



UTTOXETER TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 12 MAY 2026 IN THE BALLROOM, UTTOXETER TOWN HALL COMMENCING AT 7.15PM AND THERE WERE PRESENT:

Chair and Town Mayor - Councillor Barrie Houlihan (Item 1)

Newly appointed Chair and Town Mayor – Councillor Zdzislaw Krupski (from Item 2)

Councillors: T Ashby, D Boot, J Glandfield, R Hawkins, A Johnstone, P Krupski, A Mansfield (Deputy Mayor), C Wain

Officers in attendance – T Jeffery (Town Clerk/RFO) and M McGinley (Office Manager)

It was noted that 10 members of the public in attendance in the meeting.

1. APPOINTMENT OF MAYOR 2026/27

- (a) In accordance with Standing Order 5(e), Council to appoint the Mayor for 2026/27. It was noted that a list of Members' length of service had been issued with the Agenda pack.

Councillor Houlihan proposed Councillor Z Krupski as Mayor for 2026/27. Councillor Hawkins seconded the proposition. The proposition was put to the vote and it was unanimously agreed.

- (b) The Clerk reported that the newly appointed Mayor Councillor Z Krupski had signed his Declaration of Acceptance of Office which had been duly witnessed by her as Proper Officer of the Council. The Retiring Mayor presented the Mayor with the Chain of Office.

The Mayor expressed his thanks to his fellow Councillors and he welcomed their support during his Term of Office. He stated that it was an honour and a privilege to be given this opportunity to represent and serve the people of Uttoxeter.

- (c) The retiring Mayor, Councillor B Houlihan received his Past Mayor's Jewel of Office.

Councillor Z Krupski expressed his thanks to the Retiring Mayor, Councillor Houlihan for his professional integrity throughout his Term of Office and for his articulate assistance in formulating responses to questions on behalf of the Council. He expressed that the Town Council was very lucky to have such a member on the Council and welcomed his support over the coming year.

Councillor Houlihan reported that it had been his pleasure and he expressed his thanks to the Town Hall Team and his fellow Councillors for their support. The Retiring Mayor received a round of applause.

2. APPOINTMENT OF DEPUTY MAYOR 2026/27

Council gave consideration to the appointment of the Deputy Mayor for 2026/27.

Councillor Z Krupski proposed Councillor Mansfield be appointed as Deputy Mayor for 2026/27. Councillor P Krupski seconded the proposition. The proposition was put to the vote and it was unanimously agreed. The Deputy Mayor received a round of applause.

3. CHAIR'S WELCOME

The Chair provided a welcome to the Meeting and a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", a reminder that the Council 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 which was outside of Bargain World located within the High Street (formerly Wilkos).

4. APOLOGIES FOR ABSENCE

- (a) The Clerk reported that approved apologies for absence had been received from Councillors D Holland, C Lancaster, A Noyes, S Page, C Sylvester and L Sylvester.

RESOLVED that, with respect to the Town Councillors apologies, the same be noted and approved.

- (b) The Clerk reported that no Councillors were absent from the meeting and their apologies had not been received.

5. 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 no member of the public wished to address Council on an Agenda Item on this occasion.

6. 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 had a disclosable pecuniary interest, whether or not the interest was entered in the register of members' interests maintained by the Monitoring Officer.

Councillor Hawkins and Glandfield declared a non-pecuniary interest in Item No. 36 as they were members of the Wilfred House Management Committee. It was noted that they wished to remain within the Chamber during the discussion however, wished for it to be recorded that they would not take part in the debate or the vote.

7. 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 decides whether to grant the dispensation.

None received.

8. MINUTES

- (a) The minutes of the Council Meeting held on 14 April 2026 were approved as a correct record and signed by the Chair.

- (b) Council gave consideration to the Recommendations of the Footpaths Committee Meeting held 23 April 2026.

RESOLVED that the Recommendations of the Footpaths Committee held on 23 April 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 28 April 2026.

RESOLVED that the Recommendations of the Policy and Planning Committee held on 28 April 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 Town Hall Entertainments Committee Meeting held 28 April 2026.

RESOLVED that the Recommendations of the Town Hall Entertainments Committee held on 28 April 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 Finance and General Purposes Committee Meeting held 28 April 2026.

RESOLVED that the Recommendations of the Finance and General Purposes Committee held on 28 April 2026, be approved and ordered to form part of the minutes attached hereto as Appendix D.

9. ACCOUNTS

- (a) Council gave consideration to the list of accounts submitted for payment in the sum of £31,651.58 which included BACS/cheque payments made since the date of the last meeting.

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

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

RESOLVED that the same be noted.

10. BANK BALANCES

At 12 May 2026, the bank balances stood at:

RBS Current Account	£ 10,001.46
RBS Special Interest Account	£112,450.12
RBS General Reserve Fund Account	£100,000.00 (<i>duly transferred</i>)
RBS Town Mayors' Account	£ 721.50
RBS Deposit Account 32 Carter Street	£ 625.22
RBS 19A High Street Deposit Account	£ 338.81
CCLA Public Sector Deposit Fund Account	£ 85,000.00

The Clerk reported that the Retiring Mayor would be issuing his donations raised during his Term of Office to his supporting charities before the 31 May 2026.

11. COMMITTEE STRUCTURE/APPOINTMENT OF COMMITTEES

As in accordance with Standing Order 5j(v-vii), Council is asked to give consideration to, in readiness for LGR as reported to Council on 13 May 2025, a revised Committee Structure for its Standing Committees and Other Committees including the appointment of Chair, Vice-Chair, Committee Membership, review of the terms of reference and day/time of meetings for the following:

- (a) **FINANCE AND GENERAL PURPOSES COMMITTEE (STANDING COMMITTEE)** (to be held on the 4th Tuesday of the month at 5.30pm - 7 Members)

Chair: Councillor R Hawkins

Vice-Chair: Councillor D Holland

Councillors: T Ashby, D Boot, J Glandfield, B Houlihan, C Sylvester

Terms of reference: To consider matters and make recommendations to Council in relation to:

- 19A High Street
- 32 Carter Street
- Christmas Lights Tender/Contract
- Cemetery Tender/Contract
- Town Hall Tender/Contract
- Properties Tender/Contract
- Redfern's Cottage, 34-36 Carter Street
- The Kiosk
- Quality Council status
- The continuation of the refurbishment of the Town Hall (*former Community Projects*)

- Review the Council's financial procedures
- Climate Change Emergency - Reduce pesticide use and other harmful activities and Manage land for nature

Council's instruction was sought.

RESOLVED that the Finance and General Purposes Committee membership, the terms of reference and day/time, as recorded above, be accepted and approved.

- (b) **POLICY AND PLANNING COMMITTEE (STANDING COMMITTEE)** (to be held on the 4th Tuesday of the month at 10.00am - 8 Members)

Chair: Councillor B Houlihan

Vice-Chair: Councillor T Ashby

Councillors: D Boot, J Glandfield, A Johnstone, P Krupski, A Noyes, L Sylvester

Terms of reference: To consider matters and make recommendations to Council in relation to:

- Allotments inc. Allotment Building and to receive Recommendations from the Allotments Committee
- Highways
- Millennium Monument
- Partnerships inc. future healthcare provisions for the town and surrounding area
- War Memorial
- The Cemetery inc. Cemetery Chapels
- St Mary's Closed Churchyard
- Planning including Neighbourhood Planning (Delegated Power to respond to planning applications).
- Liaise/meet with developers on developments of 10 or more, to discuss S106 Requirements for the Town.
- Climate Change Emergency:
 1. Actively support small and large planning applications for new renewable energy in the area.
 2. Use your voice.
 3. Reduce pesticide use and other harmful activities and Manage land for nature.
 4. Use your powers wisely - Ensure you know the climate change or nature implications of decisions before you make them.
 5. Use differential car-parking charges to support low-carbon vehicles.

Council's instruction was sought.

RESOLVED that the Policy and Planning Committee membership, the terms of reference and day/time, as recorded above, be accepted and approved.

- (c) **COUNCIL'S OTHER COMMITTEES** – Council's instruction is sought.

- (i) **ALLOTMENTS COMMITTEE** (4 Members plus 1 Representative of 4 Allotment Associations).

Chair: Councillor A Mansfield

Vice-Chair: Councillor P Krupski

Councillors: D Holland, Z Krupski

Terms of reference: To meet with Allotment Association Members and make recommendations to the Council's Policy and Planning Committee.

RESOLVED that the Allotments Committee membership, the terms of reference, as recorded above, be accepted and approved.

- (ii) **EMERGENCY PLAN** (3 Members plus the Mayor, Town Clerk and Office Manager)

Chair: Town Mayor

Councillors: D Boot, J Glandfield, A Mansfield

Terms of reference: To prepare an Emergency Plan to submit to ESBC.

RESOLVED that the Emergency Plan membership, the terms of reference, as recorded above, be accepted and approved.

- (iii) **FOOTPATHS COMMITTEE** (3 Members and representatives of Uttoxeter Walking Club and UNRN/Biodiversity Group)
Chair: Councillor T Ashby
Vice-Chair: Councillor A Johnstone
Councillor: P Krupski
Terms of reference: To consider matters relating to public footpaths in the area including climate change emergency 'manage land for nature' and make recommendations to Council.

RESOLVED that the Footpaths Committee membership, the terms of reference, as recorded above, be accepted and approved.

- (iv) **PERSONNEL COMMITTEE** (6 Members)
Chair: The Mayor
Councillors: T Ashby, J Glandfield, D Holland, B Houlihan, P Krupski,
Terms of reference: To consider staffing personnel matters and make recommendations to Council.

RESOLVED that the Personnel Committee membership, the terms of reference, as recorded above, be accepted and approved.

- (v) **PERSONNEL APPEALS COMMITTEE** (3 Members)
Chair: Councillor R Hawkins
Councillors: A Mansfield, C Sylvester
Terms of reference: To consider staffing personnel appeals and make recommendations to Council.

RESOLVED that the Personnel Appeals Committee membership, the terms of reference, as recorded above, be accepted and approved.

- (vi) **TOWN HALL & TOWN CENTRE ENTERTAINMENTS COMMITTEE** (7 Members plus Non-Council Representatives from Uttoxeter Lions and other local Community Organisations/Outside Bodies):
Chair: Councillor Z Krupski
Vice-Chair: Councillor R Hawkins
Councillors: J Glandfield, P Krupski, C Lancaster, A Mansfield, C Wain
Terms of reference:
 - Dr Johnson Celebrations.
 - To plan strategy for the markets including all associated administration and management and make recommendations to Council.
 - To organise a calendar of public events at the Town Hall and Town Centre inc. Christmas Lights Switch On, Festivals, etc.
 - Provide marketing of the Town Hall to increase publicity and bookings including buying in expertise (*from the Town Hall Advertising and Promotion budget*).

RESOLVED that the Town Hall and Town Centre Entertainments Committee membership, the terms of reference, as recorded above, be accepted and approved.

- (vii) **UTTOXETER IN BLOOM COMMITTEE** (4 Members and Representatives from local Organisations/local residents)
Chair: Councillor P Krupski
Vice-Chair: Councillor T Ashby
Councillors: J Glandfield, C Lancaster
Terms of reference: To consider all matters in relation to Uttoxeter in Bloom (inc. the Heart of England/Britain in Bloom entry) and make recommendations to Council.

RESOLVED that the Uttoxeter in Bloom Committee membership, the terms of reference, as recorded above, be accepted and approved.

- (viii) **TOWN CENTRE FORUM** (5 Members and Representatives of other organisations/local businesses)

Chair: Councillor P Krupski

Vice-Chair: Councillor Z Krupski

Councillors: R Hawkins, B Houlihan, A Johnstone

Terms of reference: To consider matters relating to and make recommendations to Council for the following:

- Consider issues affecting the Town Centre.
- Production of a Tourism and Business website promoting the town and its businesses.
- Build Partnerships
- Town Centre development inc. liaison with external Partnerships
- The means by which positive change might begin to be achieved.
- Climate Change Emergency ('promote practical action by local people', 'bring together groups of people for bulk purchases' and 'develop and promote lift-sharing scheme'.
- Seek Business Support available from other Partners for promotion.

RESOLVED that the Town Centre Forum membership, the terms of reference, as recorded above, be accepted and approved.

- (ix) **COMPLAINTS COMMITTEE** (3 Members)

Chair: The Mayor

Vice-Chair: B Houlihan

Councillors: J Glandfield

Terms of reference: To consider matters and make recommendations to Council in relation to formal complaints or concerns received by the Town Council from any member of the electorate regarding its Administration inc. sitting Councillors and its procedures, as in accordance with the Council's Complaints Procedure and any other relevant Policies.

RESOLVED that the Complaints Committee membership, the terms of reference, as recorded above, be accepted and approved.

- (x) **UTTOXETER YOUTH COUNCIL** (5 Members and Representatives from Oldfields Hall Middle School, Windsor Park Middle School, Ryecroft Middle School and Thomas Alleyne's High School and Staffordshire Council of Voluntary Youth Services (SCVYS))

Chair: Councillor A Mansfield

Vice-Chair: Councillor Z Krupski

Councillors: T Ashby, R Hawkins, D Holland

Terms of reference: To be determined by Committee at its first meeting

RESOLVED that the Uttoxeter Youth Council membership as recorded above, be accepted and approved.

Council was reminded that the Mayor and Deputy Mayor were ex officio members of all Council's Committees.

- (d) **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES** – Council was asked to consider and appoint its Representatives. Council's instruction was sought for the following:

- (i) **UTTOXETER GENERAL CHARITIES** (formerly The Charity Trustees) (4 Members)

Councillors D Boot, J Glandfield, B Houlihan, C Sylvester

RESOLVED that the same be accepted and approved.

- (ii) **EMERGENCY CO-ORDINATING COMMITTEE**

The Town Mayor and the Town Clerk.

RESOLVED that the same be accepted and approved.

- (iii) **ENVIRONMENT AGENCY** (Flood warning information meetings) (1 Member)
Councillor Z Krupski

RESOLVED that the same be accepted and approved.

- (iv) **OLDFIELDS SPORTS CENTRE MANAGEMENT COMMITTEE** (2 Members)
Councillors R Hawkins, B Houlihan

RESOLVED that the same be accepted and approved.

- (v) **PATIENT PARTICIPATION GROUP, BALANCE STREET** (1 Member)
Councillor J Glandfield

RESOLVED that the same be accepted and approved.

- (vi) **POLICE PARTNERSHIP MEETING**
The Mayor, Deputy Mayor, the Town Clerk plus 4 Members
Councillors D Boot, J Glandfield, R Hawkins, P Krupski

RESOLVED that the same be accepted and approved.

- (vii) **QUARRY LIAISON COMMITTEE** (1 Member)
Councillor R Hawkins

RESOLVED that the same be accepted and approved.

- (viii) **STAFFS PARISH COUNCILS' ASSOCIATION (SPCA) EXECUTIVE COMMITTEE** (1 Member who was required to apply for appointment)
Councillor B Houlihan remain as Representative as appointed by SPCA.

RESOLVED that the same be accepted and approved.

- (ix) **UTTOXETER HERITAGE TRUST** (formerly Redfern Cottage Steering Group – Non-Voting Representatives) (2 Members)
Councillors D Boot, R Hawkins

RESOLVED that the same be accepted and approved.

- (x) **FAIRTRADE STEERING GROUP** (3 Members inc. Mayor)
The Mayor together with Councillors J Glandfield, P Krupski
Note: Town Mayor was the Patron of Fairtrade Uttoxeter (UTC 13/11/19 Item 21(b))

RESOLVED that the same be accepted and approved.

- (xi) **EAST STAFFORDSHIRE PARISH AND TOWN COUNCIL FORUM** (1 Member)
Councillor P Krupski

RESOLVED that the same be accepted and approved.

- (xii) **COMPASSIONATE COMMUNITIES** (4 Members inc. Mayor and Deputy Mayor)
The Mayor, Deputy Mayor plus Councillors R Hawkins, C Sylvester

RESOLVED that the same be accepted and approved.

- (xiii) **EAST STAFFORDSHIRE TOURISM PARTNERSHIP** (2 Members)
Councillors A Mansfield, A Noyes

RESOLVED that the same be accepted and approved.

- (xiv) **UTTOXETER NATURE FORUM** (Formerly UNRN) (2 Members)
Councillors T Ashby, D Boot

RESOLVED that the same be accepted and approved.

(xv) **ESBC STANDARDS COMMITTEE**

ESBC would advise the Town Council of a Vacancy on ESBC's Standards Committee. It is noted that the Council nominated Councillor would have to formerly provide an 'Expression of Interest' to ESBC for them to consider appointing a 'No Voting Representative' upon the Committee.

RESOLVED that the same be noted.

(xvi) **ST MARY'S FIRST SCHOOL LOCAL AUTHORITY GOVERNOR**

Councillor A Johnstone (Appointed on 15 December 2025 for a 5-year term of office).

RESOLVED that the same be accepted and approved.

12. **BANK MANDATES**

- (a) **Royal Bank of Scotland/Natwest Bank** - Council gave consideration to its seven signatures for the Council's Bank Accounts (Royal Bank of Scotland/Natwest Bank Mandate) for the upcoming year including the Mayor and Deputy Mayor. Council's instruction was sought.

RESOLVED that Councillors Z Krupski (Mayor), A Mansfield (Deputy Mayor), J Glandfield, R Hawkins, B Houlihan, C Sylvester and C Wain be appointed as signatories for the year 2026/27.

- (b) **CCLA** – The Chair proposed that Councillors Glandfield and Houlihan, as Members of the Finance and General Purposes Committee, would remain as the two Appointed Signatories for the CCLA Account.

RESOLVED that the same be accepted and approved.

13. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 PART 3 FOR THE YEAR ENDING 31 MARCH 2026**

The Clerk reported that S Durrands would be in attendance to assist the Clerk/RFO with year-end procedures on 18 May 2026 and Council's Internal Audit for the fiscal year ending 31 March 2026 would take place on 28 May 2026. Council was informed that the end of year accounts and AGAR would be included for consideration by Council at its meeting scheduled to take place on 9 June 2026.

RESOLVED that the same be noted.

14. **ATTENDANCE RECORD**

As Resolved by Council's Policy and Planning Committee at its meeting held on 23 July 2013 to publish the attendance record of Council and Standing Committee Meetings annually. Council was advised that the Attendance Record for 2025-26 would be incorporated upon the website in due course.

RESOLVED that the same be accepted and approved.

15. **STANDING ORDERS**

In accordance with Standing Order No. 5j(ix), Council was asked to review and adopt NALC's latest Model Standing Orders. Council's instruction was sought.

RESOLVED that NALC's latest Model Standing Orders be approved and adopted.

16. **FINANCIAL REGULATIONS**

In accordance with Standing Order No. 5j(ix), Council was asked to review and adopt NALC's latest Model Financial Regulations. Council's instruction was sought. The Mayor reported that given the Council's F&GP Committee Terms of Reference had been adopted by Council earlier in the meeting, these could be deferred for consideration by Committee at its next meeting.

RESOLVED that NALC's latest Model Financial Regulations be deferred for consideration by the Council's Finance and General Purposes Committee at its meeting on 26 May 2026 and be included for consideration and adoption by Council in due course.

17. CODE OF CONDUCT

Council was asked to review and adopt the Code of Conduct (National Code of Conduct) as provided from ESBC. Council's instruction was sought

RESOLVED that Code of Conduct be approved and adopted.

18. ASSET REGISTER

In accordance with Standing Order No. 5j(xiii), Council is asked to review Council's Asset Register for 2025/26. Council's instruction was sought.

RESOLVED that Asset Register be approved and adopted.

19. ESBC - REGISTER OF MEMBERS INTEREST FOR TOWN COUNCILLORS

The Clerk reported receipt of an email dated 23 April 2026 received from ESBC's Principal Democratic Services Officer requesting Members complete the latest Members' Interests Forms and return it to the Clerk. It was noted that Members had been issued with a further hard copy and she requested the forms be returned by 15 May 2026. Members were reminded that it was their responsibility to ensure the forms were kept up to date.

RESOLVED that the same be accepted and approved.

20. TOWN COUNCIL INSURANCE PROVISIONS

In accordance with Standing Order No. 5j(xiv), Council was informed that its Insurance Policy was within the 3rd year of a 3-year contract commencing from 29 April 2024 with Zurich Insurance Plc in the sum of £8,007.16 inc vat and insurance premium tax.

RESOLVED that the same be accepted and approved.

21. CALENDAR OF MEETINGS 2026/27

In accordance with Standing Order No. 5j(xxi), Council was reminded that the ordinary meetings of the Council would take place at Uttoxeter Town Hall commencing at 7.00pm on the second Tuesday of the month, with the exception of August. The Council's Extraordinary Estimates/Precept Meeting would take place, in private, on Tuesday, 24 November 2026 at 7.00pm.

RESOLVED that the same be accepted and approved.

22. NALC - CIVILITY AND RESPECT PLEDGE

Council was asked to consider its continued Acceptance of the Civility and Respect Pledge (as Resolved by Council at its meeting held on 14 March 2023 - "Agrees that the Council will treat Councillors, Clerks, Employees, Members of the Public, and Representatives of Partner Organisations and Volunteers with Civility and Respect in their roles and that it:

- Has put in place a training programme for councillors and staff;
- Has signed up to the Code of Conduct for councillors;
- Has good governance arrangements in place including staff contracts and a dignity at work policy;
- Will seek professional help at the early stages should civility and respect issues arise;
- Will commit to calling out bullying and harassment if and when it happens;
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme;
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate."

Council's instruction was sought.

RESOLVED that Council welcomes and reaffirms its acceptance of the Civility and Respect Pledge as recorded above.

Council was advised that as in accordance with the advice received from SPCA, due to Council considering its HR Provisions under Item No. 31, and one of the quotations included a full review of all Council's Policies including Risk Assessments as part of their proposal with the Council, Council was advised that all Policies, would be included for due consideration by Council at a future meeting and that all existing Policies remained in place as adopted by Council on 13 May 2025.

23. TOWN MAYOR AND DEPUTY MAYOR'S REPORT

- (a) The Clerk reported that the retiring Mayor, Councillor B Houlihan attended the following events since the date of the last meeting:
- | | |
|----------|--|
| 22.04.26 | Painsley Catholic College's Presentation Evening |
| 27.04.26 | Young Enterprise Staffordshire Showcase |
| 28.04.26 | Present Certificates for Rotary |
| 30.04.26 | Choral and Concerto Concert |
| 10.05.26 | The Mayor of Leek's Civic Celebration |
- (b) The Clerk reported that the Deputy Mayor, Councillor A Mansfield had not attended any events since the date of the last meeting.

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

None received.

25. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

- (a) The Clerk reported that no County Councillor Report had been received.
- (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:
- 2nd April - Attended a Leaders Advisory Group meeting.
 - 4th April - Attended UHCC Easter event.
 - 9th April - Attended the Scrutiny Value for Money meeting to investigate Fly tipping in Burton and Uttoxeter.
 - 15th April - Attended a UHCC committee meeting.
 - 30th April - Attended the UK's Real Estate Investment and Infrastructure forum for the constituency. Along with our MP, potential investors and individuals representing projects within East Staffordshire we walked through the Town centre and the Maltings to gain information for possible joint ventures or operational partnerships for the regeneration of areas within Uttoxeter. I also accompanied the visit to Uttoxeter racecourse where the development/improvement of the A50/A500 were discussed.
 - Assisted local residents with enquiries relating to Food bin collections, drainage issues and funding for projects.
- Borough Councillor Z Krupski reported he had:
- 1st April Attended the ESBC Audit Committee.
 - 2nd April Attended the Leaders Advisory Committee.
 - 4th April Attended the UHCC Easter Event.
 - 8th April Meeting with the Monitoring Officer.
 - 9th April Chaired the Value for Money Scrutiny Committee.
 - 13th April Attended the Police, Crime & Fire Commissioners review of Policy.
 - 21st April Attended the ESBC 106 Panel Review.
 - 27th April Attended the ESBC, I D Verde Quarterly Review.
 - 30th April Attended the UK Real Estate Investment and infrastructure Forum for the constituency. Along with our MP, investors and individuals from across the UK we visited the Maltings, High Street, Carter Street and the racecourse looking at possible joint regeneration ventures.
 - Assisted several local residents regarding problems of fly tipping and planning issues.
- Borough Councillor R Hawkins reported he had:
- 2nd April - Met with Trent & Dove Community Officer, to discuss potential sites to be developed for the better encouragement of nature in the town.
 - 2nd April - Attended a meeting of the ESBC Leader's Advisory Group.
 - 10th April - Attended the ESBC Value for Money Scrutiny Group meeting.
 - 13th April - Attended the ESBC Climate Change Scrutiny Group meeting.
 - 28th April - Attended the Redfern's Cottage Heritage Trust Management meetings.
 - 29th April - Attended the ESBC Development Committee meeting.
 - 30th April - Attended a luncheon, organised by UKReiIF, whose representatives were visiting Burton and Uttoxeter on a Regeneration fact-finding mission.
 - Had conversations with organisations about applications for funding through the Councillor Community Fund and Community Regeneration Fund; as well as conversations

with residents about topics as diverse as the Bradley Street toilets, the Maltings demolition, pedestrianisation of the High Street and help for local businesses.

Borough Councillor A Mansfield reported he had:

- 1st April – Chaired the ESBC Audit Committee
- 2nd April – Attended the Leader's Advisory Committee
- 8th April – Met with the ESBC Monitoring Officer
- 21st April – Attended the first meeting of the ESBC Section 106 Panel. This is a new panel set up to review applications from social housing providers to use S106 money accrued by the Borough to build affordable and social housing in Uttoxeter and Burton. The first application was from Trent and Dove, who were applying to use the funding to support a proposed development of 40 dwelling son the old Pennycroft tip site. The Panel made a recommendation that is now subject to approval by Cabinet.
- 21st April – Chaired the ESBC Health and Wellbeing Scrutiny Committee.
- 30th April – Attended a meeting of the UK Real Estate Investment and Infrastructure Forum in Uttoxeter, to encourage investors to consider the opportunities available to support regeneration of the Maltings and the High Street.
- I have liaised with a number of community groups to encourage them to apply for the newly re-opened Councillor Community Fund and Community Regeneration Fund at ESBC, and have also worked with residents on a number of stand-alone issues such as housing.

Borough Councillor P Krupski provided Council with a brief update on Borough owned carparks within the Town. The Clerk reported that this matter would be included for consideration by the Council's Policy and Planning Committee at its next meeting.

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

None attended.

27. TOWN CLERK'S REPORT

The Clerk reported that since the date of the last meeting, in conjunction with the Mayor and Deputy Mayor, she had received/responded/issued/actioned a number of matters including the following:

- (a) Various SPCA E-Bulletins/Correspondence received Re: Advice Documents/Templates dated 20 April 2026, BC Casting Call - Community Heritage Items in Need of Restoration dated 21 April 2026, The Staffordshire & Stoke-on-Trent Visitor Map 2026 dated 23 April 2026, Explore Chairmanship Course: Thursday 7th May 7pm – 9pm dated 24 April 2026, Councillor Introduction Course: Monday 11th May 7pm – 9pm dated 24 April 2026, SPCA HR and H&S Support dated 29 April 2026, SPCA May 2026 Bulletin dated 30 April 2026, Terrorism threat level increased to severe dated 5 May 2026, as forwarded to Members.
- (b) NALC Correspondence - CEO Bulletin dated 9 April 2026, Jobs newsletter dated 14 April 2026, CEO Bulletin dated 16 April 2026, NALC events dated 21 April 2026, CEO Bulletin dated 23 April 2026, CEO Bulletin dated 30 April 2026, NALC events dated 5 May 2026, Utility Aid - Smarter energy solutions dated 6 May 2026, as forwarded to Members.
- (c) SLCC Correspondence – SLCC Weekly News Digest – 13 April 2026, News Bulletin dated 20 April 2026 including update on Martyn's Law, SLCC Weekly News Digest dated 27 April 2026, SLCC Weekly News Digest dated 4 May 2026, as forwarded to Members and Council's Office Manager.
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4478343 - Draycott Cliff, Six Roads End received 20 April 2026, 4465454 - Stone Road, Bramshall received 21 April 2026, 4491003 - Forest Road, Six Roads End & Forest Road & Thorney Lane, Marchington Woodlands received 22 April 2026, 2415586RCHRP - Mosley Drive received 23 April 2026, 4493432 – TRO and Temp. suspension of Left and Right Hand Turns Order - Forest Road, Lichfield Road, Draycott Cliff, Newborough Road and Wood Lane, Six Roads End received 6 May 2026), as forwarded to Members and Staff.
- (e) Staffordshire Means Back to Business/SCC News dated 21 April 2026 and 27 April 2026, as forwarded to Members and Staff.
- (f) The Defibrillator Check was carried out on 13 April 2026 and The Circuit duly updated.
- (g) My Staffordshire Newsletter dated 10 April 2026, as forwarded to Members.

- (h) Email on 10 April 2026 from Keep Britain Tidy Re: Dog Fouling Solution - Spring Offer, as forwarded to Members.
- (i) Email dated 10 April 2026 from CAB's Head of Advice Services providing Council with the Q4 Advice Report for the Uttoxeter provisions. Council was advised that *'the service continues to be busy and CAB have had some great successes on behalf of clients with more than £42,000pa of financial gains during that time'*, as forwarded to Members.
- (j) Email on 10 April 2026 from MidMC advising Council that *'we took down the SID on Kingfisher on 9 April and got it in the workshop for repair, it was blowing fuses due to a problem on the main circuit board, so after some extensive component-level checking, a faulty diode on the main power input was found and repaired. The SID is now in full working order and cleaned, front panel resealed, new padlock replaced and has been reinstated'*. Council is advised that these works will be funded by the SID's budget allocation.
- (k) Email on 11 April 2026 from The National Allotment Association Regional Branch Re: West Mids Vacancy For Volunteer Deputy Regional Representative, as forwarded to Members.
- (l) Received and responded to an email on 13 April 2026 from a member of the public seeking an update on The Wheatsheaf site following the Policy and Planning Committee meeting on 24 March 2026.
- (m) Received and responded to an email on 13 April 2026 from CFO Innovate2Educate Partnership requesting Council consider, on 14 April 2026, a S137 Sundry Grant for the Uttoxeter Youth Climate Action Summit which is taking place on 28 April 2026. It was noted that the Agenda was issued on 8 April 2026 and that Council cannot make retrospective payments for an event that had taken place.
- (n) Received a call from Council's Tenant at 32 Carter Street seeking an update on the scaffolding located at the former Coach and Horses which was restricting their access. Council was advised that the Clerk had emailed ESBC's Conservation Officer to seek an update.
- (o) Copied into an email from Council's Architect on 14 April 2026 to The Stonemasons of Worcester seeking further information to support the Listed Building Application as requested by ESBC's Conservation Officer (DAS and Condition Survey).
- (p) Following receipt of a leaflet received from Councillor Johnstone from the recent Multi Agency Event held at Uttoxeter Leisure Centre Re: Hate Crime Awareness Training. The Clerk reported that correspondence had been issued to Members on 15 April 2026 for online, free of charge Hate Crime Awareness Training. It was noted that Members wishing to attend, book their place direct via Eventbrite links provided and that the Events Team would be undertaking the session on 14 May 2026.
- (q) Email on 15 April 2026 from Uttoxeter Scouts seeking support for a Treasurer for Uttoxeter Scouts, as forwarded to Members.
- (r) Attended an online meeting with a prospective HR meeting Company with the Mayor and Council's Office Manager.
- (s) Responded to a number of emails to the Mayor regarding Petty Cash and Toil Governance following liaison with a number of local Councils, Council's DPO and Council's Internal Auditor.
- (t) Received an email on 16 April 2026 from Blachere Illuminations UK Ltd Re: Christmas Lights, as issued to the Events Team for their information/action.
- (u) On 16 April 2026 Attended the SLCC Staffordshire Branch Meeting in Stowe by Chartley.
- (v) Liaised with local Police and Council's CCTV Provider PC Paynes regarding ongoing antisocial behaviour, vandalism and an attempted break in at the Town Hall, as advised to Members on 17 April 2026.
- (w) Copied into a number of emails from a local resident to Council's SID's Management Provider MidMC Re: extended data for Stafford Road SID's for March 2026.
- (x) Email on 20 April 2026 from Council's Evac Chair Provider Re: Martyn's Law - Know your legal duties, as forwarded to Members and Council's Office Manager.
- (y) Email on 20 April from Crowd Guard Re: Why opt in to Snapshot Live, as forwarded to Members and Council's Office Manager.
- (z) Email from The National Allotment Association on 21 April 2026 Re: WM Region Quarterly meeting - 16 May 2026, as forwarded to Members.
- (aa) Carried out the transfer of £100,000 from the Council's SPIB Account to the Council's General Reserve Account as Resolved by Council on 13 January 2026 and update provided to Council on 14 April 2026.

- (bb) Liaised with We Heart Events regarding the event on 13 June 2026. Council was advised that We Heart Events would be funding the banners and leaflets for the Festivals for the town.
- (cc) Received and responded to an email from a local resident regarding suggestions for planting within the raised bed in Stafford Road. Council was advised that the local resident had been encouraged to contact ESBC's Open Spaces team.
- (dd) Email on 24 April 2026 from Rural Services Network Re: You're Invited! RSN Seminar: Rural Transport, as forwarded to Members.
- (ee) Email received on 27 April 2026 from the Curator at Redfern Cottage advising Council that they wish to contact the BCC Re: the restoration of the clock mechanism of the Buntings Clock within the Community Heritage items for restoration.
- (ff) Email on 28 April from the National Allotment Association Re: National Allotment Survey, as forwarded to Members.
- (gg) Received an email from MidMC on 28 April 2026, as copied to a local resident, providing further data for the Stafford Road SID's as requested.
- (hh) Attended the Staffordshire Pension Fund Employer Training Session on 29 April 2026 11am-1pm and slides from the meeting shared with Council's Payroll Provider.
- (ii) Received and responded to emails from SCC on 29 April 2026 seeking an alternative location for the Staffy Dog celebrating Staffordshire Day following feedback from local residents. Council was advised that outside the Town Hall was the suggested location.
- (jj) Received and responded to emails from Redfern Cottage on 30 April 2026 supporting the suggestion of the Buntings Brewery Clock being included for consideration for the Community Heritage items in need of restoration, as issued to Members on 22 April and 30 April 2026.
- (kk) Email from SCC on 30 April 2026 Re: 'It's almost Staffordshire Day', as forwarded to Members and Staff.
- (ll) Email on 1 May 2026 from SCC Re: Discover giant Staffys in Staffordshire, as forwarded to Members and Staff.
- (mm) Received email on 1 May 2026 from PC Paynes advising Council that its CCTV Device Health Check Report had been carried out and all the Council's CCTV was in full working order.
- (nn) Email SCC on 1 May 2026 Re: Happy Staffordshire Day, as forwarded to Members and Staff.
- (oo) Email from Zurich Insurance on 1 May 2026 Re: Spring updates for your council, as forwarded to Members and Council's Office Manager.
- (pp) Email on 1 May 2026 from RBS Bankline Re: What's new in Bankline, as forwarded to all Members of Staff.
- (qq) Email on 5 May 2026 from Keep Britain Tidy Re: Dog Fouling Solution - Last call for orders, as forwarded to Members.
- (rr) Reported receipt of 2 emails from ESBC's Planning Officers advising Council that P/2024/01375 and P/2024/01376 would be considered by ESBC's Planning Committee on 12 May 2026 and seeking UTC Representatives to attend/speak on behalf of the Council, as forwarded to Members. Council was advised that Councillor Houlihan would be attending.
- (ss) 6 May 2026 met with Councillor Z Krupski to review the proposed revised Committee Structure as received, in readiness for review/adoption by Council on 12 May 2026.
- (tt) Received and responded to a number of emails on 6-12 May 2026 from ESBC's Conservation Officer, Council's Architect and ESBC's Open Spaces Team regarding the permanent removal of the planters from the War Memorial in readiness for the scaffolding to be installed to enable a detailed condition report to be carried out, as requested by the Conservation Officer, as reported to the P&P Committee on 28 April 2026.

RESOLVED that with respect to 27(a)-(tt), the same be accepted and approved.

28. POLICE UPDATE

- (a) Council was reminded that information on Police Reports for Uttoxeter was available via <https://www.staffordshire.police.uk/area/your-area/staffordshire/east-staffordshire/utttoxeter-town/about-us/top-reported-crimes-in-this-area>

RESOLVED that the same be noted.

- (b) Council was asked to consider providing the Town Hall, free of charge, to the Local Policing Team for a Multi-Agency Event (similar to the one held at the Leisure Centre), 10am-2pm, on a date to be determined (Aug-Sept). Council's instruction was sought.

RESOLVED that Council permits the use of the Town Hall, free of charge, for the Multi Agency Event, 10am-2pm, on a date to be determined (Aug-Sept).

29. ESBC - PLANNING APPLICATIONS

Council gave consideration to the undermentioned Planning Applications:

- (a) P/2023/00533 – *As Resolved by Council's Policy and Planning Committee on 28 April 2026 that 'with respect to Planning Application No. P2023/00533, Council wishes to reiterate its comments that the 'connection road' that has been incorporated within the development is a breach to the original planning consent and the Council will wait for this to be enforced by ESBC in due course.*

The Clerk reported receipt of an email on 29 April 2026 from ESBC's Planner as forwarded to Members on 29 April 2026. Council's instruction was sought. Following due debate, it was

RESOLVED that Councillor Mansfield be tasked with liaising with ESBC to seek updates on the connection road/link road/spine road included within the development and provide Council/Policy and Planning Committee with updates accordingly.

- (b) P/2026/00386 - Change of use of first and second floors to 2 bedsits at Instore Furniture, 31 High Street, ST14 7HN.
- (c) P/2026/00388 - Outline planning application for employment development within Use Classes E(g)(iii) (industrial processes), B2 (general industrial), and / or B8 (storage and distribution) together with access, service yards and parking areas, associated landscaping, earthworks, drainage and other associated infrastructure and works with all matters reserved except for access (Phase 2) at Land to the West of Uttoxeter, A50 Bypass.

RESOLVED that with respect to Planning Application No.:

- (i) P/2026/00386, Council had no comment to make at this stage.
- (ii) P/2026/00388, Council had no comment to make at this stage.

30. SCC INFORMATION GOVERNANCE – COUNCIL'S DATA PROTECTION SERVICES

Council was advised that SCC provided the Council with its Data Protection Services which was due for renewal on 5 June 2026.

The Clerk reported receipt of an email dated 23 April 2026 advising Council that, for Teir 2 Services, renewal would be in the sum of £310 (£300 last year) for the year and this service included Information and Cyber Security, Data Protection & Freedom of Information, all items in Teir 1 plus the following Sign off data protection impact assessments, Sign off records of processing, E-Bulletins and ICO Liaison. Council's instruction was sought.

RESOLVED that the quotation received from SCC for carrying out the Tier 2 Data Protection Services for the Council in the sum of £310 commencing from 5 June 2026, be accepted and approved, funded by the Subscriptions budget allocation.

31. COUNCIL'S HR PROVISIONS (PLUS HEALTH AND SAFETY PROVISIONS)

Council was reminded that Peninsula, Council's current Provider would require written notice by no later than 26 June 2026 if the Council decided not to automatically renew with Peninsula.

The Clerk reported receipt of three quotations (plus vat) had been received for the Council's HR Provisions (plus Health and Safety Provisions), 12 month, 36 month and 60 month options, commencing from 26 September 2026, as follows:

Peninsula:

Option 1 – HR Provisions only:

- 12 Months Employment Services with BrightHR, EAP/Optional Insurance - £214.53 per month
- 36 Months Employment Services with BrightHR, EAP/Optional Insurance - £183 per month
- 60 Months Employment Services with BrightHR, EAP/Optional Insurance - £152 per month

Option 2 - HR and H&S Provisions:

- 12 Months Employment Services and Health & Safety with BrightHR, BrightSafe, EAP & Optional Insurance - £350 per month
- 36 Months Employment Services and Health & Safety with BrightHR, BrightSafe, EAP & Optional Insurance - £310 per month
- 60 Months Employment Services and Health & Safety with BrightHR, BrightSafe, EAP & Optional Insurance - £259 per month

WorkNest:**Option 1 - HR Provisions**

- 12-month support agreement - Employment Law/HR Fixed Fee Service - £225 per month
- 36-month support agreement - Employment Law/HR Fixed Fee Service - £185 per month
- 60-month support agreement (with 36-month break clause) for Employment Law/HR Fixed Fee Service - £165 per month

Option 2 - HR Provisions and H&S Provisions

- 12-month Combined HR and H&S - Fixed Fee Service - £370 per month
- 36-month Combined HR and H&S - Fixed Fee Service - £310 per month
- 60 month Combined HR and H&S - Fixed Fee Service - £270 per month

Croner:**Option 1 - For HR Provisions only and includes a one-off health and safety audit for the following:**

- 12 months: £261 per month
- 36 months: £176 per month
- 60 months: £153 per month

Option 2 - HR and H&S Services combined, the following costs apply:

- 12 months: £383 per month
- 36 months: £277 per month
- 60 months: £245 per month

Council was advised that:

- An online meeting took place with Councillors Houlihan and Mansfield, the Clerk and Office Manager to obtain further information on the services being offered by WorkNest.
- In total WorkNest provides its services to over 450 Town, Community and Parish Councils across England and Wales and provided service specific to the sector. They had an experienced team specialising in this tier of local government, all of whom were familiar with the sector and its requirements. Further information was available via <https://worknest.com/sectors/local-government-authorities/>
- WorkNest offer site visits and a full review of all Council's Policies and Assets as part of the Health and Safety service.

Council's instruction was sought.

Councillor Houlihan reported that he had received limited advice from Peninsula when it was required which had been disappointing. The Clerk and Office Manager reported that if WorkNest was selected, they were experienced with the sector, worked with NALC, SLCC and SPCA and they would carry out risk assessments and audit of all Council's assets and review all Council's Policies. Following due debate, it was

RESOLVED that:

- (i) The quotation received from WorkNest for providing the Council's HR and H&S Provisions for 36 months, commencing from 26 September 2026 (or earlier), in the sum of £310 per month, be accepted and approved, funded by the Admin Professional Fees budget allocation.
- (ii) The Clerk provide written notice to terminate the Peninsula contract forthwith.

32. ANNUAL BUILDING INSPECTIONS

Council was advised that the Annual Building Inspections had been carried out, defects as follows:

- Town Hall:

- Paintwork defects noted on exterior to Town Hall (To be monitored in the short-term and the Events Team will liaise with Council's Architect to source alternative companies who specialise in working on listed buildings and Keim paints.
- Emergency light protector cage is hanging off (external fire exit door, Ballroom) - this has been added to the TH repairs and maintenance list.
- Adam Peaty Suite – no defects
- 19A High Street – Gate/frame/wall needs attention – this will be looked at as part of the works to the side alley and been added to the TH maintenance list
- Cemetery including Chapels:
 - Minimal loose stone noted on entrance gates pillar - To be monitored and actioned accordingly when required.
 - Remembrance/Service Chapels – flaking paint evident, particularly around door areas - To be monitored in the short-term and quote obtained for work to be carried out in 2027.
- Redfern Cottage - Reported by Volunteers that "there is water coming in from top Dormer window". Council is advised that this has been added to the maintenance list.
- 32 Carter Street – no defects
- Kiosk, Market Place – no defects
- St Mary's Parish Church – no defects
- War Memorial, including uplighters – Refurbishment Project to be carried out in 2026-27.
- Millennium Monument – Refurbishment project to be carried out in 2026-27.
- Stone Jubilee Bench – Cleaning and repointing to be carried out in 2026-27.
- Pop-up Electrics, Market Place – no defects
- Area of Reflection – no defects
- Telephone box Micro Library, Westlands Road – paint peeling on the door - To be monitored in the short-term and quote obtained for work to be carried out in 2027
- Millfield Allotments – no defects
- Millfield Victory Allotments – no defects
- Park Avenue Allotments – no defects
- Alexandra Crescent Allotments – no defects
- Bus Shelters Ashbourne Road and Bentley Road – no defects
- Streetlights – no defects

Council's instruction was sought.

RESOLVED that the same be accepted and approved.

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

The Clerk reminded Council of its Resolution on 14 April 2026 and she reported receipt of an email on 22 April 2026 from the Chair of the Community Foundation for Staffordshire and Shropshire advising Council that with respect to:

- (a) *I cannot see anything at all, so I think the councillor may be confused/mistaken.*
- (b) *I would welcome this and I will provide details of a suitable dates to be offered in due course.*
- (c) *I am hopeful that I will provide Members with an update on what services will be provided from the We Love Uttoxeter Hub during the tour of the venue.*

Council's instruction was sought.

RESOLVED that the same be accepted and approved.

34. FAIRTRADE UTTOXETER

(a) The Clerk reported receipt of an email on 15 April 2026 from the Secretary of Fairtrade Uttoxeter reminding Council that:

- *'Fairtrade is a system which seeks to ensure that people in the developing world who produce the goods we consume receive a fair price for their produce and a "Fairtrade premium" which enables their community to develop health, education, and other services to offer the people a brighter future. Goods which carry the Fairtrade Symbol fund this support.*
- *A Fairtrade Town is one which informs residents about Fairtrade and encourages them to buy Fairtrade products, and works with other organisations such as churches, schools, and local businesses to promote Fairtrade.*

- *Uttoxeter became a Fairtrade Town in 2017 following an 18 month campaign supported by Uttoxeter Town Council and led by an independent Fairtrade Uttoxeter Steering Group.*
- *Since then, Uttoxeter's Fairtrade Town status has been renewed on four occasions, the last being in July 2023 for a three year period. The Fairtrade Steering Group has to submit a further application for reapproval by 23 July 2026.*
- *The support of the Town Council is essential to the success of the application, and the Fairtrade Group has benefited from excellent support from the Council over the past 11 years. This support has included the Mayor acting as Patron of the Group, representation on the steering group and events such as the annual Town Mayor's Fairtrade Coffee morning during the annual Fairtrade Fortnight. The application for reapproval would be strengthened if the Council passed a resolution renewing its support, thus providing evidence of its continued commitment. A draft resolution is included below for consideration by the council.'*

Council was asked to reaffirm its support for Uttoxeter being a Fairtrade Town as follows:
'Uttoxeter Town Council fully endorses the principles of Fairtrade and will continue to support the work of the Fairtrade Uttoxeter Steering Group in the future. This will include each Mayor acting as Patron of the Group and the Council continuing to support events such as the annual Mayor's Fairtrade Coffee Morning during each Fairtrade Fortnight; hosting information displays about Fairtrade; and advertising Uttoxeter's Fairtrade Town Status on its stationery and other communications.' Council's instruction was sought.

RESOLVED that the Clerk liaise with the Secretary of Fairtrade Uttoxeter to advise that 'Uttoxeter Town Council fully endorses the principles of Fairtrade and will continue to support the work of the Fairtrade Uttoxeter Steering Group in the future. This will include each Mayor acting as Patron of the Group and the Council continuing to support events such as the annual Mayor's Fairtrade Coffee Morning during each Fairtrade Fortnight; hosting information displays about Fairtrade; and advertising Uttoxeter's Fairtrade Town Status on its stationery and other communications.'

- (b) The Clerk reported receipt of an email on 14 April 2026 from Fairtrade Uttoxeter providing Council with the Minutes from the meeting held on 13 April 2026, as forwarded to Members.
- (c) The Clerk reported receipt of an email on 30 April 2026 from Fairtrade Uttoxeter seeking promotion of the Fairtrade Coffee Morning at Redfern's Cottage on 9 May 10-12, as forwarded to Members and Staff.

RESOLVED that with respect to 34(b)-(c) as above, the same be noted.

35. UTTOXETER FESTIVAL – SATURDAY, 13 JUNE 2026

Council were reminded that the Town's Festival would take place within the town centre on Saturday, 13 June 2026, 10am-6pm.

RESOLVED that the same be noted.

It was noted that Councillor Hawkins and Glandfield declared a non-pecuniary interest in Item No. 36 as they were members of the Wilfred House Management Committee. It was noted that they remained within the Chamber during the debate however, they took no part in the debate.

36. S137 COMMUNITY SUNDRY GRANT APPLICATIONS

Council was advised that £9,800 remained within the S137 Community Sundry Grants budget. The Clerk reported receipt of a S137 Community Sundry Grant Application dated 23 April 2026 received from Wilfred House seeking a grant of £869 towards their kitchen refurbishment project. Council's instruction was sought.

RESOLVED that a S137 Sundry Grant in the sum of £869 be awarded to Wilfred House, funded by the S137 Sundry Grant budget allocation.

It was noted that Councillors Hawkins and Glandfield remained within the Chamber during the debate however, they took no part in the debate/vote.

37. MILLENNIUM MONUMENT REFURBISHMENT PROJECT - UPDATE

The Clerk reported receipt of an email dated 28 April 2026 from the Stonemasons of Worcester advising that they were progressing with the production of the replacement plaques which would be installed in mid-late May/early June.

Council was asked to give consideration to organising an unveiling following the refurbishment of the Millennium Monument. Council's instruction was sought.

RESOLVED that the Clerk and Council's Office Manager be tasked with organising an unveiling following the refurbishment of the Millennium Monument followed by light refreshments served at the Town Hall.

38. TOILETS REFURBISHMENT UPDATE

Councillor P Krupski reported that no further updates were available at this time.

RESOLVED that the same be noted.

39. THE MALTINGS – UPDATE

Borough Councillor P Krupski reported that ESBC's Head of Planning had confirmed that she was in receipt of the amended planning scheme for the Maltings and re-consultation would be progressed in due course, likely to be included within ESBC's Planning Committee July onwards.

Councillor Hawkins reported that The Maltings was a regular topic raised during the Councillor Surgeries held at the Library. He reported that he would liaise with ESBC to request regular updates be provided to the public which could be shared with the Town Council accordingly.

RESOLVED that the same be noted.

40. CORRESPONDENCE FROM A LOCAL RESIDENT – BARRIER WITHIN DROVERS CLOSE/ASDA CARPARK

The Clerk reported receipt of a number of emails dated 22 April from a local resident expressing their concern regarding the increase in cars using Drovers Close due to the broken barrier located on the boundary of Asda carpark/Drovers Close and seek Council's support in contacting Evolve to request that the barrier be reinstated under health and safety as a matter of urgency. Council's instruction was sought.

Council was advised that:

- (a) The Clerk had made contact with Evolve on 21 April 2026 who had advised that 'they are in the process of obtaining comparative quotes to reinstall the barrier or another option on this location'. The Clerk reported that no further update had been received prior to the meeting.
- (a) The local resident had reported the highway concerns for health and safety to SCC regarding the use of Drovers Close.

RESOLVED that the Clerk continue to liaise with Evolve regarding the replacement of the broken barrier located on the boundary of Asda carpark/Drovers Close and request that the barrier be reinstated under health and safety as a matter of urgency (copy to Jacob Collier MP and County Councillor P Allen).

41. INTRODUCTION TO THE LOCAL COUNCIL AWARD SCHEME

The Clerk reported receipt of an email on 20 April 2026 from SPCA's County Executive Officer encouraging all of Staffordshire's Councils to sign up for the Bronze Level of the Local Council Award Scheme, as forwarded to Members. Council's instruction was sought.

RESOLVED that the Mayor, Deputy Mayor and the Clerk be tasked with looking into/progressing the Local Council Award Scheme, and provide Council with updates accordingly.

42. SPEEDING IN BRAMSHALL ROAD

The Clerk reminded Council of its Resolution on 14 April 2026 and she reported receipt of emails dated 23 April 2026 from The Uttoxeter Community Speedwatch Team advising Council that:

'Having read your email, I must point out some important issues. The community Speedwatch team can only operate in certain specific locations which are decided by the Police in company with the Safer Roads partnership. We must be visible at all times. There are times when we should not operate, namely during the school run period, although CSW Control have relaxed this rule lately. We try to spread our sessions throughout the day and week to cover as much of the time and area as we can. If you would like us to try different locations we can certainly suggest this to CSW Control. Our role is seen by Staffordshire Safer Roads as being informative and educational rather than enforcement, which is and will always be the remit of Staffordshire Police. I hope this helps you.' Council's instruction was sought.

The Clerk reported that no response had been received from County Councillor Allen.

RESOLVED that the same be noted.

43. SCC INFORMATION GOVERNANCE SUPPORT – APRIL 2026 BULLETIN

The Clerk reported receipt of an email dated 10 April 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. Members were reminded to contact the Clerk if they wished to attend DPO/GDPR/Cyber refresher training.

RESOLVED that the same be accepted and approved.

44. PENINSULA – HR UPDATES

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

- (a) Are you doing enough to support women in your business dated 9 April 2026.
- (b) Make sure you're managing women's health dated 12 April 2026.
- (c) Learn how BRAINBOX+ supports HR and H&S needs like employee appraisals and manual handling dated 13 April 2026.
- (d) There's a new body enforcing employee rights dated 16 April 2026.
- (e) Ensure you avoid sexual harassment claim dated 17 April 2026.
- (f) Your sexual harassment policies need updating dated 20 April 2026.
- (g) Checking your contracts ahead of a new leave year | Reinforcing a strong Health & Safety culture dated 20 April 2026.
- (h) Don't let tribunals harm your business dated 26 April 2026.
- (i) Is your business Health & Safety compliant dated 28 April 2026.
- (j) Is absenteeism costing your business dated 30 April 2026.
- (k) Sickness stops your business succeeding dated 3 May 2026.
- (l) The key changes to right to work checks | Noise Action Week: Protect your employees' hearing dated 5 May 2026.

RESOLVED that with respect to 44(a)-(l), the same be accepted and approved.

45. HMRC SUPPORT

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

- a. (a) Year-end payroll – what to do now dated 10 April 2026.
- (b) Employer Bulletin: important information for employers dated 15 April 2026.
- (c) Statutory payments – sickness and new baby basics dated 17 April 2026.
- (d) Tell ABAB Survey 2026 dated 20 April 2026.
- (e) Working arrangements, travel, cars and staff benefits dated 29 April 2026.
- (f) Take steps now for Making Tax Digital for Income Tax dated 1 May 2026.
- (g) Take control of VAT returns and schemes with our help dated 5 May 2026.

RESOLVED that with respect to 45(a)-(g), the same be accepted and approved.

46. STAFFORDSHIRE PENSION FUND

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

- (a) Dated 17 April 2026 from SCC's Pension Governance & Communications Manager Re: on Key Dates and Information for the Webinar on 29 April 2026.

(b) Dated 29 April 2026 Re: Employer Training Session - 2026 LGPS Regulation Changes.

RESOLVED that with respect to 46(a)-(b), the same be accepted and approved.

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

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

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

RESOLVED that the same be accepted and approved.

It was noted that the Clerk had not been issued with the Personnel Appeals Committee Recommendations which had been issued to Members directly by Council's Office Manager by email on 6 May 2026 and hard copy in a separate sealed envelope.

It was noted that the Clerk left the Chamber prior to Item No. 48 and Council's Office Manager was the Proper Officer in attendance for this item.

48. **PERSONNEL APPEALS COMMITTEE RECOMMENDATIONS**

Council gave consideration to the Personnel Appeal Committee Recommendations from its meeting held on 26 March 2026, as issued to Members via Council's Office Manager by email 6 May 2026 and hard copy in separate sealed envelope.

RESOLVED that the Recommendations of the Personnel Appeals Committee Meeting held on 26 March 2026, be approved and ordered to form part of the minutes, filed within the Personnel Appeals Minute Book.

It was noted that the Clerk was asked to return to the meeting at this point in the meeting. The Clerk resumed as Proper Officer.

49. **LOCAL GOVERNMENT REORGANISATION**

The Clerk reported receipt of an email on 11 May 2026 from Jacob Collier MP inviting a Town Council Representative to an online Teams meeting with the MP on 3 June 2026, at 5pm, to discuss the Local Government Reorganisation and be an opportunity to outline any concerns to the MP to enable him to provide feedback to the Government, as forwarded to Members. Council's instruction was sought.

RESOLVED that Councillor Houlihan attend the MP LGR online meeting on 3 June 2026 and provide Council with an update at its meeting on 9 June 2026.

50. **ANNUAL REMEMBRANCE PARADE – DRONE UPDATE**

Council was asked to consider the following update from a Drone Provider dated 17 April 2026 that *'having done a lot of digging and asking about a few different programmes that can do the crowd counting thing the consensus is that while they are available, the results are barely better than counting personally from an image and then interpolating, much like they do bird counts on the sea cliffs. I can do that, but I would have to charge for it within the video pricing. I would do the video and count, which would be +- 15% is the accepted margin for error, for £500, the same as the Town Hall roof several years ago, despite cost rises between times.'*

Council was advised that an alternative Drone Provider had been approached however no response had been received prior to the meeting. Council's instruction was sought.

The Clerk and Office Manager reminded Council of the importance of establishing numbers given the Council was required to make adequate security provisions under Martyn's Law for public events. Following due debate, it was

RESOLVED that the quotation received from Optical Art in the sum of £500, be accepted and approved, funded by the Town Hall and Town Centre Events budget allocation.

51. STAFFING INCLUDING TRAINING

- (a) The Chair reported the staff lieu time hours for up to 30 April 2026 was 16. He reported that the breakdown as requested by the former Chair was 6 hrs Clerk, 10hrs Office Manager, 0 hrs Admin/Events Team. Council was reminded of the previous two months lieu time hours 15¼ (3 April 2026) and 13¾ (28 February 2026).

RESOLVED that the same be accepted and approved.

- (b) The Office Manager reported that the Full Time Admin Assistant had successfully completed the following training:
- Fire Warden, Fire Safety including the Safe Use of Fire Extinguishers, 10 April 2026
 - Working at Height, 10 April 2026
 - Manual Handling, 10 April 2026
 - Emergency First Aid at Work, 13 April 2026.

RESOLVED that the same be accepted and approved.

- (c) Events Team Update – The Chair provided Council with an update from the Events Team on events/interments since the date of the last meeting as follows:
- | | |
|----------------------------|---|
| • Ballroom Events/bookings | 6 |
| • Tea Dances | 2 |
| • Craft & Produce | 1 |
| • ADS Events/bookings | 1 |
| • Cemetery Interments | 3 |

RESOLVED that the same be noted.

52. AGENDA ITEMS FOR NEXT MEETING

None received.

The meeting was closed at 9.08pm.