



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, 8 September 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

2 September 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 14 July 2026. See Appendix A.
- (b) To approve the Recommendations of the Footpaths Committee Meeting held on 16 July 2026. See Appendix B.
- (c) To approve the Recommendations of the Town Centre Forum held on 23 July 2026. See Appendix C.
- (d) To approve the minutes of the Extraordinary Council Meeting held on 27 July 2026. See Appendix D.
- (e) To approve the Recommendations of the Policy and Planning Committee Meeting held on 28 July 2026. See Appendix E.

7. **ACCOUNTS**

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

8. **BANK BALANCES**

At 2 September 2026 the bank balances stood at:

RBS Current Account	£ 10,169.21
RBS Special Interest Account	£239,009.24
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 0.00
RBS Deposit Account 32 Carter Street	£ 626.97
RBS 19A High Street Deposit Account	£ 339.75
CCLA Public Sector Deposit Fund Account	£ 85,000.00

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

- (a) To report that the Mayor attended the following event since the last meeting:
 - 14.07.26 Bloom Best Dressed Window Competition Judging
 - 16.07.26 Bateman House's First Anniversary Celebrations
 - 16.07.26 Uttoxeter in Bloom Judging
 - 22.07.26 Trent & Dove's Summer Community Event
 - 05.08.26 Officially opened the 'We Love Uttoxeter Community Hub'
 - 09.08.26 Cheadle Town Council's Party in the Park
 - 16.08.26 Opening the new compostable toilet at Millfield Allotments
 - 24.08.26 Fairtrade Meeting
 - 01.09.26 Unveiling the refurbished Millennium Monument/Reception
- (b) To report that the Deputy Mayor attended the following events since the last meeting:
 - 05.08.26 Opening of the 'We Love Uttoxeter Community Hub'

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

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

- (a) To report receipt of County Councillor P Allen's County Report on SCC matters arising since the date of the last meeting. See Appendix I.
- (b) To report receipt of a combined Borough Councillor Report on ESBC matters arising since the date of the last meeting. See Appendix J.

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 K.

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

14. **POLICE UPDATE**

- (a) As reported to Council on 9 December 2025, information on Police Reports for Uttoxeter are available via <https://www.staffordshire.police.uk/area/your-area/staffordshire/east-staffordshire/uttoxeter-town/about-us/top-reported-crimes-in-this-area>
- (b) To report receipt of an email on 1 September 2026 from PCSO Burton Re: Crime Prevention Meeting in Uttoxeter Proves a Success, as forwarded to Members.

- (c) The following Police Drop In sessions will take place within the Town in September:
- 4th & 25th - Eco Centre (Place of Welcome) 10:30am to 12:00pm
 - 4th - Costa Coffee, Retail Park, 4:00pm to 5:00pm
 - 12th – Festival, Community walkabout throughout the day
 - 21st - Library Drop-In Session, 2:00pm to 3:30pm
 - 2nd and 23rd - St Mary's Parish Church, 11:30am to 12:30pm
 - Every Tuesday - Heath Community Centre from 9:30am

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

15. **ESBC - PLANNING APPLICATIONS**

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

- (a) P/2026/00725 - Raising of ridge height to facilitate loft conversion including installation of Juliet Balcony to the rear and roof lights, construction of a single storey rear extension and single storey side extensions, alterations to existing fenestration and installation of render to all elevations (AMENDED DESCRIPTION) at 46A Stafford Road, ST14 8DN.
- (b) P/2026/00727 - Construction of single storey front extension and conversion of garage (AMENDED DESCRIPTION) at 99 New Road, ST14 7DQ. *Note: Extension not granted*
- (c) P/2026/00825 - Reduce one Lime tree back to original points (2/3m) at Church Of St Mary The Virgin, Bridge Street, ST14 8AW (*UTC Application*).
- (d) P/2026/00835 - Installation of wheelchair lift at 36 DAVIES DRIVE, ST14 7EG.
- (e) P/2026/00895 - Installation of 1no. air source heat pump with associated base at Environment Agency, Uttoxeter Depot, Derby Road, ST14 5AA.
- (f) P/2026/00898 - Erection of a single storey rear extension, conversion of integral garage to form additional living accommodation with associated external alterations and formation of additional parking at 11 Curlew Close, ST14 8TR.
- (g) P/2026/00925 - Conversion of an agricultural building into a single self build dwelling with engineering works, associated alterations including balconies, cladding and roof lights at The Beeches, Cullamore Lane, Willslock, ST14 8NJ.

Council is advised that ESBC was not able to grant an extension for (b) P/2026/00727 as above and Members were encouraged to issue their personal comments direct to ESBC, as emailed to Members on 29 July 2026.

Council is advised that ESBC has granted an extension for (d) P/2026/00835 as above, to enable Council to make its comments. No other extensions are required.

16. **ESBC – NOTICES OF PLANNING APPEALS**

- (a) P/2022/00846 - To report receipt of an email on 3 August 2026 from ESBC's Development Control advising Council of the appeal against a refusal for outline application for the erection of 2 dwellings with all matters reserved that Outline application for the erection of 2 dwellings with all matters reserved (ADDITIONAL INFORMATION RECEIVED) adj to Birch Lea, Wood Lane, ST14 8BD, as forwarded to Members.
- (b) P/2026/00449 - To report receipt of an email from ESBC's Development Control on 21 August 2026 advising Council of the Appeal Under Section 78 – Against Refusal Of Advertisement Consent and Minor Commercial Applications For The Display of One Double Sided D6 Internally Illuminated Display Totem Sign, as forwarded to Members.

17. **ESBC – PLANNING COMMITTEE ON 25 AUGUST 2026**

To report receipt of an email dated 14 August 2026 from ESBC's Democratic Services extending an invitation for a Representative of the Council to attend ESBC's Planning Committee on 25 August to speak on P/2025/00572 The Maltings Planning Application, as forwarded to Members on 14 August 2026.

Council is advised that Councillor Houlihan attended and spoke on behalf of the Council and he will provide Council with an update accordingly.

18. **TOWN COUNCIL ACCOUNTS – UP TO AND INCLUDING 30 JUNE 2026**

To give consideration to the Town Council Accounts up to and including 30 June 2026 as prepared by the RFO and the Chair of the Finance and General Purposes Committee. See Appendix L. Council's instruction is sought.

19. FLAGS WITHIN THE TOWN , THE HIGH STREET BOLLARD AND THE MALTINGS – RESPONSE FROM COUNTY COUNCILLOR ALLEN

As Resolved by Council on 14 July 2026 that 'the Clerk liaise with County Councillor Allen regarding the following:

- (i) Flags within the Town - To advise that the Town Council would welcome the removal of the flags that are looking tired and in poor condition throughout the Town at the earliest opportunity.*
- (ii) High Street Bollard - Seek an update on the High Street bollard and reiterate SCC's commitment to the town residents to reinstate, maintain and manage the monitoring of the High Street bollard (include extracts from Minutes as made by the former County Councillor to Council and/or its Committees).*
- (iii) Maltings Redevelopment - Request that contact be made direct to ESBC to seek an update on the planning application and timescales for the Maltings Redevelopment given ESBC own the site and are responsible for its regeneration.*

To report receipt of an email on 10 August 2026 from County Councillor Allen providing the Council with the following responses to the above mentioned:

- (a) 'As has been advised to both the Cllrs Krupski's on numerous occasions. As per SCC's guidance, flags affixed to street furniture must meet specific criteria to remain in place. Any unauthorised or inappropriate displays including those not securely affixed or not officially recognised can and should be reported for review and potential removal. To assist with this, residents or council colleagues may use the County Council's online reporting system to flag such issues directly. You can access the form via <https://formshighways.staffordshire.gov.uk/homepage/26/report-structures-and-street-furniture-landing-page> Once submitted, the relevant highways officers will assess the situation and take appropriate action in line with safety and community standards. Council's instruction is sought.*
- (b) High Street Bollard - As you and Cllr Houlihan are aware, Staffordshire County Council sought to work with Uttoxeter Town Council on the day-to-day monitoring of the bollard during its operational period between 10am and 4pm, Monday to Friday. This arrangement would have given the Town Council oversight of the High Street during those hours, with no responsibility for maintenance, repairs or emergency callouts. At the time, concerns were raised by the Town Council regarding the resources required to undertake this role, including suggestions that an additional member of staff would be necessary. Officers explained in detail that the system could operate in automatic mode when required and that the monitoring process was straightforward, involving the use of equipment provided as part of the scheme. Despite this, the Town Council declined to participate in the operation of the bollard*

It is also important to clarify that whilst my predecessor had discussions regarding potential funding arrangements, any commitments made by previous elected members were not commitments entered into by me. My budget priorities differ and were allocated elsewhere within Uttoxeter.

Historically, whilst the bollard infrastructure was installed by Staffordshire County Council, the day-to-day operation of the system was not undertaken by the County Council. The arrangements in place involved local management of the system, with the County Council retaining responsibility for highway infrastructure, maintenance, repairs and emergency response where required. The bollard system itself is fully operational. Significant improvements were undertaken, including the installation of additional channelling works at considerable cost, which I approved and assisted in progressing. The scheme was completed ahead of schedule and the bollard has been capable of operation since October 2025

Contrary to some claims made in discussions, the monitoring requirement was never a 24-hour, seven-day-a-week commitment. The request related solely to the bollard's operational period during the working day, namely six hours per day, Monday to Friday, with the option for automated operation when required. The position of SCC remains unchanged. The bollard is fully functional and available for operation. However, without an agreed local arrangement for the day-to-day monitoring and management of the system during its operational hours, the bollard will remain in the lowered position. As SCC's Community Highway Manager, has previously advised, the County Council sought to establish a partnership arrangement regarding management of the town centre and remains willing to discuss practical solutions. However, any successful operation of the bollard requires local

partners to participate in those arrangements. Until such an agreement can be reached, the current position will remain.' Council's instruction is sought.

- (c) *Maltings Redevelopment* - Thank you for your request regarding the Maltings Redevelopment. As ESBC owns the site and is responsible for both its regeneration and the associated planning process, I find it somewhat surprising that a more substantive update was not available through the Town Council itself, particularly as a number of Town Councillors also serve as East Staffordshire Borough Councillors. Given the significance of the Maltings to the future of Uttoxeter town centre, I had hoped that those with representation at both authorities may have been able to provide a more constructive update on progress and timescales. Nevertheless, I am happy to make enquiries directly with East Staffordshire Borough Council and seek an update on the current position of the planning application and anticipated delivery timescales. As I have stated previously, I share the frustration of many residents and businesses regarding the lack of visible progress on such an important site and will continue to press for information wherever possible.' Council's instruction is sought.

20. ESTIMATES MEETING/PROJECTS FOR INCLUSION WITHIN THE ESTIMATES/PRECEPT 2025-26

In readiness for Council to consider its Draft Estimates at its Extraordinary Council Meeting (Estimates), in private, on Tuesday, 24 November 2026 at 7.00pm, Council is asked to determine any specific projects/funding to be included within the Precept 2027-28. Council's instruction is sought.

21. TOWN HALL WORKS UPDATE AND BUDGET VIREMENT

- (a) Council is advised that D&D Lift Hire attended on 21 July 2026 and Greenheart Construction unblocked the Town Hall guttering (a pair of pumps was blocking the guttering) on the Carters Square side of the Town Hall along with weeds/debris which have been removed. This has been cleared, cleaned and the guttering has been painted. The bottom part of the above mentioned down pipe was blocked solid, and Greenheart Construction have fully unblocked the pipe. Greenheart confirmed that whilst in the lift, they had assessed the brickwork and vent to the side of the Town Hall which was all in good order and the reported that the gully into the High Street from Carter Square has a considerable amount of silt within it.
- (b) Side alley/roof works - Greenheart Construction advised that additional works are required following a detailed review of the building on the scaffolding was in place. Council is advised that Greenheart and Council's Architect carried out a further review of the roof, chimneys, windows and gable end. Council is advised that a number of slates are missing/slipped, some additional works are required to the lead flashing around the chimney, repointing of the chimneys (x3), repotting the chimney pots and considerable additional repointing of the gable end (more significant than quoted) along with some minor additional works to the drainage hopper as it needs to be redirected slightly to improve the flow. Council Architect recommended that these additional works be carried out whilst the scaffolding is in place to reduce having the associated costs for reinstalling scaffolding. Council is advised that the Mayor, Deputy Mayor, Chair and Vice-Chair of F&GP and Chair of P&P reviewed the report received from Council's Architect together with the additional costs received from Greenheart Construction and Southcroft Scaffolding, as agreed with Council's Architect.
- (c) Council is advised that a separate project (to be included within the Estimates for 2027-28) is the area of damp in the Admin office that needs to be further explored. Council is advised that this was viewed by D&D and photos were taken have been issued to Council's Architect and Greenheart Construction in readiness for obtaining budget costings. Council is advised that there is evidence internally of water ingress coming into the Admin Office which we understand are likely to be issues with the chimney (repointing and leadwork). Please note, there is restricted access to the side of the archway/above part of the former Wilko store. Council's Architect will review and advise in due course.
- (d) Council is asked to authorise a Virement of the balance (up to £3,954.28) from the War Memorial budget and the balance of the Millennium Monument budget (up to £1,292) to the Town Hall Repairs and Maintenance budget toward funding the additional works carried out as highlighted by Greenheart Construction, as checked by Council's Architect and as agreed with the Mayor, Deputy Mayor, Chair and Vice-Chair of F&GP and Chair of P&P and Council's Internal Auditor, with the balance of £2,642.26 being funded by Town Hall repairs and maintenance budget. Council's instruction is sought.

22. WEST MIDLANDS AMBULANCE SERVICE – COMMUNITY FIRST RESPONDER (CFR) UPDATE

To report receipt of an email on 16 July 2026 from West Midlands Ambulance Service advising Council that following a region wide recruitment advert in December 2025/early January 2026, WMAS received one application for Uttoxeter's CFR, however the applicant did not progress with an interview. Council is advised that recruitment is currently closed and WMAS will open recruitment similar time later this year.

23. TAXI RANK WITHIN UTTOXETER

Councillor Boot requested that this matter be included within the Agenda and requests that Council give consideration to contacting SCC to request a dedicated taxi rank be provided in the evenings within the Town centre. Councillor Boot to report. Council's instruction is sought.

24. ESBC – MARKETS AGREEMENT

Council is advised that the current 3 year Markets Agreement from ESBC is due to expire on 30 November 2026. As in accordance with the existing Agreement, there is provision for an extension to the Agreement. Council is asked to consider the offer from ESBC of a further term of 3 years with an annual grant (currently £3,000) which would take ESBC past the point of the new unitary authority being in place. Council's instruction is sought.

25. ST MARY'S CLOSED CHURCHYARD – TREE WORKS

To report that following further complaints in August from residents of the housing development adjacent to the Closed Churchyard regarding overgrown trees. Council is advised that following a site meeting with Council's Office Manager and a Tree Surgeon, Council is asked to consider a quotation in the sum of £2,600 plus vat (inc. planning application) for the following:

- 1 x multi-stemmed Poplar – Pollard to 8 metres
- 1 x Ivy covered Poplar - pollard to 8 metres
- 2 x Willow Trees - Pollard to original points
- 1 x Poplar tree – Remove dead tops

Council is advised that the above mentioned works are in addition to the works to the Maple Tree (March 2026) and Pollard to Lime Tree (June 2026) and to consider funding part from the balance of the Earmarked Reserve 327 St Mary Closed Churchyard Tree/Clock EMR and overspend on the Grounds Maintenance for St Mary's Closed Churchyard. Committee instruction is sought.

26. SUPPORTING IMPROVEMENTS TO HEALTH PROVISIONS FOR THE TOWN RESIDENTS – UTTOXETER NEIGHBOURHOOD HEALTH CENTRE

- (a) Councillor Houlihan requested that this matter be included within the Agenda and he will provide Council with an update (as previously issued to the Policy and Planning Committee) with an update on progress and recent meetings on the above mentioned, as emailed to Members on 21 July 2026.
- (b) To report receipt of an email on 28 July 2026 from Jacob Collier MP advising Council that '*I too met with the ICB to discuss their submission to NHS England and was similarly encouraged. Whilst we continue to await the decision of NHS England on which projects will receive funding in this round, I am confident that the ICB is committed to strengthening neighbourhood health provision in Uttoxeter. I have also spoken to the new ministerial team at the Department for Health and Social Care to inform them of the situation in Uttoxeter and make clear my wishes for NHS provision in the town. I will be in touch with any further updates. Thank you for your continuing assistance with this matter.*'

Council's instruction is sought.

27. PARKING IN HOLLY ROAD

Councillor Wain requested that this matter be included within the Agenda and requests that, as raised by a local resident during a recent Councillor Surgery, Council consider the parking within Holly Road. Councillor Wain to report. Council's instruction is sought.

28. UTTOXETER NATURE FORUM CONFERENCE AT UTTOXETER COMMUNITY TOWN HALL

To report receipt of an email on 4 August 2026 from The Chair of Uttoxeter Nature Forum advising Council that the Forum would like to have its Annual Conference (as last October) within the Town Hall (date to be determined) and asks Council to consider providing the Ballroom hire charge, etc free of charge. Council's instruction is sought.

Council is advised that:

- 'The Forum has 40 members and intends to invite all of the many local groups who focus on nature and its well-being such as 'In Bloom', 'Uttoxeter Station Adopters', 'East Staffordshire Ramblers' and 'Staffordshire Bat Group'.
- In addition, they will be inviting representatives from local schools, colleges and churches; Organisations (such as Support Staffordshire, Staffordshire Wildlife Trust, NFU, Smallholders Association, etc), ESBC and SCC together with any other local interested bodies
- The Forum has three projects for 2025/26:
 - 'Let's Get Buzzing' aimed at encouraging pollinators in our area, as well as seeking accreditation for Uttoxeter as a 'Bee Friendly Town'.
 - Carrying out a survey of plants, in our area, with a view to assessing where there is need [especially for pollinator plants] and how to encourage more specific planting.
 - 'Getting Back to Nature' where we want to show how we can work with existing areas to make them even more nature-friendly and encourage local communities to participate.

29. **BETTER WAY PROVISIONS FOR THE TOWN**

To report receipt of an email on 13 August 2026 from Betterway advising the Council that 'Better Way has now been operating almost 5 years. We have been in Burton for 21 months, using a room in the STARS building on the High Street. A number of people being referred to us live in Uttoxeter and surrounding areas. Currently there is no local support for anyone with a substance or alcohol problem. Betterway have picked a number of Uttoxeter residents up and took them to group in Burton. We also support local people into Burton Addiction Centre (local rehab). Having a presence in Uttoxeter every week would be a gamechanger for local people. We would provide a safe environment run by our lived experience of addiction and now of recovery too. Nearly all our volunteers started their journey walking through our doors for support, so they are living evidence that recovery is possible. We facilitate recovery support groups, one to ones and multi-agency support. It is obvious to us, that Uttoxeter has not had any local drug or alcohol support for a long time, so Betterway being visible in Town would definitely encourage a lot of people to reach out for support. We would be really grateful if we could have the opportunity of using the room on the first floor in the Town hall. If granted the opportunity we would like to run the groups on a Tuesday, starting in October. We would see how things go and would be looking to possibly go to two days a week, the other day being Thursday, but 1 day a week to start with. Please do not hesitate to contact me if you need any more information.' Further information is available on services and support provided by Better Way via <https://www.betterwayrecovery.org.uk/>

Better Way Recovery would like the Council to consider offering the hire of the Alan Dean Suite for weekly support sessions for up to 20 people, free of charge. It is anticipated that Better Way Recovery would require the room initially for one day per week with a view of longer term 2 days per week, approximately 10am-2pm including access to the Alan Dean Suite kitchen to make refreshments (to be provided by Better Way). Council's instruction is sought.

Council is advised that the Community Office Space within the Town Hall will not be able to accommodate the group (size) and We Love Uttoxeter is unable to offer facilities during the day due to other long term bookings.

30. **EAST STAFFORDSHIRE LOCAL PLAN 2025 - 2043: SCOPING & ENGAGEMENT STRATEGY CONSULTATION**

To report receipt of an email on 29 July 2026 from ESBC's Planning Policy Manager advising Council that 'ESBC has published the first consultation for its new Local Plan. The consultation is taking place between 29 July 2026 and closes at 5pm on 27 August 2026 and you are invited you to respond. The East Staffordshire Borough New Local Plan will cover the period 2025-2043 and guide decisions about all types of development throughout this time. This consultation seeks views on what to include in a vision, key objectives, where areas for growth/large scale development should be identified and the approach to consultation across East Staffordshire. Comments can be made via our online consultation portal on the following documents:

- Scoping Consultation
- Strategic Environmental Assessment (SEA) Scoping Report
- Engagement Strategy

The above consultation documents, evidence based reports together with additional information, official Notices and the timetable for the preparation of the local plan can be accessed via our webpages: <https://www.eaststaffsbc.gov.uk/planning/planning-policy/new-local-plan-2025-2043>, as forwarded to Members.

Council is advised that Council's Policy and Planning Committee Recommended on 28 July 2026 that *'the Clerk liaise with ESBC's Planning Policy Manager to advise that Council:*

- (i) Requests ESBC maintain the green space between villages and towns.*
- (ii) Wishes to emphasise the importance of availability of public services when new development takes place.*

Council is advised that the above mentioned comments were issued to ESBC on 30 July 2026 to enable comments to be issued before the closing date of the consultation.

31. CITIZENS ADVICE MID MERCIA – LATEST REPORT ON SERVICES PROVIDED WITHIN UTTOXETER

To report receipt of an email on 31 July 2026 from CAB's Head of Advice Services providing Council with the latest CAB Report for April/May/June 2026. Council is advised that the *'numbers are a little lower, partly due to annual leave and change in Adviser. We have noticed an increase in complexity of issues meaning we are often having to see clients on more than one occasion. Income gains are exceptional though and clearly show the impact we have been able to have'*. See Appendix M. Council's instruction is sought.

32. PARKING IN SHORT STREET

Councillor Boot requested that this matter be included within the Agenda and requests that Council consider parking within Short Street. Councillor Boot to report. Council's instruction is sought.

33. S137 COMMUNITY SUNDRY GRANT APPLICATIONS

Council is advised that £7,531 is within the 2026-27 S137 Community Sundry Grant budget allocation for up to 31 March 2027.

To report receipt of the following:

- (a) S137 Sundry Grant Application Form received 16 July 2026 from Douglas Macmillan Hospice seeking a grant of £300. See Appendix N. Council's instruction is sought.

Council is advised that:

- *Douglas Macmillan are grateful to have received 6 previous grants from the Council, last was in 2025.*
- *They wish to thank the Council for considering this further application.*
- *The latest audited accounts with the financial information as requested in the form is available via <https://heyzine.com/flip-book/19d042e07d.html#page/4>*
- *This application is for our Sibling Groups - We currently have 2 children/young adults and their families under our care from the Uttoxeter area.*

- (b) Email of thanks on 26 July 2026 from Uttoxeter Station Adopters advising Council that *'On behalf of everyone at the Uttoxeter Station Adopters, please accept our sincere thanks to the Town Council for awarding us the £400 S137 Sundry Grant. We are extremely grateful for the Council's support and it will make a real difference to the Wildlife Garden project at the station'*.

- (c) S137 Sundry Grant Application Form received 6 August 2026 from Dove Valley Swimming Club seeking a grant of £300. See Appendix O. Council's instruction is sought.

- (d) S137 Sundry Grant Application Form received 1 September 2026 from Katharine House Hospice seeking a grant of £207.76. See Appendix P. Council's instruction is sought.

34. BRADLEY STREET TOILETS UPDATE

Councillor P Krupski to provide Council with an update on the above mentioned, if available.

35. THE MALTINGS – UPDATE

As Resolved by Council on 14 July 2026 that 'the Clerk write to ESBC's CEO to advise that Council welcomes Planning Application No. P/2025/00572 and seeks assurance from ESBC that:

- (i) The demolition and infrastructure works for Phase One will be carried out at the earliest opportunity possible to avoid any further delays.*
- (ii) The planters and seating be of high quality and safely secured in place.*
- (iii) The foliage and trees be of substantial size to give maximum instant impact thus creating an inviting space to the town centre from the High Street, from the Bus Station and from the Maltings carpark.*

- (iv) *The area in its entirety will be suitably maintained by ESBC and adequately provided for going forward given this area is an important access into the town centre.*
- (v) *Seeks confirmation that the Changing Places provision will be provided within Phase II.*

- (a) To report receipt of an email on 28 July 2026 from ESBC's CEO advising Council that:
 - *'I understand that the first four points you mention have been provided as part of the Town Council's consultation response on the planning application and so will be considered as part of that process.*
 - *On the fifth point, a supplier for the Changing Places facility has been identified alongside a possible location, subject to final investigatory works, I am told. ESBC will soon be in a position to confirm the location and delivery programme for this.'*
 Council's instruction is sought.

- (b) Borough Councillor P Krupski to provide Council with an update from ESBC's Enterprise Team on the Maltings, if available.
- (c) Councillor Houlihan requested that Council give further consideration to contacting ESBC to seek details information on the Maltings Projects including landscaping, the quality of the cladding for the remaining existing retail shops and seek detailed information on the benches, planters, litter bins, lighting including numbers, etc that ESBC will be incorporating within the Maltings. Councillor Houlihan to report. Council's instruction is sought.

36. DERBYSHIRE DALES LOCAL PLAN 2026 – 2042 PRE-SUBMISSION DRAFT CONSULTATION – HAVE YOUR SAY 3 AUGUST-14 SEPTEMBER 2026

To report receipt of an email on 24 July 2026 from Derbyshire Dales District Council's Director of Place and Economy advising Council of the above mentioned Consultation, as forwarded to Members. Council is asked to provide its comments on the Pre-Submission Draft Local Plan by 5pm on 14 September 2026. Council's instruction is sought.

37. THE MILESTONE SOCIETY

Council is asked to give consideration to subscribing to The Milestone Society in the sum of £15 per year for a single membership. Council's instruction is sought.

38. FAIRTRADE UTTOXETER

To report receipt of the following emails received from Fairtrade Uttoxeter dated:

- (a) 21 July 2026 Re: Update on Fairtrade Uttoxeter, as issued to Members and Staff.
- (b) 26 August 2026 Re: Minutes of Fairtrade Meeting 24 August 2026, as forwarded to Members.
- (c) 27 August 2026 Re: Fairtrade News: August Updates, as forwarded to Members.

39. SCC INFORMATION GOVERNANCE SUPPORT – JULY AND AUGUST BULLETINS

To report receipt of an emails dated 14 July 2026 (July Bulletin) and 7 August 2026 (August Bulletin) 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.

40. PENINSULA – COUNCIL'S CURRENT HR PROVIDER

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

- (a) Could England bag a World Cup and an extra bank holiday dated 13 July 2026.
- (b) What does the law say about single-sex spaces? | Working safely on fragile roofs to reduce risk dated 13 July 2026.
- (c) Government confirms October implementation dates | Supporting mental health in construction dated 20 July 2026.
- (d) Are you prepared for changing sexual harassment laws dated 24 July 2026.
- (e) Do you know how to safeguard your staff from sexual harassment dated 27 July 2026.
- (f) Displaying pay rates in job adverts may become law & tackling food hazards with HACCP dated 27 July 2026.
- (g) This free webcast covers major employment law changes dated 30 July 2026.
- (h) You can get free guidance for incoming laws with our webcast dated 2 August 2026.
- (i) Understanding the right to be accompanied and Managing working in hot temperatures dated 3 August 2026.
- (j) Free webcast helping you prepare trade unions' new powers dated 6 August 2026.
- (k) Is your business ready for revamped trade union powers dated 10 August 2026.
- (l) Free webcast covering fire safety fundamentals dated 13 August 2026.

41. **WORKNEST – COUNCIL'S NEW HR PROVIDER FROM 26 SEPTEMBER 2026**

Council is advised that the Clerk and Council's Office Manager are continuing to progress the review of documents and Policies with WorkNest in readiness for the commencement of their contract for HR Provisions from 26 September 2026.

42. **HMRC SUPPORT**

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

- (a) Payroll in real time – the essentials dated 10 July 2026.
- (a) Understanding VAT accounting schemes and your VAT return dated 17 July 2026.
- (b) Sick pay and absences – HMRC NMW and ACAS guidance for agents and employers dated 17 July 2026.
- (c) Help your parent or carer employees receive the Child Benefit payments they're entitled to dated 29 July 2026.
- (d) Dealing with expenses: workplaces and company vehicles dated 13 August 2026.
- (e) Employer Bulletin dated 19 August 2026.

43. **STAFFORDSHIRE PENSION FUND**

To report receipt of the Staffordshire Pension Fund: LGPS Employer Focus Newsletter August 2026 received 14 August 2026, as forwarded to Members and Council's Office Manager and Council's Payroll Provider:

44. **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.

45. **LOCAL GOVERNMENT REORGANISATION**

46. **STAFFING INCLUDING TRAINING**

47. **AGENDA ITEMS FOR NEXT MEETING**



UTTOXETER TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 14 JULY 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, P Krupski, S Page, C Wain

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

It was noted that Chief Inspector Neeson and one member 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 A Johnstone, C Lancaster, A Mansfield (Deputy Mayor), A Noyes, C Sylvester, L Sylvester together with County Councillor Allen.

RESOLVED that the same be accepted and approved for the Town Councillor Apologies.

- (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. It was noted that Chief Inspector Neeson would address Council under Item No. 14(a).

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.

Councillor Boot declared an interest in Item Nos. 15(d) and 15(e)

Councillor Glandfield declared an interest in Item No. 15(e)

Councillor Houlihan declared an interest in Item No. 15(e) and 28(c)

5. DISPENSATION PROCEDURE

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

None received.

6. MINUTES

(a) The minutes of the Council Meeting held on 9 June 2026 were approved as a correct record.

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

(b) Council gave consideration to the Recommendations of the Policy and Planning Committee Meeting held on 23 June 2026.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting held on 23 June 2026, be approved and ordered to form part of the minutes attached hereto as Appendix A.

(c) Council gave consideration to the Recommendations of the Finance and General Purposes Committee Meeting held on 23 June 2026.

RESOLVED that the Recommendations of the Finance and General Purposes Committee Meeting held on 23 June 2026, be approved and ordered to form part of the minutes attached hereto as Appendix B.

7. ACCOUNTS

(a) Council gave consideration to the list of accounts submitted for payment in the sum of £59,793.19 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 Councillor Houlihan be authorised to sign it in the absence of the Deputy Mayor.

(b) Council gave consideration to the monthly summary of the Council's income for June 2026.

RESOLVED that the same be noted.

8. BANK BALANCES

At 14 July 2026 the bank balances stood at:

RBS Current Account	£ 10,000.00
RBS Special Interest Account	£ 70,457.34
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

The Chair reported that, as Resolved by Council on 12 May 2026, the Royal Bank of Scotland had confirmed on 1 July 2026 that Councillor Hawkins had been added as Signatory and Councillor Page had been removed as Signatory.

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:
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) The Clerk reported 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
None received.

11. REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

- (a) The Clerk reported that County Councillor P Allen had provided Council with a written report on SCC matters arising since the date of the last meeting as follows:
- 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 P Krupski reported that she had been liaising with County Councillor Allen following negative comments on social media about the poor condition of some of the flags within the Town. She reported that she had requested that those in poor condition along Town Meadows Way be removed during the recent Highways works. It was noted that Members concurred that those flags in poor condition should be removed.

Councillor Boot reported that he had liaised with County Councillor Allen on this matter and it was understood that all the flags would be removed. He reported that he would liaise with

the individuals who had installed the flags regarding their removal. He stated that he had recently purchased a lift that could be used for removing the flags.

Councillor Houlihan reported that no update had been provided in the County Councillor Report on the High Street. He reminded Council that County Councillor Allen's Predecessor had reported that SCC would replace, maintain and manage the High Street bollard. He urged the Council to seek an update on the current position from SCC. Councillor Hawkins reported that he concurred with Councillor Houlihan's comments and stated that SCC had made a commitment to the residents of the Town that they would fund and reinstate the High Street bollard in its entirety which would benefit the town. The Clerk reminded Council that SCC had previously advised that they would review the access to/from the High Street as part of the Maltings Redevelopment.

Councillor P Krupski referred to the comments made by County Councillor Allen regarding the Maltings and delays in its progression. She reported that the Borough Councillors had been contacting ESBC's Officers on a regular basis seeking updates. She encouraged the Council to liaise with County Councillor Allen to request he make contact direct with ESBC to seek an update on the Maltings. She reported that she had issued County Councillor Allen with the link to the Maltings Planning Application and the Town Council and the residents share his frustrations.

RESOLVED that the Clerk liaise with County Councillor Allen regarding the following:

- (i) Flags within the Town - To advise that the Town Council would welcome the removal of the flags that are looking tired and in poor condition throughout the Town at the earliest opportunity.
- (ii) High Street Bollard - Seek an update on the High Street bollard and reiterate SCC's commitment to the town residents to reinstate, maintain and manage the monitoring of the High Street bollard (include extracts from Minutes as made by the former County Councillor to Council and/or its Committees).
- (iii) Maltings Redevelopment - Request that contact be made direct to ESBC to seek an update on the planning application and timescales for the Maltings Redevelopment given ESBC own the site and are responsible for its regeneration.

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

Borough Councillor P Krupski reports she had:

- 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 had:

- 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.
- Borough Councillor A Mansfield reports he had:
- 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.
- Borough Councillor Hawkins reported he had attended various meetings at ESBC including the Scrutiny Climate Change and Environment Committee, the Audit Committee and Development Plan meetings. He had liaised with a number of residents regarding ownership of verges within a number of roads within the Heath Ward.

Councillor Wain reported that she had also been approached about the parking of taxis around the War Memorial and Wetherspoons area. Councillor P Krupski reported that ESBC's Enforcement would be visiting the town on a number of occasions over the coming weeks including on race days. Councillor Boot requested that Taxi Rank within the town be included for consideration by Council at its next meeting.

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: 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 (Crakemarsh) 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 issued 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 was advised that the Clerk would 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 was 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, A Johnstone) online, which would 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 was advised that the Clerk liaised with the Management Company who had advised that the keypad was faulty and was 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 was advised that a lift platform was being sourced and it was anticipated that the repair would 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 was advised that the residents who had made contact with the Council were provided with the above mentioned.
- (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 the 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 was advised that ESBC had submitted the revised Planning Application for the Maltings site which would 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 was advised that the Clerk, in liaison with the Chair of F&GP was 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 was 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 was advised that the local resident had 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 was 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 were working on rectifying the problems encountered. Council was advised that the local resident would 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 was an ongoing issue with the SID located near to the shop on Kingfisher Way, showing a memory error, which required 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 was 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 was advised that the Clerk had 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 was advised that ESBC remain responsible for Victoria Allotments and Westlands Road Allotments. All other allotment sites were 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 was advised that this had been reported to MidMC for their urgent attention. Council was advised that MidMC confirmed on 1 July 2026 that this was 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 was advised that the posters would 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) 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.

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

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

Councillor Hawkins reported that he had not received any notification of a Quarry Liaison Meeting. Given the last meeting took place in February 2025. It was noted that the Clerk would liaise with the Aggregate Industries Estates Manager to seek and update on the next meeting.

14. POLICE UPDATE

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

- (a) The Chair reported that Chief Inspector Neeson was in attendance to provide Council with an update on Policing within the Town and he welcomed him to the meeting and he Suspended Standing Orders accordingly.

Chief Inspector Neeson expressed his thanks to Council and he wished to provide Council with an update on Policing for the Town which included the following:

- The Staffordshire Police Peel Assessment 2025-27 had been published on 8 July 2026, which he would issue to the Clerk for circulation to Members.
- Within the assessment, it included information on the target response times which was improving generally across the Borough.
- The bollard at the top of High Street which restricts unauthorised traffic continues to receive lots of comments from public about it not working and the number of cars using the High Street as a rat run. He was aware that this was SCC responsibility and reported that this is not a Police problem given there is solution of reinstating the bollard. He reported that he would be contacting SCC to ascertain a timescale for the reinstatement of the bollard. There was no planned Police Enforcement at this time, as we could spend all day everyday there when there is a preventative measure available
- Everyone at Uttoxeter including Response have bought into the Problem Solving Log when it was opened with directed patrols and down time accordingly.
- Maltings - We have sent letters to the main nuisance youths parents and PS Moses has personally visited the big hitters and discussed their behaviour with parents, which seems to have had a big impact. ESBC have been very responsive in boarding up damage or routes into/onto the Maltings. We still get the occasional call but it has greatly reduced and we may get a spike again during school holidays.
- The old Factory Shop at Trinity Square is now attracting attention from youths. The Police are working with the private landlord to try and improve things and we are hoping to do a joint visit with EIPU Crime Prevention and the landlord to discuss further preventative measures.
- The Neighbourhood Policing Team within the Borough was currently under resourced. The summer months generate an increase in demand and therefore resources are reduced.
- The Police had lots of new recruits coming in who were currently undertaking Training.
- Uttoxeter had 6 PCSO's, 5 Response Officers and 4 PC's including Sergeant.

The address was followed by a brief question and answer session which included changes to the role of PCSO's and positive engagement with private landlords.

The Chair reported that he had spoken with a number of local PCSO's regarding the changes to their roles and that he would be contacting the Staffordshire Police, Fire and Crime Commissioner regarding recruitment and to express his concerns on the negative impact the changes to the roles of PCSOs has had on the Town's PCSOs, who are invaluable and integral part to our community. It was noted that Chief Inspector Neeson welcomed this course of action.

The Chair expressed his thanks to Chief Inspector Neeson for his informative update and he Reinstated Standing Orders. It was noted that Chief Inspector Neeson left the Chamber at this time.

RESOLVED that the same be noted.

- (b) The Clerk reported receipt of an Invitation for a tour of Uttoxeter Fire and Police Station on 3 August 2026 at 2pm, as issued to Members on 6 July 2026.

The Chair requested that Members contact the Clerk to confirm their attendance by 17 July 2026.

RESOLVED that the same be noted, and welcomed.

- (c) The Clerk reported that the following Police Drop In sessions would 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.

The Chair reported that Councillors were welcome to attend any of the above mentioned Drop In sessions.

RESOLVED that the same be noted.

15. **ESBC - PLANNING APPLICATIONS**

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

- (a) 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*).

RESOLVED that with respect to Planning Application No. P/2025/00572, Council welcomes the application and seeks assurance from ESBC that:

- (i) The demolition and infrastructure works for Phase One will be carried out at the earliest opportunity possible to avoid any further delays.
- (ii) The planters and seating be of high quality and safely secured in place.
- (iii) The foliage and trees be of substantial size to give maximum instant impact thus creating an inviting space to the town centre from the High Street, from the Bus Station and from the Maltings carpark.
- (iv) The area in its entirety will be suitably maintained by ESBC and adequately provided for going forward given this area is an important access into the town centre.

- (b) 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.

The Clerk reported receipt of an email from ESBC's Planning Officer on 10 July 2026 advising Council that the above mentioned application had been permitted on 1 July 2026 given no concerns had been raised by ESBC's Tree Officer, as forwarded to Members.

RESOLVED that with respect to Planning Application No. P/2026/00564, the same be noted.

- (c) 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.

RESOLVED that with respect to Planning Application No. P/2026/00680, Council had no comment to make at this stage.

It was noted that Councillor Boot declared an interest in Item No. 15(d) and it was noted that he remained in the Chamber during the debate and vote.

- (d) 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.

RESOLVED that with respect to Planning Application No. P/2026/00695, Council had no comment to make at this stage.

It was noted that Councillors Boot, Glandfield and Houlihan declared an interest in Item No. 15(e) and they left the Chamber prior to the debate and they took no part in the vote.

- (e) P/2026/00711 - Installation of replacement windows and hanging basket brackets at Lathrop's Almshouses, Carter Street.

RESOLVED that with respect to Planning Application No. P/2026/00711, Council had no comment to make at this stage.

It was noted that Councillors Boot, Glandfield and Houlihan returned to the Chamber at this point in the meeting.

- (f) 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).

RESOLVED that with respect to Planning Application No. P/2026/00721, Council:

- (i) Objects to this application on the basis that the development would add more traffic on an already congested area, adding to the problem and;
- (ii) Request that the Planning Authority should not permit any further development until a suitable link road between Bramshall Road and the A50 is provided that is suitable for HGV's.

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

- (g) 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.

RESOLVED that with respect to Planning Application No. P/2026/00725, Council had no comment to make at this stage.

- (h) P/2026/00727 - Construction of single storey rear extension and conversion of garage at 99 New Road, ST14 7DQ.

RESOLVED that with respect to Planning Application No. P/2026/00727, Council had no comment to make at this stage.

It was noted that Members had been issued with the Planning Decision List for Planning Applications as received from ESBC since the date of the last meeting.

16. UTTOXETER NATURE FORUM (FORMER UNRN)

The Clerk reminded Council that it holds the sum of £145.96 within a Biodiversity Strategy Fund Earmarked Reserve. She reported that these monies were the balance of the sum donated by former Mayor Alison Trenery from monies raised during her Term of Office which had been identified for use by UNRN [now Uttoxeter Nature Forum] for environmental projects within the Town.

She reported receipt of an email on 9 June 2026 from the Chair and Secretary of Uttoxeter Nature Forum advising the Council that *'Uttoxeter Nature Forum 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 Forum'*. Council's instruction was sought.

Council was advised that Uttoxeter Nature Forum would continue to keep the Council updated of Uttoxeter Nature Forum work and the Forum look forward to working together, in the future, to advance the need for a greener Uttoxeter.

RESOLVED that the Clerk be authorised to transfer the balance of the Biodiversity Strategy Earmarked Reserve in the sum of £145.96 to Uttoxeter Nature Forum for their future use.

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

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)

The Clerk reported 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. Council's instruction was sought.

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

18. UTTOXETER ROTARY CLUB – HEART SCREENING UPDATE AND BANNER

The Clerk reported 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 was 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 was sought.

RESOLVED that the Clerk liaise with Uttoxeter Rotary to accept their offer of having the banner from the Heart Screening on display within the Town Hall foyer promoting the proud support for the event by the local community.

19. SPCA AGM – UTTOXETER TOWN HALL

The Clerk reported 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 was anticipated that up to 150 people could be attending the event. Council's instruction was sought.

The Clerk reported that the Part-time Admin Assistant had advised that, based on last year's hours, the charge would be £235 for hire of the Ballroom, Alan Dean Suite and kitchen plus refreshment associated costs. Following due debate, it was

RESOLVED that the Clerk liaise with SPCA to advise that:

- (i) Based on 2025 (5 hours), the hire charges for the Ballroom, Alan Dean Suite and kitchen would be £235, payable in full by SPCA.

- (ii) As a goodwill gesture, Council agreed to provide refreshments (tea, coffee and biscuits) throughout the event and provide the PA system free of charge.
- (iii) SPCA be encouraged to liaise with the Bookings Team at the Town Hall.

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

The Clerk reminded Council of its Resolution on 9 June 2026 and she reported 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 was likely that they could not be received until towards the end of 2026. Council was advised that the Minute books would remain within the Clerk's fireproof cabinet until such a time that they could be deposited at the Historic Centre.

RESOLVED that the same be noted.

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

The Clerk reported 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 was sought.

RESOLVED that:

- (i) Councillor Houlihan be nominated as a Parish/Town Council Representative on ESBC's Standards Committee.
- (ii) The Clerk liaise with ESBC's Head of Regulatory Services and Monitoring Officer to advise that Councillor Houlihan has been nominated and that Councillor Houlihan will submit his Expression of Interest to ESBC before 7 August 2026.

22. SCC - DATA PROTECTION OFFICER SERVICES

The Clerk reported 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 was advised that SCC would 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 was advised that at its renewal, the cost due would be £550 for the Tier 3 Service. Council was advised that a revised Contract had been received from SCC on 19 June 2026 and filed within the Clerk's fireproof cabinet.

RESOLVED that the same be noted and the Clerk include the additional costings within the Estimates for 2027-28.

23. FIRE EVACUATION AND FIRE RISK ASSESSMENT

Council was asked to consider the Fire Risk Assessment and Fire Evacuation Procedure as updated by the Office Manager in readiness for inclusion within the Town Hall Premises Licence Renewal Application as follows:

(a) FIRE EVACUATION PROCEDURE

Council reviewed the Draft Updated Evacuation Procedure. It was noted that the Clerk would liaise with Council's Office Manager regarding the correction of the Evacuation Point outside Bargain World (former Wilko Store). Council's instruction was sought.

RESOLVED that the Fire Evacuation Procedure, as updated, be accepted and adopted.

(b) FIRE RISK ASSESSMENT

Council reviewed its Draft Updated Fire Risk Assessment. Council's instruction was sought.

RESOLVED that the Fire Risk Assessment be accepted and adopted.

24. SPCA - WMCALC TRAINING CAMPAIGN PACK AND DRAFT MOTION

The Clerk reported receipt of an email on 3 July 2026 from SPCA's County Executive Officer advising Council that SPCA were pleased to share their Training Campaign pack, designed to help Council's influence the discussions around Councillor training. Council was 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 was 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 was sought. Following due debate, it was

RESOLVED that the email received from SPCA be deferred for consideration by the Council's Policy and Planning Committee at its meeting on 28 July 2026.

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

The Clerk reported 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) would 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.

The Clerk reported that a number of Councillors would be attending the screening and she encouraged Members to book tickets for the screenings as issued to Members.

RESOLVED that the same be noted and welcomed.

26. THE MALTINGS – UPDATE

Borough Councillor P Krupski reported that the Planning Application had been considered by Council earlier within the meeting and that she understood that the application would not be considered by ESBC's Planning Committee in July. She was awaiting an update from ESBC if a Planning Committee Meeting would take place in August. Following due debate, it was

RESOLVED that:

- (i) A Town Council Representative attend ESBC's Planning Committee to reiterate the Council's comments made earlier in the meeting under Item No. 15(a).
- (ii) The Clerk write to ESBC's CEO to advise that Council welcomes Planning Application No. P/2025/00572 and seeks assurance from ESBC that:
 - (a) The demolition and infrastructure works for Phase One will be carried out at the earliest opportunity possible to avoid any further delays.
 - (b) The planters and seating be of high quality and safely secured in place.
 - (c) The foliage and trees be of substantial size to give maximum instant impact thus creating an inviting space to the town centre from the High Street, from the Bus Station and from the Maltings carpark.
 - (d) The area in its entirety will be suitably maintained by ESBC and adequately provided for going forward given this area is an important access into the town centre.
 - (e) Seeks confirmation that the Changing Places provision will be provided within Phase II.

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

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

RESOLVED that Members liaise with the Clerk to confirm attendance by no later than 17 July 2026.

28. 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 and she reported receipt of the following:

- (a) Email of thanks dated 9 June 2026 received from Wilfred House for its recent Grant.

RESOLVED that the same be noted.

- (b) S137 Sundry Grant Application dated 16 June 2026 from Bramshall Road Junior Parkrun seeking a grant of £1,000.

Council was 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*'.

The Clerk reported that she had received an email providing evidence from Parkrun UK of confirmation of the pledges for the above mentioned funding which had been issued to the Chair prior to the meeting. Council's instruction was sought.

RESOLVED that upon confirmation from Parkrun UK that they are in receipt of all funds from the other parties/organisations, the Clerk be authorised to release the S137 Sundry Grant of £1,000, funded by the S137 Sundry Grant budget allocation.

It was noted that Councillor Houlihan declared an interest in Item No. 28(c) and he left the Chamber prior to the debate and took no part in the vote.

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

RESOLVED that a S137 Sundry Grant in the sum of £400 be awarded to Uttoxeter Station Adopters, funded by the S137 Sundry Grant budget allocation.

It was noted that Councillor Houlihan returned to the Chamber.

29. MILLENNIUM MONUMENT PROJECT UPDATE

The Clerk reported that the refurbishment of the Millennium Monument was now scheduled to be completed by 22 July 2026 and that the Mayor was liaising with the Events Team regarding the date/reception of the official unveiling of the refurbished Millennium Monument.

It was noted that Councillors reported receipt of positive comments on the refurbishment which had enhanced the Market Place.

RESOLVED that:

- (i) The same be noted and welcomed.
- (ii) The Clerk liaise with Uttoxeter Voice regarding an article on the Millennium Monument refurbishment being included in a future edition of the Voice.

30. SCC INFORMATION GOVERNANCE SUPPORT – JUNE 2026 BULLETIN

The Clerk reported 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.

RESOLVED that the same be accepted and approved.

31. PENINSULA – COUNCIL'S HR PROVIDER (to 25 September 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) 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) You're 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.

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

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

The Clerk reported 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 was advised that H&S was 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 was sought.

RESOLVED that with respect to:

- (i) 32(a)-(b), the same be accepted and approved.

- (ii) 32(c), the same be accepted and approved, and incorporated within the Estimates/Precept for 2027-28.

33. HMRC SUPPORT

The Clerk reported 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.

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

34. STAFFORDSHIRE PENSION FUND

The Clerk reported 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.

RESOLVED that the same be accepted and approved.

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

35. 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.

36. UTTOXETER NEIGHBOURHOOD PLAN - UPDATED

Council gave consideration to the updated Draft Neighbourhood Plan as received by Urban Vision Enterprise CIC (UVE CIC), Council's Neighbourhood Plan Consultant, in readiness for it to be issued to ESBC for Screening. Council's instruction was sought.

RESOLVED that the Updated Neighbourhood Plan be accepted and approved, and submitted to ESBC for Screening.

37. LOCAL GOVERNMENT REORGANISATION (LGR)

- (a) The Clerk reported receipt of an email on 29 June 2026 from Jacob Collier MP providing the Council with a copy of the letter he had issued to the Secretary of State regarding LGR, outlining the concerns that were raised to the MP by local Parishes during the LGR meeting held on 3 June 2026, as forwarded to Members. The Clerk reported that no further update had been received at this time.

RESOLVED that the same be noted.

- (b) As Resolved by Council on 9 June 2026 that 'Council was asked to give further consideration to the next steps on LGR and liaison with other Authorities'. Council's instruction was sought

Councillor Houlihan reported that whatever the outcome, the Council needed to be prepared and consider holding a further LGR Parish Council Forum Meeting, with surrounding Parishes, dependent on where the boundaries were, to meet with those who have a similar set of interests to the Town Council. The Chair reported that he understood a formal announcement would be made on 17 July 2026.

Council's instruction was sought. Following due debate, it was

RESOLVED that upon receipt of an update on LGR, the Clerk liaise with Chair to convene an Extraordinary Council Meeting to discuss:

- (i) Correspondence received regarding the Local Government Reorganisation.
- (ii) Consider the next steps on LGR and liaison/meeting with other relevant Authorities.
- (iii) Consider the Town Council facilitating a LGR Parish Council Forum Meeting with surrounding Parish Councils who have a similar set of interests to the Town Council.

EXTENSION OF TIME

A 5-minute extension was proposed, seconded and carried.

38. STAFFING INCLUDING TRAINING

- (a) The Chair reported the staff lieu time hours for up to 3 July 2026 was 7 (Breakdown – ½ Clerk, 6½ Office Manager, 0 Admin/Events Team). Council was reminded of the previous two months lieu time hours 10¾ (31 May 2026) and 16 (30 April 2026).

RESOLVED that the same be accepted and approved.

- (b) The Clerk reported that Councillors Z Krupski, P Krupski, T Ashby, D Holland and A Johnstone would be attending SPCA's online Chairmanship Training on 29 July 2026.

RESOLVED that the same be accepted and approved, funded by the Training budget allocation.

- (c) Staff Training – The Chair reported that the Office Manager, F/T Admin Assistant and P/T Admin Assistant had attended the Zurich 'Get Ready for Martyn's Law' training session held on the 30 June 2026.

RESOLVED that the same be accepted and approved.

- (d) 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	5
• Tea Dances	2
• Craft & Produce	2
• ADS Events/bookings	0
• Cemetery Interments	2

RESOLVED that the same be noted.

39. AGENDA ITEMS FOR NEXT MEETING

- Councillor Wain – Parking in Holly Road
- Councillor Boot – Taxi Rank within the town centre
- Councillor Boot - Parking in Short Street

The meeting was closed at 9.03pm.



UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE FOOTPATHS COMMITTEE MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON THURSDAY, 16 JULY 2026 AT 2.30PM

Councillor T Ashby - Chair

Councillor: P Krupski

Non-Council Members: MA Trenery representing UNRN, D Brisbane representing Utttoxeter Walking Club

Officer in attendance – T Jeffery, Town Clerk

1. CHAIR'S WELCOME

The Chair provided a welcome to the Meeting, the first of the New Year 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", a reminder that the Council has Signed up to the Civility and Respect Pledge, the use of mobile phones during the meeting and the evacuation procedure in the event of a fire.

2. APOLOGIES FOR ABSENCE

- (a) Approved apologies were received from Councillors A Johnson, Z Krupski (ex-officio) and A Mansfield (ex-officio).

RECOMMENDED that the same be noted and approved.

- (b) It was noted that all 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, 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.

It was noted that Non-Council Members were Members of the Footpaths Committee who participated throughout the meeting.

4. DECLARATION 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.

None received.

5. RECOMMENDATIONS FROM THE LAST MEETING HELD ON 23 APRIL 2026

The Chair reported that any outstanding matters from the above-mentioned meeting were included within the Agenda.

RECOMMENDED that the same be noted.

6. HISTORY AND NATURE TRAIL - UPDATE ON THE WALK FROM UTTOXETER TO DOVERIDGE

The Clerk reminded Committee of its Recommendations from its meeting on 23 April 2026 and she reported receipt of the following emails dated:

- (a) 26 May 2026 from the local Policing team advising Committee that this would be monitored going forward.

RECOMMENDED that the same be noted.

- (b) 1 June 2026 from SCC's Rights of Way Team Leader advising the Council that he would refer the Council's enquiry to SCC's Historic Environment team.

RECOMMENDED that the same be noted.

- (c) 1 June 2026 from SCC's Historic Environment Team seeking Grid Reference information. Committee was advised that A Trenery and D Brisbourne confirmed Grid reference 107344 (just south of the A50 bridge over the river Dove), as issued to SCC accordingly.

RECOMMENDED that the same be noted.

- (d) 2 June 2026 from SCC's Historic Environment Team advising Council that *'I cannot find anything on SCC's mapping system or other files to suggest that the pillbox is in the responsibility or ownership of the County Council. I am assuming it forms part of the ownership of the whoever owns the farmland it stands in. A few years back SCC were involved in a Staffordshire Wildlife Trust led lottery-funded project called Transforming the Trent Valley, and one of the activities involved undertaking condition surveys of pillboxes in the project area, which included Uttoxeter. Some of the pillboxes were also chosen for conversion to create suitable bat roosts and swallow nesting sites. There is more detail available via <https://www.thetrentvalley.org.uk/resources/heritage-links/> and <https://www.thetrentvalley.org.uk/previous-work/stop-line-5/> where you will also find guidance on how to convert a pillbox. Would this be something that the Town Council, with support from the landowner. The funding is no longer available, but would the Town Council be in a position to fund it or fundraise for it? Staffordshire Wildlife Trust's Cultural Heritage Officer would be happy to advise further with regards to what is required and how much it costs, etc.'*

RECOMMENDED that the same be noted.

- (e) 3 June 2026 from Staffordshire Wildlife Trusts Senior Cultural Heritage Officer advising Committee of the following:

- *'Following your correspondence with SCC's Historic Environment Team, I have been asked to liaise with you about the pillbox close to the A50 bridge over the River Dove. SWT converted several pillboxes during TTTV, some as bat hibernacula, some as bird nesting sites. As a rough guide, the cost for each of the bat hibernacula was around £1,700 in 2022, which included blocking the gun ports with bricks and fixing a steel-plated lockable door. We also attached plywood sheets mounted on batons and hung up hessian for bats to roost or hibernate in. Our work was reversible, with the exception of drilling into the structure to fix hinges for the doors, batons for the plywood and hooks for the hessian.*
- *We surveyed the one under consideration as part of TTTV and it had already had a partial conversion as part of an EA initiative sometime around 2010 or so. If memory serves, the gun ports have already been blocked and the doorway partially filled in - the top half having been blocked. This does not prevent access entirely, and the pillbox was filled with rubbish, etc.*
- *The one just to the south of the location you are currently considering, near to the footbridge to Doveridge, was converted for bird nesting, and was used successfully by swifts in 2023-4 but has since been vandalised. Despite having a steel lock cover over the padlock, unknown persons have forced entry. This that determined*

vandals will find a way in, which is worth keeping under consideration when you plan conversions.

- If you have any questions or would like me to pass on details of our contractor (who now has pillbox conversion experience, something of a niche market) then please do not hesitate to contact me.'

Mr Brisbourne provided the Clerk with leaflets he had obtained some time ago as part of Transforming the Trent Valley regarding 'Project Spotlight: Repurposing Pillboxes of Stop Line 5' and 'Project Guide: Converting WWII Pillboxes for wildlife'.

RECOMMENDED that:

- (i) Given that the Town Council is not responsible for the Pillbox mentioned as above, no further action be taken.
 - (ii) The Clerk circulate the 'Project Spotlight: Repurposing Pillboxes of Stop Line 5' to Members for information.
- (f) Mr Brisbourne reported that he was continuing to monitor and clean the signs located along the History and Nature Trail. He reported that he had seen SCC Officers measuring the suspension bridge who had advised that within the next 12 months, a boost would be installed within the suspension bridge.

RECOMMENDED that the same be noted, with thanks to Mr Brisbourne.

7. **FOOTPATH UTTOXETER TOWN 2A (FOOTPATH FROM THE RETAIL PARK TO DOVEFIELDS)**

The Chair reported that this item had been included for Members to bring any matters relating to Footpath No. 2A to Committees attention.

Mr Brisbourne reported that he had recently walked Footpath No. 2A which was clear and in good order.

RECOMMENDED that the same be noted, with thanks to Mr Brisbourne.

8. **FOOTPATHS No. 3 AND 4 (UTTOXETER RACECOURSE)**

The Chair reported that this item had been included for Members to bring any matters relating to Footpath No. 3 and 4 to Committees attention.

Mr Brisbourne reported that he had recently walked Footpath Nos. 3 and 4 which were clear and in good order

RECOMMENDED that the same be noted, with thanks to Mr Brisbourne.

9. **FOOTPATH No. 14 (WEST HILL/BALANCE HILL TO/FROM KINGFISHER WAY AND KINGFISHER WAY TO/FROM DEMONTFORT WAY)**

As Recommended by Committee at its last meeting that Footpath No. 14 remain as a Standing Item and Members to bring any matters relating to Footpath No. 14 to Committees attention.

The Clerk reported receipt of a complaint from a local resident on 21 May 2026 reporting that parts of the Footpath from West Hill/Balance Hill to Kingfisher Way were overgrown.

Mr Brisbourne reported that he had met with a SCC's Rights of Way Officer earlier in the day and they had walked Footpath No. 14 and he reported that:

- This Footpath was assigned 'maintenance level A' and that SCC's Right of Way Team would be attending to carry out works on the areas that were overgrown.
- The gate, as discussed by Committee at its last meeting, would be reinstated by SCC's Rights of Way Team along with a new gate post.
- SCC's Rights of Way Officer had confirmed that the 'step' as discussed by Committee at its last meeting should remain as is.

- He reported that SCC's Rights of Way Officer had offered to attend future Footpaths Committee meetings subject to his availability.

Committee instruction was sought. Following due debate, it was

RECOMMENDED that:

- (i) The same be noted with thanks to Mr Brisbane.
- (ii) Mr Brisbane liaise with SCC's Rights of Way Officer to advise that Committees welcomes his attendance at future Footpath Committee meetings.

10. FOOTPATH Nos. 15-16 (TIMBER LANE AND BENTLEY FIELDS AREA)

- (a) As Recommended by Committee at its last meeting that Footpath Nos. 15-16 remain as a Standing Item to enable any updates to be reported to Committee.

Mr Brisbane reported that with respect to Footpath No.:

- 15, SCC's Rights of Way Officer would be pursuing the ownership of the land on the right hand side of the Footpath and would continue to provide updates when available.
- 16 Timber Lane end, the Footpath Closure Order remained in place until March 2027. It was noted that no updated signage had been provided by ESBC, as previously addressed, advising the public of the Order.
- 16 Cullamore Lane end, SCC's Rights of Way Officer would be liaising with ESBC direct regarding the signage.

The Chair reported that from Timber Lane, there were two overhead branches overhanging the Footpath. Mr Brisbane reported that he would attend to view these accordingly.

RECOMMENDED that the same be noted, with thanks to Mr Brisbane.

- (b) The Clerk reported that no update had been received from ESBC. Committee instruction was sought.

RECOMMENDED that the same be noted.

11. FOOTPATH No. 20 (BACK OF STAFFORD ROAD TO BRAMSHALL PARK)

The Chair reported that this Item had been included to enable Members to bring any matters relating to Footpath No. 20 to Committees attention.

It was noted that a planning application had previously been considered by Council, No. P/2026/00098 for Land at Stafford Road. Following due debate, it was

RECOMMENDED that the Clerk provide Members with updates on the planning application for land at Stafford Road which included Footpath No. 20.

12. FOOTPATH No. 27-29 (SPRINGFIELD ROAD TO HEATH ROAD/SIDE OF MILLFIELD VICTORY ALLOTMENTS)

The Clerk reminded Committee of its Recommendation from 23 April 2026 and she reported that she had attended a meeting with Uttoxeter Learning Trust on 7 July 2026 who had advised that The Trust were working with the Grounds Maintenance Contractors at Windsor Park Middle School on improvements required within their grounds.

She reported that she was awaiting an update on the location of the area from the allotments that the Trust were suggesting a drain was located. It was noted that the allotments and the Council were not aware or had seen any evidence of a drain on the boundary to the allotments at the Springfield Road end of the Footpath. It was noted that Committee were hopeful that the improvements within the School grounds would have a significant positive impact on the repeated flooding within the Footpath.

Committee instruction was sought. Following due debate, it was

RECOMMENDED that following the works at Windsor Park Middle School, the flooding be monitored by Committee Members.

13. **FOOTPATH No. 30 (FOOTPATH AT THE BACK OF ELKES)**

The Chair reported that this Item had been included to enable Members to bring any matters relating to Footpath No. 30 to Committees attention.

Councillor P Krupski reported that she had received a complaint from a local resident regarding overgrown nettles within the Footpath which had been reported to ESBC. She confirmed that the Footpath was now in good order.

The Clerk reported that the Council's Footpaths Working Database stated that the maintenance category for this Footpath was 'C'. It was noted that Members questioned this given the Footpath was well used by local school children and residents. Following due debate, it was

RECOMMENDED that:

- (i) The same be noted, with thanks to Councillor P Krupski.
- (ii) The Clerk liaise with SCC's Rights of Way Team to ascertain the maintenance category for Footpath No. 30.
- (iii) Subject to receipt of a response to (ii) as above, if 'assigned B' or 'C' category, the Clerk liaise with SCC's Rights of Way Team to request this Footpath be reevaluated and assigned as 'A' given its considerable use daily by local school children and residents.

14. **DIVERSION OF FOOTPATHS No. 32 & 33 (DOVE WAY / A50 / COTTONMILL FARM)**

The Clerk reminded Committee of its *Recommendations* from 23 April 2026 and she reported receipt of the following emails dated:

- (a) 22 May 2026 from the local Policing Team confirming that the underpass receives regular visits and that the 'pillbox' from Doveridge-Uttoxeter had been included within their regular Police check lists.

Mr Brisbourne reported that the SCC owned steps which had been refurbished in 2025 by SCC, were in need of the blackberry runners being removed as they were causing a trip hazard. He reported that the temporary barrier that had incorporated by SCC off Dove Way had been removed by unknown persons. It was noted that the steps were not a public right of access to Pennycroft Community Park.

The Chair reported that no glass was present within the underpass however, the graffiti had increased. Councillor P Krupski enquired if painting the underpass could be a project with Live and Local. Following due debate, it was

RECOMMENDED that:

- (i) The Clerk liaise with SCC to report that:
 - The temporary barrier had been incorporated by SCC at the top of the steps on Dove Way and the bottom of the steps in Pennycroft Community Park have been removed by unknown persons.
 - Council request that SCC incorporate more permanent barriers given the steps do not form part of the public Footpath.
 - Request that SCC attend to remove the blackberry runners within the steps.
 - (ii) Liaise with Live and Local to ascertain if funding would be available for an art project for the underpass at Pennycroft Community Park, similar to the one used for the skate ramp within Bramshall Park.
- (b) 16 June 2026 from SCC's Rights of Way Team Leader advising Committee that *'I am sorry but this one has not progressed. At this time, we do not have anyone currently employed to work on it. The Officers and I are involved in our target of inspecting*

70% of the whole network by December 2027 aligned with our bridge and tree safety work.' Committee instruction was sought.

RECOMMENDED that the same be noted.

15. OTHER FOOTPATHS WITHIN THE TOWN

The Chair enquired if Members wished to bring up any matters relating to other Footpaths within the Town for Committees attention.

- (a) Footpath No. 26 - Councillor P Krupski reported that in readiness for September, could the Clerk liaise with Borough Councillor Mansfield to remind ESBC to get the hedge cut back (as much as possible) within Footpath No. 26 at the earliest opportunity (between The Hermitage to Princess Road).

RECOMMENDED that the Clerk liaise with Borough Councillor Mansfield forthwith to remind ESBC, in readiness for September, to cut the hedge back as much as possible within Footpath No. 26 (from Holly Road to Princess Road) at the earliest opportunity.

- (b) Footpath No. 40 - Mr Brisbourne reported that Footpath No. 40 which was Noah's Ark Farm to the Quarry was overgrown and that he had made contact with the Quarry who would be arranging for the overgrown areas to be cut back.

RECOMMENDED that the same be noted, with thanks to Mr Brisbourne.

- (c) Footpath No. 43 – Mr Brisbourne advised Committee that he had reported the overgrown condition of Footpath No. 43, which was assigned as B3, to SCC Rights of Way Team, Enquiry No. 29641.

RECOMMENDED that the same be noted.

16. CRAKEMARSH WALK

Mr Brisbourne reported that he was continuing to review this walk which included Uttoxeter Rural 28A. He reported that at certain times of the year, parts of the Footpath were impassable. He sought an update on progression of the Quarry Site to a Sports Hub.

The Clerk provided Committee with the latest update received from the FA's Head of Delivery advising Council that 'the FA are continuing to work on the ecology issue but nothing is confirmed as yet.'

RECOMMENDED that Mr Brisbourne continue to provide Committee with updates accordingly.

17. 5 AND 8 MILE WALKS

Mr Brisbourne reported that he was continuing to review both the 5 and 8 miles walks and he anticipated that an update would be available at the next meeting in readiness for Committee to consider the revisions of the 5 and 8 mile walks and updating of the maps. Committee instruction was sought.

Mr Brisbourne reported that 4 stiles within the Footpath adjacent to the carwash in Spath would be replaced within the next 2-3 months.

RECOMMENDED that Mr Brisbourne provide Committee with updates on the 5 and 8 mile walks at the next meeting.

18. UTTOXETER COUNTRYSIDE CODE & KEEP DOGS ON LEAD SIGNS

The Chair and Mr Brisbourne reported that they had successfully installed all of the 'keep dogs on lead' signs number of signs within all of the Town Footpaths and that they would be installing the Uttoxeter Countryside Code signs, which had been delayed due to unforeseen circumstances, over the coming weeks.

RECOMMENDED that the same be noted and welcomed.

19. **DATE OF NEXT MEETING**

Thursday, 22 October 2026 at 2.30pm (subject to the availability of SCC's Rights of Way Officer).

The meeting closed at 3.50pm.



UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE TOWN CENTRE FORUM MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON THURSDAY, 23 JULY 2026 AT 5.30PM

Chair - Councillor P Krupski

Councillors: R Hawkins, A Johnstone, Z Krupski (Vice-Chair)

Officer in attendance – T Jeffery, Town Clerk

Also in attendance were Representatives from The Alms Houses, Redfern Cottage, The Community Foundation for Staffordshire and Shropshire and We Love Uttoxeter, The Yarn Bug, Saddlers Yard Café and Chief Inspector Neeson.

1. CHAIR'S WELCOME

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

It was noted that the Chair provided brief introductions on those in attendance.

2. APOLOGIES FOR ABSENCE

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

RECOMMENDED that the same be accepted and approved.

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

RECOMMENDED that the same be noted.

3. PUBLIC PARTICIPATION

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

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

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

4. DECLARATIONS OF INTEREST

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

None received.

5. POTENTIAL ADDITIONAL EVENTS WITHIN THE TOWN CENTRE

The Clerk reported that the Town Hall and Town Centre Events Team had been liaising with the Organisers of the Makers Market regarding the progression of the suggested trial of a Friday Makers market, on the 2nd Friday of the month within the High Street/Market Place which would be in addition to the Saturday Makers Market on the 4th Saturday of the month. She reported that the Organiser of the Makers Market had advised that they would contact the Town Hall and Town Centre Events Team when they were in a position to progress with the trial.

The Yarn Bug reported that trade during the recent Armed Forces Day which had been organised by the Royal British Legion had been brilliant. She reported that the event was like a village fete and had been enjoyed by all who attended. She encouraged more events similar to this be held within the town centre.

The Chair reported that a number of events were now being organised by local groups/individuals like the upcoming New Orleans event and Christmas Delights (combined Christmas Lights Switch On and Cracker Night).

RECOMMENDED that the same be noted and welcomed.

6. 'DISCOVER UTTOXETER' TOURISM AND BUSINESS WEBSITE

The Forum was advised that, due to unforeseen circumstances, MidMC Computer Services would attend a future meeting to provide an update on the 'Discover Uttoxeter' new Tourism and Business website for the Town and its official launch.

The Clerk reported that she had been working with MidMC regarding the detail to be included within the website along with the Business Directory database as issued to MidMC. Forum instruction was sought.

RECOMMENDED that a Town Centre Forum meeting be convened on 24 September 2026 at 5.30pm for MidMC to attend to provide a presentation to the Forum on the 'Discover Uttoxeter' new Tourism and Business website for the Town and its official launch.

7. MALTINGS UPDATE

The Chair reported that in her capacity as a Borough Councillor, she wished to provide the Forum with an update on the Maltings as follows:

- The revised Planning Application P/2025/00572 for Phase I of the demolition of the Maltings was being consulted on and she encouraged attendees to provide their responses to ESBC.
- Following the consultation, the Planning Application would be considered by ESBC's Planning Committee (date to be determined).
- At this time, a start date was not available.
- She reported receipt of an email from a Forum Member and local Business Owner dated 23 July 2026 stating that *'I would be most grateful if you would reiterate to the Forum that I still believe that the first and most important step to increase the footfall on the High Street would be to address town centre parking. With successive bank closures reasons to come into the town centre are dwindling and excessive parking charges and complicated machines create barriers.'*

The Chair reported that ESBC had replaced the carparking machines following the feedback from the Forum from its previous meetings.

Councillor Z Krupski reported that the carparking charges were being considered by ESBC's Scrutiny and Value for Money Committee who had asked ESBC Officers for detailed information for each of the carparks within the Borough which included the Town carparks, enquiring difference between parking numbers following the increase in charges and volumes using the carparks to assess if this had increased/fallen. He reported that he understood the Maltings carpark was being well used in particular on Makers Market days and when events were being held within the town centre.

The Yam Bug reported that carparking charges was a regular complaint from her customers and she welcomed the update from Councillor Z Krupski on the investigations as reported.

The Chair reported that signage had been incorporated stating a maximum of 3-hours parking within the Town Meadows Way Business Park which would have an impact on parking within the town.

The Alms Houses Representative expressed his concern that vehicles were being parked within Back Lane, Market Place and Market Square for longer periods than permitted. Councillor Z Krupski reported that ESBC's Enforcement had been carrying out some additional adhoc visits within the Town which included the parking within Balance Street, Market Place, Market Square and Carter Street, which had been carried out at various hours of the day including early evening and a number of tickets had been issued. Following due debate, it was

RECOMMENDED that Councillor Z Krupski:

- (i) Provide the Forum with an update on the carparking investigations at the next meeting.
- (ii) Liaise with ESBC's Enforcement Team to request that parking within Back Lane and Bridge Street be added to the above mentioned areas to be regularly monitored.

8. UTTOXETER FESTIVALS

Forum was reminded that, following the success of events in 2025 and 6 June 2026, further Festivals would be taking place in the town centre on the following:

- Saturday, 12 September 2026 (10am-5pm)
- Saturday, 5 December 2026 (10am-3pm)

The Chair and the Clerk reported that the Forum had progressed the Festivals for the Town initially and reported that as they had been successfully carried out for a year, the progression of future events and liaison with We Heart Events had been handed over to the Town Hall and Town Centre Events Team. The Chair reported that this would enable the Forum to consider other projects for the Town to be administered by the Clerk.

Councillor Z Krupski reported that, as Chair of the Town Hall and Town Centre Events Committee, he would welcome any feedback from the Festivals.

RECOMMENDED that the same be noted with thanks to the Forum.

9. HIGH STREET TASK FORCE

The Clerk reported that the High Street Task Force was no longer in place and ESBC's Town Regeneration Officer would liaise with the Forum should a further suitable scheme be put in place by Government that would assist Uttoxeter.

RECOMMENDED that the same be noted.

10. REFURBISHMENT OF BRADLEY STREET TOILETS AND CHANGING PLACES PROVISION UPDATE

Councillor P Krupski reported that ESBC had refurbished the main toilets in Bradley Street and they were currently refurbishing the disabled toilets and baby changing facilities. She reported that as part of Phase II of the Maltings, a Changing Places provision unit would be provided adjacent to the toilets/Bus Station, within the current Co-op building footprint.

RECOMMENDED that the same be noted and welcomed.

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

Please see the links below for Support available for Businesses within Staffordshire for information:

- ESBC Business Support via <https://www.eaststaffsbc.gov.uk/business/business-support-and-advice>
- Staffordshire Business and Environment Network via <https://sben.co.uk>
- Staffordshire Chamber of Commerce via <https://www.greaterbirminghamchambers.com/about/our-network/burton-and-district.html>
- ESBC BBP <https://www.eaststaffsbc.gov.uk/business/business-support-and-advice/boosting-business-programme>
- Staffs County Council Business Support via <https://www.staffordshire.gov.uk/business/business/start-or-grow-your-business>
- Business Hubs Throughout 2026 (Remote working with a difference – Go along with your laptop & meet some great people whilst you work):
 - Every Monday 10am-2pm (Excluding Bank Holidays) – Burton Business Community Hub @ The Brewhouse Arts Centre – Meet, work, learn & network – DROP IN (FREE)
 - Second Tuesday of every month 9.30am – 12.30pm – Uttoxeter Business Community Hub @ The Globe Foundation, Uttoxeter - Meet, work, learn & network – DROP IN (FREE)
- ESBC Business Engagement Events within Uttoxeter – Updates from ESBC and Partners, hear from key speakers, past successful grant applicants, plus a chance to network with other local businesses – all FREE to attend:
 - 15 December 2026, 5.30-7.30pm – The Globe Foundation, Church Street, Uttoxeter, ST14 8AG. To register please visit <https://www.eventbrite.co.uk/e/esbc-business-engagement-event-tickets-1975608868307>
- ESBC Business Support Drop-In Sessions – Drop-in for the latest support & funding opportunities from ESBC & Partners – FREE to attend, FREE parking, no need to pre-book:
 - 15 October 2026, 11am-1pm – The Hart, 23 Carter Street, Uttoxeter, ST14 8EY (plums.influencing.campfires)
 - 19 November 2026, 11am-1pm – The Courtyard, 12 High Street, Tutbury, DE13 9LP (quilting.basics.fooling)
- Further Fully Funded Training & Support:
 - Ongoing Dates – FREE – Make Every Contact Count Training Please visit https://staffordshire.everyonehealth.co.uk/mecc/?utm_medium=govdelivery&utm_source=email
 - Ongoing Dates – SBEN Free Carbon Literacy Training (& much more) FREE – Please visit <https://sben.co.uk/events/>
 - Launch It – 2 years of free support for 18-30 year olds in Stoke on Trent and Staffordshire looking to start or continue running their worn businesses. More information is available via <https://www.launchit.org.uk/stoke-on-trent>
 - ****NOW AVAILABLE IN EAST STAFFS**** Invest to Grow Grants & Loans – Derby Uni – Awards of up to £250k of business support now available to East Staffordshire businesses – More information is available via <https://www.derby.ac.uk/business-services/funding/access-to-funding/>
 - Apply for a Government-backed Start Up Loan of £500 to £25,000 to start or grow your business – More information is available via <https://www.gov.uk/apply-start-up-loan>
 - Business Growth West Midlands - FREE tailored support from your very own Business Adviser, programmes, training and events. More information is available via <https://www.businessgrowthwestmidlands.org.uk/>

The Chair reported that she wished to add that the 'Get started and Grow Scheme' run by SCC supports new and early-stage businesses in Staffordshire (excluding SOT) who want practical, hands-on help to grow their business. This fully funded scheme helps small businesses build strong foundations through digital, legal and financial support. She reported that the scheme offered:

- A free 5-page website including 3 months free hosting
- Free logo and branding support
- Up to 6 hours of legal support

- Workshops for new and growing businesses (covering social media, digital marketing, accounting and financial essentials). She reported that further information was available from <https://www.staffordshire.gov.uk/business/start-or-grow-your-business/get-started-and-grow-scheme>, as emailed to Forum Members on 16 July 2026.

The Chair of the Community Foundation for Staffordshire and Shropshire reported that the list provided comprehensive support for local businesses within the Town.

RECOMMENDED that the same be noted and welcomed.

12. BUSINESS IMPROVEMENT DISTRICT (BID)

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

RECOMMENDED that this matter remain as a Standing item within the Town Centre Forum Agenda to enable the Forum to continue to consider a BID in the future.

13. AGENDA ITEMS FOR THE NEXT MEETING

The Chair sought agenda items to be considered by the Forum at its next meeting, in addition, to the items already being considered, as follows:

- (a) Town Events Guide - Councillor Johnstone enquired if the Council could collate information on all events that were taking place within the Town (online and hard-copy). The Clerk reported that an Events Guide used to be produced by the Council pre the pandemic. It was noted that Councillors Z and P Krupski advised the Forum that they would request that the Town Hall and Town Centre Events Committee consider producing an Town Events Guide at its next meeting.
- (b) Signage within Carters Square – The Chair expressed her concerns with the signage that had been incorporated within Carters Square.

The Clerk reported that the Council had objected to the retrospective planning application that had been received for one of the electronic advertising totem signs due to the proximity to the Conservation Area and town centre Listed Buildings, the loss of the line of sight and attractive clear view from the High Street to the top of Carters Square and that the totem sign was an obstacle to pedestrians, and its location causes a degree of congestion. It was noted that the Forum Members concurred with the Council's objections on the above mentioned.

The Chair reported that the smaller not electronic sign that had also been incorporated within Carters Square included a number of spelling mistakes which had been incorporated upon local social media. It was noted that the Clerk would liaise with Evolve regarding this matter.

It was noted that the Council promoted its Events and Helpline Contact numbers within the electronic advertising board located within the Bus Station.

14. DATE OF NEXT MEETING

- Meeting for the Presentation of 'Discover Uttoxeter' on 24 September 2026 at 5.30pm.
- Future Meetings continue to be held on a quarterly basis (dates to be determined), on a Thursday at 5.30pm

The meeting closed at 6.15 pm.



UTTOXETER TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON MONDAY, 27 JULY 2026 IN THE BALLROOM, UTTOXETER TOWN HALL COMMENCING AT 6.30PM AND THERE WERE PRESENT:

Chair and Town Mayor - Councillor Z Krupski

Councillors: T Ashby, D Boot, J Glandfield, R Hawkins, B Houlihan, A Johnstone, C Lancaster, C Sylvester, L Sylvester P Krupski, C Wain
Officer in attendance – T Jeffery (Town Clerk/RFO)

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 D Holland, A Mansfield (Deputy Mayor), A Noyes and S Page.

RESOLVED that the same be accepted and approved.

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

3. PUBLIC PARTICIPATION

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

It was noted that no members of the public were in attendance in the meeting.

4. DECLARATIONS OF INTEREST

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

None received.

5. DISPENSATION PROCEDURE

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

None received.

6.

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.

7. LOCAL GOVERNMENT REORGANISATION (LGR)

Council gave consideration to the following:

- (a) The Clerk reported receipt of an email on 16 July 2026 from SPCA's County Executive Officer, as forwarded to Members, advising Council that:
- *The Government has just made its decision on Local Government Reorganisation (LGR).*
 - *As you will be aware, the Government is dissolving County Councils and District/Borough Councils and replacing them with Unitary Councils. This brings to an end a system that has operated in Staffordshire since 1974.*
 - *The Government has decided that the District/Borough Councils and Staffordshire County Council will be reorganised into the following unitary councils –*
 - *Southern and Mid Staffordshire Unitary consisting of Cannock, Stafford, South Staffordshire, Lichfield, Tamworth, East Staffordshire.*
 - *North Staffordshire Unitary consisting of Stoke-on-Trent, Newcastle-under-Lyme, Staffordshire Moorlands.*
 - *Further details are available via <https://staffordshirestokelgr.org.uk/>*
 - *The new councils will take over services on 1 April 2028, following Unitary Council Elections in May 2027.*
 - *SPCA will arrange an online briefing ASAP to further dissect this announcement and what it means to your Council. Details will be circulated soon.*

It was noted that Uttoxeter would form part of the Southern and Mid Staffordshire Unitary consisting of Cannock, Stafford, South Staffordshire, Lichfield, Tamworth, East Staffordshire and not within the North as initially supported by the Town Council. It was noted that Council discussed a number of matters including process going forward, services, asset transfers, funding, etc, which at this stage, the majority was unknown.

The Clerk reported that SPCA had advised that the SPCA LGR Briefings would take place on 5 August 2026 at 10am and 6 August 2026 at 5.30pm. She reported that she would be attending the 5 August 2026 session and she encouraged Members to attend either session if possible. Council's instruction was sought. Following due debate, it was

RESOLVED that the same be noted.

- (b) The Clerk reported receipt of an email on 16 July 2026 from Jacob Collier MP providing Council with a copy of the response he had received from The Minister of State for Local Government and Homelessness in response to the letter issued to The Secretary of State regarding LGR, outlining the concerns that were raised to the MP by local Parishes during the LGR meeting held on 3 June 2026, as forwarded to Members. Council's instruction was sought. Following due debate, it was

RESOLVED that the same be noted with thanks.

- (c) Council gave consideration to the next steps on LGR and liaison/meeting with other relevant Authorities. Council's instruction was sought. Following due debate, it was

RESOLVED that:

- (i) In the first instance, Borough Councillors P and Z Krupski liaise with ESBC to seek an update on potential discussions on asset transfer.
- (ii) Upon receipt of (i) as above, the Clerk write to ESBC's CEO to:
 - (a) Reiterate the Council's primary concern is to maintain and protect the level and quality of the services currently provided by ESBC and SCC throughout the town.
 - (b) Express the Council wishes to protect the following high priority assets within the Town; the refurbished Bradley Street toilets, the new Changing Places facility and the Heath Community Centre.

- (d) Council gave consideration to the Town Council facilitating a LGR Parish Council Meeting with surrounding Parish Councils who have a similar set of interests to the Town Council. Council's instruction was sought. Following due debate, it was

RESOLVED that the Clerk and Chair be tasked with contacting:

- (i) Uttoxeter's neighbouring Parishes (Blithfield, Croxden, Denstone, Draycott in the Clay, Ellastone, Kingstone, Leigh, Marchington, Mayfield, Rocester, Stanton, Uttoxeter Rural, Wootton) to:
 - (a) Progress initial engagement with an invitation to a LGR Parish Forum meeting to be held at the Town Hall, mid-September, to discuss common interests in LGR.
 - (b) It will be proposed at the Forum that it meets on a 6-monthly basis.
- (ii) The larger Councils, in light of the recent LGR Announcement, who are similar in size to Uttoxeter (including Cannock, Great Wyrley, Hednesford, Lichfield, Perton, Rugeley, Stone, Wombourne) to meet (mid-September) to discuss how collectively the group of larger Council's maintain a strong voice for the small/medium towns going forward within a new Unitary Authority.

The Chair reported that a further Extraordinary Council Meeting may need to be convened over the coming weeks. The meeting was closed at 7.40pm.



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, 28 JULY 2026 AT 10.00 AM

Chair – Councillor B Houlihan

Councillors: T Ashby (Vice-Chair), J Glandfield, P Krupski, Z Krupski (ex-officio)

Officer in attendance – T Jeffery, Town Clerk

It was noted that UVE CIC was in attendance in the meeting for Item No. 7.

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 D Boot, A Johnstone, A Noyes, L Sylvester, A Mansfield (ex-officio).

RECOMMENDED that the same be accepted and approved.

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

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 UVE CIC would be addressing Council under Item No. 7

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/2026/00098 - Outline planning application for the erection of up to 295 dwellings (Class C3), with access, landscaping, sustainable drainage features and associated infrastructure. All matters are reserved except for vehicular access from Stafford Road (ADDITIONAL INFORMATION - for Five Year Housing Land Supply, ecology, drainage, conservation, landscaping, highways and additional plans) at Land At Stafford Road.

RESOLVED that with respect to P/2026/00098, Council notes the applicants revised submission documents but maintains its strong objections to this application. The comments below should be read in conjunction with the

Council's objections submitted to ESBC from its meeting held on 10 February, as follows:

- (i) Council wishes to remind the Planning Authority that the application is contrary to national, local and neighbourhood plan policies. To allow this application would set a dangerous precedent for the following reasons:
 - (a) It is entirely within the strategic green gap a designation in the Uttoxeter Neighbourhood Plan and adopted Local Plan;
 - (b) The site is also entirely grade 3 agricultural land. The applicant has failed to demonstrate that it is not 'best and most versatile' (BMV) and therefore the presumption is that it remains BMV and there is no justification to allow development on a greenfield site. Development of this site would be contrary to the recent DEFRA Landuse Framework that seeks to protect BMV for food security. A copy of the extent of BMV land is included for reference from Natural England in this representation.
- (ii) Furthermore, ESBC maintains a 5-year strategic land supply and therefore the tilted balance simply does not apply.
- (iii) The application must be refused as there is no material consideration that would support departure from relevant policy.
- (iv) The Council further requests that this application be included for consideration by the Borough Council's Planning Committee at its next available meeting.
- (v) Objections as previously issued to ESBC which remain relevant:
 - (a) Principle of Development:
 - The site is not a sustainable location, isolated and disconnected from the town and its services.
 - Should the development include affordable homes these would have limited access to public transport and not be within walking distance of services in the Town Centre.
 - (b) Highways:
 - The proposed site only includes one ingress and egress for all vehicular movements. As the development exceeds 200 units it would need at least 2 points of access.
 - Stafford Road is already exceptionally busy and the proposed development would have a severe impact on highway safety.
 - The development would create unsafe access and increased congestion on Stafford Road, which conflicts with Local Plan Policies SP1, SP35 and DP7 requiring safe and sustainable transport impacts.
 - The local Community Speedwatch Team have carried out a number of Speedwatch sessions within Stafford Road which currently records over 600 vehicles using Stafford Road per hour at peak times which is prior to the additional vehicles this development would generate.
 - (c) Strategic Housing Land Availability Assessment (SHLAA):
 - The crucial document in regard to future housing development is the Strategic Housing Land Availability Assessment (SHLAA) which identifies land that has potential for residential development in the Borough. The results of the SHLAA are used to identify strategic sites capable of allocation in the Local Plan. The Council's sustainability appraisal further refines the SHLAA sites to arrive at a strategy underpinned by sites that are sustainable.
 - Though Blounts Green Farm is included in the long list of potential plots of housing land in the Strategic Housing Land Availability Assessment 2021 this is no indication of it being an appropriate site, and indeed it is listed (item 56 in the SHLAA Trajectory document) as being not achievable, deliverable,

suitable or developable. A timescale of at least 15 years is given for it, not least as it is not within the Settlement Boundary and would seem to require changes to both the Local Plan and the Neighbourhood Plan before it could be developed.

- The most recent update to the SHLAA is the ESBC Note on 5 Year Land Supply Methodology 31st March 2025. 5YLS - Mar25 (using 637 SM & Inc C2)_FINAL.pdf This confirms that the Council have been able to demonstrate that a 5 year housing land supply has been maintained since the Local Plan was adopted in October 2015, and that identified deliverable sites more than cover the estimated housing needs figure (3271 total supply/637 annual to meet the Local Housing Need requirement = 5.13 years). These do not include the Blounts Green Farm site which is not mentioned in this document.

(d) Flooding:

- The development would worsen flooding around the cemetery, within adjacent land and within Bramshall Park which would be contrary to SP27 and DP2, which require developments not to increase flood risk.
- The Town Council wishes to express its serious concerns that, as advised by its Contractor carrying out the works to the Cemetery Extension, any further development of greenfield sites in proximity to the Cemetery (and adjacent greenfield) could have a detrimental impact on the site in terms of surface water and site drainage. The submission documents have not taken this into account in respect of impact of surrounding land uses and the impact of the scheme. The drainage strategy only considers on site matters, rather than the cumulative impact in the wider area which this development would significantly have.

(e) Uttoxeter Neighbourhood Plan:

- The Public Consultation on the plan enabled residents to have their say in relation to the environment. The outcome demonstrated that the public were opposed to development in the Picknall Valley. Uttoxeter residents suggested that:
 - Picknall Valley should provide a green link for cyclists and walkers from the town centre through the JCB site, Hockley Road to the countryside.
 - It is understood that over 3,000 residents have signed a petition stating that The Picknall Valley should be protected from inappropriate development. Access to open spaces and the countryside should be protected to allow residents of Uttoxeter to maximise their enjoyment of their rural surroundings and provide an attraction for new residents and visitors to the town. Green corridors, trees and green spaces should all be protected and where possible enhanced to protect habitats for flora and fauna and improve biodiversity.
- When asked how the Neighbourhood Plan can sustain and improve the natural environment the public wanted the Neighbourhood Plan to:
 - Help to sustain and create a network of green spaces and corridors within the town and to the surrounding countryside, and protect the landscape setting of the town, including the sensitive landscapes and valleys of the River Tean, River Dove and Picknall Brook.
- This ambition was realised in Policies E1 and E2 of the Plan itself:
 - Policy E1 – Uttoxeter's Network of Green Infrastructure:
 - The Neighbourhood Plan seeks to establish a network of green infrastructure, including existing trees, hedgerows, historic field patterns, the Strategic Green Gap and other such

assets across the town linking the landscape setting with the urban area. Applications which retain and enhance such features and take the opportunity to re-introduce them into key sites, will be supported.

- Clearly this proposed application would neither retain nor enhance these features.
- The proposed development would cause substantial loss of habitat for local wildlife, including bats, swifts, swallows, house martins, badgers and other small mammals, and would not enhance the natural environment. The Picknall Valley is a major biodiversity resource as a whole, and development in one area damages biodiversity in the whole valley which forms the spine of the wildlife corridor through the town. There would be a severe impact on the decades old trees and hedges which, even where retained, would no longer form a joined-up habitat for wildlife.
- This development would not maintain or enhance the biodiversity of the Picknall Valley and it would not leave the area in a measurably better state. Overall, the proposed development contributes little to the benefit of the countryside, and any suggested or implied benefits to the countryside are greatly outweighed by the disbenefits.
- Policy E2 – Landscape and Setting:
 - New development should protect and where appropriate enhance the landscape setting of the town, and with a particular emphasis on the Picknall, Tean and Dove valleys. Planning applications that would result in the loss or fragmentation of this setting will not be supported. [...] All planning applications should demonstrate the extent to which they have respected and reinforced historic landscapes in general, and field patterns in particular.
 - This proposal would clearly lead to the loss and fragmentation of the Picknall Valley landscape. It cannot demonstrate how it would respect and reinforce the historic landscape.
 - The proposed development would permanently remove important green space, harming local character and conflicting with SP30 and DP1, as well as the Uttoxeter Neighbourhood Plan's Design and Environment Policies, which are in place to protect green infrastructure and local distinctiveness.
 - The proposed development includes Uttoxeter Town Footpath No. 20 which is well used by local residents and local Walking Groups.

- (b) P/2026/00762 - Removal of existing conservatory, and single story rear extension at 41 Westlands Road, ST14 8DJ.

RESOLVED that with respect to P/2026/00762, Council had no comment to make at this stage.

- (c) P/2026/00782 - Display of 1no. externally illuminated fascia sign and 1no. externally illuminated projecting sign at 37-39 Market Place, ST14 8HF.

RESOLVED that with respect to P/2026/00782, Council had no comment to make at this stage.

- (d) P/2026/00798 - Crown reduction of one Silver Birch by 2-3 metres and removal of 3 lowest branches (T1 of TPO 97) at 39A Carter Street, ST14 8EY.

RESOLVED that with respect to P/2026/00798, Council had no comment to make at this stage.

6. POLICY AND PLANNING COMMITTEE MEETING – 11 AUGUST 2026

Committee was asked to give consideration to holding a Committee meeting on 11 August 2026 to consider any planning applications received, if required. Committee instruction was sought. Following due debate, it was

RECOMMENDED that:

- (i) Due to August Recess and Councillor/Staff holidays, no Policy and Planning Committee take place in August.
- (ii) The Clerk be tasked forthwith with liaising with ESBC's Planning Officers to seek an update for any planning applications received, to be included for consideration by Council on 8 September 2026.

7. COMMUNITY LAND TRUSTS

The Chair reminded Committee of its Recommendation from 23 June 2026 he reported that UVE CIC were in attendance to progress discussions with Committee on logistics of when/how the Council could move forward with proposals, etc which could include redevelopment of Trinity Square for a possible Healthcare Hub/Centre .

The Chair welcomed UVE CIC to the meeting and he Suspended Standing Orders. UVE CIC reported that:

- *The Social and Affordable Homes Programme (SAHP) delivered by Homes England is now open.*
- *Grants of up to £10,000 were available which could be used for carrying out a feasibility study.*
- *She had spoken with the Co-ordinator for the West Midlands applications. There was an opportunity to deliver the wider masterplan for the Trinity Square site to include the indicative proposed concept of social and market housing, a variety of ground floor compatible town centre uses and a Neighbourhood Health Hub and sufficient car parking to support the mixed-uses.*
- *As the Council progresses in exploring the projects viability with landowners, it may be an opportunity to maintain discussions with the relevant NHS contact so that they can be part of the developing concept, without the commitment at this stage of delivery.*
- *This would give certainty to the NHS about the commitment as a Town Council to explore and deliver a masterplan, seeking relevant funding, whilst allowing the NHS the flexibility to take account of relevant funding opportunities as and when they arise.*

The Chair expressed his thanks to UVE CIC for their informative update and reported that the information provided would be shared with his contact at the NHS at their next meeting. He Reinstated Standing Orders. Committee instruction was sought. Following due debate, it was

RECOMMENDED that the same noted.

8. WAR MEMORIAL REFURBISHMENT PROJECT UPDATE

Committee was advised that:

- (a) Following a site meeting with ESBC's Conservation Officer and the Stonemasons of Worcester, ESBC's Conservation Officer had requested additional works to the top of the War Memorial, work to part of the bullnose section and mortar analysis.

Committee was informed that following the meeting, the Stonemasons of Worcester and Council's Architect had updated the Heritage Statement incorporating a Statement of Significance, Heritage Impact Assessment and Justification Statement and Condition Survey as prepared by Stonemasons of Worcester Ltd together with the Design & Access Statement to be read in conjunction with the Heritage Statement, as amended and issued to ESBC's Conservation Officer on 21 July 2026.

The Clerk reported receipt of Listed Building Consent on 23 July 2026 as issued to Members and the RBL.

RECOMMENDED that the same be accepted and approved.

- (b) The Stonemasons of Worcester had advised that they had revised the original quotation to include the additional works to the top of the memorial within the original order placed (£13,014) and that the additional works required to the bullnose section at the lower ground level (2 metres) would be in the sum of £1,125 plus vat, to ensure no further delays, as reported to and approved by the Mayor, Deputy Mayor, Chair and Vice-Chair of F&GP and the Chair of P&P, to be funded by the War Memorial budget allocation contingency and the War Memorial EMReserve. Committee instruction was sought.

Committee was advised that the Clerk had continued to keep the RBL Chair and Secretary updated.

RECOMMENDED that the same be accepted and approved.

9. **EAST STAFFORDSHIRE TOGETHER ACTIVE**

The Clerk reported receipt of an email on 14 July 2026 from Place Lead for East Staffordshire Together Active (Staffordshire and Stoke-on-Trent) inviting the Clerk (and the Chair of We Love Uttoxeter) to form part of the Partnership following a recent meeting due to *'expertise in the local area, knowledge of community work, and navigating systems, as well as championing Uttoxeter as well'*. Committee is advised that the next Partnership Meeting was scheduled to take place on 15 September 2026 10am-4pm (location TBC). Committee instruction was sought.

RECOMMENDED that the Clerk be authorised to form part of East Staffordshire Together Active Partnership.

10. **SPCA - WMCALC TRAINING CAMPAIGN PACK AND DRAFT MOTION**

As Deferred by Council on 14 July 2026, the Clerk reported receipt of an email on 3 July 2026 from SPCA's County Executive Officer advising Council that 'SPCA were pleased to share their Training Campaign pack, designed to help Council's influence the discussions around Councillor training. Council was 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.

Committee was asked to give consideration to 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.'
- Committee instruction was sought.

It was noted that Members understood and encouraged Training for its Members however raised their collective concerns that mandatory training may put some potential candidates off standing for Council. It was noted that higher tiers of Councils would require more extensive comprehensive training to be in place than a Parish/Town Council.

The Clerk reported that upon appointment, the Mayor, Deputy Mayor, Chairs and Vice-Chairs of Committee attended relevant Chairmanship training provided by SPCA and Members of the Planning Committee were encouraged to attend 'Planning for Non-Planners' training provided by SPCA. The Clerk enquired if a specific Town Council Training Policy should be produced. Following due debate, it was

RECOMMENDED that the Clerk liaise with SPCA to advise that Council:

- (i) Does not accept that the training for Councillors should be mandatory given this may put off potential candidates standing for a Town or Parish Council.
- (ii) Does acknowledge and support that Training should be highly recommended in particular to the Chair and Vice-Chair of the Council and its committees.
- (iii) Request that SPCA explore a tiered system being in place guided by the size/complexity of the individual Council, noting 'one size does not fit all'.
- (iv) Currently offers training to its Chair, Vice-Chair of the Council and its Committees and encourages members of the Policy and Planning Committee to attend SPCA's 'Planning for Non Planners Training'.
- (v) Going forward, Members of the Personnel Committee undertake basic HR Training from Council's HR Provider.

11. STAFFORDSHIRE CELEBRATING DIFFERENCE CAMPAIGN - INCLUSIVE TRAVEL

The Clerk reminded Committee of its Recommendation from its meeting on 23 June 2026 and she 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 the Clerk liaise with SCC's Engagement and Participation Co-ordinator to advise that as part of the more inclusive travel opportunities, Council would like to see the following for the town:

- Toilet provisions being provided at Uttoxeter Train Station.
- Additional benches and bins within the town centre including Carter Street, Market Place and Market Square.
- Benches being provided next to bus stops.
- Additional benches and bins being located within green spaces and residential areas including the larger housing estates within the town.
- Mobility scooter charging provisions at a number of locations within the town (*included for consideration by the Council's Town Centre Forum at its next meeting*) which could include the town centre (Carters Square and at local cafes), the library, the leisure centre, Wilfred House, Heath Community Centre.

12. **SCC - GRITTING BINS HE109**

The Clerk reminded Committee of its Recommendation from its meeting on 26 May and she reported receipt of an email from SCC's Maintenance Manager on 26 June 2026 providing Council with a response as follows *'Thank you for your email dated 11 June regarding the above mentioned. Thank you for confirming that Uttoxeter Town Council does not provide any bins for community use on the highway. With regard to the location of SCC provided grit bins, this information can be found together with all information on winter gritting via <https://www.staffordshire.gov.uk/roads-parking-and-transport/highway-maintenance/winter-driving> and Gritting via <https://map.staffordshire.gov.uk/publicmap/en-GB/PublicMap/Gritting#/frontPage> SCC is aware that other bins are provided by third parties such as Parish Councils and Councillor Mason's of the 6th May outlines the actions to address any confusion.'* Council's instruction was sought.

RECOMMENDED that the same be noted.

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

The Clerk reminded Committee of its Recommendation from its meeting on 23 June 2026 and the Chair reported that at this time, no further update was available.

RECOMMENDED that this matter be included for further consideration by Committee at its next meeting.

14. **ESBC - NEW LOCAL PLAN FOR EAST STAFFORDSHIRE BOROUGH 2025-2043 - EARLY NOTIFICATION OF SCOPING CONSULTATION**

The Clerk reported receipt of an email on 2 July 2026 from ESBC's Planning Policy advising Council that *'During July and August this year ESBC will be asking for views to help shape the vision for the next Local plan for East Staffordshire. A local plan sets out how planning can deliver sustainable development by managing the use and development of land and the new Local plan is looking to guide new development to 2043. An online survey and background evidence will be published and through our online consultation portal you will be notified of the online survey so you can have your say now and at future consultations on the Local plan. The consultation portal is operated by Objective Keystone and these contact details have been added to this database as you are a consultee in the preparation of the Local Plan process. You can access the consultation portal by following this link: <https://eaststaffsbc-consult.objective.co.uk/kse/> to update your details or add additional consultees. All your data will be stored in accordance with the GDPR for more details see our Privacy Notice on the ESBC website at: <https://www.eaststaffsbc.gov.uk/council-and-democracy/gdpr-and-privacy-notice>. We are also looking to give a presentation at the forthcoming Parish Forum. Any queries, please in the first instance can you send these to: planningpolicy@eaststaffsbc.gov.uk'* as forwarded to Members. Council's instruction was sought.

RESOLVED that the Clerk liaise with ESBC's Planning Policy Manager to advise that Council:

- (i) Requests ESBC maintain the green space between villages and towns.
- (ii) Wishes to emphasise the importance of availability of public services when new development takes place.

15. **UTTOXETER NEIGHBOURHOOD PLAN – UPDATE**

The Clerk reported that as Resolved by Council on 14 July 2026, the Updated Neighbourhood Plan had been submitted to ESBC for Screening. It was anticipated that a response would be received from ESBC mid-September/early October.

RECOMMENDED that the same be noted, with thanks to UVE CIC for their assistance and guidance.

16. **DOVE WAY - SPEED LIMIT**

The Clerk reported receipt of an email from County Councillor Allen on 20 July 2026 providing Committee with the following update:

'Thank you for your email. I have made enquiries with SCC Highways regarding this matter. The advice received is that speed limit reviews are evidence-led and take account of factors such as recorded vehicle speeds, collision history, road function and the likelihood of driver compliance. Officers have advised that reducing a speed limit does not necessarily result in lower vehicle speeds and that any proposed change would need to be supported by the relevant evidence and assessment.

I am also advised that Speed Indicator Devices (SIDs) are generally considered a supporting measure rather than a justification for a speed limit reduction in their own right. In addition, SIDs are not normally permitted on roads subject to a 50mph speed limit.

With regard to new SID installations, Staffordshire County Council is currently reviewing its approach to ensure greater consistency in the quality, specification and standards of SIDs used across the county. As a result, approval for new SID installations is currently limited whilst this work is completed. I will be happy to provide a further update once the review has concluded and decisions have been made regarding the preferred standards and equipment.

The wider route and pedestrian connectivity between Uttoxeter and the retail and employment areas to the north of the town have previously been identified for consideration as part of future transport and active travel assessments. At present, however, I have not received any officer recommendation supporting a change to the current 50mph–40mph–50mph arrangement on Dove Way.

I trust this provides the Committee with an update on the current County Council position. Please do not hesitate to contact me if the Committee requires any further clarification.'
Committee instruction was sought.

RECOMMENDED that the same be noted, with thanks.

17. **A50/A500 UPDATE**

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

The Clerk reported that no correspondence had been received from Jacob Collier MP at this time.

RECOMMENDED that the same be noted.

18. **CLIMATE EMERGENCY UK**

The Clerk reported receipt of the following emails from Climate Emergency UK, as forwarded to Members:

- (a) Welcome to Climate Emergency UK's Community! Dated 7 July 2026.

- (b) Get involved with Climate Emergency UK dated 9 July 2026.
- (c) Over half of UK councils have started their Right of Reply dated 22 July 2026.

RECOMMENDED that with respect to 18(a)-(c), the same be noted.

19. NATIONAL ALLOTMENT SOCIETY (NAS) – JULY NEWSLETTER

The Clerk reported receipt of the following emails received from the National Allotments Associations dated:

- (a) 2 July 2026 Re: NAS July Newsletter, as forwarded to Members.
- (b) 12 July 2026 Re: National Allotment Society West Midlands Region Quarterly Meeting, as forwarded to Members.
- (c) 20 July 2026 Re: NAS WM Photographic Competition 2026, as forwarded to Members.

RECOMMENDED that with respect to 19(a)-(c), the same be noted.

20. PARISH ONLINE

The Clerk reported receipt of an email on 16 July 2026 from Parish Online providing Council with it Parish Online Newsletter #67, as forwarded to Members.

RECOMMENDED that the same be noted.

21. TRENT RIVERS TRUST

The Clerk reported receipt of an email on 15 July 2026 from Trent Rivers Trust Re: It's getting hot - how you can help your river, as forwarded to Members.

RECOMMENDED that the same be noted.

22. RURAL SERVICES NETWORK

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

- (a) The Rural Bulletin dated 23 June 2026.
- (b) The Rural Bulletin dated 30 June 2026.
- (c) RSN Rural Funding Digest July Edition dated 1 July 2026.
- (d) The Rural Bulletin dated 7 July 2026.
- (e) The Rural Bulletin dated 14 July 2026.
- (f) You're Invited dated 17 July 2026.
- (g) The Rural Bulletin dated 21 July 2026.

RECOMMENDED that with respect to 22(a)-(g), the same be noted.

The Chair expressed his thanks to UVE CIC for their participation in the meeting and it was noted that they left the meeting at this time.

23. 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.

24. FUTURE SPORTS PROVISIONS FOR THE TOWN

The Clerk reported receipt of an email on 26 June 2026 from the FA's Head of Delivery advising Council that *'the FA are continuing to work on the ecology issue but nothing is confirmed as yet.'* Committee instruction was sought.

RECOMMENDED that the same be noted.

25. SUPPORT IMPROVEMENTS TO HEALTH PROVISIONS FOR THE TOWN RESIDENTS – UTTOXETER NEIGHBOURHOOD HEALTH CENTRE

The Chair provided Committee with an update on progress since the date of the last meeting which included the following:

/2026-2027

Signed:

Date:08/09/2026

- Uttoxeter is on the list of potential locations. However, it does not rank as highly as others.
- Noted that it is government policy that all Neighbourhood Health Centres will have a GP practice at their core.
- The 16 April policy document identifies three levels of NHC: Core, Core+ and Core++. Centres will be expected 'to be open at least 12 hours a day and 6 days a week providing access to coordinated services'.
- Core+ is likely to be the model that meets our ambitions. The required population for a Core+ NHC is between 30-50,000.
- Key criteria for determining the location of NHCs are access to GP/primary care services and deprivation metrics. The ICB has already undertaken an analysis all bids to create an order of priority.
- If the Uttoxeter bid is successful work is expected to start by October 2027 and be completed by March 2028.
- Decisions about supporting NHC bids (and how far down the priority list support will be provided) depends on the level of funding. HA expected the announcement on funding to be made 'soon'.
- The Director of Place offered to come to Uttoxeter after the funding announcement and talk to the Town Council and the Neighbourhood Health Hub/Centre working group. Depending on the funding outcome this meeting would be a good opportunity for us to consider our next steps.

Committee instruction was sought.

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

The meeting closed at 11.20am.

UTTOXETER TOWN COUNCIL

ACCOUNTS TO BE PASSED FOR PAYMENT AT THE MEETING TO BE HELD ON 8 SEPTEMBER 2026

F

NO ACCOUNTS ALREADY PAID BY CHEQUE - CURRENT ACCOUNT

Cheq No.	Payee	Description	Net	Vat	Amount
0			-	-	-
		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
563807845	Wilkinson Stonemasons	Cemetery Fees - Memorial Refund - Incorrect Fee Paid	169.00	-	169.00
563809053	XX McGinley	Adam Peaty Bar Enhancement Project - Reimb. Wall Panels (Bar)	370.86	-	370.86
564007373	Southcroft Ltd	War Memorial - Scaffolding	2,850.00	570.00	3,420.00
564808125	Memorials of Worcester Ltd	Properties - Clean & Repoint Queens Jubilee Stone Bench	250.00	50.00	300.00
564840889	D&D Access Platform Hire	T/Hall Rep./Maint. - Hire of Platform for blocked guttering	699.00	139.80	838.80
564867320	XX Jeffery	Reimb. - Petty Cash 28.05.26 - 21.07.26	172.52	-	172.52
565046891	Uttoxeter Station Adopters	S137 Sundry Grant (UTC 14 July 2026)	400.00	-	400.00
565067782	XX McGinley	Licences - Reimb. Marriage and Civil Partnerships Licence renewal	1,500.00	-	1,500.00
565289444	Uttoxeter Nature Forum	Transfer Biodiversity Strategy Earmarked Reserve (UTC 14/7/26)	145.96	-	145.96
565289838	XX McGinley	Reimb. - Mirror for Adam Peaty Bar Enhancement Project	40.00	-	40.00
565596799	Les Kirk Clocks	T/Hall Clock - Repairs to T/Hall Clock	290.00	-	290.00
565834073	Southcroft Ltd	War Memorial - Scaffolding Permit Extension to 12.08.26	127.00	25.40	152.40
565834317	XX Ainsworth	Cemetery Fees - Reim. overpayment for Interment	50.00	-	50.00
566127098	Combined Staff Salaries	Combined Staff Salaries - Mth 5 14/08/26	9,131.99	-	9,131.99
566127554	HMRC	Staff Salaries - Combined Contribs - Mth 5	2,971.19	-	2,971.19
566128568	Staffordshire Pension Fund	Staff Salaries - Combined Contribs - Mth 5	2,960.63	-	2,960.63
566463914	Southcroft Ltd	T/Hall Rep./Maint. - Hire of Scaffold Side Alley/Roof Works	1,350.00	270.00	1,620.00
566463819	Southcroft Ltd	War Memorial - Scaffolding Permit Extension to 03.09.26	127.00	25.40	152.40
566631360	XX McGinley	Reimb. - Wallpaper for Adam Peaty Bar Enhancement Project	21.95	-	21.95
		Already Paid BACS Payments Sub - Total	23,627.10	1,080.80	24,707.70
		Payments already made by Cheques/BACS Sub - Total	23,627.10	1,080.80	24,707.70

CHEQUE PAYMENTS TO BE PASSED FOR PAYMENT - CURRENT ACCOUNT

Cheq No.	Payee	Description	Net	Vat	Amount
009483	Support Staffordshire	Subscriptions - Annual Membership	25.00	-	25.00
		Cheque Payments to be made Sub - Total	25.00	-	25.00

ACCOUNTS TO BE PASSED FOR PAYMENT BY BACS

Pay. ID	Payee	Description	Net	Vat	Amount
TBA	A C E Painters & Decorators	Adam Peaty Bar Enhancement Project - Painting	1,850.00	-	1,850.00
TBA	Andrew Yoxall Joinery	Redfern's Cottage - Replace Front Double Doors (Contribution)	1,710.10	-	1,710.10
TBA	Ashmores	T/Hall & T/Centre Events - Update Date for Festival Banners	80.00	16.00	96.00
TBA	C Bradbury	T/Hall Ents. - Tea Dance Entertainment Fee - Jul 26	250.00	-	500.00
As Above	C Bradbury	T/Hall Ents. - Tea Dance Entertainment Fee - Aug 26	250.00	-	-
TBA	Chubb Fire & Security Ltd	T/Hall Rep./Maint. - Callout & Repair to T/Hall Intruder Alarm	272.93	54.59	406.82
As Above	Chubb Fire & Security Ltd	T/Hall Rep./Maint. - Replace Batteries on T/Hall Intruder Alarm	66.08	13.22	-
TBA	Cropper Grounds Maintenance Limited	Grounds Maint. - Cemetery & St Mary's Churchyard - August	6,166.66	1,233.33	7,399.99
TBA	Cropper Grounds Maintenance Limited	Grounds Maint. - Cemetery & St Mary's Churchyard - July	6,166.66	1,233.33	7,399.99
TBA	D Hutchinson	UIB - Buffet for Heart of England in Bloom Judging	250.00	-	250.00
TBA	Elan City Ltd	SIDS's - Year 2 of 3 Year Extended Warranty for 2 no. SID's	358.00	71.60	429.60
TBA	Eon	Footway Lighting - Column replacement - Chorlton Terrace Uttoxeter	1,635.84	327.19	1,963.13
TBA	Green Central Heating	Cem. Chapel/Maint. - Chapel Annual Boiler Service	78.00	-	78.00
TBA	Greenheart Construction Ltd	T/Hall Rep./Maint. - Phase 1 Roof/Side Alley Works	7,292.17	1,458.43	8,750.60
TBA	Hamilton	T/Hall Rep./Maint. - Window Cleaning Services - July	47.50	-	95.00
As Above	Hamilton	T/Hall Rep./Maint. - Window Cleaning Services - Aug	47.50	-	-
TBA	InReach Group Limited	Office Equip. - Copier 26/06/26 - 21/08/26	129.80	25.96	155.76
TBA	Kirklands	Adam Peaty Bar Enhancement Project - ice mach, glasswash, fridge	2,378.80	475.76	2,854.56
TBA	L G Woodward	T/Hall Rep./Maint. - Replace and Install Fridge	165.00	-	165.00
TBA	Lift & Engineering Services	T/Hall Rep./Maint. - Supplied and fitted 2x replacement guide rollers	558.00	111.20	669.20
TBA	Lift & Engineering Services	T/Hall Rep./Maint. - Lift Call Out/Assessment	225.00	45.00	270.00
TBA	Lyreco UK	Office Equip. - Stationery	183.90	36.78	220.68
TBA	XX Mather	T/Hall & T/Centre Events - Reim Poppy Remembrance Wreath	26.50	-	385.44
As Above	XX Mather	Adam Peaty Bar Enhancement Project - Reim Soft Furnishings, etc	358.84	-	-
TBA	XX McGinley	Adam Peaty Bar Enhancement Project - Reim Upholstery Costs	368.50	-	368.50
TBA	M G McCutcheon & Son	Cemetery Rep/Maint. - water pipe repair inc. tarmacing	455.00	91.00	546.00
TBA	MidMC Computer Services Ltd	Office Equip. - Annual Domain web data space hosting charges	70.00	14.00	84.00
TBA	MidMC Computer Services Ltd	Office Equip. - Monthly IT Services - Sep	414.00	82.80	496.80
TBA	MMA Design (Derby) Ltd	T/Hall Rep./Maint. - Architect Fees for Works to Side Alley & Roof	1,500.00	300.00	3,980.00
As Above	MMA Design (Derby) Ltd	War Mem. - Architect Fees for Works to War Memorial	1,800.00	360.00	-
TBA	Molly Maid	T/Hall Cleaning Contract - July	462.50	92.50	555.00
TBA	P M Gravedigging	Gravedigging Services - July	740.00	-	2,220.00
As Above	P M Gravedigging	Gravedigging Services - Aug	1,480.00	-	-
TBA	R Shaw	Adam Peaty Bar Enhancement Project - New Bench & Decoration	1,438.88	-	1,436.88
TBA	Southcroft Ltd	War Mem. Project - Add Permit Charge 04/09-25/09/26	127.00	25.40	1,113.04
As Above	Southcroft Ltd	War Mem. Project - Scaffolding Hire 19/08-31/08/26	529.28	105.86	-
As Above	Southcroft Ltd	T/Hall Rep./Maint. - Scaffolding Hire charges 17/08-31/08/26	271.25	54.25	-
TBA	Staffordshire Parish Council Association	Training - Chairmanship Training for Cllrs	100.00	20.00	120.00
		BACS Payments to be made Sub - Total	38,449.89	6,248.20	44,698.09
		Payments to be made Sub - Total	38,474.89	6,248.20	44,723.09

DIRECT DEBITS

Jul	Payee	Description	Net	Vat	Amount
	Royal Bank of Scotland	Bank Charges to 30/06/26	23.25	-	23.25
	Bankline	Bank Charges	37.00	-	37.00
	BT Group Plc	Telephone	447.37	89.47	536.84
	EE	Office Equip. - Clerk Office Mobile	24.00	4.80	28.80
	E-On Next	T/Hall S/Charge - Elect	16.80	0.84	17.64
	E-On Next	Cem - Elect	35.19	1.76	36.95
	British Gas Business	T/Hall Elect	468.97	93.79	562.76
	British Gas Business	Cemetery Gas	57.47	2.87	60.34
	Siemens Financial	Photocopier Lease Rental	484.06	96.81	580.87
	Go Cardless / EPOS Now Ltd	EPOS Licence & Protection Care Plan	39.00	7.80	46.80
	Peninsula	Admin. Professional Fees - HR Services	200.50	40.10	240.60
	Total Energies Gas & Power	T/Hall - Gas	153.59	7.68	161.27

	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	150.59	-	150.59
		Sub - Total	4,289.79	345.92	4,635.71
Aug	Royal Bank of Scotland	Bank Charges to 31/07/26	39.95	-	39.95
	Bankline	Bank Charges	46.00	-	46.00
	BT Group Plc	Telephone	448.50	89.70	538.20
	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
	British Gas Business	T/Hall Elect	443.70	88.74	532.44
	British Gas Business	Cemetery Gas	27.35	1.37	28.72
	PHS	Hygiene Services	606.27	121.25	727.52
	Total Energies Gas & Power	T/Hall - Gas	153.42	7.67	161.09
	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	151.40	-	151.40
		Sub - Total	4,109.95	314.40	4,424.35
		GRAND TOTAL	70,501.73	7,989.12	78,490.85

Approved: UTC 08/09/2026

Town Mayor Cllr Z Krupski

Deputy Mayor Cllr A Mansfield

UTTOXETER TOWN COUNCIL

SALES LEDGER INVOICES ISSUED AND ACTUAL INCOME RECEIVED IN JULY 2026

SALES LEDGER INVOICES ISSUED – 01.07.2026 TO 31.07.2026

4552 Hire of Ballroom (7,14,21,28 July 26)	£ 84.00
4553 Hire of Ballroom (15.07.26)	£ 60.00
4554 Rent (Aug) – 32 Carter Street	£ 600.00
4555 Rent (Aug) – 19a High Street	£ 440.00
4556 Rent (Aug) – Allotment Building	£ 72.33
4557 Rent (Aug) – Kiosk	£ 256.45
Total sum of Inv. Issued	<u>£ 1,512.78</u>

ACTUAL INCOME RECEIVED

General

RBS – Bank Interest up to 31.07.26 – Current Account	£ 72.19
RBS – Bank Interest up to 31.07.26 – Special Interest Account	£ 45.25
Civic Trust – Redfern Cottage – Reimburse Insurance	£ 40.00
Sub-Total – General Inc.	<u>£ 157.44</u>

Town Hall Entertainments

Tea Dance Admissions	£ 253.00
Tea Dance Raffle	£ 61.00
Sub-Total – T/Hall Ent.	<u>£ 314.00</u>

Markets

Wednesday Outdoor	£ 185.00
Saturday Outdoor	£ 83.00
Craft & Produce Market	£ 229.00
Sub-Total – Markets Inc.	<u>£ 497.00</u>

Cemetery

Chapel Donations	£ 0.50
Interments/Memorials/Transfer of Ownership	£ 52.00 (- 52p charge)
Interments/Memorials/Transfer of Ownership	£ 9,602.00
Sub-Total – Cem.	<u>£ 9,654.50</u>

TOTAL INCOME RECEIVED JUL. 2026 BEFORE CHARGES	<u>£10,622.94</u>
TOTAL EPOS CARD PAYMENT CHARGES	<u>£ 0.52</u>
TOTAL <u>ACTUAL</u> INCOME RECEIVED JUL. 2026	<u>£10,622.42</u>

UTTOXETER TOWN COUNCIL**SALES LEDGER INVOICES ISSUED AND ACTUAL INCOME
RECEIVED IN AUGUST 2026****SALES LEDGER INVOICES ISSUED – 01.08.2026 TO 31.08.2026**

4558 Hire of Ballroom (19.08.26)	£ 60.00
4559 Hire of Ballroom (14.11.26)	£ 104.00
4560 Rent (Sep) – 32 Carter Street	£ 600.00
4561 Rent (Sep) – 19a High Street	£ 440.00
4562 Rent (Sep) – Allotment Building	£ 72.33
4563 Rent (Sep) – Kiosk	£ 256.45

Total sum of Inv. Issued **£ 1,532.78**

ACTUAL INCOME RECEIVED**General**

RBS – Bank Interest up to 28.08.26 – Current Account	£ 65.21
RBS – Bank Interest up to 28.08.26 – Special Interest Account	£ 66.24
Donation for Bar Tables & Chairs	£ 50.00
Civic Trust – Redfern Cottage – Reimburse Insurance	£ 40.00
ESBC – Final Precept payment for 2026-27	£ 200,877.50
ESBC – Final Support Tax Grant payment for 2026-27	£ 11,847.50
ESBC – Markets Grant	£ 3,000.00
HMRC – Reim Q1 VAT	£ 6,712.56
Sub-Total – General Inc.	<u>£ 222,659.01</u>

Town Hall Entertainments

Tea Dance Admissions	£ 429.00
Tea Dance Raffle	£ 82.00
Sub-Total – T/Hall Ent.	<u>£ 511.00</u>

Markets

Wednesday Outdoor	£ 92.50
Saturday Outdoor	£ 92.50
Craft & Produce Market	£ 256.50
Sub-Total – Markets Inc.	<u>£ 441.50</u>

Cemetery

Chapel Donations	£ 0.20
Interments/Memorials/Transfer of Ownership	£ 3,915.00
Sub-Total – Cem.	<u>£ 3,915.20</u>

TOTAL INCOME RECEIVED AUG. 2026 BEFORE CHARGES	<u>£ 227,526.71</u>
TOTAL EPOS CARD PAYMENT CHARGES	<u>£ 0.00</u>
TOTAL <u>ACTUAL</u> INCOME RECEIVED AUG. 2026	<u>£ 227,526.71</u>

County Councillor Report - Uttoxeter Town Division September 2026



During August 2026, a number of matters affecting Uttoxeter residents and the wider town have been progressed with Staffordshire County Council, Highways officers, external partners and community groups.

• **Highways and Environmental Maintenance**

- **Station Road Footway Overgrowth** - Concerns were raised regarding vegetation encroaching onto the footway on Station Road and affecting accessibility, particularly for mobility scooter users. Highways officers have confirmed the overgrowth is on highway land and works have been raised to cut back vegetation from the footway.
- **Stanley Crescent Verge and Vegetation** - Following resident complaints regarding overgrown vegetation and litter on land adjacent to Stanley Crescent, a site inspection was undertaken. Highways officers confirmed the land is highway-owned, have ordered clearance works and are seeking to add the location to future maintenance schedules.
- **Victoria Allotments, Leighton Road** - Correspondence was received regarding overhanging trees affecting neighbouring properties. Clarification has been provided that Victoria Allotments currently remain under East Staffordshire Borough Council ownership and management, pending transfer arrangements. Residents have been directed to the Borough Council Open Spaces Team for action.

• **Highways Operations and Pothole Repairs**

- **Mosley Drive** - Queries were raised regarding previous pothole repair works undertaken. Discussions continue with senior highways officers regarding deployment criteria, resource allocation and operational efficiency. Further investigation into the decision-making process has been requested.
- **Wood Lane** - Notification has been received regarding proposed temporary traffic management and road closure arrangements associated with utility works on Wood Lane. Consultation responses were requested before any formal approval is granted.

• **Planning and Development**

• **Stafford Road Development Proposal (Application P/2026/00098):**

- Extensive engagement has taken place with the Highway Authority regarding the proposed development on land off Stafford Road. Clarification has been sought regarding road widths, junction design, traffic impacts and highway safety implications. Technical responses have been provided by highways officers and discussions remain ongoing.
- In addition, representations have been received from local residents expressing concerns regarding congestion, road safety, emergency vehicle access, air quality and cumulative traffic impacts associated with the proposal. These concerns have been raised with relevant officers as part of the consultation process.

- **Parking and Town Centre Issues** - Local businesses continue to express concerns regarding parking provision within Uttoxeter town centre following previous changes to parking arrangements. Discussions are ongoing, and parking matters are scheduled for consideration during forthcoming meetings. Issues raised include town centre accessibility, customer parking and support for local businesses.

- **Strategic Road Network - A50 Closures and Diversions** - Work has continued alongside Staffordshire officers, National Highways and local representatives regarding the impact of repeated A50 overnight closures. Particular concerns have been raised regarding diversion routes affecting nearby communities and increased congestion, air quality impacts and noise. Staffordshire officers have been tasked with coordinating engagement with National Highways to seek improvements to future diversion arrangements.

- **Community and Armed Forces Activity** - Preparations continue for the Uttoxeter Armed Forces Day Community Event 2027, including submission of an RAF flypast application. The event is planned to take place around the War Memorial and Market Square and is expected to attract significant community participation.

Borough Councillor P Krupski reports she has:

- 21st July, Attended a Scrutiny meeting for VFM on Fly Tipping.
- 29th July, Attended a Licencing subcommittee meeting.
- 4th August, Attended a Heath Community Centre committee meeting.
- 4th August, Attended a Licencing subcommittee meeting.
- 12th August, Attended a Zoom meeting with ARC (Uttoxeter Race Course) to agree end of year accounts.
- 16th August, Assisted UHCC with a table top event.
- 19th August, Attended a Zoom Scrutiny meeting for VFM on Fly Tipping.
- 22nd August, Assisted UHCC with a Tea event in aid of Breast Cancer.
- 27th August, Attended a Leaders Advisory group meeting.
- Contacted an ESBC officer to inquire when the broken Zip Wire in Bramshall Park would be repaired. Reply end of September.
- Reported to SCC and the County Councillor about the overgrown path in Station Road which was raised by residents using mobility scooters who were unable to access the underpass for safe passage into the town. This had been reported at the beginning of July and was still waiting action to address.

Borough Councillor Z Krupski reports he has:

- 21st July, Attended a Scrutiny meeting for VFM on Fly Tipping.
- 3rd August, Attended a meeting with ID Verde.
- 12th August, Attended a Zoom meeting with ARC (Uttoxeter Race Course) to agree end of year accounts.
- 16th August, Assisted UHCC with a table top event.
- 19th August, Attended a Zoom Scrutiny meeting for VFM on Fly Tipping.
- 22nd August, Assisted UHCC with a Tea event in aid of Breast Cancer.
- 27th August, Attended a Leaders Advisory group meeting.

Borough Councillor R Hawkins reports he has:

- 7th August - Attended a 'clean-up' of the land behind Howitt Crescent, organised by Trent & Dove. I have also been discussing with them the possibility of the area becoming a community garden in the near future.
- 7th August - Attended a showing of The People's Emergency Briefing, organised by ESBC at the Reform Church in Carter Street. This short film is of vital importance to people who do care anything about the planet; and I hope it will be viewed by many more people in the town.
- 27th August - Attended a meeting of the ESBC Leader's Advisory Group which considered the decision to create a South Staffordshire Unitary Authority as well as reports on corporate planning and the Climate Change and Environment Plan amongst other things.
- As the month progressed, I had conversations with residents about many aspects of life including the Maltings; proposed housing developments; sports facility developments; community centre developments; the responsibilities of the County Council and the quality of the work that was being done, particularly by Highways. I also paid a visit to the 'We Love Uttoxeter' centre.

Borough Councillor A Mansfield reports he has:

- Pennycroft Park - There was an attempted incursion at the park earlier in the summer. A number of defensive measures had been installed by ESBC after the most recent incursion and these seemed to prevent an incursion on this occasion. There was some minor damage done to the gates of the park, which the Council are repairing. Separately, another Councillor made me aware that it seemed that a vehicle had reversed into the height barrier at the park, partially snapping it and causing it to sag. ESBC have again raised a ticket to repair this.
- Local Government reorganisation - At the ESBC Leaders' Advisory Group meeting, we were given an update on the progress of local government reorganisation within Staffordshire. A proposal is being taken to Full Council on 28 September to form a joint committee of six councillors from the County Council and six from the Borough Council. The committee would start to put together the foundations of the new unitary council, including a calendar of meetings and the new Council's scrutiny committees., and would eventually be replaced by a permanent committee once elections have been held in May 2027. There still remain a lot of unknowns in relation to reorganisation and we will need to see how it plays out over the next few months. I and the other Borough Councillors will do our best to keep the Town Council updated.
- Individual issues - I've continued to work with individual residents on a number of issues ranging from planning applications to council tax discounts.

12. TOWN CLERK'S REPORT – 8 SEPTEMBER 2026

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

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- (a) Various SPCA E-Bulletins/Correspondence received Re: Poppy Appeal Wreaths for Remembrancetide in November and Lamp Post Poppies dated 13 July 2026, Local Plan Update dated 15 July 2026, Free Health and Wellbeing Training - new dates announced dated 20 July 2026, SPCA July 2026 Bulletin dated 21 July 2026, Clerks & Councils Direct Magazine dated 21 July 2026, Minutes Advice Note dated 24 July 2026, CALC Partner Bulletin Aug 2026 received 4 August 2026, HR Training dated 4 August 2026, Briefing Note: Confidential Minutes dated 5 August 2026, ArtRoots Fund: now open in England, and extended to 31 August dated 6 August 2026, SPCA August 2026 Bulletin dated 7 August 2026, SPCA Eighty-seventh Annual General Meeting and Local Council Conference at Uttoxeter Town Hall dated 12 August 2026, Asset Transfer Briefing for Local Councils dated 14 August 2026, WorkNest Webinars dated 17 August 2026, SID's Support dated 19 August 2026, Webinars in August and September regarding Martyn's Law training dated 20 August 2026, Pay Award Update for 2026-27 dated 25 August 2026, CALC Partner Bulletin September 2026 dated 2 September 2026, as forwarded to Members.
- (b) NALC Correspondence - CEO Bulletin dated 9 July 2026, Star Council Awards 2026/27 Council of the Year dated 10 July 2026, NALC Events dated 14 July 2026, Star Council Awards 2026/27 – Councillor of the Year dated 15 July 2026, CEO Bulletin dated 16 July 2026, NALC events dated 21 July 2026, Star Council Awards 2026/27 – Young Councillor of the Year dated 22 July 2026, CEO Bulletin dated 23 July 2026, Star Council Awards 2026/27 – Climate Response of the Year dated 29 July 2026, CEO Bulletin dated 30 July 2026, NALC events dated 4 August 2026, Star Council Awards 2026/27 – County Association of the Year dated 5 August 2026, CEO Bulletin dated 6 August 2026, NALC events dated 10 August 2026, CEO Bulletin dated 13 August 2026, CEO bulletin dated 20 August 2026, NALC Unity Trust Bank - Rollout of faster mandate change option for customers email received 21 August 2026, NALC Star Council Awards, Councillor of the year email received 26 August 2026, forwarded to Members, NALC CEO Bulletin dated 27 August 2026, NALC events dated 1 September 2026, forwarded to Members.
- (c) SLCC Correspondence - Election of Directors (Regional Representatives) dated 13 July 2026, SLCC Weekly News Digest dated 13 July 2026, News Bulletin dated 15 July 2026, SLCC Weekly News Digest dated 27 July 2026, Nominations for SLCC Directors close at 5pm on 24 August 2026 dated 5 August 2026, National Conference 2026 dated 6 August 2026, SLCC Weekly News Digest dated 10 August 2026, News Bulletin dated 13 August 2026, SLCC September Branch Conference dated 24 August 2026, News Bulletin dated 27 August 2026 inc. Pay Award 2026-27, SLCC Weekly News Digest dated 31/08/2026, as forwarded to Members and Council's Office Manager (Re Martyn's Law).
- (d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter (2428794RC for Highwood as received 13 July 2026, 4502601 - Stone Road, Bramshall received 13 July 2026, 4502898 - Balance Hill received 13 July 2026, LV112 2418609-RC - Pigeonhay Lane, Beamhurst received 23 July 2026, 4505271 – Heath Road received 29 July 2026, 2423105-RCHRP - Wood Lane received 3 August 2026, 4509025 - Bennetts Lane, Bramshall received 7 August 2026, 4500938 – Pigeonhay Lane, Beamhurst received 10 August 2026, 4509025 - Bennetts Lane, Bramshall received 10 August 2026, 4509787 – Holly Road received 17 August 2026, 4501972 - Holly Lane and Uttoxeter Road, Kingstone and Uttoxeter Road, Loxley Green received 24 August 2026, 4511482 - Hobb Lane, Scounslow Green received 27 August 2026,) as forwarded to Members and Staff.
- (e) Staffordshire Means Back to Business/SCC News dated 17 July 2026, 27 August 2026, as forwarded to Members and Staff.
- (f) My Staffordshire Newsletter dated 10 July 2026, 24 July 2026 and 8 August 2026, as forwarded to Members.
- (g) Email on 9 July 2026 from NHS Staffordshire and Stoke-on-Trent Board Re: NHS Shropshire, Telford and Wrekin and NHS Staffordshire and Stoke-on-Trent ICBs welcome new Chief Medical Officer, as forwarded to Members.
- (h) Meeting at MidMC on 10 July 2026 Re: Discover Uttoxeter Tourism and Business Directory website and potential Youth Provisions from We Love Uttoxeter.
- (i) Email from The Community Foundation for Staffordshire and Shropshire on 10 July 2026 Re: Grant Alert - Young People's Emotional Support Fund, as forwarded to Members/Staff.
- (j) Received and responded to an email on 13 July 2026 from NHS Stoke and Staffordshire Re: Staffordshire and Stoke Feedback for the Directory which is available within the Foyer.

- (k) War Memorial Site Meeting on 14 July 2026 with ESBC's Conservation Officer and The Stonemasons of Worcester Re: Further detailed War Memorial Audit as requested to progress the Listed Building Consent for the War Memorial Refurbishment Project.
- (l) Received and responded to an email on 16 July 2026 from a local retailer regarding the bunting down within Church Street. Council is advised that the Events Team will action this accordingly.
- (m) Site meeting at the Millennium Monument following issues on 15 July 2026 with traders and Council's tenant Re: dust. Council is advised that the Stonemasons of Worcester have amended their working hours to avoid works being carried out when the traders are in place.
- (n) Email from SCC on 16 July 2026 Re: Last chance to book your tickets for the Big Staffy Stroll this weekend, as forwarded to Members and Staff for promotion.
- (o) Received and responded to an email on 16 July 2026 Re: Website Nameserver Inconsistency, as issued to Council's website provider from MidMC.
- (p) Received an email on 16 July 2026 from Council's Insurance Provider Zurich Re: Summer updates for your organisation, as forwarded to Members and Council's Office Manager.
- (q) Received and responded to an email from a local resident on 16 July 2026 seeking the SID's Data for the two New Road SID's in excel format. Council is advised that the Clerk is liaising with MidMC Council's SID's Contractor accordingly.
- (r) Copied into an email dated 18 July 2026 from a local resident and business owner, as issued to ESBC following an attempt of unauthorised access into Pennycroft Community Park.
- (s) 20 July 2026 - Site meeting with Greenheart Construction and review of works and drone footage of the town hall roof in readiness for the guttering works on 21 July 2026.
- (t) Liaised with the Quarry Liaison Committee Re: next meeting. Council is advised that the last meeting took place on 22 April 2026 (Cllr Hawkins was missed off the invitation list) and the next meeting will take place on 21 April 2027 at 4pm. Council is advised that Councillor Hawkins has been issued with the Minutes from the abovementioned meeting and date for his diary for 2027.
- (u) On 21 July 2026 liaised with MidMC regarding delay issues with Clerks computer.
- (v) Meeting with Council's Office Manager and the Mayor Re: Uttoxeter Cemetery.
- (w) Millennium Monument Project completed on 21 July 2026, photos as issued to Members.
- (x) Replacement front doors at Redfern Cottage completed on 21 July 2026, photos as issued to Members.
- (y) MidMC Computer Services confirmed on 21 July 2026 that all nameserver issues had been resolved and all was in full compliant working order.
- (z) Meeting on 22 July 2026 with Greenheart Construction regarding the additional works carried out the blocked drainpipe, as agreed with the Mayor and Deputy Mayor.
- (aa) Works commenced on the enhancement of the Adam Peaty bar within the Town Hall.
- (bb) Received and responded to a number of emails and calls from Total Energies Re: Proof of takeover/Lease for St John's Hall from the Council to the Community Foundation on 1 April 2025. Council is advised that the meter readings and copy of the Signed Lease has been provided to Total Energies Legal Team for their information.
- (cc) Received an email on 23 July 2026 from The Information Commissioners Office confirming that Council's Data Protection Fee renewal will be taken by direct debit on 3 September 2026 in the sum of £52, funded by the Subscriptions budget allocation. Confirmation received 29 August 2026.
- (dd) As previously agreed with the Mayor, Deputy Mayor and Chair of F&GP, Greenheart Construction carried out a number of general odd jobs within the Town Hall on 23-24 July 2026 (whilst awaiting Architect visit on 27 July 2026 for side alley works), charged at a day rate, funded by the Town Hall Repairs and Maintenance budget allocation.
- (ee) Liaised with Preserva CSS regarding the update on the side alley works in readiness for the installation of the replacement bird netting.
- (ff) Following complaints received about the Town Hall Clock (one side not in working order), Council's Clock Contractor will be attending on two occasions week commencing 27 July 2026 to attempt to reset the clock, in the sum of £290, funded by the Town Hall Clock budget allocation. Council is advised that if these visits do not rectify the issue, it is likely that the motor(s) may be in need of replacement.
- (gg) Chubb Alarm issues at 7pm on 24 July 2026 following works to the bar area. Council is advised that the Office Manager and Admin Officer attended until 11pm when Chubb repaired a loose connection.
- (hh) Site meeting with Council's Architect and Greenheart Construction on 24 July 2026 to discuss the additional works for the Town Hall Project (3 x chimneys repointing and re-bedding chimney pots, works to the pediment and replacement of vent and considerable

- repointing on the gable end). Council is advised that Council's Architect will be providing a detailed Report and will liaise with ESBC's Conservation Officer. The Clerk is liaising with Council's Internal Auditor regarding the project and funding of the additional works.
- (ii) Email on 27 July 2026 from The National Allotment Association (Midlands) Re: Reminder for the next meeting and Minutes from the last meeting, as issued to Members.
 - (jj) Liaised with Council's Architect and The Stonemasons of Worcester regarding progression of the Town War Memorial following receipt of Listed Building Consent.
 - (kk) Following issues with the fridge in the Alan Dean Suite kitchen, as agreed with the Mayor and Deputy Mayor, a replacement fridge was purchased for £165 plus vat, inc. removal/disposal of the old fridge, which was over 20 years old, funded by the Town Hall equipment budget allocation.
 - (ll) Following concerns raised by Councillors about noise/jolting of the Town Hall lift. Council is advised that Lift & Engineering Services Ltd attended on 27 July 2026 who advised the Clerk and F/T Admin Officer that the roller guides had perished and were in need of replacement, in the sum of £556. Council is advised that the order was placed on 28 July 2026 and agreed with the Mayor and Deputy Mayor, funded by the Town Hall Equipment budget allocation.
 - (mm) Email on 28 July 2026 from Rialtas (Council's Accounts package Provider) Re: What's just landed & what's next on RialtasWeb, as forwarded to Members.
 - (nn) Received and responded to an email from The Stonemasons of Worcester Re: results of the mortar testing by Ty-Mawr Lime Ltd (as requested by ESBC's Conservation Officer), duly issued to Council's Architect and ESBC's Conservation Officer for consideration and comment, as issued to the Mayor and Deputy Mayor.
 - (oo) Received a call from Chubb advising Council that a formal internal investigation has been launched by the Chubb Engineer Re: incorrect advice given to the F/T Admin Officer on 23 July 2026 for the relocation of the a PIR detector within the Adam Peaty Suite during the significant enhancement project which resulted in issues setting the Town Hall alarms which resulted in Staff being in attendance until 11pm for a Chubb Engineer to attend to carry out works. Council is advised two invoices received are currently awaiting investigation by Chubb Operations Team.
 - (pp) 29-31 July 2026 - Site meeting with Greenheart Construction Re: additional works and additional scaffolding requirements as advised and agreed with Council's Architect. Liaised with the Mayor, Deputy Mayor, Chair and Vice-Chair of F&GP and Chair of P&P regarding the additional works costs of £4,459.04 (Greenheart Construction) and £1,350 (Southcroft Scaffolding) plus associated scaffolding/permit costs for the Town Hall and War Memorial, as updated and agreed by Council's Internal Auditor on the way forward for the virement and associated funding.
 - (qq) Email on 30 July 2026 from The Community Foundation Re: Programmes Newsletter - Summer 2026, as forwarded to Members.
 - (rr) Email on 31 July 2026 from SCC Re: Have your say on our business support programmes, as forwarded to Members and Staff.
 - (ss) Email from SCC on 31 July 2026 Re: Staffordshire Libraries in August - Summer at Your Library, as forwarded to Members and Staff.
 - (tt) Received an email on 3 August 2026 from Redfern Cottage providing Council with photos of the completed replacement front door, as forwarded to Members.
 - (uu) Met with The Community Foundation for Staffordshire and Shropshire, the local Policing Team and Together Active to progress discussions on youth provisions being provided from We Love Uttoxeter. Council is advised that the Clerk is liaising with SCVYS regarding a Youth Club, Youth Council and possible SPACE type schemes being provided within the town.
 - (vv) Defib check carried out on 4 August 2026 and The Circuit updated accordingly.
 - (ww) 5 August 2026 – SPCA LGS Briefing and attended the opening of We Love Uttoxeter.
 - (xx) Advised Members that the Town Hall lift has been repaired on 5 August and is in full working order.
 - (yy) Received and responded to an email on 5 August 2026 from MidMC advising Council that the issues with one of the SID's cameras on Kingfisher Way has been resolved and that MidMC will be changing the batteries on the bottom Highwood Road SID over the coming days.
 - (zz) Received and responded to a number of emails on 5 August 2026 from MidMC Re: Discover Uttoxeter Tourism and Business Directory website. Council is advised that the F/T Admin Assistant will be working with MidMC Re: amendments to the site and she will be responsible for updating this website (within the Clerk's allocated hours) going forward.
 - (aaa) Received and responded to an email to a local resident on 7 August 2026 from County Councillor Allen Re: overhanging trees within Victoria Allotment site. Council is advised

- that these allotments have not been transferred from ESBC and the local resident has been advised to make further contact with ESBC's Open Spaces team.
- (bbb) Received and responded to an email on 7 August 2026 from a local resident Re: Objection to Planning Application P/2026/00721 – Bramshall Meadows Phase 2G. Council is advised that the local resident has been encouraged to provide ESBC with their objections, as copied to Borough Councillor Mansfield.
 - (ccc) Received an email on 8 August 2026 from Ride Staffs Lead Re: bringing back the cycle event to the town centre. Council is advised that the Lead has been encouraged to liaise with the Town Hall and Town Centre Entertainments Team to progress this matter.
 - (ddd) Received and responded to an email on 10 August 2026 from a local resident Re: water leak within the Cemetery (along the main pathway from the Chapels to the old toilet block) and lack of watering cans within the Cemetery. Council is advised that a Contractor attended on 11 August 2026 to carry out the repair to the water leak, funded by the Cemetery Repairs and Maintenance budget and Council's Office Manager has purchased additional watering cans for the cemetery.
 - (eee) Received an email on 12 August 2026 from Katharine House Hospice Re: Support local hospice care this summer, as forwarded to Members.
 - (fff) 13 August 2026 - Meeting with We Love Uttoxeter who purchased the surplus bar chairs, tables and stools for £50 (Misc. Income under Establishment) along with the surplus glassware from the bar and St John Ambulance Memorabilia.
 - (ggg) Meeting with PSCO Burton regarding recent antisocial behaviour within the town centre , intruding at 19A High Street and recent online marketplace scamming within the town.
 - (hhh) Received an email on 14 August 2026 from the local Policing Team providing an update on Youths involved in Town Hall ASB, as issued to the Mayor, Deputy Mayor and Council's Office Manager.
 - (iii) To report receipt of an email on 14 August 2026 from a local resident advising Council that 'Just to let you know that I have contacted Jacob Collier for his comments and that the information is being passed to the Chief Exec of Staffs County Council and Lao the police.
 - (jjj) My question back to you and ultimately, the local council, is what happens with this data? Who is it analysed by and for what reason? What are the results? What are the actions as a result of the analysis? Last night, the A50 was diverted and the number of Lorries rattling through at well over 30mph was horrendous, so something really needs to be done.' Council is advised that following liaison with the Community Engagement Coordinator for Community Speed Watch (CSW) from Staffordshire Police Staffordshire Safer Roads Partnership, a response was issued accordingly.
 - (kkk) Received and responded to an email on 14 August 2026 from Smaller Authorities' Audit Appointments Ltd (SAAA) Re: account set up in readiness for Digital AGAR Submission. Council is advised that the Clerk has set up the account in readiness.
 - (III) Email on 17 August 2026 from Staffordshire Federation of Women's Institutes regarding a wellness day for women.
 - (mmm) Email on 19 August 2026 from ESBC advising of a planning decision notice regarding a tree in St Mary's Churchyard.
 - (nnn) Email on 19 August 2026 from Healthmatic Re: New EHRC Public Toilet Guidance and Is Your Council Compliant?, as forwarded to Members.
 - (ooo) Received and responded to a number of emails from a local resident Re: banking hub, post office banking, mobile phone directory and facetime tv.
 - (ppp) Email on 26 August 2026 from Staffordshire Smart Alerts Re: Your personal invitation to participate in the National Public Confidence in Policing Survey [#740098887], as forwarded to Members.
 - (qqq) Email from ESBC on 27 August 2026 Re: Flood alert: Lower Dove Brooks in Staffordshire, as forwarded to Members.
 - (rrr) Received an email on 26 August 2026 from Surveyor for and on behalf of Stiles Harold Williams Partnership LLP Re: Rates Appeal for 26 Market Place.
 - (sss) Email from Staffordshire Wildlife Trust on 27 August 2026 Re: Join us for a special viewing of The People's Emergency Briefing, as forwarded to Members.
 - (ttt) Police Smart Alerts received since the date of the last meeting, as issued to Members.
 - (uuu) Received an email on 1 September 2026 from PC Paynes providing a CCTV Device Health Check Report. Council is advised that its CCTV cameras are all in full working order.
 - (vvv) Received and responded to a number of emails on 2 September 2026 from a local resident Re: SID's Data for New Road. Council is advised that the Clerk is liaising with the Community Speedwatch Team and the Community Engagement Coordinator for Community Speed Watch (CSW) from Staffordshire Police Staffordshire Safer Roads Partnership.

06/08/2026

12:00

Month No: 3

Uttoxeter Town Council

Detailed Income & Expenditure by Budget Heading 30/06/2026

Cost Centre Report

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 General Administration								
4000 Staff Salaries inc PAYE/Pen/Nl	14,347	43,049	177,500	134,451		134,451	24.3%	
4003 Mileage - Staff & Cllr Prov	144	124	400	276		276	30.9%	
4056 Accounting Services	495	984	4,000	3,016		3,016	24.6%	
4057 Professional Fees	201	(49)	5,000	5,049		5,049	(1.0%)	
4114 Travel Expenses	0	46	0	(46)		(46)	0.0%	
General Administration :- Indirect Expenditure	15,186	44,154	186,900	142,746	0	142,746	23.6%	0
Net Expenditure	(15,186)	(44,154)	(186,900)	(142,746)				
102 Establishment								
1100 Income-Miscellaneous	0	85	0	(85)			0.0%	
1176 Income-Precept	0	200,878	401,755	200,878			50.0%	
1177 Income-Support Tax Grant	(11,848)	0	0	0			0.0%	
1180 Income-Support Tax Grant	11,848	11,848	23,695	11,848			50.0%	
1190 Income-Bank Interest	152	391	4,500	4,109			8.7%	
1191 Income-CCLA Interest	274	807	3,000	2,193			26.9%	
Establishment :- Income	426	214,008	432,950	218,942			49.4%	0
4100 Postage, Stationery & Adverts	71	201	3,600	3,399		3,399	5.6%	
4105 Telephone	447	1,335	4,550	3,215		3,215	29.3%	
4110 Office Equipment inc EPOS Fees	371	4,109	8,000	3,891		3,891	51.4%	
4111 Website & Emails	85	361	500	139		139	72.3%	
4112 Subscriptions	487	2,420	3,500	1,080		1,080	69.1%	
4113 Street Bunting	0	0	1,350	1,350		1,350	0.0%	
4116 Training	0	364	750	386		386	48.5%	
4118 Millennium Monument Plaques	0	(3,635)	3,195	6,830		6,830	(113.8%)	
4119 Speed Indicator Devices SIDS	188	371	1,800	1,430		1,430	20.6%	
4120 Insurance (UTC Assets, etc)	0	7,937	7,820	(117)		(117)	101.5%	
4122 Tourism Website	0	0	500	500		500	0.0%	
4123 Com. Speed Watch Radar Repl.	0	0	260	260		260	0.0%	
4125 Health and Safety	0	0	500	500		500	0.0%	
4156 Bank and Bankline Charges	81	189	1,500	1,311		1,311	12.6%	
4157 Audit Fees	0	(1,050)	1,500	2,550		2,550	(70.0%)	
4172 CAB Provision for the Town	0	0	16,800	16,800		16,800	0.0%	
4173 Town Centre Reg - Improve/Proj	0	0	2,500	2,500		2,500	0.0%	
4905 Contribution to Reserves	0	0	8,500	8,500		8,500	0.0%	
Establishment :- Indirect Expenditure	1,730	12,602	67,125	54,523	0	54,523	18.8%	0
Net Income over Expenditure	(1,303)	201,406	365,825	164,419				

RH

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Civic</u>								
1104 Income-Mayoral Donations	0	500	0	(500)			0.0%	
Civic :- Income	<u>0</u>	<u>500</u>	<u>0</u>	<u>(500)</u>				<u>0</u>
4275 Dr Johnson	0	0	375	375		375	0.0%	
4277 Election Costs	0	0	7,000	7,000		7,000	0.0%	
4278 Mayoral Donations	0	1,222	0	(1,222)		(1,222)	0.0%	
4280 Misc Civic Expenditure	15	15	2,600	2,585		2,585	0.6%	
4281 Expenses - Civic	0	0	3,250	3,250		3,250	0.0%	
4990 Miscellaneous Expenditure	0	0	500	500		500	0.0%	
Civic :- Indirect Expenditure	<u>15</u>	<u>1,236</u>	<u>13,725</u>	<u>12,489</u>	<u>0</u>	<u>12,489</u>	<u>9.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(15)</u>	<u>(736)</u>	<u>(13,725)</u>	<u>(12,989)</u>				
<u>105 Running Costs</u>								
1020 Income-Christmas Lights	5,000	0	5,000	5,000			0.0%	
1030 Income-Allots-Mill. Vict/hedge	0	1,524	1,524	0			100.0%	
1031 Income-Allotment Bldg Rent	72	145	868	723			16.7%	
1033 Income-Park Avenue Allotment	0	0	156	156			0.0%	
Running Costs :- Income	<u>5,072</u>	<u>1,669</u>	<u>7,548</u>	<u>5,879</u>			<u>22.1%</u>	<u>0</u>
4200 Footway Lighting	0	0	2,000	2,000		2,000	0.0%	
4206 UIB - UTC Contribution	0	3,172	9,000	5,828		5,828	35.2%	
4215 Christmas Lights	0	0	15,040	15,040		15,040	0.0%	
4220 Uttoxeter Neighbourhood Plan	0	0	7,803	7,803		7,803	0.0%	
4367 Bus Shelter - Repair/Main	0	0	250	250		250	0.0%	
4368 War Memorial	0	360	16,370	16,010		16,010	2.2%	
Running Costs :- Indirect Expenditure	<u>0</u>	<u>3,533</u>	<u>50,463</u>	<u>46,931</u>	<u>0</u>	<u>46,931</u>	<u>7.0%</u>	<u>0</u>
Net Income over Expenditure	<u>5,072</u>	<u>(1,864)</u>	<u>(42,915)</u>	<u>(41,051)</u>				
<u>106 Town Hall & Town Centre Ents</u>								
1081 Income-TH Ent Tea Dance	280	935	3,750	2,815			24.9%	
1082 Income-TH Ent Raffle	83	185	736	551			25.1%	
1083 Income-TH Ent Ticket Sales	0	34	0	(34)			0.0%	
Town Hall & Town Centre Ents :- Income	<u>363</u>	<u>1,154</u>	<u>4,486</u>	<u>3,332</u>			<u>26.7%</u>	<u>0</u>
4222 TH Ent Tea Dances	250	500	2,875	2,375		2,375	17.4%	
4223 TH Ent Raffle	16	16	150	134		134	10.5%	
4224 TH Ent Events & Town Events	182	182	12,000	11,818		11,818	1.5%	
Town Hall & Town Centre Ents :- Indirect Expenditure	<u>448</u>	<u>698</u>	<u>15,026</u>	<u>14,327</u>	<u>0</u>	<u>14,327</u>	<u>4.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(85)</u>	<u>456</u>	<u>(10,539)</u>	<u>(10,995)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 St Mary's Closed Churchyard								
4502 Grounds Maintenance	2,128	2,128	15,000	12,873		12,873	14.2%	
4503 St. Mary's Tree works	0	(509)	1,000	1,509		1,509	(50.9%)	
St Mary's Closed Churchyard :- Indirect Expenditure	2,128	1,619	16,000	14,381	0	14,381	10.1%	0
Net Expenditure	(2,128)	(1,619)	(16,000)	(14,381)				
115 Grants and Allowances								
4250 Sundry Grants (S137)	0	1,069	10,000	8,931		8,931	10.7%	
4255 Mayoral Allowance	0	2,035	2,035	0		0	100.0%	
4256 Deputy Mayor Allowance	680	680	680	0		0	100.0%	
Grants and Allowances :- Indirect Expenditure	680	3,784	12,715	8,931	0	8,931	29.8%	0
Net Expenditure	(680)	(3,784)	(12,715)	(8,931)				
120 Properties								
1000 Income-Kiosk	256	769	3,102	2,333			24.8%	
1010 Income-32 Carter Street	600	1,800	7,200	5,400			25.0%	
1075 Income-Peppercorn Rent St John	0	0	1	1			0.0%	
Properties :- Income	856	2,569	10,303	7,734			24.9%	0
4300 Kiosk-Expenditure	0	0	500	500		500	0.0%	
4305 Town Council Benches	0	0	100	100		100	0.0%	
4310 32 Carter Street Expenditure	0	0	500	500		500	0.0%	
4316 Jubilee Stone Bench	0	0	250	250		250	0.0%	
Properties :- Indirect Expenditure	0	0	1,350	1,350	0	1,350	0.0%	0
Net Income over Expenditure	856	2,569	8,953	6,384				
150 Markets								
1040 Income-Market Stalls (Weds)	148	389	2,000	1,612			19.4%	
1042 Income-Market Stalls (Sat)	65	470	500	30			94.0%	
1049 Income-Market Grants (ESBC)	0	0	3,000	3,000			0.0%	
Markets :- Income	213	859	5,500	4,642			15.6%	0
4325 Market - Business Rates ESBC	81	240	1,500	1,260		1,260	16.0%	
4377 Gas and Electric	52	52	250	198		198	20.6%	
Markets :- Indirect Expenditure	133	291	1,750	1,459	0	1,459	16.6%	0
Net Income over Expenditure	80	567	3,750	3,183				

RH

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Town Hall								
1050 Income-Ballroom	50	526	3,500	2,974			15.0%	
1051 Income-Refreshments (vatable)	0	0	50	50			0.0%	
1052 Income-Alan Dean Suite	0	381	750	370			50.7%	
1053 Income-Hire of Equip & kitchen	0	138	450	312			30.7%	
1060 Income-Bar DPS Fees	0	0	100	100			0.0%	
1063 Income-TH Sat Craft/Produce M	210	1,103	3,850	2,747			28.7%	
1066 Income-19A HighSt (Rent/Elect)	440	1,320	5,600	4,280			23.6%	
1100 Income-Miscellaneous	50	50	0	(50)			0.0%	
Town Hall :- Income	750	3,518	14,300	10,782			24.6%	0
4000 Staff Salaries inc PAYE/Pen/Ni	249	1,182	3,500	2,318		2,318	33.8%	
4059 Cupola Roof Light - Annual sum	0	0	500	500		500	0.0%	
4350 Advertising and Promotion	0	0	1,000	1,000		1,000	0.0%	
4353 Staff Costs T/H Bookings	50	140	3,000	2,860		2,860	4.7%	
4355 Licenses	0	318	500	182		182	63.6%	
4360 Equipment	17	17	1,000	983		983	1.7%	
4365 Repairs and Maint Property	81	4,992	35,000	30,008		30,008	14.3%	
4366 Repairs and Maint Equipment	90	90	2,000	1,910		1,910	4.5%	
4370 Cleaning Contract / Materials	633	1,003	6,037	5,034		5,034	16.6%	
4375 Rates	2,033	6,101	23,000	16,899		16,899	26.5%	
4376 Water	151	452	3,000	2,548		2,548	15.1%	
4377 Gas and Electric	984	2,776	12,500	9,724		9,724	22.2%	
4394 Staff Costs Craft Produce Mkt	147	391	1,500	1,109		1,109	26.1%	
Town Hall :- Indirect Expenditure	4,435	17,463	92,537	75,075	0	75,075	18.9%	0
Net Income over Expenditure	(3,685)	(13,944)	(78,237)	(64,293)				
301 Redfern Cottage(Former H Cent)								
1073 Income-Peppercorn Rent	0	1	1	0			100.0%	
1074 Income-Reim Insurance Costs	40	120	480	360			25.0%	
Redfern Cottage(Former H Cent) :- Income	40	121	481	360			25.2%	0
4365 Repairs and Maint Property	0	0	1,710	1,710		1,710	0.0%	
Redfern Cottage(Former H Cent) :- Indirect Expenditure	0	0	1,710	1,710	0	1,710	0.0%	0
Net Income over Expenditure	40	121	(1,229)	(1,350)				
401 Cemetery								
1090 Income-Cemetery Fees	2,581	9,841	60,000	50,159			16.4%	
1093 Income-Chapel	0	169	85	(84)			199.0%	

RM

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1094 Income-Memorial Trees	0	0	2,992	2,992			0.0%	
1095 Income-Memorial Benches	0	0	797	797			0.0%	
1096 Income-Reservation Fees	0	334	334	0			100.0%	
1097 Income-Transfer of Ownership	52	149	624	475			23.9%	
Cemetery :- Income	2,633	10,493	64,832	54,339			16.2%	0
4230 Tree Maintenance & Planting	0	400	1,000	600		600	40.0%	
4231 Memorial Testing	0	0	500	500		500	0.0%	
4233 Sanctum Plaques	0	120	500	380		380	24.0%	
4360 Equipment	0	0	500	500		500	0.0%	
4365 Repairs and Maint Property	5	5	2,000	1,995		1,995	0.2%	
4376 Water	38	222	750	528		528	29.6%	
4377 Gas and Electric	70	200	750	550		550	26.6%	
4500 Gravedigging	640	1,490	15,000	13,510		13,510	9.9%	
4502 Grounds Maintenance	10,856	10,856	59,000	48,144		48,144	18.4%	
4520 Memorial Benches	0	0	400	400		400	0.0%	
4521 Memorial Trees	0	0	400	400		400	0.0%	
4530 Health and Safety	0	0	300	300		300	0.0%	
Cemetery :- Indirect Expenditure	11,608	13,292	81,100	67,808	0	67,808	16.4%	0
Net Income over Expenditure	(8,975)	(2,800)	(16,268)	(13,469)				
Grand Totals:- Income	10,353	234,890	540,400	305,510			43.5%	
Expenditure	36,362	98,672	540,400	441,728	0	441,728	18.3%	
Net Income over Expenditure	(26,009)	136,219	0	(136,219)				
Movement to/(from) Gen Reserve	(26,009)	136,219	0	(136,219)				

RH

Key Statistics

Citizens Advice Mid Mercia (member)

01/04/2026 29/06/2026

citizens
advice

Summary

Clients

43

Quick client contacts

Issues

394

Activities

87

Cases

42

Outcomes

Income gain

£79,195

Other

£8,761

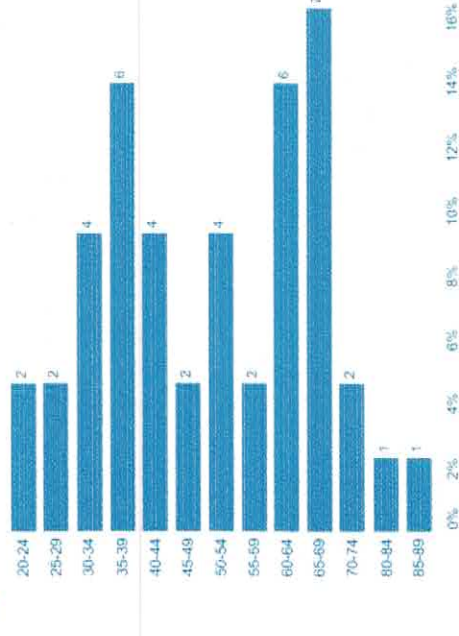
Channel



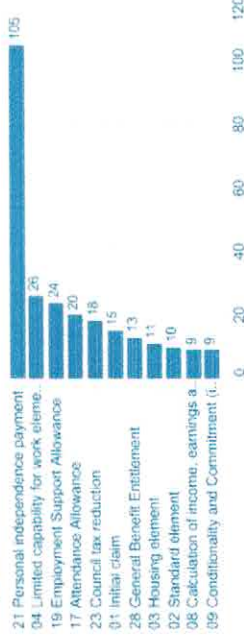
Issues

Issues	Issues	Clients
Benefits & tax credits	213	32
Benefits Universal Credit	93	9
Consumer goods & services	1	1
Data	19	6
Employment	10	5
Financial services & capability	5	1
Health & community care	7	2
Housing	10	2
Legal	11	3
Other	5	2
Relationships & family	11	3
Tax	3	1
Travel & transport	2	1
Utilities & communications	4	1
Grand Total	394	

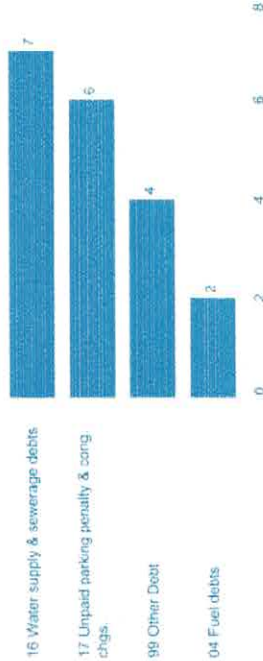
Age



Top benefit issues



Top debt issues



Gender



Disability / Long-term health



Ethnicity



M



S137 COMMUNITY SUNDRY GRANT APPLICATION FORM



Applicant Details:

Name (if an organisation) Douglas Macmillan Hospice
 Address inc. postcode: Barlaston Road, Blurton, Stoke on Trent, Staffs ST3 3NZ
 Contact person: ~~REMOVED FOR CIRCULATION~~ Daytime Telephone No: 01782 344308

Project / Activity Information:

What is your project / activity? Art & Crafts Activity days

What would this grant be used to pay for?

Our sibling support combine fun and creative activities & emotional support.

This group offers siblings the chance to make new friends with similar life challenges and have fun in a relaxed and welcoming environment. Activities include resin art, drawing, canvas painting, Hama beads, diamond art and keyring making.

When and where will the activity take place?

The activities take place at our Children and Young Adult Hospice and they are on a schedule for prebooking at regular intervals.

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? £300

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:

Dougie Mac recognises that when a child has a life-limiting condition, or when a family is facing the death of a loved one, siblings can experience a wide range of emotions and often struggle to find opportunities to express their feelings. Our sibling support programme provides dedicated activities that help brothers and sisters feel understood, connected and supported. For example, art and crafts sessions offer a safe and creative environment where children can explore their emotions, make memory items, share experiences with peers and build coping skills in an age-appropriate way. These sessions encourage communication, reduce feelings of isolation and help siblings develop resilience during challenging times. Funding will enable Dougie Mac to continue providing these valuable opportunities, ensuring siblings receive the emotional support they need to navigate uncertainty, grief and bereavement while improving their overall wellbeing.

We currently have 2 service users and their families in our care from the Uttoxeter area.

What is the total cost of your project/activity?

The cost of all activities combined annually is £13,000. This grant could cover the cost of the materials for 6 sessions.

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

This is the first grant application applied for towards this particular project .

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

Enclosures (please state): Financial Year 24/25 accounts emailed along with application Cover Letter

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:

REMOVED FOR CIRCULATION

Impact on our Community:

Account Name: Douglas Macmillan Hospice

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

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

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

As a care provider, we are monitored and inspected rigorously. Our most recent CQC grading, from a review in July 2023, is Good. Progress and success of all our services and projects is measured both quantitatively and qualitatively within the children's hospice. Our Care Team records every interaction and delivery of service with patients and families. We have robust and well-communicated feedback mechanisms to capture formal and informal feedback and we produce a quarterly report on our service, including feedback from patients and families.

Completed by: REMOVED FOR CIRCULATION Date:

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 (if an organisation) **Dove Valley Swimming Club**

Address inc. postcode: **Uttoxeter Leisure Centre, Oldfield's Road, Uttoxeter, ST14 7QL**

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

Project / Activity Information:

What is your project / activity? **Additional specific technical training**

What would this grant be used to pay for?

We have been progressing the club both with numbers of members and also medals won at major championships, with our youngsters winning multiple Gold Medals at the County Championships and making Regional Finals. We have a strong Masters team, who have won medals at National and British level, also competing at European and World Championship level in the last 18 months.

To make the next improvements for the youngsters, we are looking for support to have specific technical training with an external party who specialise in video analysis. This will allow the young members to show them their underwater positions to allow the improvement in an elite set-up. The video and 1:1 sessions give them an extra element of engagement with the sport to help improve.

When and where will the activity take place?

We are looking to make this happen over 2 sessions, to be concluded by February 2027 and allows the learnings to be used to make improvements for County and Regional Championships in March 2027.

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? **£300**

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:

We are looking to have 2 sessions, which have a total cost of £600 and the funding to be half from a grant and half from the club to support the swimmers to make the improvements and improve on our medals in both County and Regional Championships. The sessions will be 1 hour in duration, which allows 1:1 coaching, video recording and instructions from individual coaches feedback.

What is the total cost of your project/activity? £600

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

The club will fund any shortfall in the amount that we receive from a supportive grant.

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

Enclosures (please state):

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

Our annual income and expenditure information for year ending 31st March 2026 was:- Income - £60,493.68 and Expenditure £68,542.95 which gave the club a loss of £8,049.27.

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

REMOVED FOR CIRCULATION

Impact on our Community:

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

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

Yes / ☒ Encouraging involvement in Uttoxeter community activities, and/or

☒ / No Improve community facilities in Uttoxeter, and/or

Yes / ☒ Benefit/Support the community of Uttoxeter and its residents, and/or

Yes / ☒ Support local charities/organisations, and/or

Yes / ☒ Supporting local youth services, young people inc. school activities, and/or

☒ / No Supporting Fairtrade priorities, and/or

☒ / No Supporting Biodiversity and Climate Change initiatives

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

We can easily monitor the improvement of our swimmers in the competitions that we enter, mainly through the County and Regional Championships in Feb/March 2027 - we can also see the impact on how many people qualify for these championships. Over the last 2 years, since we have focused on the improvements, we have increased the amount who qualify year over year. We are strive to ensure the young swimmers have the best opportunities to do the best they can - previously we have started the swimming journey of Olympic Champions

Completed by: REMOVED FOR CIRCULATION Date: 06/08/26

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



S137 COMMUNITY SUNDRY GRANT APPLICATION FORM



Applicant Details:

Name (if an organisation) **Katharine House Hospice**

Address inc. postcode: **Weston Road, Stafford ST16 3SB**

Contact person: ~~REMOVED FOR CIRCULATION~~ Daytime Telephone No: **01785 270832**

Project / Activity Information:

What is your project / activity? **Equipment needed for the Inpatient unit modernisation and refurbishment project**

What would this grant be used to pay for? **4 x Alcohol gel dispensers for new patient rooms**

**Cost: £51.94 each
(or whatever the Council feel appropriate)**

When and where will the activity take place?

Equipment needed for Inpatient Unit, Weston Road, Stafford ST16 3SB

Have you previously received a sundry grant for this project/activity? **No, we have received grants but not towards this project**

Grant Request and Income:

What is the amount of grant that you wish to apply to the Council for? **£207.76 or whatever the Council feel appropriate**

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:

Demand for Hospice care is rising, yet we are currently unable to meet this growing need. Our inpatient unit has only 8 beds and we currently have a waiting list, meaning some patients are unable to access the specialist end of life care they urgently require. Last year 6 out of 10 referrals had to wait.

As a result, we are undertaking a renovation and expansion of our inpatient unit, increasing capacity from 8 beds to 10. As a result we also need to equip the new rooms with modern high quality equipment. This application is part of the Inpatient capital project.

Please see supporting information.

What is the total cost of your project/activity?

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

Please see supporting information

Please provide the current Bank Balance and Financial Information on the individual / organisation applying for the grant. **Current bank balance of Lloyds accounts £1,464,284.32 (as of end of August 2026)**

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:

Bank: lloyds bank, account in the name of Katharine House Hospice, Sort code REMOVED FOR CIRCULATION

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

YES 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

We can provide an update on the number of patients using our inpatient unit. We are committed to providing updates on the difference your grant helps.

Currently we support 11 patients from Uttoxeter.

Completed by: **REMOVED FOR CIRCULATION Trust Fundraiser** Date: **1.9.2026**

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.

Ms Tina Jeffery,
Town Clerk,
Town Hall,
High Street,
Uttoxeter,
Staffs.
ST14 7HN

1st September 2026

Dear Ms Jeffery and the Councillors

Uttoxeter Sundry Grant application form: Funding request 4 x Alcohol gel dispensers for inpatient unit.

Thank you so much for your previous support of Katharine House Hospice. The grants received from Uttoxeter Town Council have helped us to provide the best care possible for our patients and their families, thank you so much. The most recent grant received last year helped us to purchase a fridge for our Complimentary Therapy service. Our Wellbeing team were delighted that they finally had a fridge to store their essential oils.

I am writing to ask if you would consider an application from us for much needed equipment for our Capital project: Inpatient Unit modernisation and refurbishment – Building care so we can care for more people? Would the Councillors consider a grant towards 4 x Alcohol gel dispensers. We currently support 11 patients from the Uttoxeter area.



Katharine House Hospice provides free, palliative care to adults across Mid Staffordshire living with complex, progressive illnesses such as cancer, motor neurone disease and heart failure. We also provide support to families and loved ones. Since 1992 we have worked alongside local healthcare providers to ensure people diagnosed with an incurable illness receive compassionate, specialist care that helps them remain independent, comfortable and able to live well. In 2025 we cared for 1,833 patients and their families and

demand for our services continues to rise. It costs 5.7 million each year to run the hospice, of which 26.8% is funded by the NHS.

The Problem:

Demand for hospice care is rising, yet we are currently unable to meet this growing need. Our inpatient unit has only 8 beds and we currently have a waiting list, meaning some patients are unable to access the specialist end-of-life care they urgently require. Last year 6 out of 10 referrals had to wait.



Email info@khhospice.org.uk



Reception 01785 254645



24/7 advice line 01785 270832

Our existing unit is over 20 years' old. Not all rooms are ensuite, limiting privacy and dignity for patients and families at a deeply sensitive time. The environment and equipment are tired and outdated and no longer reflect the standards of care we provide. In addition, the current facilities do not fully meet modern infection control requirements.

Our Trustees are fully committed to this investment to ensure we can meet growing demand and continue to provide the high standard of care our community deserves.



Inpatient unit refurbishment

The Need:



Artist impression of new rooms

As a result, we are undertaking a significant renovation and expansion of our inpatient unit. We will increase capacity from 8 beds to 10 beds, with all rooms fully ensuite providing direct access to gardens, creating a more peaceful and private environment for patients and their loved ones. As part of this, we also need to equip the new rooms with modern, high-quality equipment that will:

- Replace outdated and worn items
- Improve patient comfort, dignity, and safety
- Support relatives to remain close to their loved ones
- Ensure compliance with current infection control standards
- Enable clinical teams to deliver efficient, high-quality care

The Solution:

We are seeking funding to equip our newly refurbished inpatient unit with modern, specialist equipment tailored to the needs of palliative and end-of-life patients. This project will:

- Create a safe, comfortable and dignified environment for patients and families
- Provide private ensuite facilities for every patient
- Enable access to calming outdoor garden spaces
- Support relatives, particularly those wishing to stay with loved ones
- Improve infection control and medicines management
- Enable more efficient and effective care delivery by clinical teams
- Increase our capacity, allowing us to care for an additional 75 patients each year

By transforming and expanding the inpatient unit we will be able to care for more people diagnosed with a terminal illness.

Outputs:

- Installation of modern, specialist inpatient equipment
- A fully equipped 10-bed unit with ensuite rooms

- Improved infection prevention and control measures
- Enhanced safety for patients, visitors, and staff

Outcomes:

- Patients experience greater comfort, dignity and privacy
- Families are supported in a calm, welcoming environment, with space to stay close to loved ones
- Improved wellbeing through access to private rooms and garden spaces
- More patients are able to access hospice care when they need it
- Clinical teams deliver more efficient, responsive and high-quality care

The Costs:

The overall project cost is £1.8 million, funded through a combination of public fundraising, grant funding and hospice investment. This funding request focuses specifically on the essential equipment needed for the in-patient unit.

Other Equipment	Qty	Unit cost	Total
Gel alcohol dispensers	4	£51.94	£207.76
TOTAL application request			£207.76

Evaluation Measuring and Reporting: The impact of any funding will be measured through patient activity levels and clinical outcomes, including increased capacity, improved patient experience, and enhanced quality of care. We are committed to keeping you fully informed of the difference your support makes. This will include regular updates on progress, clear reporting on outcomes achieved, and the opportunity to see the impact first-hand. We would be delighted to share patient and family feedback, including quotes and stories that demonstrate the difference this funding has made. We can also provide photographs of the equipment you have funded.

Should you prefer not to fund equipment, we would be grateful if you would perhaps consider a grant towards our core services. Please let me know if you would prefer to do this but always know we are grateful for any support you could give to us.

Finally, our accounts are available on the charity commission website but I am happy to forward a copy if you wish.

Yours sincerely

REMOVED FOR CIRCULATION

Trust Fundraiser

Guidelines for Awarding Community S137 Sundry Grants
by Uttoxeter Town Council

The Council, subject to the following general guidelines, will consider applications for grants:-

1. Purpose:

The Grant made will be used to:

- a) Improve the Uttoxeter area (within the Town boundary), and/or
- b) Encourage involvement in Uttoxeter community activities, and/or
- c) Improve community facilities in Uttoxeter, and/or
- d) Benefit the community of Uttoxeter and its residents, and/or
- e) Support local charities/organisations, and/or
- f) Support local youth services, young people inc. school activities, and/or
- g) Support Fairtrade priorities, and/or
- h) Support Biodiversity and Climate Change Initiatives.

2. Applicants:

- a) Must show that the grant will be fully expended only for the purpose for which it is granted
- b) Do not have to hold 'charitable' status
- c) Must be willing to show evidence of the expenditure of any grant so made if requested by the Council including providing bank balances/financial information

3. Applications:

- a) Should show full details of proposed expenditure, including time-scales and the possible source of any another funds being used for the same project
- b) Cannot be made for purposes that any other person or organisation has a statutory obligation to undertake
- c) Will not be accepted for activities that promote a particular political or religious viewpoint. However, such bodies may apply for a grant if it is for community development activity.
- d) Should be for events/activities/groups/organisations from within the Town boundary.

4. General

The Council reserves the right to make or refuse grants at its sole discretion.

General Information:

Please return the completed S137 Community Sundry Grant Application Form to the Town Clerk, Town Hall, High Street, Uttoxeter, Staffs, ST147HN or via tina.jeffery@uttoxetertowncouncil.gov.uk
Applicants are advised that the Clerk will acknowledge receipt of the completed form and advise the Applicant of the date of the meeting when the Application will be considered by the Town Council.