



To: Members of Utttoxeter Town Council

Dear Councillor,

NOTICE IS HEREBY GIVEN that a meeting of the Utttoxeter Town Council will be held in the **Alan Dean Suite, Utttoxeter Town Hall** commencing at **7.00 pm on Tuesday, 14 July 2026** and Members are hereby summoned to attend for the purposes of transacting the following business.

The meeting will be open to the public and the press unless the Council otherwise directs as in accordance with Public Bodies (Admission to Meetings) Act 1960.

Any members of the public wishing to attend the meeting are encouraged to contact the Clerk 24 hours prior to the meeting to register their attendance within the meeting room for either addressing Council under Public Participation or wishing to attend within the public gallery.

Signed T L Jeffery

T L Jeffery
Town Clerk

8 July 2026

To: Town Councillors T Ashby, D Boot, J Glandfield, R Hawkins, D Holland, B Houlihan, A Johnstone, P Krupski, Z Krupski (Mayor), C Lancaster, A Mansfield (Deputy Mayor), A Noyes, S Page, C Sylvester, L Sylvester, C Wain

To: County Councillor P Allen and Borough Councillor G Allen (Town Councillors R Hawkins, P Krupski, Z Krupski and A Mansfield are also Borough Councillors for the Town)

AGENDA

1. CHAIR'S WELCOME

The Chair provide a welcome to the Meeting and a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", a reminder that the Council has Signed up to the Civility and Respect Pledge, on the use of mobile phones during the meeting and the evacuation procedure in the event of a fire. Council is advised that the Clerk, Councillors Ashby and Boot are the Council's trained Evac Chair Operators.

2. APOLOGIES FOR ABSENCE

- (a) To report receipt of approved apologies for absence.
- (b) To minute the names of Councillors who are absent and apologies have not been received.

3. PUBLIC PARTICIPATION

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

4. DECLARATIONS OF INTEREST

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

5. DISPENSATION PROCEDURE

To consider and approve dispensation requests as in accordance with Standing Order 13(d), that all Dispensation requests shall be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the Dispensation is required. Council will decide whether to grant the dispensation at the relevant meeting. Unless Council grant the relevant delegated power to Committee, it is Council that decides whether to grant the dispensation.

6. **MINUTES**

- (a) To approve the minutes of the Council Meeting held on 9 June 2026. See Appendix A.
- (b) To approve the Recommendations of the Policy and Planning Committee Meeting held on 23 June 2026. See Appendix B.
- (c) To approve the Recommendations of the Finance and General Purposes Committee Meeting held on 23 June 2026. See Appendix C.

7. **ACCOUNTS**

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

8. **BANK BALANCES**

At 8 July 2026 the bank balances stood at:

RBS Current Account	£ 9,463.16
RBS Special Interest Account	£ 85,630.52
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 0.00
RBS Deposit Account 32 Carter Street	£ 626.11
RBS 19A High Street Deposit Account	£ 339.29
CCLA Public Sector Deposit Fund Account	£ 85,000.00

Council is advised that the Royal Bank of Scotland confirmed on 1 July 2026 that Councillor Hawkins has been added as Signatory and Councillor Page has been removed, as Resolved by Council on 12 May 2026.

9. **UTTOXETER TOWN MAYOR AND DEPUTY MAYOR EVENTS ATTENDED REPORT**

- (a) To report that the Mayor attended the following event since the last meeting:
 - 08.07.26 Chef Lucas Catering Services Private Tasting Experience
 - 11.07.26 1st Uttoxeter Scout's Open Day/AGM
 - 12.07.26 The Mayor of Stone's Civic Sunday and Mayor Making
- (b) To report that the Deputy Mayor attended the following events since the last meeting:
 - 20.06.26 Uttoxeter Armed Forces Day Community Event
 - 22.06.26 Moorlands District Scouts Annual General Meeting
 - 12.07.26 The Mayor of East Staffordshire's Parade and Civic Service

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

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

- (a) To report that County Councillor P Allen has provided Council with a written report on SCC matters arising since the date of the last meeting. See Appendix F.
- (b) To report receipt of a combined Borough Councillor Report on ESBC matters arising since the date of the last meeting. See Appendix G.

12. **TOWN CLERK'S REPORT**

To report that since the date of the last meeting and in conjunction with the Mayor, the Clerk has received/responded/issued/actioned a number of matters. See Appendix H.

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

14. **POLICE UPDATE**

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

- (a) To report that Chief Inspector Neeson will be in attendance to provide Council with an update on Policing within the Town.
- (b) Invitation for a tour of Uttoxeter Fire and Police Station on 3 August 2026 at 2pm, as issued to Members on 6 July 2026.
- (c) The following Police Drop In sessions will take place within the Town in July:
 - 3rd – Eco Centre 10.30–12.00hrs (Place of Welcome)
 - 9th - Redfern Cottage – 11.00-12.00hrs
 - 10th – Eco Centre 10.30–12.00hrs (Place of Welcome)

- 11th - Bramshall Park 14.00–15.00hrs
- 13th – Library 14.00–15.30hrs
- 15th – St Mary's Church 11.30–12.30hrs
- 22nd - Harvey Place Family Fun Day
- 22nd – St Mary's Church 11.30–12.30hrs
- 30th - Bramshall Park 14.00– 15.00hrs
- Heath Community Centre – every Tuesday from 9.30hrs
- Others may be added throughout the month.

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

15. **ESBC - PLANNING APPLICATIONS**

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

- P/2025/00572 - Partial demolition of The Malting's shopping centre, refurbishment of retained units along with new hard and soft landscaping including new boundary treatments. (REVISED SCHEME) at The Maltings (*as forwarded to Members on 6 July 2026*).
- As Deferred by the Policy and Planning Committee on 23 June 2026 - P/2026/00564 - Felling of one pear tree (T0083) Felling of nine Holly trees (T0084, T0085, T0086, T0091, G1, T0092, T0095, T0096 & T0097), Felling of one Black Elder tree (T1) and cut Ivy and epicormic growth at ground level and clear to 2 metres of one Holly tree (T0089) at Uttoxeter Library, High Street, ST14 7JQ.

To report that at the time the Agenda was issued, no response had been received from ESBC's Planning Team. The Clerk to provide an update if available.

- P/2026/00680 - Variation of condition 4 (floodlights) of planning permission P/2014/00341 to the football pitch to allow the replacement of the existing floodlighting units with LED units at Oldfields Sports and Social Clubhouse, Springfield Road, ST14 7JX.
- P/2026/00695 - Proposal: Erection of a single storey front, part two storey, part single storey rear and two storey side extensions (AMENDED DESCRIPTION) at 125 New Road, ST14 7DQ.
- P/2026/00711 - Installation of replacement windows and hanging basket brackets at Lathrop's Almshouses, Carter Street.
- P/2026/00721 - Residential development comprising 65 dwellings together with access, parking, public open space including Local Area of Equipped Play (LEAP), landscaping, drainage, and all associated infrastructure (Phase 2G) at Bramshall Meadows Phase 2g (St Modwens), Bramshall Road (*as forwarded to Members on 6 July 2026*).
- P/2026/00725 - Construction of a detached double garage, raising of ridge height to facilitate loft conversion including installation of Juliet Balcony to the rear and roof lights, construction of a single storey side extension, alterations to existing fenestration and installation of render to all elevations at 46A Stafford Road, ST14 8DN.
- P/2026/00727 - Construction of single storey rear extension and conversion of garage at 99 New Road, ST14 7DQ.

16. **UTTOXETER NATURE GROUP (FORMER UNRN)**

Council is reminded that it holds the sum of £145.96 within a Biodiversity/Strategy Fund Earmarked Reserve. These monies are the sum donated by former Mayor Alison Trenery, monies raised during her Term of Office, identified to be used by UNRN [now Uttoxeter Nature Group] for environmental projects within the Town.

To report receipt of an email on 9 June 2026 from the Chair and Secretary of Uttoxeter Nature Group advising the Council that 'Uttoxeter Nature Group now has its own bank account and they would like Council to consider transferring the balance of £145.96 from the Biodiversity/Strategy Fund Earmarked Reserve to Uttoxeter Nature Group. Council's instruction is sought.

Council is advised that Uttoxeter Nature Group will continue to keep the Council updated of Uttoxeter Nature Group work. The Group look forward to working together, in the future, to advance the need for a greener Uttoxeter.

17. TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 247 - DRAFT ORDER: SUO7001746 - PROPOSED STOPPING UP OF HIGHWAY AT THE BUNGALOW, ASHBOURNE ROAD, STRAMSHALL, ST14 5AB (WM/6353)

To report receipt of an email on 30 June 2026 from The Department of Transport seeking Council's concerns with the above mentioned proposal, to be received by 11 August 2026, as forwarded to Members on 6 July 2026. See Appendix I. Council's instruction is sought.

18. UTTOXETER ROTARY CLUB – HEART SCREENING UPDATE AND BANNER

To report receipt of an email on 16 June 2026 from Uttoxeter Rotary advising Council that '186 people were screened as part of the CRY Screening at Oldfields Hall Middle School on 6-7 June 2026, with 3 people being referred for further testing. Last year 15 referrals were made.'

Council is asked to consider the offer from Uttoxeter Rotary as issued to all Sponsors, for the banner from the event being displayed in the foyer of the Town Hall promoting the CRY Screening event and its Sponsors (which includes the Town Council), potentially for a month/rota basis. Council's instruction is sought.

19. SPCA AGM – UTTOXETER TOWN HALL

To report receipt of an email on 19 June 2026 from SPCA seeking Council's support in hosting, free of charge (as in 2025) the associated charges (including tea/coffee) for SPCA's AGM in November 2026 (date to be determined) within the Ballroom (AGM, Guest Speakers and Exhibitors (within the Ballroom and Foyer) and the Alan Dean Suite for attendees lunch. It is anticipated that up to 150 people could be attending the event. Council's instruction is sought.

20. STAFFORDSHIRE HISTORIC CENTRE – UTTOXETER URBAN DISTRICT COUNCIL MINUTE BOOKS FROM 1896 TO 1974

As Resolved by Council on 9 June 2026 that the Mayor, Deputy Mayor and the Clerk be tasked with progressing the deposit of the above mentioned Minutes with the Staffordshire Historic Centre.

To report receipt of an email on 19 June 2026 from Staffordshire Historic Centre advising Council that they wish to receive the above mentioned Minutes however, due to only depositing urgent items at this time, it is likely that they cannot be received until towards the end of 2026. Council is advised that the Minute books will remain within the Clerk's fireproof cabinet until such a time that they can be deposited at the Historic Centre.

21. ESBC - PARISH/TOWN COUNCIL REPRESENTATIVE ON THE STANDARDS COMMITTEE

To report receipt of an email on 6 July 2026 from ESBC's Head of Legal and Regulatory Services and Monitoring Officer advising Council that 'ESBC is seeking to appoint a Parish/Town representative to serve on its Standards Committee. If a Parish/Town Councillor wishes to be considered for the appointment on the Standards Committee, they are requested to submit an expression of interest (no more than one A4 side of paper), detailing how they fulfil this role by 7 August 2026', as forwarded to Members. Council's instruction is sought.

22. SCC - DATA PROTECTION OFFICER SERVICES

To report receipt of an email on 19 June 2026 from SCC's Information Governance Team advising Council that SCC had identified an issue with the Council's Service Level Agreement (SLA) and that the Service provided to the Council was Tier 3 and not Tier 2 as previously advised by SCC. Council is advised that SCC will provide the services to the Council as Tier 3 for this year for the sum already paid of £310 (UTC 12 May 2026), however Council is advised that at its renewal, the cost due will be £550 for the Tier 3 Service. Council is advised that the Clerk returned the revised Contract as received from SCC on 19 June 2026.

23. FIRE EVACUATION AND FIRE RISK ASSESSMENT

Council is asked to consider the updated Fire Risk Assessment and Fire Evacuation Procedure (to enable the Office Manager to progress the Premises Licence Application which the latest of the above mentioned form part of the Council's Application):

(a) FIRE EVACUATION PROCEDURE

To review and adopt its Fire Evacuation Procedure. See Appendix J. Council's instruction is sought.

(b) FIRE RISK ASSESSMENT

To review/adopt its Fire Risk Assessment. See Appendix K. Council's instruction is sought.

24. SPCA - WMCALC TRAINING CAMPAIGN PACK AND DRAFT MOTION

To report receipt of an email on 3 July 2026 from SPCA's County Executive Officer advising Council that SPCA are pleased to share their Training Campaign pack, designed to help Council's influence the discussions around Councillor training. Council is advised that the pack provides a briefing for Councillors, a draft Council Motion, a template letter to the MP and an updated Members Training Policy, as forwarded to Members on 6 July 2026.

Council is asked to consider SPCA's Draft Motion for 'Mandatory Training for Local Councillors' (proposed wording) as follows:

- *'This Council notes:*
 - *That parish and town councillors increasingly make decisions with significant legal, financial, and community impact.*
 - *That councillors are responsible for complex statutory functions, including financial oversight, planning representations, and governance compliance.*
 - *That, unlike many public office roles and principal authority councillors, there is currently no statutory requirement for elected or co-opted councillors to undertake core training.*
- *This Council further notes that councils regularly take decisions that require legal and procedural understanding, including:*
 - *Setting and approving the annual precept and budget*
 - *Submitting and determining planning consultations and objections*
 - *Entering into contracts and procurement decisions*
 - *Managing assets and land holdings*
 - *Handling complaints, codes of conduct, and standards issues*
 - *Employing staff and complying with HR law*
 - *Improving social, health and economic wellbeing*
- *This Council believes:*
 - *That mandatory induction and ongoing training would improve governance, transparency, and public trust.*
 - *That better-trained councillors reduce the risk of legal challenge, maladministration, and financial mismanagement.*
- *Accordingly, this Council resolves to:*
 1. *Call on the UK Government to introduce legislation requiring all local councillors to undertake core training within 1 year of election/co-option.*
 2. *Request that this includes training on:*
 - *Roles and responsibilities*
 - *Finance and audit*
 - *Planning and code of conduct*
 - *Social, health and economic wellbeing*
 - *Employee protection and employer responsibilities.*
 3. *Write to Jacob Collier MP asking to support this change.*
 4. *Encourage the National Association of Local Councils (NALC) and County Associations to advocate for this reform.*
 5. *Adopt a members training policy.'*

Council's instruction is sought.

25. NATIONAL PEOPLE'S EMERGENCY BRIEFING SCREENING IN UTTOXETER ON 7 AUGUST 2026

To report receipt of an email on 6 July 2026 from ESBC's Chair Scrutiny (Climate Change & Environment) Committee advising Council that an additional screening of the National People's Emergency Briefing (Climate Change) will take place at 3.00pm and 7.00pm on Friday, 7 August 2026 at the United Reformed Church, 9-11 Carter Street, ticket only event, as forwarded to Members.

26. THE MALTINGS – UPDATE

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

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

A Councillor tour at 'We Love Uttoxeter Community Hub' with the Community Foundation for Staffordshire and Shropshire is scheduled to take place on 5 August 2026 at 1.00pm, as emailed to Members.

28. **S137 COMMUNITY SUNDRY GRANT APPLICATIONS**

Council is advised that £8,931 is within the 2026-27 S137 Community Sundry Grant budget allocation for up to 31 March 2027.

To report receipt of the following:

- (a) Email of thanks dated 9 June 2026 received from Wilfred House for its recent Grant.
- (b) S137 Sundry Grant Application dated 16 June 2026 from Bramshall Road Junior Parkrun seeking a grant of £1,000. See Appendix L. Council's instruction is sought.

Council is reminded of its former Resolution on 9 April 2024 that *'in principle, Council supports its pledge of £1,000 upon receipt of written evidence including a bank statement that the balance of £3,800 being received from other sources'*.

Council is advised that the Clerk has requested written evidence from Parkrun UK of the above mentioned which was not received at the time the Agenda was issued. The Clerk to provide Council with an update, if received.

- (c) S137 Sundry Grant Application dated 8 July 2026 received from Uttoxeter Station Adopters seeking a grant of £400. See Appendix M. Council's instruction is sought.

29. **MILLENNIUM MONUMENT PROJECT UPDATE**

To report that the refurbishment of the Millennium Monument is scheduled to be completed by 17 July 2026 and the Mayor is liaising with the Events Team regarding the date/reception of the official unveiling of the refurbished Millennium Monument.

30. **SCC INFORMATION GOVERNANCE SUPPORT – JUNE 2026 BULLETIN**

To report receipt of an email dated 12 June 2026 received from Council's Data Protection Officers providing Council with a copy of the above mentioned inc details of online GDPR Training on 1 July 2026, as issued to Members.

31. **PENINSULA – COUNCIL'S HR PROVIDER (to 25 September 2026)**

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

- (a) Are you ready for these employment law changes dated 7 May 2026.
- (b) Your business could be at risk dated 10 May 2026.
- (c) Do you know the common food hazards dated 4 June 2026.
- (d) Don't neglect your employees' mental health dated 5 June 2026.
- (e) Demonstrate diligence for your employees' wellbeing dated 8 June 2026.
- (f) [Live e-learning] Join us for "Food Safety: Managing hygiene and allergens" dated 11 June 2026.
- (g) This advice could save an employee's life dated 12 June 2026.
- (h) Absence management this summer | Mitigating mesothelioma risks dated 15 June 2026.
- (i) Outdated HR docs will harm your business dated 18 June 2026.
- (j) You must act or your business will suffer dated 21 June 2026.
- (k) New unfair dismissal protections | Improving safety around excavations dated 22 June 2026.
- (l) Red weather warnings announced: Know your responsibilities dated 23 June 2026.
- (m) Your Working in Warm Weather download is here dated 23 June 2026, as consulted with the Mayor and Deputy Mayor and email as issued to members of staff.
- (n) We've got your back! Stay up-to-date with our free webinars dated 23 June 2026.
- (o) Free download: Expert guidance on unfair dismissal changes dated 26 June 2026.
- (p) Take action against absenteeism dated 28 June 2026.
- (q) Recent changes to handling data protection complaints/Ensuring workers welfare in extreme heat dated 29 June 2026.
- (r) Unfair dismissal dated 1 July 2026.
- (s) We've got your back! Stay up-to-date with our free webinars dated 6 July 2026.
- (t) Software simplifying Health & Safety documentation dated 6 July 2026.
- (u) Significant right to work changes | Food safety fundamentals dated 6 July 2026.

32. **WORKNEST – COUNCIL'S HR PROVIDER (from 26 September 2026)**

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

- (a) Important information regarding essential updates to your contracts dated 5 June 2026.

- (b) A number of welcome emails/meetings between 11 June 2026-8 July 2026 in readiness for the Asset Risk Assessments to be carried out in August 2026.
- (c) Council is advised that H&S is included within Year One of the Contract, Years 2-3 would be at a cost of £392.40 plus vat pa for up to 6 users. Council's instruction is sought.

33. **HMRC SUPPORT**

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

- (a) Great British Summer Savings 2026 dated 5 June 2026.
- (b) Help with cars, travel, social events and your P11D dated 10 June 2026.
- (c) Employer Bulletin: important information for employers dated 17 June 2026.
- (d) Understanding accounting schemes and your VAT return dated 19 June 2026.
- (e) Tax Update 2026: simplification, modernisation and fairness dated 24 June 2026.
- (f) Paying statutory payments- employee eligibility dated 29 June 2026.
- (g) Joins ACAS and HMRC webinar – sick pay and absences dated 1 July 2026.
- (h) Phones, internet and workplaces dated 8 July 2026.

34. **STAFFORDSHIRE PENSION FUND**

To report receipt of the Staffordshire Pension Fund: LGPS Employer Focus Newsletter July 2026 dated 3 July 2026, as forwarded to Members, Council's Office Manager and Council's Payroll Provider.

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

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

36. **UTTOXETER NEIGHBOURHOOD PLAN - UPDATED**

37. **LOCAL GOVERNMENT REORGANISATION (LGR)**

38. **STAFFING INCLUDING TRAINING**

39. **AGENDA ITEMS FOR NEXT MEETING**



UTTOXETER TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 9 JUNE 2026 IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Town Mayor - Councillor Z Krupski

Councillors: T Ashby, D Boot, J Glandfield, R Hawkins, D Holland, B Houlihan, A Johnstone, P Krupski, C Lancaster, A Mansfield (Deputy Mayor), A Noyes, C Sylvester, L Sylvester

Officer in attendance – T Jeffery (Town Clerk/RFO)

It was noted that County Councillor P Allen and 2 members of the public were in attendance in the meeting.

1. CHAIR'S WELCOME

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

2. APOLOGIES FOR ABSENCE

- (a) The Clerk reported receipt of approved apologies for absence from Councillors S Page and C Wain.

RESOLVED that the same be accepted and approved.

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

3. PUBLIC PARTICIPATION

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

The Chair welcomed the members of the public to the meeting. It was noted that no members 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 Annual Council Meeting held on 12 May 2026 were approved as a correct record.

It was noted that Councillors C and L Sylvester 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 and Town Centre Entertainments Committee Meeting held on 21 May 2026.

RESOLVED that the Recommendations of the Town Hall and Town Centre Entertainments Committee Meeting held on 21 May 2026, be approved and ordered to form part of the minutes attached hereto as Appendix A.

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

- (c) Council gave consideration to the Recommendations of the Policy and Planning Committee Meeting held on 26 May 2026.

Councillor C Sylvester reported that he was in support of the Council's objection relating to Planning Application No. P/2026/00449.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting held on 26 May 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 26 May 2026.

RESOLVED that the Recommendations of the Finance and General Purposes Committee Meeting held on 26 May 2026, be approved and ordered to form part of the minutes attached hereto as Appendix C.

7. ACCOUNTS

- (a) Council gave consideration to the list of accounts submitted for payment in the sum of £44,753.45 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 summary of the Council's income for May 2026.

RESOLVED that the same be noted.

8. BANK BALANCES

At 9 June 2026 the bank balances stood at:

RBS Current Account	£ 10,000.00
RBS Special Interest Account	£119,057.36
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 0.00
RBS Deposit Account 32 Carter Street	£ 625.64
RBS 19A High Street Deposit Account	£ 339.04
CCLA Public Sector Deposit Fund Account	£ 85,000.00

9. UTTOXETER TOWN MAYOR AND DEPUTY MAYOR EVENTS ATTENDED REPORT

- (a) The Clerk reported that the Mayor attended the following event since the last meeting:
- | | |
|----------|--|
| 16.05.26 | Marchington Singers Summer Concert |
| 23.05.26 | Open Heath Community Centre Family Day Event |

25.05.26 Lichfield City Council's Court of Arraye

- (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 County Councillor Allen was in attendance in the meeting and he provided the following County Councillor Report on SCC matters as follows:

- *Firstly, on highways there's good progress on the A518 Town Meadow Way scheme. Over recent weeks, drainage and kerb repairs have been carried out under off-peak traffic management.*
- *The next phase is resurfacing, which will take place overnight between 15th and 26th June, from 7pm to 6am, including the double roundabout.*
- *This is being done overnight to minimise disruption, and it's a £950,000 investment, with completion expected by the end of June.*
- *Moving on to tree works near Oldfields School, I know there's been some local interest. These works followed a formal assessment which identified trees that posed a risk.*
- *Given the land is used as a shortcut by school pupils and the wider public, delaying action wasn't considered appropriate.*
- *We have a clear duty of care in these situations. Whilst works would normally avoid the nesting season, in this case safety had to come first. Appropriate ecological checks were carried out beforehand to minimise impact.*
- *Separately, and unrelated to those works, we are working with the Football Association regarding ground-nesting birds at a different location. A potential relocation solution is being explored, subject to further ecological surveys, particularly given the presence of other wildlife in that area.*
- *On Drovers Close / Asda, the barrier installation is scheduled to begin on 3rd June.*
- *Any operational adjustments will follow installation, but access for authorised delivery vehicles will be maintained so businesses can continue to operate as normal.*
- *Finally, I'd encourage everyone to support Uttoxeter's first ever Armed Forces Day on Saturday 20th June.*
- *A significant amount of work has gone into this. We've supported with road closures, and there will be free parking at the Maltings thanks to the Borough Council.*
- *There'll be a strong military presence, the Military Wives Choir, cadets, live music, and plenty for families.*
- *I have also supported the event directly with a £900 contribution from my Community Fund to help make it a success because it's exactly the kind of community event we should be backing. I encourage members and residents to attend and support it.*
- *Following attendance at the meeting with Councillor Houlihan and the Clerk regarding the removal and relocation of County Council owned bollards, he reported that he was in receipt of an estimate from SCC for removing/relocating the bollards including traffic management which would cost the Town Council between £15,000-17,000.*
- *He reported that he had met with the Chair of the local RBL on 6 June 2026 where they had considered the Options for the War Memorial Enclosure Structure as provided. He reported that the observation received from the RBL was 'worst case scenario', Option C however, they requested Council look at further options.*

County Councillor Allen reported that he was happy to receive questions from Members.

Councillor C Sylvester sought clarification on access to/from Town Meadows Way during the highway works. County Councillor Allen confirmed that one side closures would be in place at any one time. He reported that during events within the town, the closures would not be in place.

Councillor P Krupski sought confirmation on their recent correspondence that the flags located within Town Meadows Way area which were now in poor condition, would be removed during the improvement works. County Councillor Allen confirmed that as in accordance with SCC protocol, their contractors were under instruction that when works are being undertaken on the highway, the flags would be removed.

Councillor Noyes sought clarification on the recent tree felling and tree works within the County Council owned land in Stone Road. County Councillor Allen reported that an County Inspector had deemed the trees as a health and safety risk to children and the school. He reported that SCC had taken the advice of an Arborist and taken the necessary action under health and safety grounds. He reported that it was understood that trees had been cut down by unknown persons for logs. County Councillor Allen reported that he would issue Members with further information following the meeting.

Councillor Houlihan expressed his thanks to County Councillor Allen for his intervention with progressing the reinstatement of the barrier within the boundary of Asda carpark and Drivers Close. County Councillor Allen reported that ESBC's Planning Enforcement Officer had requested confirmation of when the barrier would be reinstated. The Clerk reported receipt of an email earlier in the day from the Management Company for Carters Square advising that the barrier had been reinstated however it was not operational due to a faulty keypad. The Clerk reported receipt of further complaints on 9 June 2026, contents of which had been issued to the Management Company, Jacob Collier MP, County Councillor Allen, ESBC's Planning Enforcement and SCC's Highways Manager, all as incorporated within previous correspondence on this matter. County Councillor Allen reported that the owner/management company for Carters Square were responsible for this barrier and managing the access/to from their site.

It was noted that County Councillor Allen would provide the Clerk with information on Stone War Memorial which wreaths were laid on the stone of the memorial. He enquired if the Council could further explore utilising the existing bollards and the incorporation of brackets, etc. The Clerk reported that this matter would be included for further consideration by the Council's Policy and Planning Committee at its meeting on 23 June 2026.

- (b) The Clerk reported receipt of a combined Borough Councillor Report on ESBC matters arising since the date of the last meeting including the following:

Borough Councillor P Krupski reported she had:

- 5th May - Reported to ESBC a damaged streetlight in the Maltings with exposed wiring as the casing had been removed. This has been addressed.
- 7th May - Attended a Leaders Advisory Group AGM.
- 8th May - Asked ESBC to check whether certain venues in Uttoxeter Town had applied for Pavement Licences. Named venues did not have licences and the enforcement officer was to visit and address.
- 9th May - Attended the Fairtrade coffee morning at Redfern's Museum.
- 13th May - Attended a committee meeting at Uttoxeter Heath Community Centre.
- 13th May - Attended a Value for Money Scrutiny meeting.
- 15th May - Attended the ESBC full council AGM
- 19th May - Reported the dirty state of the toilets in Pennycroft Park changing rooms to ESBC. These were addressed the following day.
- 23rd May - Attended the Open Family day event at UHCC.
- 27th May - Chased ESBC for an update on Phase 2 of the refurbishment of Bradley Street Toilets.
- 28th May - Attended a Leaders Advisory Group meeting, where I expressed my frustration and disappointment about the lack of progress regarding the Maltings project.
- She reported that ESBC had confirmed that the Phase II toilet refurbishment would commence on 15 June 2026 which would include the disabled toilet at the side of the Bradley Street toilets and the reconfiguration of the baby changing room.

Borough Councillor Z Krupski reported he had:

- 7th May - Attended the Leaders Advisory Group AGM.
- 9th May - Attended the Fairtrade coffee morning at Redfern's Museum.
- 13th May - Attended a committee meeting at Uttoxeter Heath Community Centre.
- 13th May - Chaired the ESBC Value of Money Scrutiny Committee meeting.
- 15th May - Attended the ESBC full Council meeting.
- 23rd May - Attended the Heath Community Centre Family Day event.
- 28th May - Attended a Leaders Advisory Group Meeting where I too expressed my disappointment at the slow pace of regenerating the Maltings.

Borough Councillor R Hawkins reported he had:

- 7th May – Attended Leaders Advisory Group meeting to discuss, amongst other things, the Budget Plan.
- 16th May – Attended ESBC Council Meeting, which considered the 2026/27 Corporate Plan and Budget.
- 19th May – Attended a Development Plan meeting to consider a revised timeframe for the Local Plan.
- 28th May – Attended a Leaders Advisory Group meeting which discussed the recommendations of the recent Citizen's Jury and use of Section 106 funding for affordable housing.
- In addition, he had a range of conversations with local residents covering subjects such as Bradley Street toilets, the demolition of the Maltings, sports facilities, housing developments focussed on affordability and ESBC policy, grounds maintenance and the new food waste collection service.

Borough Councillor A Mansfield reported he had received a flurry of emails from residents of Tunnicliff Way and the Bramshall Meadows Estate regarding Contractors moving soil and bricks. He reported that ESBC had liaised with the Contractors and they would continue to monitor.

12. TOWN CLERK'S REPORT

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

- (a) Various SPCA E-Bulletins/Correspondence received Re: Quarterly Virtual Clerk & Locum Banking Forum dated 16 May 2026, Upcoming Digital Skills Training dated 19 May 2026, Business Planning Course for Clerks and Councillors - Wednesday 3rd June 7pm dated 19 May 2026, Councillor Development Course: Tuesday 9th June at 7pm dated 22 May 2026, Free Clerk Away Day - Monday 29 June 2026 dated 22 May 2026, SPCA May 2026 Bulletin dated 29 May 2026, as forwarded to Members.
- (b) NALC Correspondence - CEO Bulletin dated 7 May 2026, NALC events dated 12 May 2026, CEO Bulletin dated 14 May 2026, Jobs newsletter dated 18 May 2026, Keeping your minutes safe dated 18 May 2026, NALC events dated 19 May 2026, CEO Bulletin dated 21 May 2026, Help shape the future of the sector dated 27 May 2026, NALC events dated 2 June 2026, as forwarded to Members.
- (c) SLCC Correspondence – SLCC News Bulletin dated 7 May 2026, SLCC Weekly News Digest dated 11 May 2026, SLCC Weekly News Digest dated 18 May 2026, News Bulletin dated 21 May 2026, SLCC Weekly News Digest dated 25 May 2026, CEO Bulletin dated 28 May 2026, SLCC Weekly News Digest dated 1 June 2026, as forwarded to Members.
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4495936 – Stafford Road received 12 May 2026, 4494138 - Town Meadows Way, Derby Road, The Dove Way and Dove Bank received 12 May 2026, LV1122422799RC-01 – Sunnyside Road received 14 May 2026, as forwarded to Members and Staff.
- (e) Staffordshire Means Back to Business/SCC News dated 12 May 2026, as forwarded to Members and Staff.
- (f) The Defibrillator Check was carried out on 11 May 2026 and The Circuit duly updated.
- (g) My Staffordshire Newsletter dated 15 May 2026 and 22 May 2026, as forwarded to Members.
- (h) Received emails on 7 May 2026 to/from a local resident to/from Council's SID's Contractor as copied to the Council, regarding seeking further information on the data for the Stafford Road SID signs and updated software.
- (i) Email on 7 May 2026 from Ordinance Survey Re: Next week's webinar: Digital mapping for local councils, as forwarded to Members.
- (j) Email on 7 May 2026 from Evac Chair Re: Are You Compliant with the Latest Fire Safety Legislation, as forwarded to Members and Council's Office Manager.
- (k) Email on 7 May 2026 from ESBC's Town Regeneration Officer Re: Upcoming Business Events and a Federation of Small Businesses Survey, as forwarded to Members and Members of the Town Centre Forum.
- (l) Received notification on 8 May 2026 from a member of the public that pigeons were within the units in the Maltings (former Essentials). Council was advised that this matter was reported to ESBC's Town Regeneration Officer who visited to site accordingly.

- (m) Received and responded to an email on 8 May 2026 from a local business owner seeking contact for a number of town centre parking issues. Council was advised that the Clerk encouraged the local business to liaise with SCC, ESBC and ESBC. Town Regeneration Officer.
- (n) Received and responded to an email on 8 May 2026 from a local resident seeking help regarding homelessness. Council is advised that Councillor Mansfield has kindly agreed to liaise with the local resident and Trent and Dove Housing.
- (o) Received an email on 11 May 2026 from Evac Chair Re: When loss leads to lasting change: Martyn's Law, as issued to Members and Council's Office Manager.
- (p) Received the SID's Data for April 2026 from MidMC
- (q) Email on 12 May 2026 from Care Choices Re: Staffordshire and Stoke E-book update, as forwarded to Members. Council was advised that hard copies would be received on 19 May 2026 available from the Town Hall foyer.
- (r) Council was advised that that Councillor Attendance List for 2025-26 had been incorporated upon the Council website on 13 May 2026.
- (s) 14 May 2026 - Attended the SLCC Conference in Shrewsbury.
- (t) 15 May 2026 – Attended former Town Mayor Hugh Montgomery's funeral together with the Mayor, Councillor Z Krupski and Councillor Johnstone.
- (u) 18 May 2026 – Year End assistance from S Durrands for 2025-26 AGAR.
- (v) 18 May 2026 – Site meeting with Council's Architect and various partners at the War Memorial to progress discussions on the design of the Remembrance Wreath structure.
- (w) Email on 18 May 2026 from Fairtrade Secretary Re: Please help at Fairtrade Stall at Heath Community Centre 23 May, as forwarded to Members.
- (x) Received and responded to an email on 19 May 2026 from a new local resident seeking information on council tax, refuge collection, etc.
- (y) Received and responded to an email on 19 May 2026 from a member of the public Re: Disposal of lithium-ion batteries.
- (z) On 19 May 2026 Liaised with the residents of Drovers Close regarding an increase in additional traffic using the Close to/from Asda carpark.
- (aa) Liaised with Andrew Yoxall carpentry regarding an update on the replacement front doors for Redfern Cottage. Council was advised that they would be installed over the coming weeks.
- (bb) As Recommended by the P&P Committee on 28 April 2026, completed the Membership Application form for Staffordshire Playing Fields Association in the sum of £20pa, in readiness for LGR.
- (cc) Received an email from WM Community on 20 May 2026 Re: * New - Tesco Fruit and Veg Grant funding, as forwarded to Members.
- (dd) 22 May 2025 - Attended a site meeting with County Councillor Allen and Councillor Houlihan to discuss the War Memorial Refurbishment Project including options for the War Memorial Structure Enclosure and removal/relocation of some of the County Council owned bollards, and liaised with the RBL to seek feedback.
- (ee) Email from SCC on 22 May 2026 Re: Growth Ladder support programme open to business, as forwarded to Members and to Businesses within the Town Centre Forum.
- (ff) Email on 27 May 2026 from Ordnance Survey Re: Change to 1:25 000 Scale Colour Raster, as forwarded to Members.
- (gg) Email from Evolve on 29 May 2026 advising Council that the barrier located on the boundary of Asda carpark will be reinstated from 3 June 2026, as copied to the MP and County Councillor Allen. Council was advised that the Clerk provided the local residents with an update.
- (hh) Email from SCC on 1 June 2026 Re: Staffordshire Libraries in June, as forwarded to Members and Staff.
- (ii) The Clerk liaised with Council's Architect regarding completion of the planters works on the Town War Memorial in readiness for scaffolding to be installed to progress the next stage of the refurbishment project and inspection by ESBC's Conservation Officer.
- (jj) Liaised with The Stonemasons of Worcester regarding commencing the Millennium Monument refurbishment project on 8 June 2026 together with the cleaning of the Jubilee Stone Bench. Council is advised that the Clerk liaised with Council's Tenant at the Conduit and Staff to provide the updates.
- (kk) 2 June 2026 - Attended a tour of the Cemetery with a local family regarding future projects within the Cemetery and cleaning of memorials within the Cemetery.

- (ll) 2 June 2026 – Councillor Hawkins, Chair of F&GP Committee carried out the quarterly checks/sign off for the bank reconciliations, bank statements, income and expenditure, reviewed the end of year accounts and Q4 VAT return for up to and including 31 March 2026, as in accordance with Council's Financial Regulations. Council is advised that the end of year accounts will be included for consideration by Council on 9 June 2026.
- (mm) Met with Councillor Z Krupski, Town Mayor to review the end of year accounts.
- (nn) Email on 3 June 2026 from Groundwork UK Re: June at Groundwork Update, as forwarded to Members.
- (oo) Power cut at the Town Hall, liaised with Western Power and the Mayor.

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

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

Councillor Ashby reported attendance at a meeting of ESBC's Planning Committee on 9 June 2026 and he confirmed that he had reiterated the Council's concerns regarding the current access road within the Bramshall Meadows Estate and he had reiterated the need for a proper link road to be incorporated within any future applications within the development.

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 June:
 - 8th - Library drop in 14:00-15:30hrs
 - 10th - St Marys Church 11:30-12:30hrs
 - 18th - Saddlers Yard café from 10:00hrs.
 - 19th - Eco Centre 10:30-12:00hrs (place of Welcome)
 - 22nd - Library drop in 14:00-15.30hrs
 - 24th - St Marys Church 11:30-12:30hrs
 - 29th - Renew Church from 10:30hrs
- Councillors are 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 gave consideration to comments on the undermentioned Planning Applications as received from ESBC:

- (a) P/2026/00496 - Erection of a single storey side extension at 76 Westlands Road, ST14 8DH.
- (b) P/2026/00498 - Erection of porch to front elevation at 4 Highwood Road, ST14 8BG.
- (c) P/2026/00564 - Felling of one pear tree (T0083) Felling of nine Holly trees (T0084, T0085, T0086, T0091, G1, T0092, T0095, T0096 & T0097), Felling of one Black Elder tree (T1) and cut Ivy and epicormic growth at ground level and clear to 2 metres of one Holly tree (T0089) at Uttoxeter Library, High Street, ST14 7JQ.

RESOLVED that with respect to Planning Application No.:

- (i) P/2026/00496, Council had no comment to make at this stage.
- (ii) P/2026/00498, Council had no comment to make at this stage.
- (iii) P/2026/00564, Council request that the Planning Authority:
 - (a) Provide detailed information on the proposals; and
 - (b) Request an extension to enable the Council's Policy and Planning Committee to consider this application further at its meeting on 23 June 2026.

16. ESBC – PLANNING COMMITTEE ON 9 JUNE 2026

The Clerk reported receipt of the following emails dated 29 May 2026 from ESBC's Democratic Services extending an invitation for a Representative of the Council to attend ESBC's Planning Committee on 9 June 2026 to speak on P/2023/00533, as forwarded to Members on 1 June 2026.

It was noted that Councillor Ashby had attended the meeting to speak on behalf of the Council and he had provided Council with an update under Item No. 13.

RESOLVED that the same be noted.

17. END OF YEAR ACCOUNTS 2025-26

Council was asked to give consideration to and to approve:

- (a) The End of Year Income and Expenditure Accounts for 2025-26 as prepared by the RFO and the Chair of the Finance and General Purposes Committee. Council's instruction was sought.

RESOLVED that the same be accepted and approved.

- (b) The Cash and Investment Reconciliation and Balance Sheet for 2025-26 Accounts. Council's instruction was sought.

RESOLVED that the same be accepted and approved.

18. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025-26 PART 3

Council gave consideration to the Annual Governance and Accountability Return Part 3.

- (a) Council was informed that Toplis Associates Ltd completed the Council's Internal Audit on 30 May 2026 and that page 3 – Annual Internal Audit Report 2025-26 of the Annual Governance and Accountability Return Part 3 had been duly completed and Toplis Associates Ltd has provided Council with a letter dated 2 June 2026 following the completion of the Annual Internal Audit. Council's instruction was sought.

The Clerk/RFO reported that Council would need to consider a contribution to Reserves as part of its Estimates meeting as included within the Internal Auditor Report.

RESOLVED that the same be accepted and approved.

(b) Section 1 – Annual Governance Statement 2025-26

- (i) Council was asked to give consideration to and to complete boxes 1-10 on page 4 of the Annual Governance Statement for the financial year ending 31 March 2026 confirming that there was a sound system of internal control including arrangements for the preparation of the Accounting Statements and effective IT and Data Management in place. Council's instruction was sought.

RESOLVED that it was proposed, seconded and carried that the questions numbered 1-10 on page 4 of the Annual Governance Statement for the financial year ending 31 March 2026 were completed appropriately (1-8 Yes, 9 N/A, 10 Yes).

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

- (ii) Council was asked to authorise the Chair of the meeting and the Town Clerk/RFO to sign page 4 - the Annual Governance Statement accordingly. Council's instruction was sought.

RESOLVED that page 4 of the Annual Governance Statement be approved and duly signed by the Chair and Town Clerk/RFO.

(c) Section 2 – Accounting Statements 2025-26

- (i) Council was asked to give consideration to and to approve Page 5 of the Annual Governance and Accountability Return 2025-26. Council's instruction was sought.

RESOLVED that page 5 of the Annual Governance and Accountability Return 2025-26 be accepted and approved.

- (ii) Council was asked to authorise the Chair of the meeting to sign page 5 – the Accounting Statements accordingly. Council's instruction was sought.

RESOLVED that the Chair be authorised to sign page 5 – the Accounting Statements accordingly.

19. NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF PUBLIC RIGHTS – ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Council was asked to give consideration to and to approve the Notice of Appointment of Date for the Exercise of Public Rights to be duly published on Uttoxeter Town Council's website and noticeboards on 10 June 2026. Council's instruction was sought.

RESOLVED that the Notice of Appointment of Date for the Exercise of Public Rights for the year ended 31 March 2026, be accepted and approved and duly published on Uttoxeter Town Council's website and noticeboards on 10 June 2026.

20. FINANCIAL REGULATIONS

In accordance with Standing Order No. 5j(ix), Council was asked to adopt NALC's latest Model Financial Regulations, as reviewed, accepted and approved by the Finance and General Purposes Committee on 26 May 2026. Council's instruction was sought.

RESOLVED that NALC's latest Model Financial Regulations, as reviewed, accepted and approved by the F&GP Committee on 26 May 2026, be approved and adopted.

21. MODERISATION OF THE ADAM PEATY SUITE

The Clerk reminded Council of the Recommendation from the Finance and General Purposes Committee on 26 May 2026 that *'the Clerk/RFO be tasked forthwith with liaising with Council's Internal Auditor and SPCA regarding funding provisions for up to £12,500 (including potential grants and review of the existing Earmarked Reserves) for the significant modernisation enhancement of the Adam Peaty Suite within 2026-27 and provide Council with an update at its meeting on 9 June 2026.'*

- (c) The Clerk reported receipt of advice from SPCA, Council's Internal Auditor and 5.155 of the 2026-27 Practitioners Guide, as below:
'5.155. Proceeds from the disposal of fixed assets by smaller authorities are known as capital receipts and are subject to statutory controls. Such proceeds cannot be used for revenue purposes and can only be used for capital purposes - that is the purchase of fixed assets, the significant enhancement of fixed assets, the making of capital grants, or the repayment of long-term loans. Authorities should keep separate records so that they can demonstrate compliance with this requirement. 5.156. Where the total proceeds from the sale of a fixed asset is below a specified amount, currently £10,000, it is deemed to be de minimis and these requirements do not apply.'

Council was asked to consider funding the significant enhancement project of the Adam Peaty Suite (ground floor of Unit 4a Carter Square) in the sum of up to £12,500 from the Council's current Earmarked Reserve 326 TH/Refurb Unit 4a. Council's instruction was sought.

The Clerk reported receipt of an update from The Events Team to confirm that all items included within 'wish list' presentation could be funded by a budget of up to £12,500 with no compromises on the vision for the significant modernisation of the Adam Peaty Suite.

RESOLVED that Council authorises the sum of up to £12,500 for the associated costs for the significant enhancement project of the Adam Peaty Suite, funded from Earmarked Reserve 326 TH/Refurb Unit 4a.

- (d) Council was advised that the Office Manager had submitted a number of grant applications from community groups, etc. The Clerk reported that no successful updates were available at this time and should any grants be received, they would be used towards the associated significant enhancement costs for the Adam Peaty Suite.

RESOLVED that the same be accepted and approved.

- (e) The Chair of the F&GP Committee had asked Council to consider the following, as included within the Presentation to the F&GP Committee on 26 May 2026:

- (i) The promotion of the Town Hall campaign centred around 'win a wedding' competition. Entry would require participants to share the promotional video (*Advertising/Promotion budget to fund as Recommended by the F&GP Committee on 26 May 2026*) and attend the Wedding Fayre on 11 October 2026, increasing awareness of the significant enhancement of the Adam Peaty Suite. Council's instruction was sought.

RESOLVED that the same be accepted and approved.

- (ii) Consider offering a 10% booking incentive for attendees, designed to encourage bookings. Council's instruction was sought.

RESOLVED that the same be accepted and approved.

22. SCC - SECTION 53 APPLICATION RE: PUBLIC FOOTPATH BETWEEN APPLEWOOD CLOSE AND GRANGE ROAD, UTTOXETER - WILDLIFE AND COUNTRYSIDE ACT 1981 AND MATTERS RELATING TO THE ALLEGED FOOTPATH

The Clerk reported receipt of an email on 28 May 2026 from SCC's Legal Officer regarding the above mentioned, as forwarded to Members on 1 June 2026. Council's instruction was sought.

RESOLVED that the Clerk liaise with SCC's Legal Officer to advise that Council fully supports the retention of the public Footpath between Applewood Close and Grange Road which it is understood has been in place since early 1960's.

23. ESBC - PAVEMENT LICENCE – HORSE AND DOVE

The Clerk reported receipt of an email from ESBC's Licensing Officer on 28 May 2026 Re: Pavement Licence Application for the Horse and Dove, as forwarded to Members. Council was advised that ESBC requires its comments by 12 June 2026. Council's comments were sought.

RESOLVED that the Clerk liaise with ESBC's Licensing Officer to advise that Council supports the pavement licence application for The Horse and Dove.

24. KEEPING YOUR MINUTES SAFE – STAFFORDSHIRE ARCHIVES (NEW STAFFORDSHIRE HISTORIC CENTRE)

- (a) The Clerk reported receipt of an email on 18 May 2026 from SPCA advising Council that Staffordshire Archives is based at the new Staffordshire History Centre, '*who preserve not only the county's historic artefacts but also official records, such as minutes of local council meetings. If your council is currently holding historic minutes or records, we strongly encourage you to consider transferring them to the County Archive, where they can be properly cared for and preserved. This also reduces the burden on the council having to comply with public access requests. To arrange the deposit of minutes or other materials, please contact the Staffordshire Record Office directly at: staffordshire.record.office@staffordshire.gov.uk. A member of the Collections Team will then guide you through the process and arrange a suitable transfer*' as forwarded to Members on 19 May 2026.

RESOLVED that the same be noted.

- (b) Council was asked to consider the Mayor, Deputy Mayor and the Clerk making contact with Staffordshire Archives regarding depositing all of the Minutes from Uttoxeter Urban District Council from 1896–1974 which are currently stored within the Clerk's fireproof cabinet. Council's instruction was sought. Councillor Houlihan requested that the Clerk liaise with SPCA to seek confirmation on how many years of Town Council Minutes should be retained within the Council. The Clerk understood the longevity of the Council.

RESOLVED that the same be accepted and approved and the Mayor, Deputy Mayor and the Clerk be tasked with progressing this matter accordingly.

25. THE MALTINGS – UPDATE

Borough Councillor P Krupski reported that there was no update available from ESBC's Enterprise Team on the Maltings at this time.

RESOLVED that the same be noted.

26. S137 COMMUNITY SUNDRY GRANT APPLICATIONS

Council was advised that £8,931 was within the 2026-27 S137 Community Sundry Grant budget allocation for up to 31 March 2027.

The Clerk reported receipt of an email on 1 June 2026 from Junor Parkrun advising Council that they had successfully secured the pledge of £3,800 and that they would be further applying to Council regarding its previous pledge of £1,000 in the near future.

Councillor P Krupski reported that she and Councillor Wain had been misinformed that the pledge from the Council was no longer required which was not the case. It was noted that Council would further consider the pledge upon receipt of confirmation from The Junior Parkrun.

RESOLVED that the same be noted.

27. MILLENNIUM MONUMENT PROJECT UPDATE

The Clerk reported that the refurbishment to the Millennium monument had been delayed until 15 June 2026. She reported that she was liaising with the Mayor and the Events Team regarding the unveiling which was likely to take place in mid-July/early August.

RESOLVED that the same be noted.

28. SCC INFORMATION GOVERNANCE SUPPORT – MAY 2026 BULLETIN

The Clerk reported receipt of an email dated 11 May 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.

29. PENINSULA – COUNCIL'S HR PROVIDER (TO 26/09/2026)

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

- (a) Are you ready for these employment law changes dated 7 May 2026.
- (b) Your business could be at risk dated 10 May 2026.
- (c) Mental Health Awareness Week: Helpful resources | Health & Safety guidance on employing young people dated 11 May 2026.
- (d) Is your workplace supportive of neurodivergent staff dated 12 May 2026.
- (e) Data protection complaint laws are changing | Food Safety Week: Managing allergens dated 20 May 2026.
- (f) Have you heard of 'heat stress' dated 26 May 2026.
- (g) How to safely work in hot weather/Changes to working with artificial stone dated 25 May.
- (h) Peninsula + Champions of compliance dated 1 June 2026.

Council was advised that the Clerk had provided Notice to Terminate Contract via email to Peninsula on 19 May 2026, 20 May 2026 and 26 May 2026 which was duly acknowledged by telephone on 28 May 2026.

RESOLVED that with respect to 29(a)-(h), the same be accepted and approved.

30. WORKNEST – COUNCIL'S HR PROVIDER (FROM 27/09/2026)

The Clerk reported receipt of the following emails:

- (a) Welcome email and acknowledgment of new Contract with WorkNest dated 19 May 2026.
- (b) Welcome to WorkNest Re: Introduction meeting dated 26 May 2026.

The Clerk reported she and Council's Office Manager would be attending a Welcome Meeting with WorkNest on 11 June 2026. She reminded Council that, as reported to the Annual Council Meeting, WorkNest would be reviewing the Council's Policies over the coming months which would be included for consideration and adoption by Council accordingly. Council was reminded that as part of the new Contract, WorkNest would be carrying out a health and safety risk assessment for all the Council's Assets.

RESOLVED that the same be accepted and approved.

31. HMRC SUPPORT

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

- (a) Employee expenses working from home and on site dated 11 May 2026.
- (b) Payroll in real time – the essentials dated 18 May 2026.
- (c) We're here to help with your P11D and P11D(b) dated 22 May 2026.
- (d) Trivial benefits, phones, internet and workplaces dated 25 May 2026.
- (e) Do you need help with your P11D and P11D(b) dated 1 June 2026.

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

32. STAFFORDSHIRE PENSION FUND

The Clerk reported receipt of the Staffordshire Pension Fund: LGPS Employer Focus Newsletter May 2026 dated 29 May 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 County Councillor Allen and to the members of the public for their attendance and participation within the meeting. It was noted that he left the meeting at this time.

33. 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.

34. LOCAL GOVERNMENT REORGANISATION

(a) Councillor Houlihan reported he had attended the MP LGR meeting on 4 June 2026 and he reported that the key issues raised were as follows:

- 'Many T/PC representatives expressed concern about the future status of T/PCs and how they would be affected by the proposed Neighbourhood Area Committees (NAC). It was still unclear what the role of NACs would be and whether they would sit alongside T/PCs and complement them or (in some areas) replace them. Jacob Collier MP agreed to raise this issue with the Ministry.
- Questions were also asked about asset transfer. Ensuring that any asset transfer was timed to allow an appropriate precept was one major concern.
- A second concern relevant to UTC was the refusal of ESBC to enter into discussions about asset transfer and to deny that asset transfer was possible under current legislation. The representative from the SPCA gave a number of examples of successful asset transfers by other Borough/District Councils and made it clear that the ESBC CEO's interpretation of the law was incorrect. Jacob Collier MP agreed to raise this issue with ESBC CEO during his meeting on the 5 June 2026.

RESOLVED that the same be noted.

(b) To consider any updates received on LGR. The Clerk reported that no further updates had been received at this time.

Councillor P Krupski urged the Council to consider the financial burden on any transfer of assets from other Authorities. Following due debate, it was

RESOLVED that Council further consider the next steps on LGR and liaison with other Authorities at its next meeting.

35. STAFFING INCLUDING TRAINING

(a) The Chair reported the staff lieu time hours for up to 31 May 2026 was 10¾. (Breakdown 3¼ Clerk, 7½ Office Manager, 0 Admin/Events Team). Council was reminded of the previous two months lieu time hours 16 (30 April 2026) and 15¼ (3 April 2026).

RESOLVED that the same be accepted and approved.

- (b) Staff Training – The Chair reported that the Admin Team had all attended the “Uniting Staffordshire Against Crime”, Hate Awareness session held on 14 May 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	4
• Tea Dances	2
• Craft & Produce	1
• ADS Events/bookings	0
• Cemetery Interments	3

RESOLVED that the same be noted.

36. **AGENDA ITEMS FOR NEXT MEETING**

None received.

The meeting was closed at 8.10pm.



UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE POLICY AND PLANNING COMMITTEE ARISING FROM ITS MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON TUESDAY, 23 JUNE 2026 AT 10.00 AM

Chair – Councillor B Houlihan

Councillors: T Ashby (Vice-Chair), J Glandfield, A Johnstone, A Noyes

Officer in attendance – T Jeffery, Town Clerk

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

1. CHAIR'S WELCOME

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

2. APOLOGIES FOR ABSENCE

- (a) The Clerk reported receipt of approved apologies from Councillors P Krupski, L Sylvester, Z Krupski (ex-officio), A Mansfield (ex-officio).

RECOMMENDED that the same be accepted and approved.

- (b) The Clerk reported that no apologies had been received from Councillor Boot.

RECOMMENDED that the same be noted.

3. PUBLIC PARTICIPATION

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

It was noted that the member of the public did not wish to address Committee 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 was not included in the register of interests. Members were reminded that they were required to leave the room during the discussion and voting on matters in which they had a disclosable pecuniary interest, whether or not the interest was entered in the register of members' interests maintained by the Monitoring Officer.

None received.

5. ESBC - PLANNING APPLICATIONS

Committee gave consideration to the following Planning Applications:

- (a) P/2026/00564 - Felling of one pear tree (T0083) Felling of nine Holly trees (T0084, T0085, T0086, T0091, G1, T0092, T0095, T0096 & T0097), Felling of one Black Elder tree (T1) and cut Ivy and epicormic growth at ground level and clear to 2 metres of one Holly tree (T0089) at Utttoxeter Library, High Street, ST14 7JQ (*As deferred by Council on 9 June 2026 as below*).

The Clerk reminded Committee of the Council Resolution from its meeting held on 9 June 2026 and she reported receipt of an email from ESBC's Planning Officer on 18 June 2026 advising Committee that 'A response is awaited from our tree officer at the

moment on this tree notification. We are not able to ask for further information on tree notices as they are required to be considered as submitted. There is a tree report available on the website which refers to the works to the trees', as forwarded to the Chair and Vice-Chair. Following due debate, it was

RESOLVED that with respect to P/2026/00564, the Clerk liaise with ESBC's Planning Team to:

- (i) Seek an update from ESBC's Tree Officer, and
- (ii) Due to (i) as above, advise that Council deferred this application for further consideration by Council at its meeting on 14 July 2026.

- (b) P/2026/00604 - Remove to ground level one Scots Pine tree at Old Brewery Cottage, Balance Street, ST14 8JE.

RESOLVED that with respect to P/2026/00604, Council had no comment to make at this stage.

- (c) P/2026/00607 - Construction of a garden shed fronting the highway at 16 Picknalls Avenue, ST14 7QN.

RESOLVED that with respect to P/2026/00607, Council had no comment to make at this stage.

- (d) P/2026/00615 - Prune back from property and back to kerb edge along fuel station entrance up to 5m of one Acer platanoides (Norway Maple) (T77) at Tesco Stores Ltd, Dovefields Retail Park, Town Meadows Way, ST14 8AZ.

RESOLVED that with respect to P/2026/00615, Council requests that the Planning Authority liaise with the Applicant to advise that Council had no objection to this application. However, to compensate for the pruning of the maple, Council would like to see additional trees and bushes being incorporated within the green spaces surrounding the Tesco Store.

6. **ESBC – PLANNING COMMITTEE ON 23 JUNE 2026**

The Clerk reported receipt of an email dated 12 June 2026 from ESBC's Democratic Services extending an invitation for a Representative of the Council to attend ESBC's Planning Committee on 23 June 2026 to speak on P/2024/01382 - Outline planning application for up to 80 dwellings, associated open space and infrastructure including details of access for land at Stafford Road, as forwarded to Members on 12 June 2026.

Committee was advised that Councillor Houlihan would be attending the above mentioned meeting to speak on behalf of the Council to reiterate the objections as Resolved by Council on 9 December 2026.

RECOMMENDED that the same be noted.

7. **UTTOXETER NEIGHBOURHOOD PLAN – UPDATE**

Committee was advised that the updated Draft Neighbourhood Plan would be included for consideration and approval by Council in private on 14 July 2026, in readiness for it to be issued to ESBC for Screening.

RECOMMENDED that the same be noted.

8. **NEIGHBOURHOOD GOVERNANCE DUTY**

The Clerk reminded Committee of the Council Resolution from its meeting from 9 June 2026 and reported receipt of the following emails dated:

- (a) 5 June 2026 from ESBC's CEO advising Council that '*ESBC will be sure to pass on the Council's expectation that parish and town councils be meaningfully involved in shaping the local responses to the neighbourhood governance duty to the future joint committee overseeing LGR for our area as well as the Shadow Authority.*'

The Chair reported that it was unknown what impact recent Government events would have on the progression of Local Government Reorganisation (LGR).

RECOMMENDED that the same be noted.

- (b) 6 June 2026 from County Councillor Allen Re: Neighbourhood Governance Duty advising the Council that:

- *'I agree that parish and town councils must be I agree that parish and town councils must be meaningfully involved as this work develops. That should not be optional or inconsistent it needs to be a clear, shared expectation across all principal authorities.*
- *From a County Council perspective, while we are not responsible for leading local governance at that level, we do have a responsibility to ensure the right framework and approach to engagement is in place. That includes making sure parish and town councils are involved early, not as an afterthought, and that their input genuinely informs how local responses are shaped.*
- *This sits with senior officers within our communities and engagement functions, and I will be raising this at that level to ensure there is clear ownership and a coordinated approach with ESBC. There needs to be clarity on how parish and town councils will be engaged in practice, and that approach should be transparent and consistently applied across the area.*
- *I will update the Council once I've had those discussions and can confirm the proposed approach.'*

Committee instruction was sought.

RECOMMENDED that the same be noted.

- (c) 10 June 2026 from Jacob Collier MP Office advising Council that *'Jacob met with the Parish Council's last week to discuss their concerns around LGR and he will be writing to the Minister. The Council will be issued with a copy of the letter once it has been sent.'* Committee instruction was sought.

RECOMMENDED that the same be noted.

9. COMMUNITY LAND TRUST

Urban Vision Enterprise CIC (UVE CIC) wished to advise Committee that the application portal for funding from Homes England was now open should the Town Council and Partners wish to make an application for funding towards any Community Land Trust Projects.

The Chair reminded Committee that UVE CIC had previously provided Committee with a summary of Community Land Trusts which could be a vehicle to support capital works for new homes on priority sites such as Trinity Square in the future. Committee instruction was sought.

RECOMMENDED that the Clerk liaise with UVE CIC to extend an invitation to the Policy and Planning Committee meeting on 28 July 2026 to progress discussions on logistics of when/how the Council could move forward with proposals, etc.

10. UTTOXETER NATURE FORUM – MINUTES FROM THE MEETING ON 13 MAY 2026

The Clerk reported receipt of an email on 12 June 2026 from The Chair of Uttoxeter Nature Forum providing Council with a copy of the Minutes from the meeting held on 13 May 2026, as forwarded to Members. Committee instruction was sought.

RECOMMENDED that the same be noted.

11. STAFFORDSHIRE CELEBRATING DIFFERENCE CAMPAIGN - INCLUSIVE TRAVEL

The Clerk reported receipt of an email on 3 June 2026 from SCC's Engagement and Participation Co-ordinator advising Committee that:

- 'SCC are pleased to share its co-produced Celebrating Difference campaign, which focuses on Inclusive Travel and aims to promote accessible, welcoming, and inclusive travel experiences for all across Staffordshire.
- Resources for the campaign include a leaflet and dedicated webpage via <https://www.staffordshire.gov.uk/community-support-and-safety/celebrating-differences-inclusive-travel>
- We would really value your support in helping us extend the reach of this important message. We kindly ask if you could:
- Share the campaign across your networks both internal and external
- Support the campaign promotion via your social media channels
- To make this as easy as possible, we've included everything you need in the partner pack, including ready-made social media posts and key messaging for you to use.
- By working together, we can raise awareness and encourage more inclusive travel opportunities across our communities', as forwarded to Members and Staff.

Committee instruction was sought.

RECOMMENDED that this matter be deferred for further consideration by Committee at its meeting on 28 July 2026 to enable Members to bring forward comments on accessibility within the town centre including transport links, etc.

12. **ESBC OWNED CARPARKS WITHIN THE TOWN**

The Clerk reminded Committee of its Recommendation from its meeting on 26 May 2026 and reported receipt of an email on 18 June 2026 from ESBC's Head of Regeneration and Development advising Council 'Please be assured that in any discussions that I have on behalf of the Borough Council with any prospective developer in Uttoxeter, I would refer them both to the Uttoxeter Neighbourhood Plan and to undertake engagement with the Town Council, this would not be limited to the sites in question. As such, I have no concerns with the recommendation of the Policy and Planning Committee, nor the information shared in the bullets of the letters, all of which make sense.' Committee instruction was sought.

RECOMMENDED that the positive response received from ESBC be noted.

13. **ST MARY'S CLOSED CHURCHYARD – TREE WORKS**

The Clerk reported receipt of a complaint on 10 June 2026 from a local resident regarding a lime tree located within the closed Churchyard which was overhanging their property. Committee was advised that following a site meeting with Council's Office Manager and a Tree Surgeon, Committee had been asked to consider a quotation 'to reduce the lime tree back to original points, pollard small lime tree including planning permission submission to ESBC in the sum of £610', and to consider funding from Earmarked Reserve 327 St Mary Closed Churchyard Tree/Clock EMR. Committee instruction was sought.

RECOMMENDED that the quotation received from Michael Johnson Tree Surgery Ltd in the sum of £610 including the submission of the planning application to ESBC, subject to the works being carried out at the appropriate time of year, be accepted and approved, funded by Earmarked Reserve 327 St Mary's Closed Churchyard Tree/Clock.

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

The Clerk reminded Committee of its Recommendations from its meeting on 26 May 2026 and she reported that:

- A meeting with the Chair, Councillor Noyes and her was due to take place to review the archive planning documents including detailed reference plans, Planning Decision(s), etc for Bramshall Meadows Development.
- No response had been received from ESBC's Planning Team.
- No response had been received from Uttoxeter Rural Parish Council.

Councillor Noyes reiterated his concern that in his opinion, the current 'link' road was not as in accordance with the original planning consent granted. He circulated a historic plan of the St Modwen Development showing the link road as in accordance with the original planning consent, as he had highlighted in yellow. He reported that he had highlighted the area in blue which had not been completed and that, in his opinion, was a breach to the original planning consent. He urged Committee to liaise with the MP to seek the assistance of the Secretary of State regarding this matter.

It was noted that Committee reiterated the importance of the provision of a link road connecting Bramshall Road to the A50 to reduce the impact on the town. Committee instruction was sought. Following due debate, it was

RECOMMENDED that:

- (i) Councillor Noyes provide the Chair and the Clerk with specific details of the original planning consent including reference numbers, dates and plans.
- (ii) Upon receipt of (i) as above, the Chair, Councillor Noyes and the Clerk be tasked with writing to Jacob Collier MP to seek his assistance in liaising with Secretary of State regarding the suggested breach to Planning Consent and to provide a draft letter for the MP to issue to the Secretary of State.

15. DOVE WAY - SPEED LIMIT

The Clerk reported that Committee on 26 May 2026 Recommended that this matter be deferred for consideration by Committee at its next meeting.

The Clerk reported that no further correspondence has been received from County Councillor Allen at this time. Committee instruction was sought.

RECOMMENDED that the Clerk liaise with County Councillor Allen to seek an update on the above mentioned.

16. A50/A500 UPDATE

The Clerk reported that Committee Recommended on 26 May 2026 that the A50/A500 Updates remain as a Standing Item on future Committee Agendas.

The Clerk reported that no further correspondence had been received from Jacob Collier MP.

RECOMMENDED that the same be noted.

17. CLIMATE EMERGENCY UK

The Clerk reported that as in agreement with the Chair and Vice-Chair, she had signed up to receive updates from Climate Emergency UK which had been suggested at a recent SLCC Staffordshire Branch Meeting where a number of Clerks had attended a Climate Emergency UK Briefing.

She reported receipt of an email from Climate Emergency UK Re: New powers means new responsibilities, as forwarded to Members.

RECOMMENDED that the same be noted.

18. SCC - LOCAL NATURE RECOVERY STRATEGY CONSULTATION

The Clerk reported receipt of an email on 17 June 2026 from SPCA advising the Council of SCC's Local Nature Recovery Strategy Consultation encouraging local authorities to encourage Councillors, residents and local organisations to respond, as forwarded to Members and Staff. Committee instruction was sought.

Committee was advised that the above mentioned had been issued to Uttoxeter Nature Group for their action.

RECOMMENDED that the same be noted.

19. **NATIONAL ALLOTMENTS ASSOCIATION**

The Clerk reported receipt of the following emails received from The National Association of Allotments Re: June Newsletter dated 4 June 2026, as forwarded to Members.

RECOMMENDED that the same be noted.

20. **TRENT RIVERS TRUST**

The Clerk reported receipt of an email on 5 June 2026 from Trent Rivers Trust informing Council 'Trent Rivers had recently won the coveted UK River Prize. This prestigious nature award, presented at the annual River Restoration Conference, recognises the impact and extent of restoration efforts. With over 13 years committed to improving 17km of river, it's been incredibly heartening to see the Mease in the spotlight', as forwarded to Members.

RECOMMENDED that the same be welcomed with Council's Congratulations.

21. **RURAL SERVICES NETWORK**

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

- (a) The Rural Bulletin dated 27 May 2026.
- (b) The Rural Bulletin dated 2 June 2026.
- (c) RSN Rural Funding Digest - June 2026 Edition dated 3 June 2026.
- (d) The Rural Bulletin dated 9 June 2026.
- (e) RMTG Roundup June 2026 dated 15 June 2026.
- (f) The Rural Bulletin dated 16 June 2026.

RECOMMENDED that with respect to 21(a)-(f) as above, the same be noted.

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

22. **COMMITTEE IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

RECOMMENDED that the same be accepted and approved.

23. **UNIT 4A CARTERS SQUARE**

The Clerk reported that Unit 4A Carters Square (joined onto the Town Hall and formerly part of the Town Hall) was going for Auction on 25 June 2026 with Philip Arnold Auctions, guide price of £130,000. The Clerk reported receipt of confirmation from the above mentioned on behalf of the Vendor dated 15 June 2026 providing confirmation that 4a Carters Square (ground floor) had a completely separate water supply and water meter for the Unit which had been photographed on 17 June 2026 during the viewing session. She reported that the documents had been stored electronically for future reference.

RECOMMENDED that the same be noted.

24. **FUTURE SPORTS PROVISIONS FOR THE TOWN**

The Clerk reported that no further updates had been received from the FA at this time. Committee instruction was sought.

RECOMMENDED that the Clerk liaise the FA's Head of Delivery to seek an update on the future Sports Hub provisions for the town.

25. **WAR MEMORIAL**

Committee was asked to consider the following:

- (a) Costings update from County Councillor Allen from SCC as reported to Council on 9 June 2026 which were estimated between £15,000-£17,000 for the traffic management, etc for the removal of 12 bollards and relocation of 2.

Committee was advised that these costs would be in addition to any 'permits to dig' applications and for any form of structure. Committee instruction was sought. Following due debate, it was

RECOMMENDED that the same be noted.

- (b) The Chair reported attendance together with the Vice Chair and the Clerk with RBL's Secretary (on behalf of the Chair) to discuss the associated costings from SCC and to feedback received from the RBL regarding wreath laying for 2026 and a way forward.

It was noted that Members preferred the War Memorial in its natural original form with no planters and no structure surrounding it, with the bollards which were in keeping with the Area of Reflection. It was noted that the RBL were liaising with County Councillor Allen direct regarding signage being incorporated upon the County Council owned bollards. Committee instruction was sought. Following due debate, it was

RECOMMENDED that:

- (i) As agreed with the RBL, the bollards remain in place as is and no structure be incorporated, with the wreaths, as with all other areas, being laid directly onto the War Memorial during the Annual Act of Remembrance.
 - (ii) The Mayor, Chair and Vice-Chair of Committee and the Clerk meet with the RBL following the Annual Act of Remembrance and Service, to review the wreath laying process for 2026 and to discuss/review provisions going forward.
- (c) Update from Council's Architect on 11 June 2026 that Southcroft Scaffolding would be installing the scaffolding on 23 and 25 June 2026 which was subject to receipt of the permit from SCC who had classed the permit as Commercial which was at a cost of £231 for a 4-week period, with a further extension to the permit for weeks 5-8 which would be a cost of a further £231.

Committee was advised that the scaffolding was required for 8 weeks to enable the refurbishment project to commence which would be following a site meeting as requested by ESBC's Conservation Officer scheduled to take place on 14 July 2026 which was prior to Listed Building consent being obtained. Committee instruction was sought.

RECOMMENDED that the same be accepted and approved, funded by the War Memorial budget allocation.

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

The Chair provided Committee with an update on progress since the date of the last meeting as follows:

- A meeting with members of the Balance Street PPG took place on 4 June. The PPG members reported that Jacob Collier MP was seeking a meeting with the ICB although a date had not yet been agreed.
- He had now met with five GP practices: Balance Street, Northgate, Well Street, Tardis, Mill View and he had scheduled a meeting with Abbots Bromley. He reported that these discussions had been useful in:
 - a) reassuring GP practices that the UHH will not damage their income stream; and
 - b) gathering ideas about services that might be provided in the Hub.
- The PPG had been in liaison with the former MP's and current MP regarding the need for additional provisions within the Town.
- The PPG were liaising with the interested GP Practices to seek responses to the questionnaires as issued to Balance Street patients to enable similar data to be obtained as part of the evidence data collection to support the need for a Hub.

- He and the Clerk would be meet on a regular basis with the PPG to progress the data collection, next meeting would take place on 2 July 2026.
- He had asked County Councillor Allen to put him in contact with SCC Officer/Councillor who is responsible for public health.
- In addition, he had made contact with the Strategic Lead for the development of the Stoke on Trent Diagnostic Centre and he had a meeting scheduled for 26 June 2026. Committee instruction was sought.

RECOMMENDED that the Chair continue to provide Committee with updates, at this stage, in private.

The meeting closed at 11.01am.



UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE ARISING FROM ITS MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON TUESDAY, 23 JUNE 2026 AT 5.30 PM

Chair – Councillor R Hawkins

Councillors: T Ashby, D Boot, D Holland (Vice-Chair), J Glandfield, B Houlihan, C Sylvester,

Officers in attendance: T Jeffery, Town Clerk

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

1. CHAIR'S WELCOME

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

2. APOLOGIES FOR ABSENCE

- (a) The Clerk reported that approved apologies had been received from Councillors Z Krupski (ex-officio) and A Mansfield (ex-officio).

RECOMMENDED that the same be accepted and approved.

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

RECOMMENDED that the same be noted.

3. PUBLIC PARTICIPATION

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

It was noted that the member of the public did not wish to address Committee 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 was not included in the register of interests. Members were reminded that they were required to leave the room during the discussion and voting on matters in which they had a disclosable pecuniary interest, whether or not the interest was entered in the register of members' interests maintained by the Monitoring Officer.

None received.

5. TOWN HALL – REPAIRS AND MAINTENANCE

The Clerk reported that during a recent storm, it was brought to Councils' attention that the guttering located upon the Town Hall (Carters Square side) had blocked guttering and water was running down the side of the Town Hall and into Carters Square. She reported that the Office Manager had taken a video of the issue and advice had been sought from Council's Architect, who confirmed that the guttering was in need of some remedial and exploratory works. He had suggested that the Clerk obtain costings for a suitable lift which would be an alternative to scaffolding to enable Greenheart Construction to view when they were at the Town Hall commencing the works to the side alley/roof from 20 July 2026.

The Clerk reported receipt of a quotation in the sum of £699 plus vat for the hire of a Hinowa narrow track machine for 1 Day (£350) plus delivery/collection (£100) plus diesel (£25) plus up to 4 hours for a Qualified Operator to be in attendance (£224). She confirmed that the company had attended site and assessed the access to the side of the building and assessed the height of the guttering and they had recommended the Hinowa narrow track machine.

Committee was advised that the Clerk was liaising Evolve regarding permission for the works to be carried out via Carters Square. Committee instruction was sought.

RECOMMENDED that:

- (i) The quotation received from D&D Ltd in the sum of £699 plus vat for the hire of a Hinowa narrow track machine for 1 Day (£350) plus delivery/collection (£100) plus diesel (£25) plus up to 4 hours for a Qualified Operator to be in attendance (£224), be accepted and approved, funded by the Town Hall Repairs and Maintenance budget allocation.
- (ii) Greenheart Construction Ltd be tasked with carrying out the necessary unblocking/repairs, funded by the Town Hall Repairs and Maintenance budget allocation.

6. TOWN HALL GAS CONTRACT PROVISION FROM 1 JANUARY 2027

Committee were advised that the Chair and Vice-Chair of F&GP and the Clerk had been seeking quotations for the Council's gas contract commencing from 1 January 2027, as in accordance with the associated costings incorporated within the Precept for 2026-27.

The Chair reported that a number of providers had been approached. The Clerk reported that she had further liaised Council's current Total Energies and received a revised offer of 3.3900 pence per kWh and 742.0000 p/per day. It was noted that the quotes received from other providers were significantly higher. It was noted that Members agreed that these costs were very competitive. Following due debate, it was

RECOMMENDED that the Chair of F&GP and the Clerk/RFO be tasked forthwith with accepting the offer from Total Energies for a 3-year Contract commencing from 1 January 2027 at 3.3900pence per kWh and 742.0000 p/per day, funded by the Town Hall Gas/Electric budget allocation.

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

7. COMMITTEE IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

RECOMMENDED that the same be accepted and approved.

8. WIDGIT SYMBOLS FOR INCLUSION AND ACCESSIBILITY WITHIN UTTOXETER TOWN HALL

The Chair requested that Committee gave consideration to Item Nos. 8(a)-(b) collectively.

(a) Committee gave consideration to the quotation received from Widgit, for a basic software package as follows:

- *Following a review of the Council's requirements, Widgit wishes to offer the Council a basic standard Widgit Online Plus license in the sum of £664 plus vat for 3 years plus a distribution/licence fee of £400 plus vat for 3 years, revised total of £1064 plus vat.*
- *Council is advised that there would be some limitations to making signage however this package would create internal facing documents however it would not be permitted to make external documents like Stories to Help, Communication Boards, etc.*
- *The templates are set at A4, but you can blow them up to print A3, or you can print 2 to a page to create an A5 document.*
- *As a basic package, the Council would not become a Symbol-Friendly Organisation.*
- *They would be agreeable to split the costs and invoice the Council £354.67 per annum.*

- (b) The Chair and the Clerk requested that Committee give consideration to the draft posters and the draft signage style that had been produced in house by the Clerk and Council's FT Admin Assistant. The Clerk reported that the in house signage produced had different images to those used by Widgit. It was noted that Committee were in full support for the draft posters and signage as produced in house.

Committee instruction was sought. It was noted that any in house signage would be printed and laminated for ease of use for visitors to the Town Hall and to its events. Following due debate, it was

RECOMMENDED that:

- (i) The Clerk express Committees thanks to Widgit for their informative presentation and to advise that, due to costings, the Council is unable to progress this matter at this time.
- (ii) The Clerk and Council's FT Admin Assistant be tasked with updating the draft Posters and Signage for use within the Town Hall (inc. CAB logo and potentially photos of the areas within the Town Hall to personalise the signage).
- (iii) Members continue to liaise with the Clerk regarding any feedback on the signage incorporated within the Town Hall.
- (iv) The Clerk and Events Team discuss if formal signage provisions, if required, in due course.

9. **GROUND'S MAINTENANCE CONTRACTS 2027-2030**

The Chair asked Committee to review the draft Grounds Maintenance Contract Specification and Programme of Works for the Cemetery and St Mary's Closed Parish Churchyard commencing from 1 April 2027-31 March 2030, as previously approved by the former Working Committee and as circulated to Members with their Agenda pack.

The Clerk reported that following Council's ratification of the Minutes, the Tender would be duly advertised by the Office Manager and as in accordance with Standing Orders, the Tenders will be received by the Clerk as Proper Officer, and opened by the Clerk, the Chair of F&GP and the Office Manager in readiness for inclusion within the F&GP Committee meeting on 22 September 2026.

It was noted that Committee perused the documents, page by page.

A lengthy debate ensued which included the Specification and the current quality of service level as provided by the current Grounds Maintenance Contractor along with the positive comments received from the public on the improvements to the Cemetery grounds maintenance, the Cemetery Grounds Maintenance Contractor being awarded the Heart of England in Bloom Award Grounds Maintenance Contractor Award in 2025 together with costings and the service level expectations for the town residents.

The Clerk reported that the costings for the Grounds Maintenance Contract would form part of the Estimates debates/Precept and costings would be taken into consideration when setting the Cemetery Fees and Charges for 2027-28. Committee instruction was sought. Following due debate, it was

RECOMMENDED that:

- (i) The Clerk liaise with Council's Office Manager to update the Specification and Programme of Works for the following:
 - (a) Item No. 1 – amend wording for 'weeding in June or July' and not in September as currently stated.
 - (b) Item No. 6 - amend wording for 'weeding in June or July' and not in September as currently stated.
 - (c) Update the Programme of Works to reflect the above mentioned amendments.
 - (d) Item No. 17 - Check Operatives number of working hours (states 40 hours per week per Operative) given changes to Contracted working hours (noting that the Operatives are employed and responsible to the external Contractor).

- (ii) Subject to the above mentioned amendments, the Specification and Programme of Works for Uttoxeter Cemetery and St Mary's Closed Churchyard commencing from 1 April 2027-31 March 2030, be accepted and approved, and duly advertised by Council's Office Manager.
- (iii) The Tenders to be received by the Clerk as Proper Officer, and opened by the Clerk, the Chair and Vice-Chair of F&GP and the Office Manager in readiness for inclusion within the F&GP Committee meeting on 22 September 2026.

10. GRAVE DIGGING CONTRACT 2027-2030

The Chair asked Committee to review the draft Grave Digging Contract Specification commencing from 1 April 2027-31 March 2030 as previously approved by the former Working Committee and as circulated to Members with their Agenda pack. Committee instruction was sought.

The Clerk reported that following Council's ratification of the Minutes, the Tender would be duly advertised by the Office Manager and as in accordance with Standing Orders, the Tenders would be received by the Clerk as Proper Officer, and opened by the Clerk, the Chair and Vice-Chair of F&GP and the Office Manager in readiness for inclusion within the F&GP Committee meeting on 22 September 2026.

It was noted that Committee perused the documents, page by page. Committee instruction was sought. The Clerk responded to queries from Members regarding the seeding of graves and sunken graves being addressed by the Grave Digger and not the Grounds Maintenance Contractor.

The Clerk reported that the costings for the Grave Digging Contract would form part of the Estimates debates/Precept and would be taken into consideration when setting the Cemetery Fees and Charges for 2027-28. Following due debate, it was

RECOMMENDED that:

- (i) The Specification for the Grave Digging Contract for Uttoxeter Cemetery commencing from 1 April 2027-31 March 2030, be accepted and approved, and duly advertised by Council's Office Manager.
- (ii) The Tenders to be received by the Clerk as Proper Officer, and opened by the Clerk, the Chair and Vice-Chair of F&GP and the Office Manager in readiness for inclusion within the F&GP Committee meeting on 22 September 2026.

11. FORMER, FORMER DPS STOCK INVENTORY UPDATE

The Chair reported that as Recommended by Committee on 28 April 2026, the Events Team had carried out a detailed inventory on 1 June 2026 of the remaining stock left by the former, former DPS as issued to Members with their Agenda pack. Committee instruction was sought. Following due debate, it was

RECOMMENDED that the F&GP Committee authorises the Events Team to:

- (i) Due to the hazardous nature/out of date stock, all stock be disposed of with the assistance of Council's DPS.
- (ii) Dispose of all glasses, jugs, etc that cannot be repurposed, with these items being donated to local charity shops.

The meeting closed at 6.15 pm.

UTTOXETER TOWN COUNCIL

D

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

ACCOUNTS ALREADY PAID BY CHEQUE - CURRENT ACCOUNT

Cheq No.	Payee	Description	Net	Vat	Amount
			-	-	-
		Already Paid by Cheque Sub - Total	0.00	0.00	0.00

ACCOUNTS ALREADY PAID BY BACS PAYMENT - CURRENT ACCOUNT

Payment ID	Payee	Description	Net	Vat	Amount
560974087	ICCM	Subscriptions - 2026/27 Membership	110.00	-	110.00
563454117	Combined Staff Salaries	Combined Staff Salaries - Mth 4 10/07/26	9,171.20	-	9,171.20
563454812	HMRC	Staff Salaries - Combined Contris - Mth 4	2,882.45	-	2,882.45
563454930	Staffordshire Pension Fund	Staff Salaries - Combined Contris - Mth 4	2,947.66	-	2,947.66
		Already Paid BACS Payments Sub - Total	15,111.31	-	15,111.31
		Payments already made by Cheques/BACS Sub - Total	15,111.31	-	15,111.31

CHEQUE PAYMENTS TO BE PASSED FOR PAYMENT - CURRENT ACCOUNT

Cheq No.	Payee	Description	Net	Vat	Amount
009482	Citizens Advice Mid Mercia RCN 1107830	CAB - Provision of Outreach Service 2 days/wk 01.04.26-31.03.27	16,800.00	-	16,800.00
		Cheque Payments to be made Sub - Total	16,800.00	-	16,800.00

ACCOUNTS TO BE PASSED FOR PAYMENT BY BACS

Pay. ID	Payee	Description	Net	Vat	Amount
TBA	C Bradbury	T/Hall Ents. - Tea Dance Entertainment Fee - June 26	250.00	-	250.00
TBA	City Illuminations Ltd	Bunting - Install and Dismantle	1,350.00	270.00	1,620.00
TBA	Cropper Grounds Maintenance Limited	Grounds Maint. - Cemetery & St Mary's Churchyard - May	6,166.66	1,233.33	7,399.99
TBA	Draycott Nurseries and Landscapes Sales Ltd	UIB - Plants	973.50	194.70	1,339.98
As Above	Draycott Nurseries and Landscapes Sales Ltd	UIB - Plants	143.15	28.63	
TBA	EDG Security Ltd	T/Hall Rep./Maint - Emerg. Lights Remedial Work	195.00	39.00	234.00
TBA	ESBC	T/Hall Rep./Maint - Empty Trade Refuse Bin - Paper/Cardboard	17.44	-	158.14
As Above	ESBC	T/Hall Rep./Maint - Empty Trade Refuse Bin	140.70	-	
TBA	Hamilton	T/Hall Rep./Maint - Window Cleaning Services - May	47.50	-	95.00
As Above	Hamilton	T/Hall Rep./Maint - Window Cleaning Services - June	47.50	-	
TBA	B Houlihan	Travel Exps. - Reim Travel Exps. May-June	47.30	-	47.30
TBA	InReach Group Limited	Office Equip. - Copier 26/05/26 - 22/08/26	122.24	24.45	146.69
TBA	JCA Graphics	T/Hall & Town Centre Events - Update Date Wedding Fayre Banner	20.00	4.00	24.00
TBA	Lift & Engineering Services	T/Hall Rep./Maint - Callout to Lift and Repair	315.00	63.00	378.00
TBA	Lyreco UK	Office Equip. - Stationery	110.27	22.05	132.32
TBA	Memorials of Worcester Ltd	Millennium Monument - Refurbishment Project	5,538.50	1,107.70	6,646.20
TBA	Michael Johnson Tree Surgery Ltd	St Mary's Closed Churchyard - Tree Works Inc. P/Application No. 1	508.53	101.71	610.24
TBA	MidMC Computer Services Ltd	Office Equip. - Monthly IT Services - Aug	414.00	82.80	496.80
TBA	Molly Maid	T/Hall Cleaning Contract - June	370.00	74.00	444.00
TBA	Npower Commercial Gas Limited	Footway Lighting - Street Lighting Elect. 01.04.26 - 30.06.26	363.92	18.20	382.12
TBA	Odlings Limited	Cem. - Sanctum Engraving	243.00	48.60	291.60
TBA	P M Gravedigging	Gravedigging Services - June	680.00	-	680.00
TBA	Sandon Garden Centre	UIB - Planters	400.00	-	400.00
TBA	Sheet Anchor Evolve (Oxford) Ltd	Insurance - Charges 2026-27 for Admin Office above Carter Square	0.33	0.07	0.40
TBA	Southcroft Ltd	War Memorial Refurbishment Project - Scaffolding Permit (4 wks)	231.00	46.20	277.20
TBA	The Home Doctor (Uttoxeter) Ltd	T/Hall Rep./Maint. - Pest Control Checks & Fix Toilet	420.00	84.00	504.00
TBA	Toplis Associates Ltd	Audit - End of Year Internal Audit 2025/26	643.50	128.70	772.20
		BACS Payments to be made Sub - Total	19,759.04	3,571.14	23,330.18
		Payments to be made Sub - Total	36,559.04	3,571.14	40,130.18

DIRECT DEBITS

June	Payee	Description	Net	Vat	Amount
	Royal Bank of Scotland	Bank Charges to 29/05/26	41.43	-	41.43
	Bankline	Bank Charges	39.50	-	39.50
	BT Group Plc	Telephone	447.40	89.48	536.88
	EE	Office Equip. - Clerk Office Mobile	24.00	4.80	28.80
	E-On Next	T/Hall S/Charge - Elect	17.36	0.87	18.23
	E-On Next	Feeder Pillar Elect - 01/03-31/05/26	51.52	2.58	54.10
	E-On Next	Cem. Chapels Elect - S/Charge	25.95	1.30	27.25
	British Gas Business	T/Hall Elect	506.48	101.30	607.78
	British Gas Business	Cemetery Gas	43.77	2.19	45.96
	Go Cardless / EPOS Now Ltd	EPOS Licence & Protection Care Plan	39.00	7.80	46.80
	InReach Print	Photocopier Toner	7.50	1.50	9.00
	Peninsula	Admin. Professional Fees - HR Services	200.50	40.10	240.60
	Total Energies Gas & Power	T/Hall - Gas	460.65	92.13	552.78
	ESBC	T/Hall - Rates	2,033.00	-	2,033.00
	ESBC	Market - Rates	81.00	-	81.00
	Pennon Water Services	Cemetery Water	38.00	-	38.00
	Water Plus	T/Hall - Water	160.59	-	160.59
		Sub - Total	4,207.65	344.05	4,551.70
		GRAND TOTAL	55,878.00	3,915.19	59,793.19

Approved: UTC 14/07/2026

Town Mayor Cllr Z Krupski

Deputy Mayor Cllr A Mansfield

UTTOXETER TOWN COUNCIL

SALES LEDGER INVOICES ISSUED AND ACTUAL INCOME RECEIVED IN JUNE 2026

SALES LEDGER INVOICES ISSUED – 01.06.2026 TO 30.06.2026

4546 Transfer of Ownership of Grave Fee	£ 52.00
4547 Rent (Jul) – 32 Carter Street	£ 600.00
4548 Rent (Jul) – 19a High Street	£ 440.00
4549 Rent (Jul) – Allotment Building	£ 72.33
4550 Rent (Jul) – Kiosk	£ 256.45
4551 Hire of Ballroom (24.09.26)	£ 223.50
Total sum of Inv. Issued	£ 1,644.28

ACTUAL INCOME RECEIVED

General

RBS – Bank Interest up to 30.06.26 – Current Account	£ 74.52
RBS – Bank Interest up to 30.06.26 – Special Interest Account	£ 73.80
Civic Trust – Redfern Cottage – Reimburse Insurance	£ 40.00
Sub-Total – General Inc.	£ 188.32

Town Hall Entertainments

Tea Dance Admissions	£ 335.50
Tea Dance Raffle	£ 83.00
Sub-Total – T/Hall Ent.	£ 418.50

Markets

Wednesday Outdoor	£ 148.00
Saturday Outdoor	£ 64.50
Craft & Produce Market	£ 252.00
Sub-Total – Markets Inc.	£ 464.50

Cemetery

Chapel Donations	£ 0.00
Interments/Memorials/Transfer of Ownership	£ 2,633.00
Sub-Total – Cem.	£ 2,633.00

TOTAL INCOME RECEIVED JUN. 2026 BEFORE CHARGES	£ 3,704.32
TOTAL EPOS CARD PAYMENT CHARGES	£ 0.00
TOTAL <u>ACTUAL</u> INCOME RECEIVED JUN. 2026	£ 3,704.32

Unfortunately, I will not be attending the meeting on 14 July due to commitments elsewhere and please accept my apologies. Please find below my County Councillor for July 2026:

Meadows Way Improvement Scheme

- I am pleased to report that the Meadows Way improvement scheme has now been completed. I would like to place on record my thanks to the Highways team and contractors for the excellent work they have undertaken and for keeping disruption to residents, businesses and road users to an absolute minimum throughout the works.
- The finished scheme is of a very high standard and I hope residents and councillors alike will agree that the investment has delivered a significant improvement to the area.
- Members should note that Phase 3 of the scheme, covering the section from the roundabout past the veterinary practice and down towards the industrial estate, has now been rescheduled and is expected to commence in February 2027.

Flags within the Meadows Way Works Area

- I have received a single complaint regarding the removal of flags located within the roadworks area. Following discussions with the delivery team, I understand that E.ON made the decision not to remove all flags during their initial visit due to a number of local residents gathering to watch a football match at the Dapple Grey. The team took the view that it would be more appropriate to return at a later date rather than risk causing unnecessary confrontation. A follow-up visit has therefore been scheduled.
- It is important to note that only flags located within the roadworks boundary are being removed. This does not include flags located over Bamford Bridge or elsewhere in the town. Should any resident believe that a flag has become unsafe or presents a risk of damage or injury, this can be reported via the Staffordshire County Council website, where each case will be considered individually.

Tree Works Adjacent to Oldfields Hall Middle School

- A question was raised at the previous Town Council meeting regarding the recent removal of trees on land adjacent to Oldfields Hall Middle School.
- I have been advised that the trees were assessed by qualified professionals and identified as posing a risk to public safety. Following that assessment, the decision was taken to remove the affected trees.
- The works were subsequently carried out in a safe and professional manner by suitably qualified contractors. Whilst it is always regrettable to see mature trees removed, public safety must remain the overriding consideration where there is evidence that trees pose a risk to people or property.

The Maltings

- I continue to grow increasingly frustrated by the lack of visible progress at The Maltings site. I have lost count of the number of residents and local businesses who have expressed their disappointment to me regarding the continued delays and the impact this is having on the appearance and vitality of our town centre.
- Whilst I welcome the efforts made to improve the appearance of the site, including the artwork displayed on boarded-up units, and whilst I am pleased to see the planters reinstated, repainted and replanted, these measures can only do so much. They do little to address the underlying issue of a prominent town centre site remaining largely unchanged for such an extended period.
- What residents want to see is meaningful progress and tangible signs that the site is moving forward. I share that view and will continue to press for updates and progress wherever possible.

Armed Forces Day

- I would also like to place on record my sincere thanks to everyone involved in organising Uttoxeter's Armed Forces Day celebrations. In particular, I would like to thank the team at the Royal British Legion and the Armed Forces Breakfast Club for the enormous amount of work that went into making the event such a success. I hope residents took the opportunity to attend and support the day.
- The event provided a fitting opportunity to recognise the service and sacrifice of our Armed Forces community, veterans and their families. It was encouraging to see so many people come together in support of a cause that remains close to the hearts of many within our community.

Reporting Highway Issues

- I would like to remind both councillors and residents that if they identify an issue with a highway asset, pavement, pothole, streetlight, drain, gully, footpath, road surface or any other County Council highway infrastructure, the best way to report it is through the Staffordshire County Council website.
- Using the online reporting system ensures that issues are logged correctly, inspected where necessary and tracked through to completion. It also allows the person reporting the issue to receive updates as work progresses and provides a clear record of actions taken.
- Issues can be reported via the County Council's online reporting portal via <https://www.staffordshire.gov.uk/roads-parking-and-transport/highway-maintenance/problems-roads>
- If a matter has already been reported and residents are having difficulty obtaining an update, or if there are problems getting an issue logged, please do get in touch with me and I will do my best to assist.
- Recently, I was contacted by a resident regarding concerns over the condition of a local footpath. Following enquiries with officers, the issue was investigated and work has now been programmed to clear and tidy the route.
- If anyone is aware of damaged pavements, potholes, defective highway assets, blocked gullies, drainage issues, overgrown footpaths or any other highway-related concerns, please report them through the County Council website in the first instance. If the issue remains unresolved or further assistance is required, I am always happy to help where I can.

LIV Golf 2026

- Looking ahead, preparations continue for LIV Golf, which is now just around the corner. We are expecting slightly larger crowds than in previous years.
- To help minimise traffic disruption, Staffordshire County Council has worked with its contractors to ensure that any roadworks, temporary traffic management or lane restrictions affecting key routes will be lifted where possible for the duration of the LIV Golf event week. This approach is intended to minimise unnecessary congestion and help traffic move as freely and safely as possible throughout the period.
- JCB will once again operate the successful park-and-ride service from Darley Moor, which worked extremely well during previous events. Designated taxi pick-up and drop-off facilities will also be in place away from the main road, continuing the improvements introduced after the first event in 2024 and helping to keep traffic moving safely and efficiently.

Councillor Patrick Allen
County Councillor – Uttoxeter Town Division
Cabinet Support Member for Highways (Operations North)

ESBC BOROUGH COUNCILLOR COMBINED REPORT – 14 JULY 2026

G

Borough Councillor P Krupski reports she has:

- 3rd June - Attended the Heath Community Centre Committee Meeting.
- 3rd June - Attended the Friends of Bramhall Park Committee Meeting.
- 10th June - Attended the Volunteer day at the Heath Community centre where I worked on the community garden.
- 6th July - Attended the ESBC Full Council Meeting.
- 7th July - Attended the Licencing Subcommittee Meeting.
- 8th July - Attended the Heath Community Centre Committee Meeting.
- 11th July - Attended the Councillor's Surgery at Uttoxeter Library.
- Raised the issue of Japanese Knotweed near Trinity Square.
- Assisted a resident regarding issues with a substandard HMO and application to Trent and Dove Housing.
- Have emailed County Cllr Allen regarding the failure to remove the flags on Town Meadows Way.
- Have contacted the relevant ESBC officer regarding further complaints about Taxis parking by the War memorial and Weatherspoon's.

Borough Councillor Z Krupski reports he has:

- 3rd June - Attended the Heath Community Centre Committee Meeting.
- 10th June, Attended the Volunteer day at the Heath Community centre where I worked on the community garden.
- 6th July - Attended the ESBC Full Council Meeting.
- 8th July - Attended the Heath Community Centre Committee Meeting.
- 13th July - Attended the Crime Commissioner Meeting.

No report has been received from Borough Councillor R Hawkins at the time the Agenda was issued.

Borough Councillor A Mansfield reports he has:

- Re: Sports Hub project - Enquired with Cabinet Members at ESBC as to the status of this project. I have had an increased number of questions around since the announcement of the planned closure of Abbotsholme School, whose sports pitches are used by many teams within and around the town. Unfortunately, the protected bird species that are nesting at the site remain in place and the Council is still seeking a landowner who is willing to lease their land to provide a theoretically alternative nesting site. The project remains ready for delivery from a financial perspective, with this ecological issue being the final piece of the jigsaw.
- Related to the above, planned improvements to the other sports facilities in the town have begun to take place. This includes work to improve drainage on the rugby/football pitch at Bramshall Road Park, as well as the floodlights at Oldfields Sports and Social Club.
- Chaired meetings of both the ESBC Audit Committee and the ESBC Standards Committee. Also attended a meeting of the Staffordshire County Council Health Scrutiny and Overview Committee. At this meeting we had presentations from all NHS Trusts in the county, including one on the new Community Diagnostic Centre that has been set up in Stoke, which I believe will be helpful context and learning as we try to progress conversations on any potential Uttoxeter Health Hub. The Committee agreed that we would focus on efforts made by the NHS and partners to implement the Government's Neighbourhood Health agenda, which again I hope will be useful to the Health Hub conversations.
- The Council is about to start the first stage of consultation on a new Local Plan, covering the entirety of East Staffordshire including Uttoxeter. The first round of consultation is due to take place over July and August, with a Parish Council Forum being organised to allow Councils who do not meet in August to participate. I will share the consultation with Councillors when it is launched and encourage everyone to share it far and wide, as the Local Plan is vital in ensuring local residents have a say on a range of issues, including whether land should be considered for potential new developments.
- Raised a number of issues with officers that have been passed on by local residents, including the mowing of grass verges in areas such as Davies Drives.
- Worked with a number of local residents on a range of individual issues, including housing options and planning matters.

12. TOWN CLERK'S REPORT – 14 JULY 2026

H

To report that since the date of the last meeting and in conjunction with the Mayor and the Deputy Mayor, the Clerk has received/responded/issued/actioned a number of matters:

- (a) Various SPCA E-Bulletins/Correspondence received Re: SID Permissions dated 11 June 2026, Response to SPCA from SCC Re: Suspension of Approvals for Speed Indicator Devices dated 18 June 2026, SPCA June 2026 Bulletin dated 19 June 2026, Business Planning for Clerks and Councillors dated 26 June 2026, The New Local Plan System dated 26 June 2026, Tackling Toxic Employees and RIDDOR dated 29 June 2026, Leukaemia & Myeloma Research UK Clothes Bank dated 1 July 2026, Digital support for Local Councils dated 2 July 2026, Checkley Parish Council Motion Re: Planning System Changes dated 8 July 2026, all as forwarded to Members.
- (b) NALC Correspondence - CEO Bulletin dated 4 June 2026, NALC events dated 9 June 2026, CEO Bulletin dated 11 June 2026, NALC events dated 16 June 2026, CEO Bulletin dated 18 June 2026, NALC events dated 23 June 2026, CEO Bulletin dated 25 June 2026, Star Council Awards 2026/27 – Nominations are now open dated 1 July 2026, CEO Bulletin dated 2 July 2026, NALC Events dated 7 July 2026, all as forwarded to Members.
- (c) SLCC Correspondence - News Bulletin dated 4 June 2026, SLCC Weekly News Digest dated 8 June 2026, SLCC Weekly News Digest dated 15 June 2026, News Bulletin dated 1 July 2026, SLCC Weekly News Digest dated 6 July 2026, all as forwarded to Members.
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (4500372 Combridge lane, Hollington Road, Station Road, Red Hill (Rocester), Old Uttoxeter Road (Crakemarth) and Lady Meadow Lane (Denstone) and various road in East Staffordshire between 23-26 July 2026, 2425687HRPRC-01 Woodleighton Road received 7 July 2026,) as forwarded to Members and Staff.
- (e) Staffordshire Means Back to Business/SCC News dated 5 June 2026, 19 June 2026, as forwarded to Members and Staff.
- (f) My Staffordshire Newsletter dated 5 June 2026 and 26 June 2026, as forwarded to Members.
- (g) Email on 3 June 2026 from Uttoxeter Rotary Club Re: Heart Screening Sessions This Weekend, as forwarded to Members.
- (h) Liaised with the Chair of the Community Foundation for Staffordshire and Shropshire regarding the Town Council Tour of 'We Love Uttoxeter Community Hub' on 5 August 2026 at 1pm, as forwarded to Members on 3 June 2026.
- (i) Email from Evac Chair on 4 June 2026 Re: Last chance to register - inclusive evacuation webinar tomorrow, as forwarded to Members and Council's Office Manager.
- (j) Council is advised that the Clerk will attend the SLCC Finance Regional Training Seminar in Derby on 10 September 2026, free of charge.
- (k) Email from the Secretary of Fairtrade on 4 June 2026 providing an update on Application for Reapproval as a Fairtrade Town, as forwarded to Members.
- (l) Cellar basement – Tended to the ventilation system that had tripped off as advised by the Events Operator.
- (m) Email on 5 June 2026 from Rialtas providing Council with its June Newsletter, as forwarded to Members.
- (n) 5 June 2026 - Liaised with ESBC's Town Regeneration Officer and the local Policing Team regarding witnessed unauthorised access from the empty units within the Maltings.
- (o) Email on 5 June 2026 from Crowd Guard Re: Our biggest and most challenging HVM deployment yet, as forwarded to Members and Council's Office Manager.
- (p) Received an email on 8 June 2026 from SCC Re: Staffordshire Day and Staffy Trail celebrations continue, as forwarded to Members and Staff.
- (q) Received a complaint from Council's Tenant of 19A High Street regarding movement of bird spikes, bird netting and minor stone damage around the side alley gate to 19A High Street potentially caused by unknown persons. Council is advised that the Clerk is liaising with Council's Architect and Greenheart Construction regarding the matters raised and has raised concerns with the local Policing Team.
- (r) Received and responded to an email on 8 June 2026 from The Stonemasons of Worcester advising Council that the refurbishment of the Millennium Monument (and cleaning of the Jubilee Stone Bench) would be delayed until week commencing 15 June 2026. Council is advised that the Clerk liaised with Council's Tenant at the Conduit to provide an update.
- (s) Council is advised that the Defibrillator Check was carried out on 8 June 2026 and 7 July 2026, and The Circuit updated accordingly.

- (t) Liaised with SPCA regarding Chairmanship Training for Chairs and Vice-Chairs (Councillors Z Krupski, T Ashby, D Holland, P Krupski, A Johnstone) online, which will take place on 22 July 2026, 7-9pm, funded by the Training budget allocation.
- (u) Provided Members with an update on the Millennium Monument Refurbishment Project (commencing from 15 June) including cleaning/repointing of the Jubilee Stone Bench, side alley works/roof works commencing with scaffolding installation on 13 July and update on the War Memorial scaffolding.
- (v) Email on 8 June 2026 from ESBC Re: Free film screening in Burton - The People's Emergency Briefing | Wednesday 10 June 2026, as forwarded to Members.
- (w) Received and responded to a number of emails on 9 June 2026 from local residents regarding the reinstallation of the barrier located on the boundary to Asda carpark/Drovers Close. Council is advised that the Clerk liaised with the Management Company who have advised that the keypad is faulty and is due to be replaced as soon as possible.
- (x) Email from The Brewhouse on 10 June 2026 Re: Green Week, Magic, Music and More!, as forwarded to Members.
- (y) Received and responded to a number of emails on 10-11 June 2026 from local residents Re: Drover Close, recent tree works within the Town, Resident Help needed.
- (z) As agreed with the Mayor and Deputy Mayor, liaised with Council's Architect regarding the leaking/blocked guttering on the side of the Town Hall (Carters Square side). Council is advised that a lift platform is being sourced and it is anticipated that the repair will be carried out during the works to the side alley.
- (aa) Liaised with interested parties regarding the update received from County Councillor Allen on 9 June 2026 regarding the War Memorial refurbishment and future wreath laying provisions.
- (bb) Attended a meeting on 12 June 2026 with interested Clerk's and Urban Vision Enterprise on Neighbourhood Plan and Community Trust updates.
- (cc) Email from SCC on 12 June 2026 Re: Top secret Staffy Menu launches for one week only, as forwarded to Members and Staff.
- (dd) In the absence of the Chair and Vice-Chair of the Town Centre Forum, provided assistance at the Festival within the town centre on 13 June 2026 with We Heart Events and a member of the Council's Events Team in readiness for the handover from project to Events Team.
- (ee) Received and responded to an email from Evolve advising Council that the barrier located on the boundary from Asda carpark/Drovers Close was now fully operational from 4.15pm on 12 June 2026. Council is advised that the residents who had made contact with the Council were provided with the above me
- (ff) Email from Birmingham City Council on 13 June 2026 Re: Stop Loan Sharks Spring 2026 Newsletter, as forwarded to Members.
- (gg) Millennium Monument Project commenced on 15 June 2026 and clean/repointing of the Jubilee Stone Bench by The Stonemasons on Worcester, photos as forwarded to Members.
- (hh) Received an email on 15 June 2026 from Evac Chairs Re: Martyn's Law: are your stairways evacuation ready, as forwarded to Members and Council's Office Manager.
- (ii) Received an email on 15 June 2026 from ESBC's Partnership Officer Re: Training - Protection of Premises Act (Martyn's Law), as forwarded to Members and Council's Events Team.
- (jj) Received and responded to emails on 15-16 June 2026 from We Heart Events following the Uttoxeter Festival on 13 June 2026 providing feedback in readiness for the handover to the Events Team for 12 September and 5 December events.
- (kk) Received an email on 16 June 2026 from Council's Insurance Provider, Zurich Municipal Re: Are you ready for Martyn's Law? Join our expert webinar, as issued to Members and Council's Events Team for their action.
- (ll) 16 June 2026 – Hosted the SLCC Staffordshire Branch Meeting with 13 Clerks for other Council's.
- (mm) Received and responded to an email from a local Business on 16 June 2026 regarding cleaning of the Conduit and paving. Council is advised that the Conduit was cleaned in 2024 and the Clerk is liaising with The Stonemasons of Worcester regarding a sympathetic clean of the paving surrounding the Millennium Monument.
- (nn) 16 June 2026 – met with ESBC's Town Regeneration Officer regarding ongoing issues with unauthorised access within the Maltings development. Council is advised that ESBC has submitted the revised Planning Application for the Maltings site which will be included for comment in due course.

- (oo) Received an email on 16 June 2026 from Evac Chair Re: 2,972 Fire Safety Notices Issued. Could Your Organisation Be Next, as forwarded to Members and Council's Events Team for their action.
- (pp) Received an email from British Heart Foundation (BHF) on 16 June 2026 Re: The Circuit Newsletter - your Summer update, as forwarded to Members.
- (qq) Following the SLCC Staffordshire Branch Meeting, signed up to receive Climate Change Emergency updates, following the informative Climate Change meeting held on 15 June 2026 which was attended by a number of Staffordshire Clerks.
- (rr) Received an email from Total Energies on 16 June 2026 offering the Council a renewal quotation for the Town Hall gas provisions from 1 January 2027. Council is advised that the Clerk, in liaison with the Chair of F&GP is liaising with a number of gas providers regarding the future gas provisions for the Town Hall, as incorporated within the Precept and as reported to the F&GP Committee on 23 June 2026.
- (ss) Received and responded to emails on 16-17 June 2026 from a local business regarding The Festival, the Millennium Monument, the Conduit and Christmas Lights and Delights incorporating Cracker Night on 26 November 2026 commencing from 4pm.
- (tt) Received and responded to an email on 17 June 2026 from Council's Tenant at 32 Carter Street regarding the water heating not working. Council is advised that under the Tand C's of the Lease, this would be under the remit of 13.3 Tenant's responsibilities.
- (uu) As previously Resolved by Council, the Mayor and the Clerk will be meeting with the local Policing Team, Support Staffordshire and The Community Foundation of Staffordshire and Shropshire on 4 August 2026 to progress discussions on youth provisions being provided at the We Love Uttoxeter Community Hub.
- (vv) Site meeting at the Millennium Monument regarding the refurbishment project.
- (ww) Received and responded to an email from a local resident on 18 June 2026 regarding the reinstatement of the barrier on the boundary of Asda carpark/Drovers Close, seeking 'no through road' signage to be installed. Council is advised that the local resident has been encouraged to liaise with County Councillor Allen directly regarding the request for signage.
- (xx) Received an email on 18 June 2026 from Rural Services Network Re: RMTG Young People Sounding Board Meeting on 23 July 2026, 4-5pm online via Zoom, as forwarded to Members.
- (yy) Received correspondence from a local resident on 18 June 2026 Re: live stream/recording of ESBC's Planning Committee meeting on 9 June 2026 and ESBC's Value for Money Scrutiny Panel when considering details for income/numbers of carparking within the town. Council is advised that the concerns relating to the Planning Committee were passed to ESBC's Democratic Services who had confirmed that this was down to unforeseen circumstances and that ESBC are working on rectifying the problems encountered. Council is advised that the local resident will be making contact direct with Borough Councillor Z Krupski regarding details for the income/numbers for carparking within the town.
- (zz) Received and responded to an email from WaterPlus on 18 June 2026 Re: St John's Hall water provisions. Council is advised that St John's Hall water provisions were added to the Council's WaterPlus Account for 1 January 2025-1 April 2025 and sums paid for accordingly. Council is advised that the Clerk has issued WaterPlus with the above mentioned confirmation together with contact details for The Community Foundation of Staffordshire and Shropshire.
- (aaa) Received email on 19 June 2026 from MidMC providing the Council with the May SID's Data in the new format (to be incorporated upon Council's website) and to advise Council that there is an ongoing issue with the SID located near to the shop on Kingfisher Way, showing a memory error, which requires further investigation, as forwarded to Members and the Community Speedwatch Team.
- (bbb) Email on 19 June 2026 from SCC News Re: Introducing Staffy's Tales competition, as forwarded to Members.
- (ccc) Email on 22 June 2026 from Proximity Futures Re: Webinar: Is your footfall data reliable, as forwarded to Members.
- (ddd) Liaised with ESBC's Conservation Officer, the Stonemasons of Worcester and Council's Architect regarding progression of the War Memorial refurbishment in readiness for ESBC granting Listed Building Consent.
- (eee) Received and responded to emails to/from Council's website provider regarding a review of the Council's Privacy Policy, Cookies Statement and Accessibility on the website.
- (fff) As agreed with the Mayor, Deputy Mayor, Chair and Vice-Chair of F&GP, an order was placed with WrapUpWeb in sum of £320 for a full accessibility review of the Council's website, funded by the Emails/Website budget allocation.

- (ggg) Received and responded to an email from a local resident on 23 June 2026 Re: Bus 406. Council is advised that the member of the public has been encouraged to contact County Councillor Allen regarding the matters raised.
- (hhh) Email on 23 June 2026 from Katharine House Hospice Re: Support local hospice care this summer, as forwarded to Members.
- (iii) 23-24 June 2026 – Received and responded to emails from a local resident regarding Climate Emergency UK Briefing being organised for the Town. Council is advised that the local resident will be contacting the Chair and Vice-Chair of the Town Hall and Town Centre Entertainments Committee.
- (jjj) 24 June 2026 - Met with traders regarding the Millennium Monument project and progression of works.
- (kkk) Received and responded to emails from a local resident Re: Help and Advice Request for Use of Uttoxeter Market Place. Council is advised that the Clerk has issued details for Market Place ownership and for seeking permissions, etc for a public event.
- (lll) Received and responded to emails from a local resident Re: overhanging trees from Victoria Allotments. Council is advised that ESBC remain as responsible for Victoria Allotments and Westlands Road Allotments. All other allotment sites are under UTC responsibility.
- (mmm) Received and responded to a call from ESBC's Monitoring Officer seeking a copy of the 1252 Market Charter for the Town as part of ESBC's response to LGR.
- (nnn) Received an email from Uttoxeter Armed Forces Day Committee expressing its thanks to Council for its sundry grant towards the events and to the Deputy Mayor for attending the event, as forwarded to Members.
- (ooo) Email from SCC on 25 June 2026 Re: Book your tickets for the finale - The Big Staffy Stroll, as forwarded to Members.
- (ppp) Received and responded to an email on 26 June 2026 from the Community Speedwatch Team advising Council of an issue with one of the SID's located in Highwood Road. Council is advised that this has been reported to MidMC for their urgent attention. Council is advised that MidMC confirmed on 1 July 2026 that this is in full working order.
- (qqq) Received and responded to an email from ESBC on 26 June 2026 Re: Council's Comments on P/2026/00386.
- (rrr) Received and responded to an email on 26 June 2026 from Rialtas Re: year end adjustments and accruals, as carried out by S Durrands.
- (sss) LIV Golf UK JCB, email received 26 June 2026, as forwarded to Members 1 July 2026 by Council's Office Manager.
- (ttt) Staffordshire Libraries in July – The Summer Reading Challenge is here dated 1 July 2026, as forwarded to Members.
- (uuu) Received and responded to an email on 6 July 2026 from ESBC's Enforcement Crime Team Leader seeking support in advertising the reporting of issues to ESBC. Council is advised that the posters will be displayed within the Town Hall and town centre noticeboards.
- (vvv) Met with the Mayor and Council's Office Manager regarding progression of the Adam Peaty Bar modernisation and savings of £615 on purchases to date, as agreed with the Mayor.
- (www) Attended a meeting with the Mayor at the Millennium Monument to discuss progress of the refurbishment.
- (xxx) As agreed with the Mayor and Deputy Mayor, Home Doctor carried out emergency repairs to the Alan Dean Suite toilet in the sum of £150 plus vat, funded by the Town Hall Repairs and Maintenance budget.
- (yyy) To report that Council's Office Manager received an email of thanks on 6 July 2026 from a local resident expressing they're thanks to the Council for carrying out the works to the overhanging trees within St Mary's Parish Church.
- (zzz) Received emails on 7 July 2026 from ESBC Re: ESBC News Issue 50 and ES Business News Issue 29 dated 7 July 2026, as forwarded to Members.
- (aaaa) 7 July 2026 - Meeting with Uttoxeter Learning Trust Re: ongoing issues with Footpath Nos. 27-29, as updated to the Chair and Vice-Chair of the Footpaths Committee.
- (bbbb) Liaised with ESBC Re: two bollards leaning against the lamppost within the Maltings carpark.
- (cccc) Email from SCC dated 8 July 2026 Re: Revealed - new Capability Brown parkland, as forwarded to Members and Staff.
- (dddd) Met with Council's Office Manager and a member of SCC Highways regarding the highways issues in the High Street.



**DRAFT ORDER: SUO7001746 - PROPOSED STOPPING UP OF HIGHWAY AT THE BUNGALOW,
ASHBOURNE ROAD, STRAMSHALL, ST14 5AB (WM/6353)**

From NATIONALCASEWORK <NATIONALCASEWORK@dft.gov.uk>

Date Tue 06/30/2026 01:46 PM

To NATIONALCASEWORK <NATIONALCASEWORK@dft.gov.uk>

 3 attachments (728 KB)

SUO7001746_(WM6353)_Draft_Notice.pdf; SUO7001746_(WM6353)_Draft_Order.pdf;
SUO7001746_(WM6353)_Draft_Plan.pdf;

OFFICIAL

Transport Infrastructure Planning Casework Unit

PO Box

1393

Newcastle Upon Tyne

NE99 5FQ

Email: nationalcasework@dft.gov.uk



**Department
for Transport**

www.gov.uk

nationalcasework@dft.gov.uk

Dear Sir / Madam

Our ref: SUO7001746 (WM/6353)

**TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 247
PROPOSED STOPPING UP OF HIGHWAY AT THE BUNGALOW, ASHBOURNE ROAD,
STRAMSHALL, ST14 5AB
OS GRID REFERENCE: E:408627, N:334963**

Please find attached a copy of a draft order proposed under the provisions of the above Act together with a copy of the related plan.

If you do not have any concerns with this proposal, you do not need to respond to this email, and if we do not hear from you by **11 August 2026**, we will conclude that are content with this proposal.

If however, you do have concerns surrounding this proposal, we should be pleased to receive any comments and / or objections that you may have before the end of the **11 August 2026**. If possible, objections should be sent via email to nationalcasework@dft.gov.uk, stating clearly that **you object**.

Kind regards

Transport Infrastructure Planning Casework Unit



Department
for Transport

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Casework Admin Officer, Transport Infrastructure Planning Casework Unit,
PO Box 1393, Newcastle Upon Tyne, NE99 5FQ

[Follow us on X @transportgovuk](#)

OFFICIAL

PUBLIC NOTICE

DEPARTMENT FOR TRANSPORT

TOWN AND COUNTRY PLANNING ACT 1990

The Secretary of State hereby gives notice of the proposal to make an Order under section 247 of the above Act to authorise the stopping up of a length of unnamed highway including its highway verge as leads off Stramshall Road at Stramshall, in the Borough of East Staffordshire.

If the order is made, the stopping up will be authorised only in order to enable development as permitted by East Staffordshire Borough Council, under reference P/2021/01689.

Copies of the draft order and relevant plan will be available for inspection during normal opening hours at Uttoxeter Library, 57 High Street, Uttoxeter, Staffordshire, ST14 7JQ in the 28 days commencing on 14 July 2026, and may be obtained, free of charge, from the Secretary of State (quoting SUO7001746) at the address stated below.

Any person may object to the making of the proposed order by stating their reasons in writing to the Secretary of State at nationalcasework@dft.gov.uk or National Transport Casework Team, PO Box 1393, Newcastle Upon Tyne, NE99 5FQ, quoting the above reference. Objections should be received by midnight on **11 August 2026**. You are advised that your personal data and correspondence will be passed to the applicant/agent to enable your objection to be considered. If you do not wish your personal data to be forwarded, please state your reasons when submitting your objection.

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Casework Manager

TOWN AND COUNTRY PLANNING ACT 1990

THE STOPPING UP OF HIGHWAY (WEST MIDLANDS) (NO.) ORDER 20..

The Secretary of State makes this Order in exercise of powers under section 247 of the Town and Country Planning Act 1990 ("the Act").

1. The Secretary of State authorises the stopping up of the highway described in the Schedule to this Order and shown on the plan numbered SUO7001746, to enable development to be carried out in accordance with the planning permission granted by East Staffordshire Borough Council under reference P/2021/01689.
2. Where immediately before the date of this Order there is any apparatus of statutory undertakers under, in, on, over, along or across any highway authorised to be stopped up pursuant to this Order then, subject to section 261(4) of the Act, those undertakers shall have the same rights as respects that apparatus after that highway is stopped up as they had immediately beforehand.
3. This Order shall come into force on the 202 .

Signed by authority of
the Secretary of State

~~REMOVED FOR CIRCULATION~~
An Official in the
National Transport Casework Team
Department for Transport

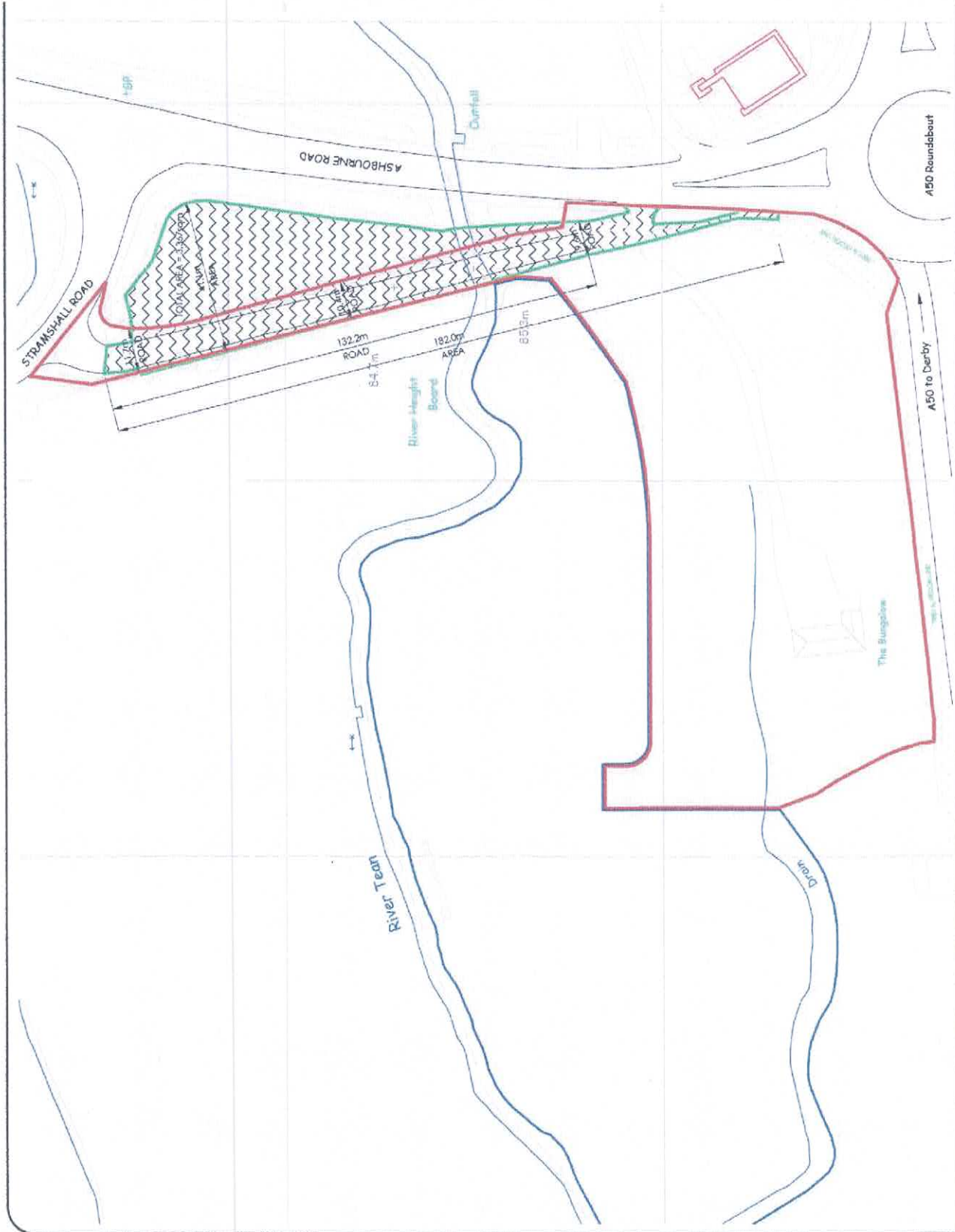
THE SCHEDULE

Description of highway to be stopped up

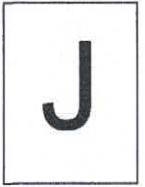
The highway to be stopped up is at Stramshall, in the Borough of East Staffordshire, shown on the plan as a length of unnamed highway including its highway verge as leads off Stramshall Road. It commences 10.2 metres south west of its junction with Stramshall Road and extends in a south easterly direction for a maximum length of 182 metres and has a maximum width of 41.1 metres.



Key	Scale 1:1000 @ A3	
Highway to be stopped up		
National Transport Casework Team		
Department for Transport		
Plan No: SUO7001746		
Signed by Authority of the Secretary of State		
on		
Signature		
REMOVED FOR CIRCULATION		
An Official in the National Transport Casework Team		
Department for Transport		



HIGHWAY AT STRAMSHALL, IN THE BOROUGH OF EAST STAFFORDSHIRE



UTTOXETER TOWN COUNCIL

Fire Evacuation Procedure

Current Fire Wardens:

All Town Council Employees

EMERGENCY ACTION

1. If you discover a fire

- Shout Fire!
- Activate nearest alarm by breaking glass.
- On hearing the alarm one of the Fire Warden's on site will contact the Fire Service.
- Vacate the building by nearest exit avoiding source of fire (where known).
- Do not stop to collect personal belongings.
- Go to the assembly point in the High Street (outside Wilkinsons).
- Report directly to the nominated Fire Warden.
- Report location of fire as soon as possible to the Fire Warden. Do not impinge on your personal safety to do this.

2. If you hear the fire alarm

- Stop work immediately.
- Respond to the fire panel to ascertain where the fire is and decide who will sweep which zones and call the fire service.
- Do not delay to collect personal belongings.
- Vacate building by nearest exit.
- Ensure any visitors accompany you.
- Go to the assembly point in the High Street (outside Wilkinsons).
- Identify yourself to the Fire Warden.
- Wait until you are instructed to return.

As well as the basic procedure outlined above, employees should remember the following points when a fire evacuation takes place

- Keep calm, do not panic, act decisively and quickly.
- Do not open doors to rooms where there may be a fire.
- If possible, turn off electrical appliances in your immediate vicinity, but do not let this delay you leaving the building.
- Do not rush or push, shout or talk loudly and above all else DO NOT PANIC.
- On leaving the building proceed to the assembly point in the High Street unless instructed to do otherwise by the Fire Warden. All employees must stay within the assembly area so that they can be accounted for by the Fire Warden.
- The fire alarm will continue to sound until the Fire Service has attended the incident.
- Under no circumstances should anyone re-enter the building until instructed to do so by the Fire Warden.
- Any visitors are the responsibility of the person they have come to see and they should be escorted at all times where possible.

3. Checks – All Staff

At the end of each working day, the last member of staff leaving the building should:

- Ensure all visitors are signed out.
- Switch off all electrical appliances if possible.
- Ensure all windows and doors are fully closed.
- Turn off all lights.

4. General – All Staff should:

- Ensure that all visitors are informed of their nearest fire exit and assembly point via a short housekeeping brief on arrival.

- Put away as many working papers as possible, leaving their work area reasonably clear
- Periodically familiarise yourself with the location of:
 - Fire Alarms
 - Fire extinguishers
 - Emergency exits
 - Assembly points
- Be aware of fire alarm drills, so be prepared to leave the building at a moment's notice.
- Be aware, the fire alarm will be tested on a regular basis.
- Ensure Emergency Exits are not obstructed.
- Not leave Fire Doors open or wedged.
- Maintain good housekeeping measures whilst at work and should always make the effort to eliminate potential fire and safety hazards.
- Report any defects or safety concerns to the Office Manager or, in her absence, the Town Clerk.
- Apply common sense

5. **Duties and Responsibilities of the Fire Wardens**

- **DO NOT PUT YOURSELF AT RISK**
- Take sole control.
- Communication between all staff is critical – ensure all know where the fire is, who sweeps which zone and to call out 'is there anyone in here?' on checking each area.
- Ensure one staff member calls the emergency services immediately.
- Make a rapid search of all zones.
- Ensure fire doors are closed.
- Leave by nearest exit taking with you the names of employees and visitors.
- Ensure roll call is taken.
- Ensure all visitors are accounted for.
- Do not permit staff to return to building until the emergency services declare it to be safe.
- Report any known casualties to the Emergency Services.
- Control vehicular access to the site by allocating a member of staff to ensure clear access to the site including clearance for emergency vehicles.

6. **Persons unable to move through illness, injury or accident**

- If during the search the Fire Warden discovers a person unable to move because of illness or accident, the Fire Warden should:
NOT attempt to move the person unless they are in immediate danger.
 If danger threatens, move the person (with the aid of other staff).
 Await assistance only if it is safe to do so.

Re-adopted with Risk Assessment by Uttoxeter Town Council 14 May 2013, Adopted by Uttoxeter Town Council 13 May 2014, 19 May 2015, 10 May 2016, 9 May 2017, 8 May 2018, Reviewed and Adopted by 14 May 2019, 5 May 2021 (no AGM in 2020), Reviewed/Adopted by UTC 8 February 2022, 10 May 2022, 16 May 2023, 21 May 2024
 Reviewed/Adopted by UTC 13 May 2025
 To be reviewed by Council's on 14 July 2026



UTTOXETER TOWN COUNCIL

Fire Risk Assessment

Fire Risk Assessment – Uttoxeter Town Hall

The Fire Risk Assessment for Uttoxeter Town Hall, High Street, Uttoxeter, Staffordshire, ST14 7HN.

Property Information:	Uttoxeter Town Hall High Street Uttoxeter Staffordshire ST14 7HN
Telephone:	01889 564085
Email:	info@uttoxetertowncouncil.gov.uk tina.jeffery@uttoxetertowncouncil.gov.uk office.manager@uttoxetertowncouncil.gov.uk
Use of Premises:	Ballroom (ground floor) The Adam Peaty Suite (bar provisions – ground floor) Alan Dean Suite (first floor – lift access)
Date of Risk Assessment:	Initial Assessment - 25 October 2013 Further Review following completion of The Adam Peaty Suite 4 April 2018 Review/Further Assessment – Annually
Carried out by/Position:	Fire Risk Management Services Tina Jeffery, Town Clerk Mel McGinley, Office Manager

Notes:

Means of Escape:		Yes	No
1	Are all final exit doors unobstructed, clearly identifiable, fitted with Suitable fastenings and readily available for use?	✓	
2	Do all emergency routes and exits lead, directly as possible, outside the building to a place of safety?	✓	
3	Do all emergency exit doors open in the direction of escape?	✓	
4	Are the exit routes clearly indicated and free from combustible storage and equipment at all times?	✓	
5	Are the number, distribution and dimensions of emergency routes and exits adequate? (<i>Consideration given to the dimensions of the rooms together with usage, equipment and number of persons on the premises at any one time</i>).	✓	
6	Do all self-closing fire doors close fully into the door frame?	✓	
7	Are all self-closing devices on fire doors fitted with smoke seals	✓	
8	Are all self-closing devices on fire doors in good working order?	✓	
9	Is there a fire evacuation (fire drill) procedure for the premises?	✓	
10	In the event of an emergency, is it possible for all persons to evacuate the premises safely and quickly?	✓	
11	Have arrangements been made for the safe evacuation of persons with mobility difficulties?	✓	
12	Overall, is the means of escape adequate?	✓	
13	Is training given in fire evacuation procedures?	✓	
14	The double doors from the Ballroom to The Adam Peaty Suite must not be propped open during functions and are to remain closed. This falls under the supervision of the Bar staff on duty.	✓	
15	Are fire drills carried out?	✓	
16	State date of the last fire drill?	24.04.2026	
17	How long did it take to evacuate the premises? <i>Noted that 2.5 minutes or less is a reasonable target for most premises</i>	2m 8s	
18	When is the next one scheduled?	TBC	

Escape Lighting

19	In the event of failure of the main lighting system, is the escape lighting required to illuminate on escape routes?	✓	
20	Is it sufficient to enable all persons to evacuate the premises safely to a place of safety	✓	
21	Is it tested regularly?	✓	
22	Are the tests recorded?	✓	

23	Are records kept of maintenance?	✓	
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Fire Warning		Yes	No
24	Is the premises provided with a system for giving warning in case of a fire?	✓	
25	Is the alarm clearly audible and recognisable, in all parts of the premises?	✓	
26	If a fire started in an un-occupied room, would it be detected?	✓	
27	Is it tested regularly?	✓	
28	Are the tests recorded?	✓	
29	Are records kept of maintenance?	✓	

Fire Fighting Equipment			
30	Are suitable and sufficient fire extinguishers provided?	✓	
31	Are they unobstructed and readily available for use?	✓	
32	Are they properly located and indicated?	✓	
33	Are persons trained to use firefighting equipment? <i>The trained member of staff would only deploy a fire extinguisher if the fire was small and contained and did not pose an immediate risk to staff and other persons present.</i>		
34	Are the extinguishers maintained?	✓	
35	Are records kept of maintenance?	✓	
36	Overall, is the firefighting equipment adequate?	✓	
37	Are arrangements in place for calling the fire service?	✓	

Other Considerations			
A	Are open flames to be found in or around the premises? If yes, give details: Gas cookers/ovens/plate warmers/food warmers in kitchen		YES
B	Are there any cooking appliances? If yes, give details: Gas cookers/ovens/plate warmers/food warmers in kitchen		YES
C	Are there heating appliances? If yes, give details: Gas boilers x two replaced Nov 2024		YES
D	Are spark generating tools/equipment used in or around the premises? e.g. electrical, mechanical, etc. If yes, give details:		NO

E	Are all gas/electrical appliances within the premises approved for use, fitted with guards (where necessary) and tested for safety? If No, give details of proposed action:	YES
F	Is there a staff member familiar with the correct use of gas/electrical appliances? Events Operator competent in correct use.	YES
G	Are all gas/electrical installations/appliances regularly inspected by a competent person?	YES
	<u>Date of last inspection: See below</u> Gas: Town Hall Boilers (new boiler room – ARC) 15.01.26 Adam Peaty Bar boiler – serviced ARC 15.01.26 Gas Range/Ovens x 2 - Serviced 01.10.25 Hot Water Supply Boiler – B/Room Kitchen 17.12.25 Electrical: PAT Testing 12.05.26 Fire Detection & Alarm System 6-month inspection 22.05.26 Fire Alarm Testing (checked/tested monthly) June 2026 Emergency Lighting 6-month inspection 22.05.26 Emergency Lighting (checked/tested monthly) June 2026 Chubb Scheduled Inspection – Security Alarm 29.01.26 Carbon Monoxide Detectors (Clerk's Office, new boiler room and within the Adam Peaty bar) 22.05.26 Other fuel supplies: N/A Location of emergency shut offs: Gas: old Boiler Room (basement) Electricity: First foyer/stage area/office staircase	
H	Is smoking allowed anywhere within the premises? If yes, please give details:	NO
I	Is provision made for safe extinguishers/disposal of discarded matches and cigarettes? If yes – give details of above Metal cigarette bin provided outside the premises for all events/bookings	YES
J	Are any security measures in force to protect against the risk of arson? If yes – give details of above The building is suitably secured and alarmed. For occasions when the Town Hall doors are closed, all offices have a visual display screen connected to the doorbell to view any visitors. Entrance/exit log register in place for both staff members and visitors	YES
	Fire Loading	
K	Is the storage and supply arrangements for LPG satisfactory? If No – details of proposed action	N/A
L	Are any other gases used? If Yes – details of above CO2 Gas Cylinders	YES

M	Are any flammable liquids/substances stored or used on the premises? If Yes – details of quantities/location:	YES
	C02 Gas used by Outside Inns Ltd for bar pumps – delivery/removed from site for each event	
N	Are the arrangements for the storage of flammable liquids/substances satisfactory? If No – details of proposed action	N/A
O	Does the use of flammable materials/substances pose any significant fire risk? If Yes – details of above	NO
P	Is there significant fire loading anywhere within or in close proximity to the premises? E.g. core products, combustible materials, cooking risks, furnishings, waste products, etc. If Yes – details of above	NO
Q	If the fire loading is significant or of an unusual nature is it feasible to reduce the risk of fire by complete removal or reduction in quantity or alteration to the method of storage, i.e. change the orientation of storage – stack timber boards horizontally instead of vertically, divide materials into smaller more dispersed quantities and screen combustibles from ignition sources. If Yes – details of above	N/A
R	Is there adequate fire separation between areas of significant fire loading and the parts of the premises to which personnel, contractors or members of the public may be present?	N/A
S	Is there any ignition source (which could start a fire) in close proximity to any significant Fire loading (that which fuels a fire)	NO
T	Are persons expected to use fire extinguishers in an emergency? All staff are trained in the safe use of fire extinguishers. Staff would raise the alarm. 999 would also be called. The trained member of staff would only deploy a fire extinguisher if the fire was small and contained and did not pose an immediate risk to staff and other persons present. (note: a member of staff is on site at all functions).	YES
U	Are all staff aware of their own fire safety responsibilities towards maintaining a safe working environment for themselves and their colleagues? If No – give details of proposed action	YES
V	Are persons with mobility difficulties likely to be present in the premises - .i.e. parents with babies, persons in wheelchairs, persons with sight or hearing impairment, etc.? If Yes – what measures are in place to assist them in an emergency The Town Clerk and two Councillors are trained in the operation of Evac+chairs and would assist to escort those with mobility difficulties out of the building during Council or Committee Meetings via the appropriate ramps or using the evac+chairs. (note: a member of staff is on site at all functions managed by the Events Team).	YES
W	Consider each room or space in turn and assume initially that it is unoccupied when a fire occurs. Assess where a fire is likely to start (ignition source); how is it likely to spread	

	(fire loading), and the risk it presents to other persons in the premises. Are there any concerns about any particular risks or situations? If Yes – give details	NO
X	Has a procedure been established to determine the review of the fire risk assessment If Yes – give details	Reviewed annually
	From the above identify and prioritise the 'significant findings' and if 5 or more Persons are employed, the findings are to be recorded	

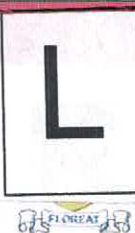
Significant findings	Proposed Action	By Whom	By what date

Reviewed/Adopted by UTC on 19 May 2015, 10 May 2016, 9 May 2017, reviewed following incorporation of bar area and Adopted by Council on 10 April 2018, Re-adopted on 8 May 2018, Reviewed and readopted 14 May 2019, 5 May 2021 (no AGM in 2020), Reviewed/Adopted by UTC 8 February 2022, 10 May 2022, Reviewed and adopted at Council's Annual Meeting held 16 May 2023, Reviewed and adopted at Council's Annual Meeting held 21 May 2024
Reviewed and Updated in readiness for Community Office Use – 24 March 2025. Reviewed and adopted at Council's Annual Meeting held 13 May 2025

To be reviewed by Council at its Meeting on 14 July 2026



S137 COMMUNITY SUNDRY GRANT APPLICATION FORM



Applicant Details:

Name (if an organisation) **Bramshall Road Junior Parkrun**

Address inc. postcode: **Removed for circulation**

Contact person: **Removed for circulation**

Daytime Telephone No: **Removed for circulation**

Project / Activity Information:

What is your project / activity? **To establish a junior parkrun for Uttoxeter and surrounding area**

What would this grant be used to pay for?

The grant would be used as a contribution towards setting a junior parkrun for Uttoxeter to run alongside the well-established 5k Parkrun. Junior Parkrun is a free, weekly 2k run, jog or walk for 4-14 year olds. It is run entirely by volunteers from the local community.

The team have permission from East Staffs Borough Council to use the area of the park around the rugby pitch.

The team needed to raise £4,800 to set up the Parkrun. This includes the cost of public liability insurance (arranged nationally), internet licences and social media platforms, a portable AED, signage and equipment.

When and where will the activity take place? **Every Sunday at 9am in Bramshall Park.**

Have you previously received a sundry grant for this project/activity? **No (pledge of £1,000 subject to Parkrun obtaining funding for the remainder of the associated costs)**

Grant Request and Income:

What is the amount of grant that you wish to apply to the Council for? **£1,000**

Council asks that Applicants are mindful that the Council only has £10,000 available within its Sundry Grants budget for the entire year. This money is to be used to provide Grants to support as many local groups/organisations/individuals as possible with their worthwhile projects.

Please outline the use of the grant applied for:

The grant would be used as a contribution towards setting a Junior Parkrun for Uttoxeter to run alongside the well-established 5k Parkrun. Junior Parkrun is a free, weekly 2k run, jog or walk for 4-14 year olds. It is run entirely by volunteers from the local community. The team have permission from East Staffs Borough Council to use the area of the park around the rugby pitch.

The team needed to raise £4,800 to set up the Junior Parkrun associated cost for public liability insurance (arranged nationally), internet licences and social media platforms, a portable AED, signage and equipment.

The event team is ready to move forward with the activation of the Junior Parkrun having secured a route, landowner permission and other funding (£3,800). Therefore, with the Council's grant, the event could be up and running within weeks of a grant being approved and received.

What is the total cost of your project/activity? £4,800

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

£3,300 has been secured from JCB Uttoxeter.

£250 from Uttoxeter Rotary

£250 from Uttoxeter Lions.

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

The event team do not hold a direct bank account as this is not permitted by our national framework. This is to safeguard local event teams from any financial risk. If successful, Parkrun UK would invoice the benefactors for their pledged contribution. The Accounts Team would be happy to support the Council with any proofs required.

Enclosures (please state):

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

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

Parkrun UK would ideally prefer to invoice the Town Council for any grant awarded.

Impact on our Community:

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

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

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

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

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

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

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

Yes / No Supporting Fairtrade priorities, and/or

Yes / No Supporting Biodiversity and Climate Change initiatives

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

The success of the event will be measurable through local attendance figures each week, which are reportable via our results pages. Success will also be measurable through engagement with local families and members of the public. It will also be measurable through engagement with local schools through our 'parkrun primaries' initiative. junior parkrun and the wider parkrun movement are well documented to benefit both physical and mental wellbeing among all of its participants.

Completed by: *Removed for circulation*

Date: 16 June 2026

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



S137 COMMUNITY SUNDRY GRANT APPLICATION FORM



Applicant Details:

Name: **Uttoxeter Station Adopters**

Address: **REMOVED FOR CIRCULATION**

Contact person: **REMOVED (Treasurer)**
FOR CIRCULATION

Daytime Telephone No: **REMOVED FOR CIRCULATION**

Project / Activity Information:

What is your project / activity?

Creation of a Wildlife Garden at Uttoxeter Railway Station, including new natural screening to replace the loss of around twenty mature trees recently felled for safety reasons. The project will improve biodiversity, soften the industrial backdrop now exposed, and enhance the station environment for passengers, residents and visitors.

What would this grant be used to pay for?

Materials and labour required to establish the Wildlife Garden and screening, including plants, compost, timber, soil, landscaping supplies, and installation costs.

When and where will the activity take place?

At Uttoxeter Railway Station, within the station grounds. Work will begin as soon as match funding is secured and materials can be purchased.

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

Grant Request and Income:

What is the amount of grant that you wish to apply to the Council for? **£400**

Council asks that Applicants are mindful that the Council only has £10,000 available within its Sundry Grants budget for the entire year. This money is to be used to provide Grants to support as many local groups/organisations/individuals as possible with their worthwhile projects.

Please outline the use of the grant applied for:

The grant will contribute to the match-funding requirement for the Wildlife Garden project. Total project cost is £1,971.53, with 50% match funding required (£985.77). Volunteer time will provide 20% of this match funding; the remaining amount must be sourced externally. The £400 requested will enable the project to proceed and will directly fund materials and installation of the new screening and wildlife-friendly planting.

What is the total cost of your project/activity?

What is the total cost of your project/activity? £400

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

At present, no external funding has yet been secured for the Wildlife Garden project. However, the Community Rail Partnership Officer, Charlotte Eccles, is actively seeking match-funding opportunities and approaching potential supporters. In addition, we are currently asking local councillors for assistance to help meet the required contribution. The Uttoxeter Station Adopters have committed volunteer time and labour to the project and we are working closely with Charlotte to secure the remaining funds needed to proceed.

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

£499 – held in our bank account with Nat West Bank

Enclosures (please state):

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

Uttoxeter Station Adopters Community Account

Acct No. REMOVED FOR CIRCULATION

Sort Code: AS ABOVE

Impact on our Community:

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

- ☒ Improving the Uttoxeter area, and/or
- ☒ Encouraging involvement in Uttoxeter community activities, and/or
- ☒ Improving community facilities in Uttoxeter, and/or
- ☒ Benefit/Support the community of Uttoxeter and its residents, and/or VISITORS
- ☒ Support local charities/organisations, and/or
- ☒ Supporting local youth services, young people inc. school activities, and/or
- ☒ Supporting Fairtrade priorities, and/or
- ☒ Supporting Biodiversity and Climate Change initiatives, and/or

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

Impact will be measured through volunteer participation numbers, photographic evidence of environmental improvement, increased biodiversity (pollinators and bird activity), and positive feedback from passengers, local residents and visitors.

Signed: _____ REMOVED FOR CIRCULATION _____

Date: 8/7/26 _____