



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 lieue 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 lieue 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.