



UTTOXETER TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 14 APRIL 2026 IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Town Mayor - Councillor B Houlihan

Councillors: T Ashby, D Boot, J Glandfield, R Hawkins, D Holland, A Johnstone, P Krupski, Z Krupski, C Lancaster, A Mansfield (Deputy Mayor), S Page, C Sylvester, L Sylvester, C Wain
Officers in attendance – T Jeffery (Town Clerk/RFO) and M McGinley (Office Manager)

It was noted that 1 member of the public was in attendance in the meeting.

Prior to the meeting, the Chair paid tribute to the passing of former Town Mayor Hugh Montgomery. He reported that the Clerk had sent Council's sincere condolences to Hugh's family.

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 Councillor A Noyes.

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

4. DECLARATIONS OF INTEREST

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

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 March 2026 were approved as a correct record and signed by the Chair.

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

- (b) Council gave consideration to the Recommendations of the Town Hall Entertainments Committee Meeting held on 5 March 2026.

RESOLVED that the Recommendations of the Town Hall Entertainments Committee Meeting held on 5 March 2026, be approved and ordered to form part of the minutes attached hereto as Appendix A.

- (c) Council gave consideration to the Recommendations of the Policy and Planning Committee Meeting held on 24 March 2026.

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

- (d) Council gave consideration to the Recommendations of the Finance and General Purposes Committee Meeting held on 24 March 2026.

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

- (e) Council gave consideration to the Recommendations of the Town Centre Forum held on 26 March 2026.

RESOLVED that the Recommendations of the Town Centre Forum Meeting held on 26 March 2026, be approved and ordered to form part of the minutes attached hereto as Appendix D.

7. ACCOUNTS

- (a) Council gave consideration to the list of accounts submitted for payment in the sum of £42,246.90 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 March 2026.

RESOLVED that the same be noted.

8. BANK BALANCES

At 14 April 2026 the bank balances stood at:

RBS Current Account	£ 10,002.50
RBS Special Interest Account	£ 42,121.10
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

The Clerk reported that as Resolved by Council on 13 January 2026, upon receipt of the first Precept payment from ESBC (anticipated to be after 17 April 2026), the transfer of £100,000 from the RBS Special Interest Bearing Account back to the RBS General Reserve Account would be carried out.

9. UTTOXETER TOWN MAYOR AND DEPUTY MAYOR EVENTS ATTENDED REPORT

- (a) The Clerk reported that the Mayor attended the following event since the last meeting:
- | | |
|----------|--|
| 21.03.26 | Opening of Tonileigh Aesthetics |
| 08.04.26 | Multi Agency Event at the Leisure Centre |
- (b) The Clerk reported that the Deputy Mayor had not attended any events since the last meeting.

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

None received.

11. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

- (a) The Clerk reported that no County Councillor Report had been received from County Councillor P Allen on this occasion.
- (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:
- 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 reported he had:

- 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 reported he had:

- 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 reported he had:

- 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 had fallen through. This meant 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 were still progressing as planned.

Councillor C Sylvester sought clarification if a pedestrian crossing had been previously incorporated in Bridge Street and removed. Borough Councillor P Krupski confirmed that no pedestrian crossing had previously been located in Bridge Street.

RESOLVED that the same be noted.

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 which included the following:

- (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, 4480621 – Temp. Rd and Temp. Footway Closure Order for Pinfold Street received 6 March, 4478934 - Bennetts Lane, Bramshall & Loxley Lane, Loxley received 16 March, 4486238 – Stone Road, Bramshall received 19 March 4485866 - Loxley Lane received 19 March, 4484514 - Cross Road received 19 March 2026, 4486340 – Stone Road and Bennetts Lane, received 31 March 2026), as forwarded to Members and Staff.

- (e) The 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 was 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 was advised the responses from the Clerk and Office Manager would 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 was advised that the Group would 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 was 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 had 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 was advised that copies had been filed in the electronic ESBC Pavement Licence folder.
- (ss) Received the latest SID Data from MidMC which the Admin Team had incorporated within the Council's website.
- (tt) Email on 8 April 2026 from The Community Foundations for Staffordshire and Shropshire providing their Programmes Newsletter April 2026, as forwarded to Members.

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

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

Councillor P Krupski reported attendance at the Fairtrade Uttoxeter AGM on 13 April 2026 and that the Minutes from the meeting had been circulated to Members on 14 April 2026.

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

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

15. ESBC - PLANNING APPLICATIONS

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

- (a) *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*

The Clerk reported 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 had not expired. Given the update, Committee Resolved that if the application had not expired, Council had 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.

The Clerk reported receipt of an email from ESBC's Planning Officer on 8 April 2026 providing Council with detailed information on all planning applications for the Land West of Uttoxeter, to be duly considered by the Policy and Planning Committee on 28 April 2026, as issued to Members.

- (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.

RESOLVED that with respect to:

- (i) P/2026/00226, Council had no comment to make at this stage.
- (ii) P/2023/00533, be deferred for consideration by the Policy and Planning Committee on 28 April 2026.
- (iii) P/2024/01375, Council requests that ESBC's Planning Team liaise with the Developer to request they consider an alternative access into the development by means of a one-way access from Pinfold Street towards the railway line (to eliminate the impact of additional vehicles using the Balance Street/Carter Street junction) and the exit from the development be via Trinity Road at the far end of the site.

- (iv) P/2024/01376, Council requests that ESBC's Planning Team liaise with the Developer to request they consider an alternative access into the development by means of a one-way access from Pinfold Street towards the railway line (to eliminate the impact of additional vehicles using the Balance Street/Carter Street junction) and the exit from the development be via Trinity Road at the far end of the site.
- (v) P/2026/00213, Council wishes to express its concerns regarding the current and future use of parking provisions for this application.
 - (i) It is noted that the Council's expectation was that staff/visitor parking for this application/property would be via the driveway/courtyard within the property boundary however, it is understood that parking is taking place on the roadside adjacent to and opposite the property causing hazardous access to/from the neighbouring St Mary's First School and the Heath Community Centre.
 - (ii) Council requests that ESBC liaise with SCC as the owner of the property to express the Council's concerns regarding the hazardous parking outside and opposite the property.
- (i) P/2026/00284, given this is the Town Council's Application, the same be noted.
- (ii) P/2026/00289, Council had no comment to make at this stage.
- (iii) P/2026/00303, Council had no comment to make at this stage.

16. EARMARKED RESERVES

For Members information, Council was 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 was sought

RESOLVED that the same be accepted and approved.

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

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

Council was 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.*'

RESOLVED that Council reappoints Toplis Associates for its Internal Audit provisions for 2026-27, funded by the Accounting Services budget allocation.

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

The Clerk reported 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.eaststaffsbc.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 was sought.

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

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

As Recommended by the Finance and General Purposes Committee on 24 March 2026, Council was advised that a meeting took place on 13 April with Council's newly appointed DPS Mint Cocktail Company and the Events Team regarding their suggestions on the modernisation of the Adam Peaty Suite.

Council's Office Manager reported that it had been suggested that an undercounter fridge and glass washer be provided, along with minor works to the bar, review of the aesthetics including a more practical floor to be incorporated. She reported that she and the Admin Assistant would provide the F&GP Committee with a detailed mood board including costings at its next meeting.

Councillor Hawkins expressed his thanks to the Office Manager for facilitating this meeting due to his recent unforeseen circumstances. It was noted that Members concurred with the suggested way forward to modernise the Adam Peaty Suite as part of enhancing the partnership with MINT Cocktail in providing and promoting the Town Hall as an exciting venue for local events and weddings which would also have a positive impact on the High Street.

RESOLVED that the same be noted.

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 was advised that the Clerk completed the request for an assessment via the link provided by Cash Access UK to LINK on 12 March 2026.

The Clerk reported receipt of an email on 23 March 2026 from LINK Scheme Ltd advising Council that *'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 was sought.

RESOLVED that the same be noted, with disappointment.

21. ABSENT LANDLORDS WITHIN THE TOWN

The Clerk reminded Council of its Resolution dated 10 February 2026 and she reported receipt of an email 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 will be raised with relevant colleagues as appropriate. I will keep you updated as to any relevant feedback.' The Clerk reported that no further update had been received. Council's instruction was sought.

RESOLVED that upon receipt of a response from Jacob Collier MP, this matter be included for further consideration by Council in due course.

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

The Clerk reported 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 was informed that the Events Team had advised that the railings were currently used for Council organised/Council involved events only. Council's instruction was sought. Following due debate, it was

RESOLVED that the Clerk liaise with Uttoxeter Choral Society Publicity Co-Ordinator to advise that:

- (i) Council considered their request and wishes to reiterate that the Town Hall railings are used for promoting Town Council organised/involved events only.
- (ii) There are a number of electronic advertising boards located within the Bus Station and Carters Square for possible use for the promotion of their events.

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

The Clerk reported that the Chair of the Community Foundation of Staffordshire and Shropshire had provided her with photos of the recent refurbishment of St John's Hall which had been circulated to Members on 14 April 2026. She reported that an update on the refurbishment, the opening of the We Love Uttoxeter Community Hub and what services to be provided from the Hub would be provided by the Foundation in due course. The Clerk reported that the Foundation were currently reviewing the services to be provided from the Hub including Youth provisions.

Councillor Boot reported that he understood that cracks had appeared within the walls of St John's Hall during the refurbishment. The Clerk reported that she was not aware of this and she would liaise with the Community Foundation as a matter of priority. Council's instruction was sought.

RESOLVED that the Clerk liaise with The Community Foundation for Staffordshire and Shropshire to provide Council with an update on:

- (a) The condition of the walls within St John's Hall as reported.
- (b) A Councillor tour of the venue following the refurbishment completion.
- (c) Attendance at a future Council Meeting to provide an update on what services will be provided from the We Love Uttoxeter Community Hub.

24. SPEEDING IN BRAMSHALL ROAD

Councillor P Krupski requested this matter be included within the Agenda following an approach from a local resident at a Councillor Surgery expressing their concerns with the speeding traffic in Bramshall Road.

Councillor P Krupski asked Council to consider liaising with the Community Speedwatch Team to request Speedwatch sessions be held during peak times and as suggested by the local resident, at a revised location to the one previously carried out which was outside the entrance to Bramshall Park. Council's instruction was sought.

Councillors C Sylvester and Johnstone reported that the locations where the Community Speedwatch Volunteers stood were as in accordance with the instruction from the Police Community Speedwatch Team given that the volunteers had to be visible to all road users at all times. Councillor C Sylvester reported that he would liaise with the Community Speedwatch Team regarding carrying out sessions during peak times as suggested, however, he and Councillor Johnstone reported that this would be subject to volunteers being available during these times. Councillor C Sylvester reported that the volunteers would welcome the opportunity to change positions however health and safety criteria had to be adhered to.

Councillor Z Krupski reported that the Police, Fire and Crime Commissioners Office would be carrying out a review of speeding issues and he reported that he would provide them with the comments made by the local resident. Following due debate, it was

RESOLVED that the Clerk liaise with:

- (i) The Community Speedwatch Team to advise that a local resident has suggested sessions be held in Bramshall Road during peak times.
- (ii) County Councillor Allen to report the concerns raised from a local resident regarding speeding traffic in Bramshall Road.

25. **SPCA - NEIGHBOURHOOD GOVERNANCE PACK**

(a) The Clerk reported 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 and circulated within the Agenda pack.

RESOLVED that the same be noted.

(b) Council gave consideration to the following ready-to-use template motion received from SPCA that parish or town councils could adopt. The Chair reported that this Motion reflected 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 would work alongside existing local councils. He reported that given Town and Parish Council's closeness to communities, he urged Council to consider accepting this Motion – for 'Ensuring an Influential Role for Parish/Town Councils in Neighbourhood Governance' as follows:

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.;*

Council gave consideration to the following:

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 was sought.

RESOLVED that the Town Council adopts the Motion as provided by SPCA and agrees to:

- (i) Liaise with Jacob Collier MP 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.
- (ii) Liaise with Jacob Collier MP enclosing a copy of this Motion as adopted by Council, and to request active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.
- (iii) Engage with SCC and ESBC as principal authorities for the Town, to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.
- (iv) Publicly communicate the Council's position to residents, reaffirming our commitment to maintaining strong, local, democratic representation.

26. S137 COMMUNITY SUNDRY GRANT APPLICATIONS

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

The Clerk reported receipt of the following:

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

RESOLVED that the same be noted.

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

RESOLVED that a S137 Sundry Grant in the sum of £200 be awarded to The Royal British Legion toward the Uttoxeter Armed Forces Day Community Event, funded by the S137 Sundry Grant budget allocation.

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

27. ANNUAL COMMENDATION AWARDS – ACCEPTANCE FROM RECIPITENTS

The Clerk reported that all recipients had 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.

RESOLVED that the same be welcomed and noted.

28. MILLENNIUM MONUMENT PROJECT UPDATE

The Chair reported that, in readiness for the refurbishment of the Millennium Monument which included the replacement of the 12 plaques, he asked Council to consider the inscriptions on the black granite plaques being in silver or gold. He reported that the Clerk had circulated samples as provided by The Stonemasons of Worcester for Council's consideration. The Chair sought Members preference as follows:

Gold Inscription – 3 in favour

Silver – 9 in favour

It was noted that Councillor Holland abstained from the vote due to having no preference.

The Chair reported that he and Councillor P Krupski had reviewed the Draft Inscription plaques as received from The Stonemasons of Worcester which now included inscriptions in lower case to increase visibility and ease to read. He asked Council to consider replacing the full stop within the inscription wording as circulated within Bartley Gorman's plaque with a comma (after 'Federation' and before 'One'). Following due debate, it was

RESOLVED that the Clerk liaise:

- (i) With the family of Bartley Gorman regarding the minor amendment to his plaque upon the Millennium Monument.
- (ii) With The Stonemasons of Worcester to advise that Council:
 - (a) Accepted and approved the plaque inscriptions in Silver.
 - (b) Amend the plaque of Bartley Gorman with a comma after 'Federation' and before 'One'.

29. BRADLEY STREET TOILETS UPDATE

Councillor P Krupski reported that the toilets in Bradley Street were opened on 31 March 2026 following the recent refurbishment and positive comments had been received. There were some minor works still to be carried out which would be completed shortly. She reported that Phase 2 would be refurbishment of the disabled toilets at the side of the building and the baby changing room inside the main building. It was understood that the Changing Places provision would be Phase 3. Members expressed sincere thanks to Councillor P Krupski for continuing to pursue ESBC on the refurbishment of the toilets within the town.

RESOLVED that the same be noted.

30. THE MALTINGS – UPDATE

Borough Councillor P Krupski reported that she was continuing to liaise with ESBC's Enterprise Team and the Cabinet Lead regarding the recent vandalism and antisocial behaviour with young individuals accessing the Maltings roof, breaking into units and smashing windows.

The Clerk reported that she was also liaising with ESBC and the Police regarding the issues with unauthorised access being gained to the former Iceland building. It was noted that Members expressed their concerns with health and safety risks. Following due debate, it was

RESOLVED that the Mayor, Deputy Mayor and the Clerk be tasked with writing to ESBC to express the Council's concerns with the current vandalism and antisocial behaviour within the Maltings and to request that ESBC, as owner and having full liability for the Maltings site, as a matter of some urgency, secure all units within the site to minimise unauthorised access into the units and to the roofs throughout the site.

31. REMEMBRANCE PARADE – DRONE UPDATE

The Clerk reported 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 covered the insurance and licence costs.

The Clerk reported that, as suggested by the RBL for obtaining numbers in attendance at the Parade, it was understood that the above mentioned Drone footage would not be able to provide this information as initially thought. The Clerk reported that she understood special software would be required for this to be carried out which was not available by this provider.

Councillor Wain reported that the numbers attending the Parade changed on an annual basis for Organisations involved within the Parade. The Clerk concurred with the comment and reported that the drone was suggested to try to establish numbers in attendance within the Parade including spectators in readiness for Martyn's Law requirements for up to 799 people or over 800 people event requirements from April 2027. Council's instruction was sought. Following due debate, it was

RESOLVED that the Clerk seek additional information/costings for drone provision including number collection provisions and include this matter for further consideration by Council at its meeting on 12 May 2026.

32. SCC INFORMATION GOVERNANCE SUPPORT – MARCH 2026 BULLETIN

The Clerk reported 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.

RESOLVED that the same be accepted and approved.

33. PENINSULA – COUNCIL'S HR PROVIDER

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

- (a) 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.

RESOLVED that with respect to 33(a)-(o), the same be accepted and approved.

34. HMRC SUPPORT

The Clerk reported 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.

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

35. STAFFORDSHIRE PENSION FUND

The Clerk reported 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.

RESOLVED that the same be accepted and approved.

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

36. 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.

37. LOCAL GOVERNMENT REORGANISATION

Council was advised that the Clerk submitted the Council's responses to Consultation on Proposals for LGR in Staffordshire and Stoke on Trent on 19 March 2026, as circulated to Members on 11 March 2026.

The Clerk reported receipt of an email on 19 March 2026 from ESBC's Digital & Communications Officer for Corporate Services Re: *'A county-wide press release has been issued urging Staffordshire residents and businesses to submit their views on the Local Government Reorganisation consultation before it closes on Thursday 26th March 2026. Residents can read all five proposals and submit their views online at www.staffordshirestokeLGR.org.uk The full press release can be found on our website - <https://www.eaststaffsbc.gov.uk/news/2026/one-week-left-have-your-say-biggest-shake-local-government-staffordshire-and-stoke-trent>'*, as forwarded to Members and Staff. Council's instruction was sought.

The Chair reported that it was anticipated that a response would be received in June 2026.

RESOLVED that the same be noted.

38. STAFFING INCLUDING TRAINING

- (a) The Chair reported the staff lieu time hours for up to 3 April 2026 was 15¼. Council were reminded of the previous two months lieu time hours which were 13¾ (28 February 2026) and 23¾ (6 February 2026).

RESOLVED that the same be accepted and approved.

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

(b) 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 7
- Tea Dances 2
- Craft & Produce 1
- ADS Events/bookings 0
- Cemetery Interments 3

RESOLVED that the same be noted.

39. **AGENDA ITEMS FOR NEXT MEETING**

None received.

The Clerk reminded Members that the Annual Parish Community Meeting would take place on 12 May 2026 at 6.30pm within the Ballroom, followed by the Council's Annual Meeting commencing at 7.15pm.

The meeting was closed at 8.27pm.