials and took pride that Mint Cocktail Company are trusted by couples and event planners from the hundreds of events we have delivered.
- Market Insights – 1 in 4 declining spirit users are preferring cocktails over other drinks as wine and cider (CGA Data), they were popular with the 18-34 age group, the average wedding age was 31 which would be the Council's core audience age range for weddings within the Town Hall.
- The cocktail market had grown year-on-year by 1.6%, other alcohol markets such as spirits were rapidly declining (CGA Data). 38% of the Gen Z Market drink cocktails on Premise.
- Mint Cocktail Company offers to help venues increase revenue and attract younger, higher spending customers, bring a modern, fresh energy and innovative experiences with added value.
- Cocktails used as a 'valuable gateway' to other alcoholic purchases to an increased spend.

- He reported that Mint Cocktail Company had Brewery Providers for lagers, etc which could be provided within the bar at Uttoxeter Town Hall to add to the range of provisions that could be provided. Mint Cocktail Company provided Modelo Especial, a popular Mexican lager which supported 150 venues in the UK. Modelo have to see the venue to agree to supply it which was generally within Manchester or Birmingham City Centres.
- He would ask their Supplier BBG (Budweiser Brewing Group) to attend to look at the coolers and equipment currently in place to enable them to liaise with the former DPS's Brewery Provider (Molson Coors) regarding repurposing the existing equipment.
- Mint Cocktail Company had a large social media following of 20k followers and reach through their high profile clients, this reaches 9.6 million followers which could help to market the Town Hall venue.
- Partnership Potential – Upsell experiences such as cocktail masterclasses, appealing to the younger, wedding market.
- He suggested modernising the existing bar and providing a lick of paint would increase revenue and bookings. He would offer ideas and industry knowledge to assist the Council and its Events Team. He would support with open days, taster evenings and attract other suppliers.
- He had recently attended the recent Wedding Fayre organised by the Events Team which had been a huge success and he understood that the Council had received a number of booking enquiries during and following the event. He reported that he would support further events being held in the future.
- His aim would be to work with the Events Team to increase bookings for weddings and events within the Town Hall.
- Why choose Mint Cocktail Company – Experience in hundreds of high quality weddings and events, interactive and engaging client experience with opportunities for added value, popular with younger generations and wedding target market, profession and reliable service with testimonial proof, motivated towards growth and supporting local partnerships and a collective goal to attract businesses to hire the Town Hall venue.
- Thank you for considering Mint Cocktail Company.

It was noted that the presentation was followed by a brief question and answer session from Members which included the provisions of a glass washer and undercounter fridge for the Adam Peaty Bar.

The Chair expressed his thanks to Mint Cocktail Company for their informative and interesting presentation. It was noted that the Owner of Mint Cocktail Company left the Chamber at this point in the meeting. The Chair Reinstated Standing Orders accordingly.

RECOMMENDED that the same be noted.

- (b) Committee was asked to make its Recommendations to Council regarding the appointment of the DPS for the Town Hall.

The Clerk reminded Committee of the Existing Terms and Conditions: The Licence would be granted for a period of three years commencing ASAP with a break clause giving notice at one year, with discussion to take place prior to the one year anniversary. Notice of termination of the Licence would be a period of 3 months on either side.

Committee were reminded that previously, the DPS fees had been waived due to the previous DPS being in agreement to provide and install a glass washer and 2-door undercounter fridge within the bar area. Committee was advised that neither of these were installed due to the lack of bookings for the Town Hall. Committee had agreed to review this after 6-months however, no bookings took place therefore Committee were unable to review the service/provisions provided. Following due debate, it was

RECOMMENDED that:

- (ii) In the first instance, the Chair of the F&GP Committee, the Clerk and the Office Manager be tasked forthwith with meeting with the Owner of Mint Cocktail Company to discuss their potential ideas for the modernisation of the existing bar and to have a clear view on costings including provisions of a suitable glass washer and undercounter fridge being provided.

- (ii) Mint Cocktail Company be appointed as Council's DPS for the Town Hall, Licence to be granted for a period of three years commencing ASAP with a break clause giving notice at one year, with discussion to take place prior to the one year anniversary. Notice of termination of the Licence would be a period of 3 months on either side. With the DPS paying the Council £40 per event as in accordance with the completed Tender Application received.
 - (iii) The Chair and the Clerk provide Council on 14 April 2026 with an update on costings following the initial meeting with Mint Cocktail Company for the modernisation of the existing bar and provisions of a suitable glass washer and undercounter fridge being provided.
- (c) Committee instruction was sought for the Events Team making contact with ESBC Licensing Team to update the DPS for the Town Hall.

RECOMMENDED that subject to Council ratifying the Recommendations of the Committee on 14 April 2026 and considering the costings for the modernisation of the existing bar (including glass washer and undercounter fridge), the Events Team be authorised to progress the change of DPS for the Town Hall to Mint Cocktail Company, funded by the Town Hall Licensing budget allocation.

The meeting closed at 6.25pm.



UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE TOWN CENTRE FORUM MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON THURSDAY, 26 MARCH 2026 AT 5.45PM

Chair - Councillor P Krupski

Councillors: D Boot, R Hawkins, Z Krupski (Vice-Chair)

Officer in attendance – T Jeffery, Town Clerk

Also in attendance were Representatives from The Alms Houses, Redfern Cottage, The Community Foundation for Staffordshire and Shropshire and We Love Uttoxeter, Roses Café, Royal British Legion and The Armed Forces Breakfast Club, Uttoxeter Racecourse, We Heart Events and a member of the public.

1. CHAIR'S WELCOME

The Chair welcomed Members and the Members of the Public to the meeting and she provided a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", she reminded Members of the Civility and Respect Pledge and she briefed Councillors and members of the public on the use of emergency exits from the Alan Dean Suite to the fire point located outside the former Wilkos building located in the High Street in the event of a fire.

It was noted that all Members in attendance provided a brief introduction on themselves.

2. APOLOGIES FOR ABSENCE

(a) Apologies were received from Councillors B Houlihan, A Mansfield (ex-officios) and J Glandfield together with a number of Non-Council Members of the Forum who were local Business Owners/Managers .

RECOMMENDED that the same be accepted and approved.

(b) The names of Councillors who were absent and apologies had not been received. None.

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 a number of Non-Council Members would be participating throughout the meeting as Members of the Town Centre Forum.

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 was entered in the register of members' interests maintained by the Monitoring Officer.

None received.

5. **CARPARKING**

The Chair reported that as previously requested by the Forum, ESBC had updated its carparking machines within the Town with multinational machines.

RECOMMENDED that the same be noted.

6. **HIGH STREET EVENTS**

The Clerk reminded The Forum of the Council Resolution from its meeting held on 10 February 2026.

- (a) The Clerk reported receipt of an email on 17 February 2026 from County Councillor Allen advising Council that *'Thank you for the update and for confirming the Council's resolution regarding the Town Centre Forum. I appreciate the commitment to providing the information requested, as well as the inclusion of future event details.'*

For clarity, my request is for historical data from January 2025 to January 2026 covering all events that used High Street, together with the legal basis for any road closures or access restrictions for example, orders made by East Staffordshire Borough Council under Section 21 of the Town Police Clauses Act 1847, and any Temporary Traffic Regulation Orders made under the Road Traffic Regulation Act 1984. This is to ensure transparency and openness in relation to the lawful use of the public highway part of my responsibilities as a County Councillor and Cabinet Support Member for Highways.

To be clear, this request is not about cancelling or constraining future events. I recognise their value to the town and welcome your offer to include forward-looking information alongside the historic position.

I look forward to the date of the Town Centre Forum being confirmed and to receiving the historical dataset in due course.' Forum instruction was sought.

The Chair reported that she understood that the above mentioned had been requested in readiness for the additional requirements under Martyn's Law for publicly organised events.

RECOMMENDED that the same be noted.

- (b) The Forum gave consideration to the Council's Resolution and the (a) as above and the response to be issued to County Councillor Allen. Forum instruction was sought.

RECOMMENDED that the Clerk liaise with County Councillor Allen to provide the:

- (i) Road Closure Orders for the Town Council organised events between January 2025 to January 2026 (Food Festivals in June and December, the Christmas Lights switch on and the Annual Remembrance Parade).
- (ii) Contact details for those who organised events within the town centre between January 2025 to January 2026 to enable SCC to liaise with them direct.

7. **POTENTIAL ADDITIONAL EVENTS WITHIN THE TOWN CENTRE**

The Chair reported that As Recommended by the Forum at its last meeting that 'the Chair and the Clerk look at other markets/events that could take place (including additional Makers Market) to increase footfall within the town centre).'

The Chair reported that Makers Market Provider had advised that they would be trialling a Friday Makers market, on the 2nd Friday of the month (tbc), commencing from Spring 2026 with the High Street/Market Place which would be in addition to the Saturday Makers Market on the 4th Saturday of the month. The Clerk reported at this time, a commencement date was awaited from the Makers Market Organisers.

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

8. **'DISCOVER UTTOXETER' TOURISM AND BUSINESS WEBSITE**

The Clerk reported that, due to unforeseen circumstances, MidMC Computer Services had submitted their apologies just prior to the meeting. She reported that they had agreed to provide a presentation pack on 'Discover Uttoxeter' the Tourism and Business website which was currently be produced. She reported that upon receipt of the Presentation from MidMC, she would issue this to Members accordingly. Forum instruction was sought.

RECOMMENDED that the Clerk liaise with MidMC to request the Presentation on 'Discover Uttoxeter' the Tourism and Business website, to be issued to Members of the Town Centre Forum accordingly.

9. **MALTINGS UPDATE**

Councillors P and Z Krupski provided an update on the Maltings which included the following:

- The current plans for Phase I included for the demolition of the existing Iceland store and the demolition of all units joined on that side, up to the High Street
- The large unit opposite (former furniture shop) would be retained down to and including Edmunston's Butchers shop. These units would be clad, reinforced and improved.
- All other units from the side of the former furniture shop to the High Street would be demolished. Co-op Travel and Max Spielman had been safe guarded and would remain.
- Once demolition had taken place, landscaping the open space would take place along with the siting of planters and seating.
- Delays had taken place following feedback to the plans by Heritage England and ESBC had had to modify the plans accordingly.
- They would continue to liaise with ESBC and keep the residents of Uttoxeter updated on progression.
- ESBC had confirmed that they would be looking at the later end of the year for the works to be started and that this would take place during the current term of office.
- ESBC were currently seeking investors however none had been obtained at this time.
- ESBC had advised that the demolition phase would take between 12-18 weeks. They would continue to liaise with ESBC regarding ensuring the High Street was not blocked off but was equally protected debris and disruption be kept to a minimum.
- Due to the plans for Local Government Reorganisation (LGR), no update would be available on the future progression of Phase II regeneration of the Maltings until the new Unitary Authority was in place.
- ESBC had provided updates on the progression of the Maltings upon its social media and websites which had been shared with the Uttoxeter social media sites.
- The design of the demolition plan proposals allow for SCC to progress the High Street to be fully pedestrianised in the near future.

Councillor Hawkins reported that:

- ESBC were hopeful that demolition and landscaping would be completed by the end of April 2027.
- The Maltings would be a transition legacy project, to the new Unitary Shadowed Authority from May 2027 in readiness for the new Authority to be in place from April 2028.
- The other units within the Maltings would provide business opportunities once refurbished.

It was noted that debate took place on a number of matters including the provisions to be incorporated for the open space following the demolition of the Maltings to prevent any unauthorised access, ESBC seeking investors, what Phase II would look like for the Town and Planning, High Street bollard update. Following due debate, it was

RECOMMENDED that the same be noted.

10. **UTTOXETER FESTIVALS**

The Chair reported that the Uttoxeter Festivals would be taking place in the town centre on the following:

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

- Saturday, 5 December 2026 (10am-3pm)

The Chair reported that following the success of the events held in 2025, three Festivals would take place within the town centre this year, times as recorded. The Clerk reported that following each Festival in 2025, meetings were held with the Organisers. She reported that any feedback received had been included within the planning meetings for the events in 2026.

The Chair reported that no Indoor Craft and Produce Market would be held on 12 September 2026 due to traders preparing for their Christmas events. The Chair reported that the Town Hall would be closed on this day and toilet provisions would be provided by the toilets located in Bradley Street. She reported that the Indoor Craft and Produce Market would also take place on 13 June and 5 December and toilet provisions would also be available within the Town Hall and within Bradley Street.

The Clerk reported that We Heart Events was liaising directly with Utttoxeter Lions regarding Santas Grotto taking place within the 2nd foyer of the Town Hall on 6 December 2026.

It was noted that Saddlers Yard had been missed out of the leaflet drops promoting the Festivals within the Town in 2025. We Heart Events reported that they would add this area onto the working promotional plans for the events this year.

It was noted that promotion of the Festivals was within the Town entry signs, banners, posters and leaflets distributed throughout the town on the run up to each event which would be repeated for each event in 2026.

We Heart Events expressed their thanks to the Council and to the local businesses and community for the support shown to them during the events in 2025 and reported that the events planned for 2026 included additional traders, street entertainment and live demonstrations by local businesses.

Utttoxeter Racecourse reported that they had evening racing on 13 June 2026 and would support including promotion of the Festival within the 'make a day in Utttoxeter' programme.

The Clerk requested the Forum gave consideration to a request from the Organisers of the Utttoxeter Festivals seeking electricity provisions from within the Town Hall for the June and December events. Forum instruction was sought.

RECOMMENDED that Town Centre Forum authorises:

- (i) For the use of the Town Hall electricity for the demonstrations/performers for 13 June 2026 and 5 December 2026 for outside the Town Hall, as requested by We Heart Events, for a £50 contribution, per event, towards the electricity provisions.
- (ii) For the Clerk, Councillors P and Z Krupski and We Heart Events to produce leaflets, posters, update Town Entry Signs and banners for the Festivals throughout 2026, funded by the Town Hall and Town Centre Events budget allocation.
- (iii) The Clerk and We Heart Events to liaise with Utttoxeter Racecourse regarding the inclusion of the Festival for 13 June 2026 being incorporated within the 'make a day in Utttoxeter' promotion for their evening racing on 13 June 2026.

11. **REFURBISHMENT OF BRADLEY STREET TOILETS UPDATE**

Councillor P Krupski provided an update on the refurbishment of Bradley Street toilets which included the following:

- The Bradley Street toilets would be reopened at 11am on 30 March 2026 following their refurbishment as part of Phase I.
- The Changing Places facility, which was Phase II would be incorporated in a separate, stand alone unit located within the corner of the site of the former Co-op building.

The Clerk provided the Forum with background information on the original request for a Changing Places provision within the town centre following an address to Council at the Annual Parish Community Meeting in 2025. She reported that ESBC would be providing this provision in addition to the facility within Uttoxeter Leisure Centre.

RECOMMENDED that the same be noted and welcomed.

12. SUPPORT FOR BUSINESSES, BUSINESS HUB UPDATES & ENGAGEMENT EVENTS

The Chair reported that all invitees to the Forum meeting had been provided with a number of links for Support available for Businesses within Staffordshire which included the following:

- ESBC Business Support via <https://www.eaststaffsbc.gov.uk/business/business-support-and-advice>
- Staffordshire Business and Environment Network via <https://sben.co.uk>
- Staffordshire Chamber of Commerce via <https://www.greaterbirminghamchambers.com/about/our-network/burton-and-district.html>
- ESBC BBP (Currently closed for applications, hoping to relaunch in April) <https://www.eaststaffsbc.gov.uk/business/business-support-and-advice/boosting-business-programme>
 - Town regeneration <https://www.eaststaffsbc.gov.uk/regeneration/maltings>
 - Staffs County Council Business Support via <https://www.staffordshire.gov.uk/business/business/start-or-grow-your-business>
- Business Hubs Throughout 2026 (Remote working with a difference – Go along with your laptop & meet some great people whilst you work):
 - Every Monday 10am-2pm (Excluding Bank Holidays) – Burton Business Community Hub @ The Brewhouse Arts Centre – Meet, work, learn & network – DROP IN (FREE)
 - Second Tuesday of every month 9.30am – 12.30pm – Uttoxeter Business Community Hub @ The Globe Foundation, Uttoxeter - Meet, work, learn & network – DROP IN (FREE)
- ESBC Business Engagement Events within Uttoxeter – Updates from ESBC and Partners, hear from key speakers, past successful grant applicants, plus a chance to network with other local businesses – all FREE to attend:
 - 16 June 2026, 5.30-7.30pm – The Globe Foundation, Church Street, Uttoxeter, ST14 8AG To Register please visit <https://www.eventbrite.co.uk/e/esbc-business-engagement-event-theme-invest-to-grow-programme-tickets-1975358158427>
 - 15 December 2026, 5.30-7.30pm – The Globe Foundation, Church Street, Uttoxeter, ST14 8AG. To register please visit <https://www.eventbrite.co.uk/e/esbc-business-engagement-event-tickets-1975608868307>
- ESBC Business Support Drop-In Sessions – Drop-in for the latest support & funding opportunities from ESBC & Partners – FREE to attend, FREE parking, no need to pre-book:
 - 22 April 2026, 12pm-2pm – The Deer Park, Maker Lane, Hoar Cross, DE13 8QR (goose.topics.vase)
 - 19 May 2026, 11am-1pm – The Spread Eagle (Function Room), Church Rd, Rolleston, Burton upon Trent, Staffordshire, DE13 9BE (dove.districts.holds)
 - 16 July 2026, 11am-1pm – Field Head Farm, Combridge Lane, Uttoxeter ST14 5JA (calendars.migrants.self)
 - 15 October 2026, 11am-1pm – The Hart, 23 Carter Street, Uttoxeter, ST14 8EY (plums.influencing.campfires)
 - 19 November 2026, 11am-1pm – The Courtyard, 12 High Street, Tutbury, DE13 9LP (quilting.basics.fooling)
- Upcoming Innovation Workshops (NEW):
 - 12 March 2026 - Unlocking Business Funding: Grants, Loans & Investment Essentials - Staffordshire Chambers Member Zone

- Further Fully Funded Training & Support:
 - Thursday 12 March 2026 – SCC (FULLY FUNDED) - Growth Programme: Clarity & Sustainable Momentum (Workshop 2) at Hoar Cross. Register via <https://www.eventbrite.co.uk/e/growth-programme-clarity-sustainable-momentum-workshop-2-tickets-1981069036818>
 - Ongoing Dates – FREE – Make Every Contact Count Training Please visit https://staffordshire.everyonehealth.co.uk/mecc/?utm_medium=govdelivery&utm_source=email
 - Ongoing Dates – SBEN Free Carbon Literacy Training (& much more) FREE – Please visit <https://sben.co.uk/events/>
 - Launch It – 2 years of free support for 18-30 year olds in Stoke on Trent and Staffordshire looking to start or continue running their worn businesses. More information available via <https://www.launchit.org.uk/stoke-on-trent>
 - Invest to Grow Grants & Loans – Derby Uni – Awards of up to £250k of business support now available to East Staffordshire businesses – More information available via <https://www.derby.ac.uk/business-services/funding/access-to-funding/>
 - Apply for a Government-backed Start Up Loan of £500 to £25,000 to start or grow your business – More information available via <https://www.gov.uk/apply-start-up-loan>
 - Business Growth West Midlands - FREE tailored support from your very own Business Adviser, programmes, training and events. More information available via <https://www.businessgrowthwestmidlands.org.uk/>

Councillor Hawkins reported that the Business Boost Scheme would continue in April 2026 with funding available which was aimed at new and existing small and medium sized businesses located in East Staffordshire wishing to grow and expand their business. Further information was available via <https://www.eaststaffsbc.gov.uk/business/business-support-and-advice/boosting-business-programme>

RECOMMENDED that the same be noted.

13. BUSINESS IMPROVEMENT DISTRICT (BID)

As Recommended by Forum that the Business Improvement District (BID) remain as a standing item within the Town Centre Forum Agenda to enable the Forum to consider in the future. Forum instruction was sought.

The Forum gave consideration to the further visit from The High Street Task Force who had previously attended the Town and provided the Forum with an address of their findings. Following due debate, it was

RECOMMENDED that the Clerk liaise with The High Street Task Force to ascertain if a further visit and assessment could be carried out for Uttoxeter.

14. AGENDA ITEMS FOR THE NEXT MEETING

The Forum gave consideration to agenda items to be considered by the Forum at its next meeting, in addition, to the items already being considered.

RECOMMENDED that all relevant Items from this meeting remain as Agenda Items for the next meeting.

15. DATE OF NEXT MEETING

Meetings to be held on a quarterly basis (dates to be determined)

The meeting closed at 6.25 pm.

UTTOXETER TOWN COUNCIL

F

ACCOUNTS TO BE PASSED FOR PAYMENT AT THE MEETING TO BE HELD ON 14 APRIL 2026

ACCOUNTS ALREADY PAID BY CHEQUE - CURRENT ACCOUNT

Cheq No.	Payee	Description	Net	Vat	Amount
009479	XX Dean	2025-26 - UIB - Reimb. Planters Redferns Cottage	89.97	-	89.97
Already Paid by Cheque Sub - Total			89.97	0.00	89.97

ACCOUNTS ALREADY PAID BY BACS PAYMENT - CURRENT ACCOUNT

Payment ID	Payee	Description	Net	Vat	Amount
552904769	XX Jeffery	2025-26 - Reimb. Petty Cash Exp. 10/12/25-10/03/26	172.68	-	172.68
553797196	Rotary Club of Utoxeter	2025-26 - S137 Sundry Grant	500.00	-	500.00
553799827	XX Mather	2025-26 - Reimb. UIB Exp. - A boards	48.99	-	48.99
553798425	P Krupski	2025-26 - Reimb. UIB Exp. - Bookmarks	22.76	-	22.76
555329768	XX Jeffery	2025-26 - Reimb. Petty Cash Exp. 12/03/26-31/03/26	31.95	-	31.95
555391047	Combined Staff Salaries	2026-27 - Staff Salaries - Mth 1 10/04/26	9,123.15	-	9,123.15
555392367	HMRC	2026-27 - Staff Salaries - Contribs - Mth 1	3,005.44	-	3,005.44
555392714	Staffordshire Pension Fund	2026-27 - Staff Salaries - Contribs - Mth 1	2,968.58	-	2,968.58
Already Paid BACS Payments Sub - Total			15,873.55	-	15,873.55
Payments already made by Cheques/BACS Sub - Total			15,963.52	-	15,963.52

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	B Houlihan	2025-26 - Travel Exps. - Reim Travel exps 01/01/26-16/03/26	46.35	-	46.35
TBA	C Bradbury	2025-26 - T/Hall Ents. - Tea Dance Entertainment Fee - Mar 26	240.00	-	240.00
TBA	Chubb Fire & Security Ltd	2026-27 - T/Hall Rep./Maint. - Intruder Alarm Annual Charge	830.78	166.16	996.94
TBA	Cropper Grounds Maintenance Limited	2025-26 - Grounds Maint. - Cemetery & St Mary's Churchyard - Mar	6,000.00	1,200.00	7,200.00
TBA	Draycott Nurseries and Landscape Sales Ltd	2025-26 - Cem. - Memorial Tree	43.20	8.64	155.22
As Above	Draycott Nurseries and Landscape Sales Ltd	2025-26 - Cem. - Memorial Tree	42.95	8.59	
As Above	Draycott Nurseries and Landscape Sales Ltd	2025-26 - Cem. - Memorial Tree	43.20	8.64	
TBA	ESBC	2025-26 - Empty Trade Refuse Bin	121.41	-	433.13
As Above	ESBC	2025-26 - Empty Trade Refuse Bin - Paper	16.72	-	
As Above	ESBC	2026-27 - Premises Licence	295.00	-	
TBA	Hamilton	2025-26 - T/Hall Rep./Maint. - Window Cleaning	47.50	-	47.50
TBA	InReach Group Limited	2025-26 - Office Equip. - Copier 19/02/26 - 23/03/26	183.32	36.66	219.98
TBA	Michael Johnson Tree Surgery Ltd	2026-27 - Cem. - Emergency Tree Works to Damaged Tree	400.00	80.00	480.00
TBA	MidMC Computer Services	2026-27 - Office Equip. - Annual Website Domain Web Data Hosting	36.40	7.28	43.68
TBA	Molly Maid	2025-26 - T/Hall Cleaning Contract - March	360.00	72.00	432.00
TBA	Npower Commercial Gas Limited	2025-26 - Street Lighting 01.01.26 - 31.03.26	597.89	29.89	627.78
TBA	NSALG	2026-27 - National Allotment Society Annual Membership Renewal	70.00	14.00	84.00
TBA	P M Gravedigging	2025-26 - Cem. Gravedigging Services - Mar	1,020.00	-	1,020.00
TBA	Rialtas Business Solutions Ltd	2026-27 - Annual Subs./Licences	984.00	196.80	1,180.80
TBA	Rural Services Partnership Limited	2026-27 - Rural Market Town Group Membership Subs. 2026-27	151.04	30.21	181.25
TBA	Staffordshire Parish Council Association	2026-27 - Membership Fees 2026-27 - NALC & SPCA	1,691.81	-	1,691.81
TBA	The Training Society	2026-27 - Staff Training x 1 - EFA, WAH, MH, Fire Warden, Fire Safety	279.00	55.80	334.80
TBA	Zurich Town & Parish, Insurer Trust Account	2026-27 - Insurance Yr 3 of 3 Yr contract - Annual Insurance Renew	7,124.25	882.91	8,007.16
BACS Payments to be made Sub - Total			20,624.62	2,797.58	23,422.20
Payments to be made Sub - Total			20,624.62	2,797.58	23,422.20

DIRECT DEBITS

Mar	Royal Bank of Scotland	Bank Charges to 27/02/26	43.48	-	43.48
2025-26	Bankline	Bank Charges	39.00	-	39.00
	BT Group Plc	Telephone	446.96	89.39	536.35
	EE	Office Equip. - Clerk Office Mobile	21.00	4.20	25.20
	E-On Next	T/Hall S/Charge - Elect.	15.88	0.78	16.46
	E-On Next	Feeder Pillar - Elect.	50.40	2.52	52.92
	E-On Next	Cem. Chapels Elect - S/Charge - March	25.95	1.30	27.25
	E-On Next	2026-27 - Cem. Chapels Elect - S/Charge - April	25.95	1.30	27.25
	British Gas Business	T/Hall Elect.	585.76	117.15	702.91
	British Gas Business	Cemetery Gas	41.05	2.05	43.10
	InReach	Photocopier - Toner	7.50	1.50	9.00
	Go Cardless / EPOS Now Ltd	EPOS Standard Sup. License & Protection Care Plan	25.00	5.00	30.00
	Go Cardless / EPOS Now Ltd	EPOS Protect No Care Plan	14.00	2.80	16.80
	Peninsula	Admin. Professional Fees - HR Services	200.50	40.10	240.60
	Total Energies Gas & Power	T/Hall - Gas	718.56	143.71	862.27
	Pennon Water Services	Cemtery Water	38.00	-	38.00
	Water Plus	T/Hall - Water	150.59	-	150.59
Sub - Total			2,449.38	411.80	2,861.18
GRAND TOTAL			39,037.52	3,209.38	42,246.90

Approved: UTC 14/04/2026

Town Mayor Cllr B Houlihan

Deputy Mayor Cllr A Mansfield

UTTOXETER TOWN COUNCIL

SALES LEDGER INVOICES ISSUED AND ACTUAL INCOME RECEIVED IN MARCH 2026

SALES LEDGER INVOICES ISSUED – 01.03.2026 TO 31.03.2026

4518 Hire of Ballroom (3, 10, 24, 31 March 2026)	£ 80.00
4519 Hire of Ballroom (18.03.26)	£ 60.00
4520 Hire of Ballroom (12.011.25)	£ 80.00
4521 Hire of Ballroom (28.04.26)	£ 120.00
4522 Rent (Apr) – 32 Carter Street	£ 600.00
4523 Rent (Apr) – 19a High Street	£ 440.00
4524 Rent (Apr) – Allotment Building	£ 72.33
4525 Rent (Apr) – Kiosk	£ 256.45
4526 Hire of Alan Dean Suite (07.07.26)	£ 200.00
Total sum of Inv. Issued	<u>£ 1,908.78</u>

ACTUAL INCOME RECEIVED

General

RBS – Bank Interest up to 31.03.26 – Special Interest Account	£ 52.13
Wedding Fayre – Mayoral Donations (<i>to be transferred</i>)	£ 50.00
Civic Trust – Redfern Cottage – Reimburse Insurance	£ 40.00
Sub-Total – General Inc.	<u>£ 142.13</u>

Town Hall Entertainments

Easter Party Ticket Sales	£ 43.00
Easter Party Ticket Sales	£ 5.00 (-5p charge)
Tea Dance Admissions	£ 395.00
Tea Dance Raffle	£ 49.00
Sub-Total – T/Hall Ent.	<u>£ 492.00</u>

Mayoral

Donation – Signing Pension Forms	£ 50.00
Sub-Total – Mayoral	<u>£ 50.00</u>

Markets

Wednesday Outdoor	£ 156.00
Saturday Outdoor	£ 281.50
Craft & Produce Market	£ 338.00
Sub-Total – Markets Inc.	<u>£ 775.50</u>

Cemetery

Chapel Donations	£
Interments/Memorials/Transfer of Ownership	£ 1,475.00(-14.75 charge)
Interments/Memorials/Transfer of Ownership	£ 3,895.00
Sub-Total – Cem.	<u>£ 5,370.00</u>

TOTAL INCOME RECEIVED MAR. 2026 BEFORE CHARGES	<u>£ 6,829.63</u>
TOTAL EPOS CARD PAYMENT CHARGES	<u>£ 14.80</u>
TOTAL <u>ACTUAL</u> INCOME RECEIVED MAR. 2026	<u>£ 6,814.83</u>

Borough Councillor P Krupski reports she has:

- 3rd March - Attended a Licencing subcommittee meeting.
- 4th March - Attended a UHCC committee meeting.
- 5th March - Attended a Leaders Advisory group meeting.
- 7th March - Attended a local Councillors surgery in Uttoxeter Library, where a number of issues were raised by the public who attended.
- 13th March - Worked with the Enforcement team and PCSO regarding children on the roof of the Maltings and entering one of the vacant units.
- 14th March - Contacted County Cllr Allen regarding overgrown trees on Bramshall Road as raised by a local resident.
- 16th March - Attended a full council meeting at ESBC.
- 17th March - Attended a Scrutiny Value for Money Call in meeting.
- 17th March - Emailed County Cllr Allen about the County Council honouring their pledge to install a Pedestrian crossing in Bridge Street.
- 17th March - Emailed the Planning dept. at ESBC to inquire about plans for the Wheatsheaf site.
- 18th March - Contacted ESBC regarding a Pavement Licence.
- 20th March - Contacted the Enforcement team regarding another break in at the Maltings.
- 24th March - Attended a Teams meeting regarding the scoping paper for VFM on fly tipping.
- 25th March - Attended a Friends of Bramshall Park committee meeting.
- 30th March - Attended the opening of the newly refurbished Bradley Street toilets.

Borough Councillor Z Krupski reports he has:

- 4th March - Attended a UHHC committee meeting.
- 5th March - Attended a Leaders Advisory Group Meeting.
- 8th March - Attended the Uttoxeter Town Hall Wedding Fair .
- 9th March - Attended a ESBC call in pre-meeting.
- 16th March - Attended a full Council Meeting at ESBC.
- 17th March - Chaired the Value For Money Scrutiny Committee re Burton Place.
- 24th March - Chaired the Teams meeting regarding the scoping paper for VFM on fly tipping.
- 26th March - Reviewed the Chairman's report for the VFM Meeting with ESBC on 9 April.
- 30th March - Attended the opening of the newly refurbished Bradley Street Toilets.

Borough Councillor R Hawkins reports he has:

- 4th March - Supported a resident at a meeting with Social Services in Burton.
- 4th March - Attended a meeting of the Development Committee via zoom.
- 5th March - Attended a meeting of the Leader's Advisory Group in Burton.
- 11th March - Chaired a meeting of the Uttoxeter Nature Forum Group at Globe Centre.
- 12th March - Attended a meeting of the East Staffs VCSE Network in Barton-under-Needwood.
- 12th March - Attended a meeting of the Leader's Advisory Group.
- 16th March - Attended a full ESBC Council Meeting.
- In addition, spoke to a range of residents on matter such as the new Food Waste collection service, the Bramshall Meadows 'through route', the Maltings 'landscaping'; and recent shop closures and the impact of 'absentee landlords'.

Borough Councillor A Mansfield reports he has:

- Been in contact with a number of organisations to encourage them to consider applying for the Councillor Community Fund and the Community Regeneration Fund when both relaunch later in the spring. If fellow Councillors work with community organisations who would benefit from funding, I would be happy to have a conversation to see if either fund would be suitable for them.
- Raised the issue of inappropriate parking in the ESBC-owned car park at the rear of the Maltings with the Council's Civil Enforcement Team.
- Chaired a meeting of the ESBC Audit Committee and attended meetings of the Standards Committee, Leaders Advisory Group, and Full Council. One item pertinent to Uttoxeter that was discussed at Full Council was the proposed Sports Hub project at the quarry site in Spath. Unfortunately, the arrangement that was in place with a local landowner to lease their land as part of the ecological considerations in relation to the project has fallen through. This means that ESBC and the Staffordshire FA need to find a new landowner willing to lease their land in order to move the project forwards. The planned improvements to the floodlights at Oldfields Sports and Social Club and to the rugby/football pitch at Bramshall Road Park are still progressing as planned.

12. TOWN CLERK'S REPORT – 14 APRIL 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: For Parish Councils - Staffordshire Food Waste Service Communications dated 11 March 2026, Staffordshire Day dated 13 March 2026, CloudyIT Digital Learning Series - IT Training for Parish Councils dated 20 March 2026, Free Health and Wellbeing Training on 26 March dated 24 March 2026, Introducing Our New Planning Advice Service for Member Councils dated 24 March 2026, Staffordshire Day events and toolkit dated 26 March 2026, SPCA Free Planning Advice Service dated 31 March 2026, End of Year – Need to Know dated 1 April 2026, SPCA March 2026 Bulletin dated 1 April 2026, Free online briefing on 16 April at 12.30pm: Introduction to the Local Council Award Scheme dated 7 April 2026, Planning for non-planners: Thursday 16 April 6:30pm – 8:30pm received 8 April 2026, as forwarded to Members.
- (b) NALC Correspondence - CEO Bulletin dated 5 March 2026, NALC events dated 10 March 2026, CEO Bulletin dated 12 March 2026, NALC Events dated 17 March 2026, SPCA Response to Local Government Reorganisation in Staffordshire dated 17 March 2026, CEO Bulletin dated 19 March 2026, NALC events dated 24 March 2026, We have launched a new toolkit to help you engage with MPs and Parliamentarians dated 25 March 2026, CEO Bulletin dated 26 March 2026, CEO Bulletin dated 2 April 2026, Jobs newsletter dated 6 April 2026, NALC Events dated 7 April 2026, as forwarded to Members.
- (c) SLCC Correspondence – SLCC Weekly News Digest dated 16 March 2026, SLCC News Bulletin dated 18 March 2026, Weekly Digest dated 31 March 2026, News Bulletin dated 1 April 2026, SLCC Weekly News Digest dated 6 April 2026, as forwarded to Members.
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4481100 – Sycamore Close received 4 March 2026, 4485837 – Various Streets in East Staffs received 5 March 2026, 4480621 – Temporary Road Closure Order and Temporary Footway Closure Order for Pinfold Street received 6 March 2026, 4478934 - Bennetts Lane, Bramshall & Loxley Lane, Loxley received 16 March 2026, 4486238 – Stone Road, Bramshall received 19 March 2026, 4485866 - Loxley Lane, Loxley Green received 19 March 2026, 4484514 - Cross Road received 19 March 2026, 4486340 – Stone Road and Bennetts Lane, Bramshall received 31 March 2026), as forwarded to Members and Staff.
- (e) The Circuit – To report that a Defibrillator Check was carried out on 9 March 2026 and The Circuit duly updated.
- (f) My Staffordshire dated 6 March, 20 March and 25 March 2026, as forwarded to Members.
- (g) Received and responded to an email on 6 March 2026 from a member of the public seeking van access into Fairfield carpark. Council is advised that the member of the public was encouraged to liaise with ESBC's Carparking Civil Enforcement Team direct.
- (h) National Allotments Newsletter – March received 6 March 2026 and 2 April 2026, as forwarded to Members.
- (i) Email on 6 March 2026 from Vaughtons Re: Welcome to our March Newsletter, as forwarded to Members.
- (j) Email from ESBC's Democratic Services Officer Re: What does it mean to be a 21st Century Parish and Town Councillor or Clerk - free workshops, as forwarded to Members.
- (k) Today's the day! The Great British Spring Clean is back! Dated 13 March 2026, as forwarded to Members.
- (l) Placed the order with Bradley Accounting and Taxation Services on 18 March 2026 for £415 plus vat per annum for carrying out all Payroll Services for the Council (including HMRC and Pensions) for 2026-27, as included within the Admin Professional Fees, as Resolved by Council on 13 January 2026 (Precept).
- (m) Received and responded to a number of emails on 18 March 2026 from a member of the public and Council's SID Contractor regarding Stafford Road SID Signs.
- (n) Email on 17 March 2026 from The British Heart Foundation Re: your support has been invaluable this Heart Month, as forwarded to Members.
- (o) Email on 18 March 2026 from The Community Foundation of Staffordshire and Shropshire Re: Grant Alert - New Communities Resettlement Fund, as forwarded to Members.
- (p) Received emails since the date of the last meeting via the Mayor from a Town Councillor Re: Governance for petty cash and Governance for annual leave and lieu time. Council is advised the responses from the Clerk and Office Manager will be issued to the Mayor following liaison with Council's Data Protection Officer and Internal Auditor.

- (q) Email 19 March 2026 from PSGA Re: PSGA Newsletter and latest news for local councils, as forwarded to Members and the Admin Team.
- (r) Email from SCC on 20 March 2026 Re: Get ready for Staffordshire Day and Staffordshire Day free webinar to boost your business dated 1 April 2026, as forwarded to Members and Staff.
- (s) Received and responded to an email from Fradswell PC seeking information on the Community Speed Watch set up and management. Council is advised that the Clerk has passed on contact details for the Town Speed Watch for their response direct.
- (t) Received an email on 17 March 2026 from WaterPlus advising Council of the 2026-27 water price changes – what you need to know, as issued to Members on 23 March 2026.
- (u) Parish Online Newsletter #65 dated 23 March 2026, as forwarded to Members.
- (v) Attended the Policy and Planning Committee at 10am on 24 March 2026 and the Finance and General Purposes Committee at 5.30pm on 24 March 2026.
- (w) The Rural Bulletin - 24 March 2026, as forwarded to Members.
- (x) ES Business News - Issue 28 dated 24 March 2026, as forwarded to Members.
- (y) Attended the Rialtas Suite 'a new chapter for Council software' (Council's accounts package provider) Briefing on 24 March 2026.
- (z) Received and responded to an email on 24 March 2026 from a local resident Re: litter picking within the Town and parks. Council is advised that the Clerk provided the local resident with contact details for The Friends of Bramshall Park.
- (aa) Attended the Town Centre Forum Meeting on 27 March 2026 at 5.45pm.
- (bb) Received The Circuit Newsletter: Your Spring Update from British Heart Foundation on 27 March 2026, as forwarded to Members.
- (cc) My Staffordshire Newsletter, received 27 March 2026, as forwarded to Members.
- (dd) Email from Trent Rivers Trust on 27 March 2026, as forwarded to Members.
- (ee) SCC, Libraries news update email received 29 March 2026, as forwarded to Members.
- (ff) SLCC, Weekly News Digest email received 30 March 2026, as forwarded to Members.
- (gg) SPCA, ONH Staffordshire Planning Advice Service email received 30 March 2026, as forwarded to Members.
- (hh) SCC, Staffordshire Means Business email received 31 March 2026, as forwarded to Members.
- (ii) The Rural Services Network, Bulletin, What's new at RSN HQ this week? Email received 31 March 2026, as forwarded to Members.
- (jj) Attended the SPCA Forvis Mazars LLP presentation online presentation on 7 April 2026 in readiness for end of year Audit.
- (kk) Received the 2025/26 Annual Governance and Accountability Returns (AGARs) from Forvis Mazars on 1 April 2026.
- (ll) Issued Members with photos of the advertising boards within the Bus Station promoting town events.
- (mm) RSN Rural Funding Digest - April 2026 Edition, as forwarded to Members on 8 April 2026.
- (nn) Received an email on 1 April 2026 from ESBC's Licensing Team updating Council on the Pavement Licence - Privilege Bar Ltd, as forwarded to Members on 8 April 2026.
- (oo) Received and responded to an email from The Community Foundation of Staffordshire and Shropshire on 8 April 2026 Re: Burton & Uttoxeter trust transfer search.
- (pp) Email on 4 April 2026 from Fairtrade Uttoxeter inviting Members to the AGM and GM of the Fairtrade Uttoxeter Steering Group on Monday 13 April 2026 at 4.30pm at Redfern's Cottage Museum, Carter Street. Council is advised that the Group will have to submit an application for renewal of Uttoxeter's Fairtrade Town Status by July 2026, as forwarded to Members on 8 April 2026.
- (qq) Council is advised that MidMC advised on 8 April 2026 that they would need to remove one of the SID Sign located in Kingfisher Way to carry out additional works as roadside works have not been successful in reinstating the SID in working order.
- (rr) Received the Pavement Licences from ESBC's Licensing Team for Mint Cocktail Company Ltd and Privilege Bar Ltd on 8 April 2026. Council is advised that copies have been filed in the electronic ESBC Pavement Licence folder.
- (ss) Received the latest SID Data from MidMC which the Admin Team will incorporate within the Council's website in due course.
- (tt) Email on 8 April 2026 from The Community Foundations for Staffordshire and Shropshire providing their Programmes Newsletter April 2026, as forwarded to Members.

Neighbourhood Governance Pack



Joint Working
WEST MIDLAND CALCs

Warwickshire & West Midlands | Worcestershire | Herefordshire
Staffordshire | Shropshire

**Pack contents: Council briefing,
template motion and template letter
to your local MP.**

Overview

The UK Government's emerging agenda on neighbourhood governance—set out through the English Devolution and Community Empowerment (EDCE) Bill—signals a shift toward more localised, community-level decision-making.

However, despite new duties placed on unitary councils, **the Government has not yet provided a clear, formal definition or detailed guidance** on what neighbourhood governance should look like. There is yet to be any role for parish/town councils in these new structures.

What the Government Has Said So Far

Government documents describe neighbourhood governance mainly in broad, outcome-focused terms, stating that its purpose is to **"move decision-making closer to residents"** and enable public services to be better organised around local needs.

The Bill gives the Secretary of State powers to **define neighbourhood areas** and set criteria for governance arrangements—but these definitions and criteria have **not yet been issued**.

Key Gap: No Clear Definition or Local Council role

Although local authority duties are being introduced, **no statutory or practical definition of "neighbourhood governance" has been set out by the Government**.

This leaves councils uncertain about the scale, form and minimum standards expected.

Implications for Parish and Town Councils

Neighbourhood governance reforms—driven by the English Devolution and Community Empowerment (EDCE) Bill—have significant implications for parish and town councils. While these bodies are long-established forms of neighbourhood-level democracy, the Government's proposals introduce new expectations, uncertainty, and potential opportunities.

Parish and Town Councils Will No Longer Be the Default Neighbourhood Governance Model

The Government has stated that it **"wants to make sure that all local authorities have a way of working with people in their**

neighbourhoods, so they are not relying on town and parish councils to do it."

Uncertainty About Their Future Role

Because the Government has not yet defined:

- what constitutes a neighbourhood governance structure, or
- how these structures will interact with existing parish councils,

parish and town councils face **uncertainty** regarding:

- Their statutory position within the new framework
 - Whether their existing roles will be strengthened, diluted, or duplicated
-

3. Potential Overlap or Duplication

With the Secretary of State empowered to **define neighbourhood areas** and set criteria for governance arrangements—yet without definitions currently in place—there is a risk that new, imposed neighbourhood structures may **overlap with existing parished areas or the work of parish/town councils**.

This could lead to:

- Confusion over responsibilities
 - Blurred lines of accountability
 - Challenges in community engagement
-

Summary

Parish and town councils are likely to remain important, but their role is no longer assumed or guaranteed.

We face a period of uncertainty while the Government develops regulations defining neighbourhood areas and governance standards. Until clarity is provided, councils must prepare for:

- Possible structural changes
 - Integration with new neighbourhood models
 - The need to demonstrate strong community value
-

Below is a **ready-to-use template motion** that a parish or town council can adopt. It reflects the current policy context, including the Government's intention **not to rely solely on parish and town councils for neighbourhood governance**, and the lack of detailed guidance on how new structures will work alongside existing local councils.

Template Motion: Ensuring an Influential Role for Parish/Town Councils in Neighbourhood Governance

[Council Name] Parish/Town Council

Motion for Resolution

Date:

Proposed

by:

Seconded by:

Motion

This Council notes:

1. That the Government's English Devolution and Community Empowerment (EDCE) Bill introduces a new duty on all local authorities to establish "effective neighbourhood governance" structures, with further detail to be set out in forthcoming regulations.
 2. That the Government has stated it wants all local authorities to have a way of working with neighbourhoods **"so they are not relying on town and parish councils to do it,"** indicating that parish and town councils may not automatically be recognised as the primary neighbourhood governance mechanism.
 3. That the Secretary of State will have powers to define neighbourhood areas and set criteria for neighbourhood governance arrangements, but these definitions and criteria have **not yet been published**, creating uncertainty about the future role of parish and town councils within the new framework. [\[nalc.gov.uk\]](http://nalc.gov.uk)
 4. That parish and town councils are the most local and democratically accountable tier of government, with established relationships in communities and a strong track record of facilitating local engagement and service delivery.
-

This Council believes:

1. That parish and town councils should play a **central and influential role** in any new system of neighbourhood governance, reflecting their democratic mandate and deep local knowledge.
 2. That any new neighbourhood governance structures should **complement, not duplicate or marginalise**, existing parish and town councils.
 3. That clear guidance from Government is essential to avoid confusion, overlap, and the dilution of local democratic accountability.
 4. That parish and town councils are offered the opportunity to join any neighbourhood governance structures created in their area.;
-

This Council resolves to:

1. **Call on our local Member of Parliament** to press the Secretary of State for Housing, Communities and Local Government to:
 - Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
 - Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
 - Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.
 2. **Write to the MP** enclosing this motion and requesting active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.
 3. **Engage with our principal authority** to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.
 4. **Publicly communicate** this Council's position to residents, reaffirming our commitment to maintaining strong, local, democratic representation.
-

Template Letter to your local MP

[Council Letterhead]

[Date]

[Name of MP]

Member of Parliament for **[Constituency]**

[Office Address]

Dear **[Name of MP]**,

Re: Request for Advocacy on the Role of Parish/Town Councils in Neighbourhood Governance Reforms

I am writing on behalf of **[Council Name] Parish/Town Council** to draw your attention to significant concerns arising from the Government's emerging neighbourhood governance proposals under the English Devolution and Community Empowerment (EDCE) Bill.

As you will know, the Bill introduces a new legal duty for all local authorities to establish **"effective neighbourhood governance"** structures. However, the Government has indicated that local authorities should not rely solely on parish and town councils for this purpose. Specifically, accompanying commentary to the Bill states that councils should have ways of working with neighbourhoods **"so they are not relying on town and parish councils to do it."**

At the same time, the Bill provides the Secretary of State with new powers to **define neighbourhood areas** and set criteria for governance arrangements, but these definitions and criteria have **not yet been published**, leaving substantial uncertainty about how existing parish and town councils will fit within the new system.

Given that parish and town councils are the **most local, democratically elected tier of government**, with deep knowledge of their communities, we strongly believe they should have an **influential and clearly recognised role** within any new neighbourhood governance arrangements.

Enclosed with this letter is a motion passed by **[Council Name]** requesting that you press the Secretary of State for Housing, Communities and Local Government to:

1. Ensure parish and town councils are formally recognised as key partners in neighbourhood governance.
2. Provide clarity—through forthcoming regulations and guidance—on how these councils will be integrated into the new framework.

3. Avoid the creation of parallel structures that could duplicate or diminish the role of democratically elected local councils.

We would be grateful for your support in raising these matters with Ministers and ensuring that community-level democratic representation is not weakened as these reforms progress.

Please do not hesitate to contact us if you would like to meet to discuss this further or require any additional information.

Yours sincerely,

[Name]

[Position, e.g., Chair/Clerk]

[Council Name] Parish/Town Council

Dear Uttoxeter Town Council,

Please find attached a S137 for the above event which will held on Saturday 20 June 2026 between 2:00 pm to 6:00 pm at the Uttoxeter Market Place,

This is to be inaugural Uttoxeter Armed Forces Day Community Event. It is seen as an opportunity, as a community, to show our support for the men and women who make up the 'Armed Forces community': from currently serving personnel to Service families, veterans and cadets.

The Uttoxeter event is being cohosted/planned by the local Royal British Legion Branch, the Uttoxeter Armed Forces and Veterans Breakfast Club, the Uttoxeter Branch of the RNA and various local businesses.

For our event, we are working with local businesses and community groups and have also reached out to the Armed forces and have secured, to date, the following support:

Army - The Mercian Regiment mobile display team

Royal Navy – HMS Sherwood potentially a Seaboat Simulator

The Military Wives Choir

Sgt Watchman (The Staffordshire Regimental Association Mascot) Veteran military vehicles

Local Army and Air cadets

veteran military vehicles, and

a number of other vendors and organisations including the Uttoxeter Leisure Centre

We will have attendance by serving military personnel and equipment displays to engage with , and inform, the public.

We are also looking to run a series of social media 'stories' outlining the broader armed forces contributions of the armed forces and also, with their permission, profile stories of local veterans (serving and retired) who have, and are still, serving to protect the United Kingdom and the international order.

Local veterans groups are fully engaged and will both help organise the event and also attend.

The emphasis is to widen the public understanding of the role and function of our armed forces through direct

engagement and a strong information campaign including as many media types as possible.

We are aiming for a total attendance of between 300 and 400 people.

UTC as well as ESBC, SCC, police and fire service have all been engaged and advised of the intent to hold this event and have all been supportive and provided guidance and advice.

The Town Mayor's office has also been approached and an invitation extended to the Mayor to attend and potentially open the event.

It is hoped that this application will be met with a favourable response,

Kind regards



S137 COMMUNITY SUNDRY GRANT APPLICATION FORM



Applicant Details:

Name (if an individual): _____

Name (if an organisation): Ottoxeter Armed Forces Day Community Event

Address inc. postcode: REMOVED FOR CIRCULATION

Ottoxeter ST14

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

Project / Activity Information:

What is your project / activity? Ottoxeter Armed Forces Day Community Event

What would this grant be used to pay for? off costs of public liability insurance, advertising, bunting and flags, marshals, Military Wives choir & road closures (if approved by SSC)

When and where will the activity take place? 20 June 26, Market Place, Ottoxeter

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? £ 200

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: to reduce over costs to allow the event to be free to all Ottoxeter community members and to celebrate our armed forces; past, present & future

What is the total cost of your project/activity? £ 2350

Please state how much money have you currently secured towards your project and where the monies have come from? Ottoxeter Branch RBL - £250, National Guard £500,

Ottoxeter Leisure Centre - £250, other - £200

total £1200: A further application for £1250 has been made to the MOD Armed Forces Day national coordinators

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

The organising committee will undertake further fundraising activities. Note that the intent will be to bring the event to final budget achieved

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

Enclosures (please state): The Uttroter Annual Forces Day

Community Event does not have a bank account and will manage funds through the local RBS Branch account and be subject to the RBS national audit of accounts.

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):

Next Name:

REMOVED FOR CIRCULATION

Impact on our Community:

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

- ☐ Improve the Uttroter area (within the Town boundary) and/or
- ☒ Encourage involvement in Uttroter community activities, and/or
- ☐ Improve community facilities in Uttroter, and/or
- ☒ Benefit/Support the community of Uttroter 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? _____

It is hoped to have up to 350 attendees. This will be measured on the day and through subsequent feedback from attendees and vendors/displayers

Completed by: REMOVED FOR CIRCULATION Date: 26 Mar 26

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.