To: Members of Uttoxeter Town Council

Dear Councillor,

NOTICE IS HEREBY GIVEN that a meeting of the Uttoxeter Town Council will be held in the **Alan Dean Suite, Uttoxeter Town Hall** commencing at **7.00 pm** on **Tuesday, 13 October 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

7 October 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 8 September 2026. See Appendix A.
   (b) To approve the Recommendations of the Policy and Planning Committee Meeting held on 22 September 2026. See Appendix B.
   (c) To approve the Recommendations of the Finance and General Purposes Committee Meeting held on 22 September 2026. See Appendix C.
   (d) To approve the Recommendations of the Town Centre Forum held on 24 September 2026. See Appendix D.

7. **ACCOUNTS**
   (a) To consider and approve the accounts for payment. See Appendix E.
   (b) To consider the monthly summary of Council's income for September 2026. See Appendix F.

8. **BANK BALANCES**
   At 7 October 2026 the bank balances stood at:

RBS Current Account	£ 10,019.00
RBS Special Interest Account	£171,898.67
RBS General Reserve Fund Account	£100,000.00
RBS Town Mayors' Account	£ 135.26
RBS Deposit Account 32 Carter Street	£ 627.45
RBS 19A High Street Deposit Account	£ 340.01
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:

20.09.26	Uttoxeter Town Mayor Civic Service and Reception
21.09.26	Dr Samuel Johnson Celebrations within the Town
01.10.26	Official Opening and Ribbon Cutting of Henmores Uttoxeter
04.10.26	Mayor of Ashbourne's Civic Service
10.10.26	Afternoon Tea to Celebrate 15 Years of YESS
11.10.26	Mayor of Cheadle's Civic Service
12.10.26	The Church Legal Service followed by the Formal Opening of the Michaelmas Term at Stafford Crown Court
26.09.26	The Chairman of SMDC's Last Night of the Proms

   (b) To report that the Deputy Mayor had not attended any events since the last meeting.

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

11. **REPORTS FROM COUNTY AND BOROUGH COUNCILLORS**
   (a) To report receipt of a response from County Councillor Allen following Re: September County Councillor Report with respect to 'Budget Priorities and Projects' *as Resolved by Council on 8 September 2026 that 'the Clerk liaise with County Councillor Allen to seek clarification on his budget priorities and what projects had currently been funded within the Town'.*

   To report receipt of an email from County Councillor Allen dated 18 September 2026 providing Council with his response on the above mentioned, as follows:

   - *'My budget priorities have focused on practical projects that deliver tangible benefits to Uttoxeter residents, particularly in relation to highway safety, traffic management, drainage and infrastructure improvements.*
   - *Funding has been used to commission speed and traffic volume surveys . These surveys provide the evidence required to assess residents' concerns, support future road safety interventions and help prioritise investment where it is most needed.*
   - *Funding has also been directed towards addressing a highway drainage issue that was contributing to water ingress and flooding affecting several residential properties. The works will help reduce the risk of future flooding and provided reassurance to those residents impacted by the problem.*
   - *In addition, funding has supported signage improvements at various locations across Uttoxeter. These changes have helped improve road safety, provide clearer information to road users and contribute to the more effective management of the local highway network.*
   - *Whilst some projects may not always be highly visible, they are designed to address issues raised by residents, improve safety, protect property, and ensure that future highway investment is based on robust evidence and local need.'*

(b) To report receipt of a combined Borough Councillor Report on ESBC matters arising since the date of the last meeting. See Appendix G.

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

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

14. **POLICE UPDATE**
(a) As reported to Council on 9 December 2025, information on Police Reports for Uttoxeter are available via https://www.staffordshire.police.uk/area/your-area/staffordshire/east-staffordshire/uttoxeter-town/about-us/top-reported-crimes-in-this-area
(b) The following Police Drop In sessions will take place within the Town in October:
- 7th St Marys Church 11:30-12:30hrs
- 14th St Marys Church 11:30-12:30hrs
- 15th Saddlers Yard Café 11-12:00hrs
- 16th/23rd Eco Centre 10:30-12:00hrs (place of Welcome).
- 17th Asda drop in 11-12:00hrs
- 23rd Eco Centre 10:30-12:00hrs (place of Welcome).
- 28th Multi-Agency Event within the Town Hall 10-13:00hrs
- Heath Community Centre every Tuesday from 9.30hrs.
- Others may be added throughout the month.

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

15. **ESBC - PLANNING APPLICATIONS**
Council is asked to make its comments on the undermentioned Planning Applications as received from ESBC:
(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) *As Deferred by P&P on 22 September 2026 and update received from ESBC as issued to Members on 5 October 2026* - P/ P/2026/00963 - Change of use from a retail unit (class E) to a bar (Sui Generis) with internal and external alterations including the installation of toilets, fixed seating, installation of a retractable awning, air conditioning unit, bi-fold doors to the West elevation and alterations to existing fenestration at Waynes Fruit and Veg, Unit Rear of Town Hall, Carters Square, ST14 7FN.
(c) *As Deferred by P&P on 22 September 2026 and update received from ESBC as issued to Members on 5 October 2026* - P/2026/00964 - Listed Building application for internal and external alterations including the installation of toilets, fixed seating, installation of a retractable awning, air conditioning unit, bi-fold doors to the West elevation and alterations to existing fenestration all to facilitate the change of use from a retail unit (Class E) to a bar (Sui Generis) at Waynes Fruit and Veg, Unit Rear of Town Hall, Carters Square, ST14 7FN.
(d) P/2026/00993 - Reduce back to original points of two Willow trees (T1 & T2), reduce to 8m of two Poplar trees (T3 & T4) and remove dead tops of one Poplar tree (T5) at Church of St Mary The Virgin, Bridge Street, ST14 8AW.
(e) P/2026/01011 - Crown reduce by up to 2 metres and crown lift by up to 3 metres from ground level one Beech Tree (T1 of TPO 55T1) at 5 Holly Road, ST14 7NX.
(f) P/2026/01019 - Alterations and single storey extension to existing detached welfare building at Environment Agency Depot, Derby Road, ST14 8EL.

16. **COMPLETION OF THE AUDIT FOR THE YEAR ENDED 31 MARCH 2026**
To report receipt of the completed Audit for the year ended 31 March 2026 from Forvis Mazars Auditors as dated 17 September 2026, for the completed Annual Governance and Accountability Return for 2025-26 and Notice of Conclusion of Audit for Accounts for the year ended 31 March 2026. See Appendix I.

The RFO is delighted to report that the auditor states *"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion on the information in*

Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

Council is informed that a copy of the completed Notice of Audit Conclusion of Audit for the Annual Return for the year ended 31 March 2026 has been duly displayed within Council's Noticeboard and website from 17 September 2026. See Appendix J.

17. **WAR MEMORIAL REFURBISHMENT PROJECT**

Council is advised that the Stonemasons of Worcester anticipate the War Memorial Refurbishment Project being completed by 13 October 2026.

18. **YOUTH PROVISIONS WITHIN THE TOWN**

As Resolved by Council on 10 March 2026 that Council 'encourage the Foundation to consider incorporating events within the Hub for the Youth and Young People of the Town which is much needed.'

Council is advised that:

- Over the recent months, a number of meetings have been held with potential Partners regarding provisions for the youth and young people of the Town.
- For a Youth Club to be organised/run within the Town for 39 weeks per annum would cost £5,000 including the purchase of equipment. It is anticipated that this would be in addition to Police Cadets and AV/Radio/Lighting Workshops to be held at the 'We Love Uttoxeter Community Hub'. The Community Foundation are offering the space for a Youth Club free of charge.

Council is asked to consider incorporating funding within the Estimates/Precept towards Youth Provisions for the Town which would also be supported by We Love Uttoxeter, SCVYS, The Community Foundation, etc. Council's instruction is sought.

19. **TAXI RANK WITHIN UTTOXETER**

As Resolved by Council on 8 September 2026 that *'the Clerk liaise with County Councillor Allen and SCC's Community Highway Manager for Stafford Borough and East Staffordshire to request that SCC consider the parking spaces located in Church Street (outside the Steeplechase Public House) being designated as taxi rank/taxi parking during evening hours.'*

To report receipt of an email on 7 October 2026 received from County Councillor Allen, copied to SCC's Community Highway Manager (for his comment) advising Council that:

- *'Thank you for your email and for following up ahead of the Council meeting on 13 October. When this matter was first raised, I was happy to explore whether the existing parking bays outside The Steeplechase could potentially operate as normal parking during the day and as a designated taxi rank during specified evening and night-time hours. I also felt it was important to establish the position with ESBC's Licensing, as there is a legal distinction between Hackney Carriages and private hire vehicles, and only Hackney Carriages can use a formal taxi rank. As part of that, it would be useful to understand how many Hackney Carriages currently operate in Uttoxeter and whether the vehicles regularly waiting around the War Memorial are Hackney Carriages, private hire vehicles, or a mixture of both.*
- *However, having spent time in the town centre during the evening over the last couple of weeks, I am no longer convinced that a taxi rank at this location would achieve the intended outcome. On the last two evenings I have been in the town centre, the parking bays outside The Steeplechase have been largely unused, whilst taxis have continued to congregate outside Wetherspoons and on the Market Place cobbles. This suggests that drivers themselves prefer that location and may not choose to use a taxi rank on Church Street, even if one were provided.*
- *I also have some concerns from a public safety perspective. Many people leaving pubs and other late-night venues may be a little worse for wear, and there is a strong argument that being collected close to those venues is safer than requiring pedestrians to cross the road to access a dedicated taxi rank elsewhere. From what I have observed, the existing informal arrangements appear to be working reasonably well for both drivers and passengers.*
- *Whilst I was happy to investigate the proposal and remain open to evidence that demonstrates a clear need, based on my observations to date I am not persuaded that designating these spaces as an evening taxi rank would be well used or represent the best solution for the town centre.*

- *These are my own observations based on time spent in the town centre recently. I will also ask Richard Rayson for his views as the relevant Highways officer and take any professional advice he provides into account before reaching any final conclusions.*
- *I hope this assists the Councils consideration of the matter.'*

Council's instruction is sought.

20. **GROUNDS MAINTENANCE CONTRACT FOR UTTOXETER CEMETERY AND ST MARY'S CLOSED CHURCHYARD 2027-2030 TENDERS**

Council is advised that clarification was received from Council's DPO on 25 September 2026, and as in accordance with Commercial Confidentiality under Section 43(2) of the Freedom of Information Act 2000 *(redacted due to commercially sensitive information)*, Council is asked to give consideration to the following Two Tenders received, as in accordance with Standing Orders 18(c)(iv-v), opened by the Chair of F&GP, the Mayor and the Clerk on 25 September 2026 following the closing date, for the Grounds Maintenance Contract for Uttoxeter Cemetery and St Mary's Closed Churchyard commencing from 1 April 2027-31 March 2030, as follows:

- Tender 1:
  - 1 April 2027 – 31 March 2028 as follows:
    - £61,234 Uttoxeter Cemetery plus £12,765 and St Mary's Closed Churchyard - £73,999
    - Additional Works – Contractor Charges:
      - Hourly rate for additional works £30 per hour
      - Memorial Tree Planting £50 per planting
      - Memorial Bench Installation £200 per bench
  - 1 April 2028 – 31 March 2029 as follows:
    - £62,460 Uttoxeter Cemetery plus £13,020 and St Mary's Closed Churchyard - £75,480
    - Additional Works – Contractor Charges:
      - Hourly rate for additional works £30 per hour
      - Memorial Tree Planting £50 per planting
      - Memorial Bench Installation £200 per bench
  - 1 April 2029 – 31 March 2030 as follows:
    - £63,710 Uttoxeter Cemetery plus £13,280 and St Mary's Closed Churchyard - £76,990
    - Additional Works – Contractor Charges:
      - Hourly rate for additional works £30 per hour
      - Memorial Tree Planting £50 per planting
      - Memorial Bench Installation £200 per bench
- Tender 2:
  - 1 April 2027 – 31 March 2028 as follows:
    - £73,396 Uttoxeter Cemetery plus £18,424 and St Mary's Closed Churchyard - £91,820
    - Additional Works – Contractor Charges:
      - Hourly rate for additional works £65 per hour for 2 Operatives
      - Memorial Tree Planting £225 per planting
      - Memorial Bench Installation £375 per bench
  - 1 April 2028 – 31 March 2029 as follows:
    - £77,380.80 Uttoxeter Cemetery plus £19,345.20 and St Mary's Closed Churchyard - £96,726
    - Additional Works – Contractor Charges:
      - Hourly rate for additional works £67.50 per hour for 2 Operatives
      - Memorial Tree Planting £225 per planting
      - Memorial Bench Installation £375 per bench
  - 1 April 2029 – 31 March 2030 as follows:
    - £81,249.84 Uttoxeter Cemetery plus £20,312.46 and St Mary's Closed Churchyard - £101,562.30
    - Additional Works – Contractor Charges:
      - Hourly rate for additional works £70 per hour for 2 Operatives
      - Memorial Tree Planting £225 per planting
      - Memorial Bench Installation £375 per bench

Tenderer 2 wishes to *'draw the Council's attention to a point arising from your review: the contracts of employment provided for the individuals in question are described as seasonal operatives on 'casual' contracts of employment. We would ask the Council to note this, as it may be relevant to the nature and extent of any TUPE obligations that ultimately apply, and we would welcome the opportunity to discuss this further should it assist the Council's own consideration of the matter'.*

For information – Current Charges for 1 April 2026 – 31 March 2027 are as follows:

- *£59,000.00 Uttoxeter Cemetery plus £15,000.00 and St Mary's Closed Churchyard = £74,000.00*
  - *Additional Works – Contractor Charges: Hourly rate for additional works £60.00ph (2 man team, during normal working hours)*
  - *Memorial Tree Planting £50.00*
  - *Memorial Bench Installation £200.00*

Council's instruction is sought.

21. **S137 COMMUNITY SUNDRY GRANT APPLICATIONS**

Council is advised that £7,023.24 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 on 3 September 2026 from Village Baby CIC seeking a grant of £500-750. See Appendix K. Council's instruction is sought.

(b) To report receipt of an email on 17 September 2026 from Parkrun expressing its thanks to Council for its generous Grant towards the Junior Parkrun. Council is advised that the Mayor, Deputy Mayor, Chair of F&GP and Chair of P&P viewed the documentation received from Parkrun confirming receipt of the other Grants prior to the Council's grant being issued.

(c) As Resolved by Council on 8 September 2026 that *'the Clerk liaise with Douglas Macmillan to request that, prior to Council further considering the S137 Sundry Grant application, they provide the latest details on their financial position/bank balance'.* Audited Accounts for 2024-25 were issued to Members on 17 September 2026 and Draft Accounts for 2025-26 were issued to Members on 22 September 2026.

To report receipt of a S137 Sundry Grant Application received 16 July 2026 from Douglas Macmillan Hospice seeking a grant of £300. Council's instruction was sought.

Council was 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.*

(d) To report receipt of an email on 17 September 2026 from Dove Valley Swimming Club expressing thanks to Council for the recent sundry grant.

(e) S137 Sundry Grant Application Form received on 28 September 2026 from Uttoxeter Lions Club seeking a grant of £2,000. See Appendix L. Council's instruction is sought.

22. **PARKING IN HOLLY ROAD**

As Resolved by Council on 8 September 2026 that the Clerk liaise with:

(i) County Councillor Allen to express Council's concern with the parking outside the County Council Care Home provision in Holly Road and to seek his assistance in:
  - *Encouraging Staff to park within the driveway of the property,*
  - *Consider reducing the height of the hedge as a compromise, to enable ease of line of sight for oncoming traffic when exiting the Heath Community Centre carpark.*

(ii) With Chief Inspector Neeson to request Police assistance with the ongoing parking issues in Holly Road.

To report receipt of email from:

(a) County Councillor Allen on 20 September 2026 advising Council that:
'Thank you for your email and for bringing the Town Council's concerns to my attention. Before I raise this matter with the relevant officers, it would be helpful if you could provide some additional information regarding the issues being experienced, in particular:
  - *Has the Town Council received any specific complaints or reports relating to vehicles associated with the care home?*
  - *Are there particular times of day when the parking issues are most apparent?*

- *Has any evidence been gathered, such as photographs, demonstrating obstruction or visibility concerns?*
- *Is the concern solely related to staff parking, or does it also involve visitors and other vehicles using Holly Road?*

With regard to the hedge adjacent to the Heath Community Centre car park, could you please clarify exactly which hedge is being referred to and who owns or maintains it? This will help ensure that any enquiry is directed to the appropriate organisation or landowner.

It would also be useful to understand whether the concern relates to a specific highway safety issue, such as inadequate visibility at the junction, or whether it is more of a general access concern when exiting the car park.

Once I have received the additional information, I will be able to raise the matter with the appropriate officers and advise on any next steps. I note also that the Town Council intends to contact Chief Inspector Neeson regarding any parking enforcement concerns.'

(b) On behalf of Chief Inspector Neeson on 21 September 2026 advising Council that:
'Thank you for your email. We are aware of the parking concerns at the entrance to and exit from the Heath Community Centre on Holly Road.

PCSO Burton has established and maintained strong links with the neighbouring Care Home, and through regular engagement with staff there has already been a significant reduction in the parking issues that were previously being experienced. We will continue to support this approach and encourage considerate parking by those attending the site.

In relation to a longer-term solution, it may be worthwhile for the Council to consider the introduction of double yellow lines around the mouth of the Community Centre entrance. This could help improve visibility for vehicles entering and exiting the site, enhance road safety, and provide a clearer basis for enforcement where parking restrictions are contravened.

The Neighbourhood policing team will continue to monitor the situation and provide advice where appropriate. Should there be any specific instances where vehicles are causing an obstruction or creating an immediate danger, please do not hesitate to bring these to our attention.'

Council's instruction is sought.

23. **ESBC MARKETS AGREEMENT - UPDATE**

As Resolved by Council on 8 September 2026, Council is advised that the Mayor Signed the Markets Agreement with ESBC for up to 29 November 2029 on 14 September 2026, including a Grant to the Town Council of £3,000 per annum (due 1 December annually). Council is advised that the Signed Copy from ESBC has been received on 15 September 2026 and filed electronically.

24. **PARKING IN SHORT STREET**

As Resolved by Council on 9 September 2026 that 'the Clerk write to County Councillor Allen and the local Policing Team to request their urgent attention and assistance with, following a number of complaints from local residents, with a number of untaxed vehicles being parked up and for sale, parked on SCC owned land and within the pavement in Short Street from a nearby commercial business.'

Council is advised that Councillor P Krupski following receipt of further complaints from residents, has been in contact with ESBC and SCC and the following response has been received from SCC's Community Highways Manager advising Council that *'I refer to your email regarding parked cars in Short Street, Uttoxeter. The areas highlighted in your photos are not highway maintainable at public expense (HMPE) and we have no authority to prevent these vehicles parking in these locations. I suggest you need to refer to the landowners in order to discuss this matter.'*

To report that at the time the Agenda was issued, no response has been received from the local Policing Team or SCC direct to the Clerk. The Clerk to provide an update if available. Council's instruction is sought.

25. **NATIONAL HIGHWAYS - A50 DOVERIDGE TO BLYTHE BRIDGE ESSENTIAL RESURFACING WORK - UPDATE**

To report receipt of an email on 21 September 2026 from National Highways Business Services Co-ordinator advising Council that *'We wrote to you on 7 September 2026 regarding our work on the A50 between Doveridge and Blythe Bridge which works did not start as planned following feedback we received about the diversion route. We have pushed the start date back and reviewed our diversion routes to help reduce disruption for nearby villages. We will also have extra signage advising drivers to follow the signposted diversion route and not follow their satnavs to deter them from cutting through the villages and using less suitable routes.*

Our work will now take place from Monday 28 September to Friday 30 October 2026, on weeknights, from 8pm to 5am. During this time, we will work under the following closures:

- *28 September to 20 October – A50 westbound Doveridge Bypass closed from Ashbourne Interchange to the A518 Derby Road Roundabout and A50 westbound Uttoxeter bypass closed from the A522 junction to Tean Roundabout.*
- *12 October to 30 October – A50 Doveridge Bypass eastbound closed from the A518 Derby Road roundabout to Ashbourne Interchange.'* As forwarded to Members on 22 September 2026.

26. **ESBC – SELECTIVE LICENSING DESIGNATION UPDATE**

To report receipt of an email on 24 September 2026 from ESBC's Selective Licensing Team providing Council with *'the latest information concerning the Selective Licensing scheme which has now been approved by ESBC. The public notice describes the scheme and the area affected. The scheme will come into force from 1st January 2027. Further information can be found on the Council's website as follows http://www.eaststaffsbc.gov.uk/housing-and-property/landlords/selective-licensing-scheme,'* as forwarded to Members.

27. **THE MALTINGS – UPDATE**

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

(b) Councillors Houlihan, Z Krupski and A Mansfield to provide Council with an update following their meeting with ESBC's Responsible Cabinet Member and Chief Officer for the Maltings, requesting sight/involvement of the more detailed plans for the Maltings refurbishment including the cladding, trees, benches, bins, seating, security, lighting.

28. **BURTON & DISTRICT FUNDRAISING GROUP - CANCER RESEARCH UK**

To report receipt of an email on 21 September 2026 from The Treasurer of Burton and District Fundraising Group advising Council that *'Burton and District Fundraising Group are raising funds for Cancer Research UK. They hold events known as 'Turn The Town Pink' in an endeavour to raise both Funds and better recognition for Research into the various Cancers.*

- *In May, the Group went into Swadlincote and also held a Charity Dog Walk at Rosliston Forestry Centre. Rosliston Village were asked to participate which they accepted, and between Rosliston and Swadlincote, £16,513.90 was raised. The Group started these events three years ago in Burton and introduced Swadlincote two years ago. To date, we have raised upwards of £30,000. on these events alone.*
- *As our Fundraising area covers from Ashbourne to Coalville, it is of course very difficult to be everywhere. In an attempt to get our Group name out there, I have joined several networking groups, and visited a Group in Uttoxeter recently.*
- *I spoke of our needs for Volunteers in the areas we cover. Several of the attendees said how community spirited the people of Uttoxeter are.*
- *To this end I would like to ask if there is any chance we could ask for your help to come into Uttoxeter during February to coincide with Valentine's Day. Registration for these events is £10, which covers administration and the supply of necessary posters. Our aim is to use the £10 to make Hearts to put into the windows of the businesses taking part. We would then like them to decorate their businesses in Pink and put on a fundraiser - a Raffle, a fundraising activity or something similar. This could raise a large amount of money for Research, and if successful, the Town may decide to make this an annual event, not necessarily in February, but at a time to suit you.'*

Council's instruction is sought.

29. **SCC INFORMATION GOVERNANCE SUPPORT – OCTOBER BULLETIN**
To report receipt of an emails dated 28 September 2026 received from Council's Data Protection Officers providing Council with a copy of the above mentioned, as issued to Members and Council's Office Manager.

30. **CORRESPONDENCE FROM COUNCIL'S HR PROVIDER**
To report receipt of the following emails, as issued to Members, Council's Office Manager and Council's Payroll Provider:
(a) Your Employment Rights Act 2025 questions answered – Peninsula on 11 September 2026.
(b) Free download: Escape HR and Health & Safety Red Tape from Peninsula on 14 September 2026.
(c) Final call for our free webcasts – Peninsula dated 21 September 2026.
(d) How to protect your young workers | Government confirms plans for new flexible working laws – Peninsula dated 21 September 2026.
(e) Do you know about your new incoming legal obligations – Peninsula dated 23 September 2026.
(f) Major employment law changes are just weeks away – Peninsula dated 25 September 2026.
(g) Important employment law update inc. Trade Union Rights – Peninsula dated 25 September 2026.

31. **HMRC SUPPORT**
To report receipt of the following, as forwarded to Members and Council's Payroll Provider:
(a) Getting started with statutory payments dated 7 September 2026.
(b) VAT Returns and your accounting scheme options dated 14 September 2026.
(c) Salary sacrifice and the National Minimum Wage dated 16 September 2026.

32. **STAFFORDSHIRE PENSION FUND**
To report receipt of an email on 8 September 2026 from LGPS Re: Staffordshire Pension Fund Scheme Employer Training Session on 21 October 2026, as forwarded to Members and Council's Office Manager and Council's Payroll Provider.

33. **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.

34. **LOCAL GOVERNMENT REORGANISATION**

35. **STAFFING INCLUDING TRAINING**

36. **AGENDA ITEMS FOR NEXT MEETING**

A

UTTOXETER TOWN COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 8 SEPTEMBER 2026 IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL COMMENCING AT 7.00PM AND THERE WERE PRESENT:

Chair and Town Mayor - Councillor Z Krupski

Councillors: T Ashby, D Boot, J Glandfield, R Hawkins, D Holland, B Houlihan, A Johnstone, P Krupski, C Lancaster, A Mansfield (Deputy Mayor), A Noyes, L Sylvester, C Wain
Officer in attendance – T Jeffery (Town Clerk/RFO)
It was noted that two members of the public were in attendance in the meeting.

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

2. **APOLOGIES FOR ABSENCE**
(a) The Clerk reported receipt of apologies for absence from Town Councillor C Sylvester and 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. Councillor S Page

RESOLVED 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.

The Chair welcomed the members of the public to the meeting. It was noted that a member of the public wished to address Council on Agenda Item No. 35 The Maltings.

The member of the public expressed 'his thanks to Council for permitting him to address them on an important area within the town centre, the Maltings. He expressed his concerns with the lack of updates on the Maltings which was deteriorating daily. He sought clarification from the Council on the following:

- A start date
- When the works would be finished
- He enquired if somebody could please inform the people of Uttoxeter of what is happening and when it would be happening. He reported that there was a lack of updates on social media regarding this matter and he encouraged the Council's PR to provide an update.

Thank you.'

The Chair thanked the member of the public for their address to the Council and he reported that Council would consider their address as part of Item No. 35 The Maltings later within 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. **MINUTES**

(a) The minutes of the Council Meeting held on 14 July 2026 were approved as a correct record.

It was noted that Councillors C Lancaster, A Mansfield and L Sylvester abstained from the above mentioned vote due to not being in attendance at the meeting.

(b) Council gave consideration to the Recommendations of the Footpaths Committee Meeting held on 16 July 2026.

RESOLVED that the Recommendations of the Footpaths Committee Meeting held on 16 July 2026, be approved and ordered to form part of the minutes attached hereto as Appendix A.

(c) Council gave consideration the Recommendations of the Town Centre Forum held on 23 July 2026.

RESOLVED that the Recommendations of the Town Centre Forum held on 23 July 2026, be approved and ordered to form part of the minutes attached hereto as Appendix B.

(d) The minutes of the Extraordinary Council Meeting held on 27 July 2026 were approved as a correct record.

(e) Council gave consideration to the Recommendations of the Policy and Planning Committee Meeting held on 28 July 2026.

RESOLVED that the Recommendations of the Policy and Planning Committee Meeting held on 28 July 2026, be approved and ordered to form part of the minutes attached hereto as Appendix C.

7. **ACCOUNTS**

(a) Council gave consideration to the list of accounts submitted for payment in the sum of £78,490.85 which included BACS/cheque payments made since the date of the last meeting.

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

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

RESOLVED that the same be noted.

8. **BANK BALANCES**

At 8 September 2026 the bank balances stood at:

RBS Current Account	£ 10,223.50
RBS Special Interest Account	£239,597.93
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) The Clerk reported 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) The Clerk reported that the Deputy Mayor attended the following event 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**

None received.

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

(a) The Clerk reported receipt of County Councillor P Allen's County Report on SCC matters arising since the date of the last meeting which included the following:

- 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.

RESOLVED that the same be noted.

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

- Borough Councillor P Krupski reported she had:
  - 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 reported he had:
  - 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 reported he had:
  - 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, he had 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.
  - He had paid a visit to the 'We Love Uttoxeter' centre.
- Borough Councillor A Mansfield reported he had:
  - 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.

RESOLVED that the same be noted.

12. **TOWN CLERK'S REPORT**

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

(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 was advised that the Events Team would 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 was advised that the Stonemasons of Worcester had amended their working hours to avoid works being carried out when the traders were in attendance.

(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 was advised that the Clerk was 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 was 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 was advised that Councillor Hawkins had been issued with the Minutes from the above mentioned 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 attended 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 was advised that if these visits do not rectify the issue, it was 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 was advised that Council's Architect had provided a detailed Report and will liaise with ESBC's Conservation Officer. The Clerk was 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, and 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 was 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 was 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 had 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 was advised two invoices received were currently awaiting investigation by Chubb Operations Team. Council was advised that this was ongoing.

(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 was repaired on 5 August and was 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 had been resolved and that MidMC would 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 was advised that the F/T Admin Assistant was working with MidMC Re: amendments to the site and she would 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 was advised that these allotments had not been transferred from ESBC (due to long standing issues to be resolved) and the local resident had 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 was advised that the local resident had 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 was advised that the Lead had 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 was 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 had 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) Reported 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 was 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 was advised that the Clerk had set up the account in readiness.

(lll) 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 was advised that its CCTV cameras were 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 was advised that the Clerk was liaising with the Community Speed Watch Team and the Community Engagement Coordinator for

Community Speed Watch (CSW) from Staffordshire Police Staffordshire Safer Roads Partnership.

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

13. **REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE TOWN COUNCIL**
None received.

14. **POLICE UPDATE**
(a) As reported to Council on 9 December 2025, information on Police Reports for Uttoxeter are available via https://www.staffordshire.police.uk/area/your-area/staffordshire/east-staffordshire/uttoxeter-town/about-us/top-reported-crimes-in-this-area
(b) The Clerk reported 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 would 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 were welcome to attend any of the above mentioned Drop In sessions.

RESOLVED that with respect to 14(a)-(c), 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/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.

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

(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*

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

RESOLVED that the same be noted.

(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).*

RESOLVED that given this was the Town Council's Application, the same be noted.

(d) P/2026/00835 - Installation of wheelchair lift at 36 Davies Drive, ST14 7EG.

The Clerk reported that ESBC had granted an extension for (d) P/2026/00835 as above, to enable Council to make its comments.

RESOLVED that with respect to P/2026/00835, Council had no comment to make at this stage.

(e) P/2026/00895 - Installation of 1no. air source heat pump with associated base at Environment Agency, Uttoxeter Depot, Derby Road, ST14 5AA.

RESOLVED that with respect to P/2026/00895, Council had no comment to make at this stage.

(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.

RESOLVED that with respect to P/2026/00898, Council had no comment to make at this stage.

(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.

RESOLVED that with respect to P/2026/00925, 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. **ESBC – NOTICES OF PLANNING APPEALS**

(a) P/2022/00846 – The Clerk reported 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.

RESOLVED that the same be noted.

(b) P/2026/00449 – The Clerk reported 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.

RESOLVED that the same be noted.

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

The Clerk reported 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 was advised that Councillor Houlihan attended and spoke on behalf of the Council and he reported that he had reiterated the Council's comments as Resolved on 14 July 2026 that Council welcomed the application and sought assurance from ESBC that:

- The demolition and infrastructure works for Phase One will be carried out at the earliest opportunity possible to avoid any further delays.
- The planters and seating be of high quality and safely secured in place.
- 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.
- 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.

He reported that Members of ESBC's Planning Committee sought more detailed information on the planters, seating, foliage, trees and cladding given the information within the plans was vague. It was noted that Council would give further consideration to The Maltings under Item No. 35.

It was noted that Council expressed its thanks to Councillor Houlihan for his informative update to Council and at ESBC's Planning Committee meeting.

RESOLVED that the same be noted.

18. **TOWN COUNCIL ACCOUNTS – UP TO AND INCLUDING 30 JUNE 2026**
Council gave 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. Council's instruction was sought. The Clerk reported that the above mentioned Accounts would be incorporated upon the Council's website following approval.

RESOLVED that the same be accepted and approved.

19. **FLAGS WITHIN THE TOWN , THE HIGH STREET BOLLARD AND THE MALTINGS – RESPONSE FROM COUNTY COUNCILLOR ALLEN**
The Clerk reminded Council of its Resolution on 14 July 2026 and she reported 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 was sought.

RESOLVED that the same be noted.

(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 was sought.

Councillor Houlihan referred to '*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.*' He sought clarification from Councillor Allen on his budget priorities and what projects had currently being funded. Following due debate, it was

RESOLVED that the Clerk liaise with County Councillor Allen to seek clarification on his budget priorities and what projects had currently been funded within the Town.

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

(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 was sought.

RESOLVED that the same be noted.

20. **ESTIMATES MEETING/PROJECTS FOR INCLUSION WITHIN THE ESTIMATES/PRECEPT 2027-28**

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 was asked to determine any specific projects/funding to be included within the Precept 2027-28. Council's instruction was sought.

Councillor Houlihan reported that, in the interests of public safety and given that the Council's requests to SCC to provide monitoring for the High Street bollard, which SCC had the responsibility for Highways, he requested Council gave consideration to seeking costings for an external Company to provide the monitoring of the High Street bollard which could be considered by the Council as part of its Draft Estimates.

Councillor Hawkins concurred with Councillor Houlihan and reported that he would support the Clerk obtaining costings for an external provider to be considered as part of the annual Estimates considerations.

Councillor Hawkins reported that the 2-day CAB Provisions for the Town which the Council funded by potentially extended as part of the Estimates considerations.

The Clerk reported that she had a number of projects already included within the Draft Estimates which included works to the Admin Office, partial decor of the Town Hall Portico, refurbishment of the Ballroom wooden sprung floor, etc. Following due debate, it was

RESOLVED that:

(i) Councillors provide the Clerk with details of any specific project they wish to be included within the 2027-28 Draft Estimates, to be provided by no later than 30 September 2026.

(ii) The Clerk be tasked with seeking costings for an external Provider to monitor the High Street bollard, to be further considered by Council at its Draft Estimates meeting to be held in private on 24 November 2026.

(iii) The Clerk liaise with CAB with respect to the current service requirements being extended from the Town Hall, to be further considered by Council at its Draft Estimates meeting to be held in private on 24 November 2026.

(iv) The Clerk liaise with Council's Christmas Lights Contractor with respect to a further request to extend the Christmas Lights further down Carter Street, and associated costings be included within the Draft Estimates.

21. **TOWN HALL WORKS UPDATE AND BUDGET VIREMENT**

(a) Council was 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 had been removed. This had been cleared, cleaned and the guttering had been painted. The bottom part of the above mentioned down pipe was blocked solid, and Greenheart Construction had 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 reported that the gulley into the High Street from Carter Square had a considerable amount of silt within it.

RESOLVED that the same be accepted and approved.

(b) Side alley/roof works - Greenheart Construction advised that additional works were required following a detailed review of the building on the scaffolding was in place. Council was advised that Greenheart and Council's Architect carried out a further review of the roof, chimneys, windows and gable end. Council was advised that a number of slates were missing/slipped, some additional works were 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 that 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 was 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.

RESOLVED that the same be accepted and approved.

(c) Council was 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 was 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 was advised that there was evidence internally of water ingress coming into the Admin Office which we understand were 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 would review and advise in due course.

RESOLVED that the same be accepted and noted, and funding be included within the Draft Estimates for 2027-28.

(d) Council was 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 was sought.

RESOLVED that the same be accepted and approved.

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

The Clerk reported 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 was advised that recruitment was currently closed and WMAS would open recruitment similar time later this year.

RESOLVED that the same be noted.

23. **TAXI RANK WITHIN UTTOXETER**

Councillor Boot requested that this matter be included within the Agenda and he reported that he would be liaising with ESBC regarding this matter.

Councillor P Krupski reported that she had contacted ESBC's Licensing Team who had advised that 'there was taxi ranks in the Market Place adjacent to the War Memorial some 26 years ago. This was removed when SCC reviewed the parking from parking in a line to a parking side by side. ESBC did argue at the time to have a rank reinstated to no avail. If spaces could be allocated for use within the evening this would be useful and stop the illegal parking issues. Taxis provide an important resource to get customers to the area home. Having a formal taxi rank would be beneficial.'

Councillor P Krupski encouraged Council to consider contacting SCC to request a dedicated taxi rank be provided in the evenings within the Town centre. Council's instruction was sought.

RESOLVED that the Clerk liaise with County Councillor Allen and SCC's Community Highway Manager for Stafford Borough and East Staffordshire to request that SCC consider the parking spaces located in Church Street (outside the Steeplechase Public House) being designated as taxi rank/taxi parking during evening hours.

24. **ESBC – MARKETS AGREEMENT**

Council was advised that the current 3 year Markets Agreement from ESBC was due to expire on 30 November 2026. As in accordance with the existing Agreement, there was provision for an extension to the Agreement. Council was 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 was sought.

RESOLVED that the Clerk liaise with ESBC to advise that Council accepts the offer from ESBC of a further term of 3 years for the Markets Agreement, with an annual grant of £3,000, for up to 29 November 2029.

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

The Clerk reported that following further complaints in August from residents of the housing development adjacent to the Closed Churchyard regarding overgrown trees. Council was advised that following a site meeting with Council's Office Manager and a Tree Surgeon, Council was 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

The Clerk reported that the above mentioned works were in addition to the works to the Maple Tree (March 2026) and Pollard to Lime Tree (June 2026). Council was asked 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 was sought.

RESOLVED that the quotation in the sum of £2,600 from Michael Johnson Tree Surgery Ltd be accepted and approved, funded by of the Earmarked Reserve 327 St Mary Closed Churchyard Tree/Clock EMR and overspend on the Grounds Maintenance for St Mary's Closed Churchyard.

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 provided Council with the following update (as previously issued to the Policy and Planning Committee) on the progress to date including recent meetings on the above mentioned and as emailed to Members on 21 July 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. It was expected that an announcement on funding would 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.*

RESOLVED that Councillor Houlihan to provide the Policy and Planning Committee with an update on 22 September 2026, if available.

(b) The Clerk reported 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 was sought.

RESOLVED that the same be noted.

27. **PARKING IN HOLLY ROAD**

Councillor Wain requested that this matter be included within the Agenda and requested that, as raised by a local resident during a Councillor Surgery on 11 July 2026, Council gave consideration

to the ongoing parking within Holly Road directly outside the entrance to the Heath Community Centre. She reported that 4-5 vehicles were parking upon the pavement and on Holly Road on a daily basis which was obstructing the entrance/exit to the carpark of the Heath Community Centre. It was understood that the cars being referred to were staff from the County Council Care Home provision adjacent to the Community Centre. Council's instruction was sought.

Councillor Johnstone reported that the Community Speed Watch Team had reported the ongoing parking issues to the local Policing Team. The Chair reported that the Community Centre had made contact on a number of occasions with those parking their vehicles, to no avail. Following due debate, it was

RESOLVED that the Clerk liaise with:

(i) County Councillor Allen to express Council's concern with the parking outside the County Council Care Home provision in Holly Road and to seek his assistance in:
- Encouraging Staff working at the address to park within the driveway of the property,
- Consider reducing the height of the hedge as a compromise, to enable ease of line of sight for oncoming traffic when exiting the Heath Community Centre carpark.

(ii) With Chief Inspector Neeson to request Police assistance with the ongoing parking issues in Holly Road.

28. **UTTOXETER NATURE FORUM CONFERENCE AT UTTOXETER COMMUNITY TOWN HALL**

The Clerk reported 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 asking Council to consider providing the Ballroom hire charge, etc free of charge. Council's instruction was sought.

Council was 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.*

RESOLVED that Council authorises for the Uttoxeter Nature Forum Annual Conference (as held last October) to be held within the Town Hall on 25 November 2026 and all hire charges be provided free of charge, as part of the Council's ongoing commitment for Uttoxeter Nature.

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

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

The Clerk reported 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 was 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 was sought.

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

It was noted that Members were in support of Betterway providing a service within the Town however, concerns were raised on the suitability of the Town Hall given its frontage location on the High Street for service users. Following due debate, it was

RESOLVED that the Clerk liaise with Betterway to advise that Council:

- Supports Betterway providing a service within the Town.
- Encourage Betterway to view alternative premises for their meetings (Quaker Meeting House, Library, Church Meeting Rooms, ECO Centre, Heath Church) given the Town Hall location upon the main High Street.
- Encourage Betterway to submit a S137 Sundry Grant Application to the Council towards the alternative associated hire charges to enable Betterway to provide this valuable service for the Town.

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

Ther Clerk reported 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 was 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 was 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.

RESOLVED that given Council's Policy and Planning Committee had issued Council's comments on 30 July 2026, the same be noted.

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

The Clerk reported 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 was 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'.* Council's instruction was sought.

RESOLVED that the same be noted, with thanks.

32. **PARKING IN SHORT STREET**

Councillor Boot requested that this matter be included within the Agenda and he reported that a number of local residents had made contact with him regarding ongoing issues with a number of untaxed vehicles being parked up and for sale from a commercial business located in Short Street. He reported that the cars were parked on the pavement and verge in Short Street. It was noted that Members concurred with Councillor Boot's comments and encouraged SCC (as the owner of the land) and the local Policing Team to review. Council's instruction was sought. Following due debate, it was

RESOLVED that the Clerk write to County Councillor Allen and the local Policing Team to request their urgent attention and assistance with, following a number of complaints from local residents, with a number of untaxed vehicles being parked up and for sale, parked on SCC owned land and within the pavement in Short Street from a nearby commercial business.

33. **S137 COMMUNITY SUNDRY GRANT APPLICATIONS**

The Clerk reported that £7,531 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) S137 Sundry Grant Application Form received 16 July 2026 from Douglas Macmillan Hospice seeking a grant of £300. Council's instruction was sought.

Council was 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.*

RESOLVED that the Clerk liaise with Douglas Macmillan to request they provide the latest details on their financial position/bank balance in readiness for Council to further consider their S137 Sundry Grant Application on 13 October 2026.

(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'.*

RESOLVED that the same be noted, with thanks.

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

RESOLVED that a Sundry Grant in the sum of £300 be awarded to Dove Valley Swimming Club, funded by the S137 Sundry Grant budget allocation.

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

RESOLVED that a Sundry Grant in the sum of £207.76 be awarded to Katharine House Hospice, funded by the S137 Sundry Grant budget allocation.

It was noted that Councillors Wain and Johnstone left the Chamber.

34. **BRADLEY STREET TOILETS UPDATE**

Councillor P Krupski reported that the Bradley Street toilets refurbishment had been completed.

RESOLVED that the same be noted, and welcomed.

35. **THE MALTINGS – UPDATE**

(a) The Clerk reminded Council of it Resolution dated 14 July 2026 and she reported 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 was sought.

RESOLVED that the same be noted.

(b) Borough Councillor P Krupski reported that:

- The demolition for Phase I of the Maltings had been approved by ESBC's Planning Committee on 25 August 2026.
- Phase II, the demolition of the former Co-op building was due to be considered by ESBC's Planning Committee imminently.
- She had made contact with ESBC with respect to the quality of the cladding provision for the remaining units.
- Contractors had already been appointed and that it was understood that demolition would commence over the coming weeks.

Councillor Ashby sought clarification on the Changing Places provision for within the Maltings adjacent to the Bus Station. Borough Councillor P Krupski reported that Procurement had been agreed and that she would continue to provide Council with updates accordingly.

RESOLVED that the same be noted, and welcomed.

(c) Councillor Houlihan requested that Council gave 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 would be incorporating within the Maltings. Councillor Houlihan reported that as reported under Item No. 17 that:

- The demolition and infrastructure works for Phase One would be carried out at the earliest opportunity possible to avoid any further delays.
- The planters and seating be of high quality and safely secured in place.
- 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.
- He encouraged Council to liaise with ESBC to seek confirmation that the area, in its entirety would be suitably maintained by ESBC and adequately provided for going forward given this area is an important access into the town centre.

Councillor Houlihan reported that Members of ESBC's Planning Committee quote rightly had sought more detailed information on the planters, seating, foliage, trees and cladding given the information within the plans was vague. Following due debate, it was

RESOLVED that the Clerk write to ESBC's CEO to request a meeting, at ESBC's earliest convenience to avoid any delays, with Councillors Houlihan, Z Krupski and A Mansfield to request sight/involvement of the more detailed plans for the Maltings refurbishment including the cladding, trees, benches, bins, seating, security, lighting.

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

The Clerk reported 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 was asked to provide its comments on the Pre-Submission Draft Local Plan by 5pm on 14 September 2026. Council's instruction was sought.

RESOLVED that the same be noted.

It was noted that Councillors Wain and Johnstone returned to the Chamber.

37. **THE MILESTONE SOCIETY**

The Clerk asked Council to give consideration to subscribing to The Milestone Society in the sum of £15 per year for a single membership. She reported that the Council would receive regular updates and information on managing Milestones within the Town. Council's instruction was sought.

RESOLVED that the Clerk subscribe to The Milestone Society in the sum of £15 per year for a single membership, funded by the Subscriptions budget allocation.

38. **FAIRTRADE UTTOXETER**

The Clerk reported 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.

RESOLVED that with respect to 38(a)-(c), the same be noted.

39. **SCC INFORMATION GOVERNANCE SUPPORT – JULY AND AUGUST BULLETINS**

The Clerk reported 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.

RESOLVED that the same be accepted and approved.

40. **PENINSULA – COUNCIL'S CURRENT HR PROVIDER**

The Clerk reported 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.

RESOLVED that with respect to 40(a)-(l), the same be accepted and approved.

41. **WORKNEST – COUNCIL'S NEW HR PROVIDER FROM 26 SEPTEMBER 2026**
Council was advised that the Clerk and Council's Office Manager were 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.

RESOLVED that the same be accepted and approved.

42. **HMRC SUPPORT**
Ther Clerk reported receipt of the following, as forwarded to Members and Council's Payroll Provider:
(a) Payroll in real time – the essentials dated 10 July 2026.
(b) Understanding VAT accounting schemes and your VAT return dated 17 July 2026.
(c) Sick pay and absences – HMRC NMW and ACAS guidance for agents and employers dated 17 July 2026.
(d) Help your parent or carer employees receive the Child Benefit payments they're entitled to dated 29 July 2026.
(e) Dealing with expenses: workplaces and company vehicles dated 13 August 2026.
(f) Employer Bulletin dated 19 August 2026.

RESOLVED that with respect to 42(a)-(f), the same be accepted and approved.

43. **STAFFORDSHIRE PENSION FUND**
The Clerk reported 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.

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.

44. **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.

45. **LOCAL GOVERNMENT REORGANISATION**
(a) The Clerk reported receipt of an email on 29 July 2026 from SPCA providing links for the Local Government Reorganisation Online Briefing sessions on 5 and 6 August 2026, as forwarded to Members.

RESOLVED that the same be noted.

(b) The Clerk reported receipt of an email on 30 July 2026 from The Leader Staffs Moorlands District Council regarding the LGR decision by the Government to reorganise Staffordshire and Stone-on-Trent into two new unitary Councils from April 2028 , as forwarded to Members.

RESOLVED that the same be noted.

(c) The Clerk reported receipt of an email on 31 July 2026 from SPCA Re: Call for Evidence: Shaping the Future of Local Government in Staffordshire, as forwarded to Members. Council's instruction was sought.

RESOLVED that the same be noted.

(d) The Clerk reported that she had attended the SPCA Briefing Session (10am) on 5 August 2026, update as provided to Members on 5 August 2026. Council's instruction was sought.

RESOLVED that the same be noted.

(e) Email on 14 August 2026 from SPCA Re: Asset Transfer Briefing for Local Councils on 7 September 2026, which was attended by Councillors Houlihan, Z Krupski and P Krupski and the Clerk reported that the Briefing had been informative.

RESOLVED that the same be noted.

(f) The Clerk reported receipt of a letter from SCC as issued to Chairs of Parish and Town Councils as received on 2 September 2026. Council's instruction was sought.

RESOLVED that the same be noted.

(g) Council gave consideration to the next steps. It was noted that in light of the recent update that LGR had been 'paused', no action on next steps could be taken at this time. Council's instruction was sought.

RESOLVED that the same be noted.

46. **STAFFING INCLUDING TRAINING**

(a) The Chair reported that the staff lieu time hours for up to 4 September 2026 was 9¾ (Clerk 3½ and Office Manager 6¼). Council was reminded of the previous two months lieu time hours 7 (3 July 2026) and 10¾ (31 May 2026).

RESOLVED that the same be accepted and approved.

(b) Staff Training – The Chair reported that:

(i) The Full-time Admin Assistant attended the Support Staffordshire "Protection of Premises Workshop" on the 22 July 2026.

(ii) The Clerk would be attending the SLCC Finance Regional Training Seminar in Derby on 10 September 2026, free of charge.

RESOLVED that the same be accepted and approved.

(c) Events Team Update – The Chair provided Council with an update from the Events Team on events/interments since the date of the last meeting as follows:

- Ballroom Events/bookings 5
- Tea Dances 4
- Craft & Produce 2
- ADS Events/bookings 0
- Cemetery Interments 5

RESOLVED that the same be noted.

47. **AGENDA ITEMS FOR NEXT MEETING**

None received.

The meeting was closed at 8.41pm.

B

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, 22 SEPTEMBER 2026 AT 10.00 AM

Chair – Councillor B Houlihan

Councillors: T Ashby (Vice-Chair), D Boot, J Glandfield, A Johnstone, P Krupski, Z Krupski (ex-officio), C Lancaster (Observer)
Officer in attendance – T Jeffery, Town Clerk
It was noted that there were 3 members of the public were in attendance in the meeting (including 2 Representatives from The Wheatsheaf)

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 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.

   The Chair welcomed the member of the public to the meeting. It was noted that a member of the public wished to address Council on Agenda Item No. 6 SIDs/Review of Data. The member of the public expressed his thanks to Committee for permitting him to address them and he reported that:
   - He had lived in New Road for the past 4½ years
   - He was sick to death of the speeding traffic in New Road which was a nuisance and posed a danger and pollution prospects
   - His family were generally woken early each day by the speeding and volume of traffic using New Road
   - The speed of traffic had increased, not just with cars but motorbikes, vans and HGV's using the road, which was exacerbated when there were issues on the A50
   - He had carefully reviewed the SID's Data and was disappointed to report that on occasions, vehicles were travelling in excess of 100mph
   - He was aware that the responsibility of the mobile camera (including timings) was with the Police however he reported that the only deterrent would be to install permanent speed cameras at the current SID's locations in New Road. He advised that he had made contact with Jacob Collier MP who had contacted the Police Team who had suggested 30mph stickers be incorporated upon bins to further promote the speed of New Road. He reported that this would be in adequate.

- He was aware that traffic calming measures could not be incorporated because of the A50 and he reiterated that the only viable solution was to install fixed permanent speed cameras in both directions
- He reported that the speed located from the new roundabout to the Shell Garage was 40mph into 30mph which was adding to the speeding within New Road
- He reported that last evening when taking his bins out, a vehicle passed him doing in excess of 60mph
- He reported that something needs to be done about the speeding in New Road before a serious accident occurs and he urged the Council to liaise with the relevant authorities to request permanent speed cameras be installed
- He expressed his thanks to Committee for allowing him to address them on this important matter.

The Chair thanked the member of the public for their address to the Council and he reported that Council shared his concerns and the Council was limited in what it could do however Committee would consider their address under Item No. 6 later within the meeting. It was noted that the member of the public left the meeting at this time.

It was noted that Representatives for The Wheatsheaf Site were in attendance for Item No. 21 – The Wheatsheaf Site.

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/2026/00936 - Demolition of extension to southern elevation of the Chase Lounge and erection of single storey side extensions to the North West elevation including associated internal and external alterations and installation of modular unit for kitchen facility with link corridor to the North of the Syndicate Suite at Uttoxeter Racecourse, Wood Lane, ST14 8BD.

RESOLVED that with respect to P/2026/00936, Council had no comment to make at this stage.

(b) P/2026/00950 - Felling of 1 Ash tree (T1 of TPO 233) at 8 Dove Bank, ST14 8DZ.

RESOLVED that with respect to P/2026/00950, Council request that the Planning Authority request that the Applicant plant a replacement tree within their garden area or within a suitable space within the town (subject to liaision with ESBC's Green Spaces Team).

(c) P/2026/00963 - Change of use from a retail unit (class E) to a bar (Sui Generis) with internal and external alterations including the installation of toilets, fixed seating, installation of a retractable awning, air conditioning unit, bi-fold doors to the West elevation and alterations to existing fenestration at Waynes Fruit and Veg, Unit Rear of Town Hall, Carters Square, ST14 7FN.

RESOLVED that with respect to P/2026/00963, the Clerk:

(i) Liaise with ESBC's Planning Team to advise that the Council broadly supports the application however, to enable the Council to make its comments, request that ESBC's Planning Team provide further information relating to the following:
   (a) Environmental considerations including the disposal of waste;
   (b) Provide a plan showing the emergency exits for the property;

(c) Provide detailed information on the Licensing/opening hours which appear to not be included within the application.

(ii) Upon receipt of the above mentioned, this Application be deferred for consideration by Council on 13 October 2026.

(d) P/2026/00964 - Listed Building application for internal and external alterations including the installation of toilets, fixed seating, installation of a retractable awning, air conditioning unit, bi-fold doors to the West elevation and alterations to existing fenestration all to facilitate the change of use from a retail unit (Class E) to a bar (Sui Generis) at Waynes Fruit and Veg, Unit Rear of Town Hall, Carters Square, ST14 7FN.

RESOLVED that with respect to P/2026/00964, the Clerk:

(ii) Liaise with ESBC's Planning Team to advise that the Council broadly supports the application however, to enable the Council to make its comments, request that ESBC's Planning Team provide further information relating to the following:

(a) Environmental considerations including the disposal of waste;

(b) Provide a plan showing the emergency exits for the property;

(c) Provide detailed information on the Licensing/opening hours which appear to not be included within the application.

(ii) Upon receipt of the above mentioned, this Application be deferred for consideration by Council on 13 October 2026.

6. **HIGHWAYS – SIDS/REVIEW OF DATA**

The Clerk reported receipt of an email from a local resident on 9 September 2026 expressing his concerns with speeding within New Road. Committee is advised that the local resident has reviewed the SID's Data (as included within the Clerk's Report on 8 September 2026) and liaised with the CSW Team. The local resident wishes to express their concerns that:

- *Vehicles cannot be allowed to travel at the speeds recorded on the SIDS machines without consequence or repercussion.*
- *I believe that a permanent speed camera is justified by the sheer volume of speeding traffic and also the level of speeds recorded, to be placed at the entrance / exit of Uttoxeter by the Shell garage, in order to ensure that traffic is suitably slowed down to the legal limits.*
- *I have been here for 4 years and seen 4 crashes that I know of, numerous near misses, countless speeding vehicles from motorbikes to fully loaded HGV's and even a neighbour recently having their front garden wall damaged due to a reckless driver.*
- *The mobile cameras that the CSW refer to are only in place for maybe a couple of hours, in locations that can be seen for a long time beforehand and will only act as a deterrent whilst they are there, during working daylight hours.*
- *The issue I have goes far beyond that. It is the light summer evenings, the diversions from the A50, the speeding motorbikes, the general inconsiderate attitude of drivers up and down the road.*
- *I believe permanently placed cameras, are the only way that the issue will be curtailed, as I doubt it will ever be stopped with the current solutions on offer. A speed awareness course and / or a fine and points on the licence will be an inconvenient reminder to the drivers that the speed they are travelling is not safe. A letter from the police reminding the driver of the speed they were travelling offers no comfort to the residents living along this road.*
- *You mentioned in an earlier response that the SIDS data is shared with the Town Councillors, so my question is what do they think of someone travelling well in excess of 100mph through the town? What are their thoughts on the level of speeding traffic up and down New Road? Can this issue be raised at the next council meeting?*

The Chair reported that the member of the public had provided an address to Committee under Item No. 3 Public Participation who had expressed his concerns with the ongoing issues with speeding traffic within New Road which was shared by the Council.

Committee instruction was sought. Following due debate, it was

RECOMMENDED that the Clerk liaise with County Councillor Allen and Cl Neeson to:

(i) Advise that the Council strongly supports the contents of the member of the public's correspondence with respect to the ongoing speeding within New Road.

(iii) Request that SCC and the Policing Team review the speeding in New Road along with the SID's Data (which evidences the speed in New Road which on occasions is in excess of 100mph), with a view of incorporating permanent fixed speeding cameras at the current SID's locations within New Road.

(iv) Request that SCC consider reducing the speed of New Road from the new roundabout to the Shell garage from 40 mph to 30mph.

7. **UTTOXETER NATURE FORUM (FORMER UNRN) UPDATE**

The Clerk reported that the Chair of Uttoxeter Nature Forum (UNF) was unable to attend this meeting to provide Committee with an update on the works and projects being carried out by Uttoxeter Nature Forum. Committee instruction was sought.

RECOMMENDED that the Chair of the Uttoxeter Nature Forum (UNF) be invited to attend the next meeting on 27 October 2026 to provide Committee with an update on the works and projects being carried out by Uttoxeter Nature Forum.

8. **LD606G - PUBLIC FOOTPATH BETWEEN APPLEWOOD CLOSE AND GRANGE ROAD, UTTOXETER**

The Clerk reported receipt of email dated 7 August 2026 from the County Solicitor advising Council that '*Re: Public Footpath between Applewood Close and Grange Road, Uttoxeter - Alleged. - Wildlife and Countryside Act 1981 - Section 53 - and matters relating to the alleged footpath - The above application was determined via delegated decision-making powers on 22 July 2026. The application, the evidence submitted, the report and the recommendations contained within the report were all considered. A decision was reached that the evidence was sufficient and therefore the application should be accepted. Accordingly, a decision was made that an Order should be made to add a Public Footpath between Applewood Close and Grange Road, in Uttoxeter. We will be in contact again once the above-mentioned Order has been made. There will be an opportunity for objections to be made once the Order has been made. In the interim if we can be of any further assistance, please do not hesitate to get in touch*', as forwarded to Members. Committee instruction was sought.

RECOMMENDED that the same be noted and welcomed.

9. **UTTOXETER NEIGHBOURHOOD PLAN – SCREENING UPDATE**

The Clerk reported receipt of an email on 28 July 2026 from ESBC's Principal Planner Policy advising Council that ESBC would be reviewing the updated Neighbourhood Plan.

The Chair reported receipt of an email on 22 September 2026 from ESBC's Planning Manager providing the Council with ESBC's comments which would be considered by the Council's NHPlan Steering Group and UVE CIC in due course.

RECOMMENDED that the same be noted.

10. **ESBC – PEOPLE'S EMERGENCY BRIEFING, UTTOXETER**

The Clerk reported receipt of an email on 2 September 2026 from ESBC's Climate Change and Adaptation Officer expressing thanks to everyone who attended the Uttoxeter screening sessions (over 110 people) and that the post screening discussions were engaging and thoughtful, as forwarded to Members. Committee was asked to give consideration to 'What next' as included within the correspondence. Committee instruction was sought.

RECOMMENDED that:
(i) Members review the 'What next' document prior to the next meeting.
(ii) this matter be deferred for further consideration by Committee at its meeting on 27 October 2026, following the presentation from Uttoxeter Nature Group.

11. **SPCA - NALC NEIGHBOURHOOD PLAN SURVEY**

The Clerk reported receipt of an email from SPCA on 3 September 2026 advising Council that NALC had generated a short survey via https://forms.office.com/e/4Pyn1PpHVv completion by the 2,850 parish councils across England who had completed, designated or made a Neighbourhood Plan, survey closed at 23:45 on 25/9/26, as forwarded to Members. Committee instruction was sought.

RESOLVED that the Chair of Policy and Planning Committee and the Clerk be tasked with completing the survey accordingly.

12. **ESBC – TREE PRESERVATION ORDERS**

(a) **TPO 484 - LAND WEST OF UTTOXETER, A50 BYPASS, UTTOXETER**

The Clerk reported receipt of an email on 10 September 2026 from ESBC's Planner advising Council of formal notice that *'on 10 September 2026 ESBC made the above tree preservation order. A copy of the order is enclosed. In simple terms, no one is allowed to cut down, top or lop without our permission any of the trees described in the 1st Schedule of the order and shown on the map. ESBC have made the order because the trees are considered to be of high amenity value, are healthy specimens and are a valuable ecological habitat. The order came into force, on a temporary basis, on 10 September 2026, and will remain in force for six months. During this time, ESBC will decide whether the order should be given permanent status. People affected by the order have a right to object or make comments on any of the trees or woodlands covered before ESBC decide whether the order should be made permanent. If you would like to make any objections or comments, please make sure we receive them in writing by 23 October 2026'*, as forwarded to Members. Committee instruction was sought.

RECOMMENDED that the Clerk liaise with ESBC's Planner to advise that the Town Council fully endorses and supports the proposed TPO No. 484.

(b) **TPO 474 - NO. 6, 12, 14, 16, 18 & 26 SAMPSON AVENUE, UTTOXETER, ST14 5FG AND TPO 349 REVOCATION**

The Clerk reported receipt of an email on 10 September 2026 from ESBC's Planner advising Council of formal notice that *'on 10 September 2026 ESBC made the above tree preservation order. A copy of the order is enclosed. In simple terms, no one is allowed to cut down, top or lop without our permission any of the trees described in the 1st Schedule of the order and shown on the map. We have made the order because the trees are considered to be of high amenity value, are healthy specimens and are a valuable ecological habitat. The order came into force, on a temporary basis, on 10 September 2026, and will remain in force for six months. During this time ESBC will decide whether the order should be given permanent status. People affected by the order have a right to object or make comments on any of the trees or woodlands covered before we decide whether the order should be made permanent. If you would like to make any objections or comments, please make sure we receive them in writing by 23 October 2026'*, as forwarded to Members. Committee instruction was sought.

RECOMMENDED that the Clerk liaise with ESBC's Planner to advise that the Town Council fully endorses and supports the proposed TPO No. 474.

13. **WAR MEMORIAL REFURBISHMENT PROJECT UPDATE**

The Clerk reported that the War Memorial refurbishment project was progressing well with the repairs to the stone and lamination issues being undertaken and the additional stone repairs were due to be carried over the next two weeks and that ESBC's Conservation

Conversation Officer would be attending site on 22 September 2026 to assess the mortar sample that was to be used following testing by Ty-Mawr Lime Ltd which had been requested by the Conservation Officer.

RECOMMENDED that the same be noted.

14. **PARTNERSHIPS – EAST STAFFORDSHIRE TOGETHER ACTIVE**

The Clerk reminded Committee of its Recommendation from 28 July 2026 and she reported that:

(a) She had attended the East Staffordshire Together Active Partnership Forum on 15 September 2026. Committee was advised that the Together Active Place Lead for East Staffordshire would provide Committee with a brief, at a future meeting, on the Together Active Programme for East Staffordshire.

RECOMMENDED that the same be noted and welcomed.

(b) Receipt of an email on 16 September 2026 from Together Active Lead Re: East Staffordshire Community Activator Roles are Live, as issued to Members for their promotion.

RECOMMENDED that the same be noted.

15. **PARTNERSHIPS – POLICE PARTNERSHIP MEETING**

The Clerk reported that the next Police Partnership Meeting had been scheduled to take place, hosted by the Town Council, on 22 October 2026 where a number of Partners would be invited to attend to address matters relating to the Town.

RECOMMENDED that the same be noted.

16. **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 with respect to the A50 Growth Corridor.

She reported that an email had been received on 22 September 2026 providing an update on the A50 Doveridge to Blythe Bridge essential resurfacing work which had been issued to Members accordingly and included for consideration by Council on 13 October 2026.

RECOMMENDED that the same be noted.

17. **NATIONAL ALLOTMENTS ASSOCIATION**

The Clerk reported receipt of an email received from The National Allotments Association Re: August Newsletter Correction dated 7 August 2026, as forwarded to Members.

RECOMMENDED that the same be noted.

18. **PARISH ONLINE**

The Clerk reported receipt of an email on 8 September 2026 from Parish Online providing Council with Parish Online Newsletter #68, as forwarded to Members.

RECOMMENDED that the same be noted.

19. **RURAL SERVICES NETWORK**

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

(a) The Rural Bulletin - 29 July 2026.
(b) The July Edition of Casebook dated 31 July 2026.
(c) The Rural Bulletin dated 6 August 2026.
(d) The Rural Services Partnership Spotlight - Summer 2026 dated 7 August 2026.
(e) The Rural Bulletin dated 11 August 2026.
(f) RSN Rural Funding Digest August 2026 Edition dated 11 August 2026.

It was noted that the Representatives from the Wheatsheaf arrived in the meeting at this time.

(g) The Rural Bulletin dated 25 August 2026.
(h) The Rural Bulletin dated 2 September 2026.
(i) Which Rural Conference sessions will you join dated 3 September 2026.
(j) RSN Rural Funding Digest - September 2026 Edition dated 4 September 2026.
(k) The Rural Bulletin dated 8 September 2026.
(l) You're Invited! RMTG Meeting October 2026 dated 10 September 2026.
(m) The Rural Bulletin dated 15 September 2026.

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

20. **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.

21. **WHEATSHEAF SITE**

The Chair reported that Representatives on behalf of the Owners of The Wheatsheaf Site had requested to attend a further Policy and Planning Committee to provide an update, in private, on the plans for the Wheatsheaf Site following liaison with ESBC.

He welcomed the Representatives to the meeting and he Suspended Standing Orders accordingly. It was noted that the Representatives provided Committee with a brief presentation on the revised plans for the Wheatsheaf site following feedback they had received from ESBC at the Pre-Application Stage together with an updated timescale and the possible inclusion of a pedestrian crossing within Bridge Street. It was noted that the Planning Application for The Wheatsheaf site in its entirety would be submitted to ESBC over the coming weeks.

The presentation was followed by a question and answer session from Members. The Chair expressed his thanks to the Representatives from The Wheatsheaf Site for attending the Committee meetings to provide Council with updates. It was noted that the Representatives reported that they would continue to provide Council with updates accordingly on the application and crossing information which was welcomed by Members.

It was noted that the Representatives left the meeting at this point in the meeting. The Chair Reinstated Standing Orders. Committee instruction was sought.

RECOMMENDED that Council consider the planning application for The Wheatsheaf Site upon receipt from ESBC in due course.

22. **ESBC - ALLOTMENTS UPDATE**

Committee was advised that the Clerk was liaising with ESBC's CEO and Legal Team regarding the outstanding transfer of part of the land of Millfield Victory Allotments to the Town Council.

Committee was advised that ESBC confirmed on 11 September 2026 that they were progressing with this matter and anticipate the transfer being achieved by November 2026. The Clerk and Councillor Z Krupski provided Committee with an update following a site meeting on 14 September 2026 which included looking at the existing ownership Title plans. Following due debate, it was

RECOMMENDED that the Clerk and Chair convene a site meeting with Members of the Policy and Planning Committee to enable a detailed review of the Title plans to take place in readiness for review by Committee at its next meeting.

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

The Chair reported that no further updates had been received at this time from Staffordshire FA's Head of Delivery regarding the progression of the Uttoxeter Sports Hub.

RECOMMENDED that the Clerk liaise with the Staffordshire FA's Head of Delivery to seek an update on the progress of the Uttoxeter Sports Hub.

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

The Chair reported he had recently met with the PPG and that no further response had been received since his update to Council on 8 September 2026.

He reported that he would send an email to Balance Street Practice to ascertain if an update was available from the ICB on the recent healthcare bidding process. He reported he would continue to provide Council with updates accordingly.

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

The meeting closed at 11.07am.

C

UTTOXETER TOWN COUNCIL

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

Chair – Councillor R Hawkins

Councillors: T Ashby, D Boot, J Glandfield, B Houlihan, Z Krupski (Town Mayor ex-officio)
Officers in attendance: T Jeffery, Town Clerk

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

2. **APOLOGIES FOR ABSENCE**
(a) The Clerk reported that approved apologies had been received from Councillors D Holland (Vice-Chair), C Sylvester and A Mansfield (Deputy Mayor ex-officio).

RECOMMENDED that the same be accepted and approved.

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

RECOMMENDED that the same be noted.

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

It was noted that there were no members of the public 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 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. **GRAVE DIGGING CONTRACT 2027-2030 TENDER**
The Chair reported that as Recommended by Committee on 23 June 2026, that the Specification for the Grave Digging Contract for Uttoxeter Cemetery for 1 April 2027-31 March 2030 was accepted and approved, and was duly advertised by Council's Office Manager. The Clerk confirmed had been duly advertised from 17 August 2026, closing date of 14 September 2026.

The Chair reported that two Tender Packs had been issued and he reported that one Grave Digging Contract Tender had been received. He reported that as in accordance with Standing Orders 18(c)(iv-v), he and the Clerk/RFO had opened the Tender on 17 September 2026, witnessed by a Council Officer and duly reviewed by the Mayor, Councillor Z Krupski.

 Signed: ..... Date: 13/10/2026

It was noted that Members were provided with the Grave Digging Tender Breakdown Fees as received for 1 April 2027-31 March 2030, following normal procedure with the Contractors personal details redacted, as follows:
2027/28 Fees from £140 to £770
2028/29 Fees from £140 to £810
2029/30 Fees from £150 to £850

It was noted that Members were provided with the current Grave Digging fees for 2026/27 which were from £110 to £660.

Councillor Boot sought clarification on the removal of the Contractors personal details. The Chair and the Clerk reported that this was as in accordance with normal procedure under GDPR and that following due review of the Tender, upon Appointment by Recommendation by the Committee, the Contractor would be named within the Minutes. Councillor Boot requested it be recorded that he would be seeking advice with respect to the details of the Contractor being redacted from the Tender breakdown as issued to Members. The Mayor reported that he and the Clerk would further liaise with Council's DPO to seek clarification.

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

RECOMMENED that Council appoints P M Gravedigging for the Grave Digging Contract for Uttoxeter Cemetery commencing from 1 April 2027 to 31 March 2030, as per the costings as recorded above, be accepted and approved, funded from the Grave Digging budget allocation.

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

6. **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.

7. **GROUNDS MAINTENANCE CONTRACT FOR UTTOXETER CEMETERY AND ST MARY'S CLOSED CHURCHYARD 2027-2030 – TENDER UPDATE**

The Clerk reported that as Recommended by Committee on 23 June 2026 following a detailed review of the Specification and Programme of Works for Uttoxeter Cemetery and St Mary's Closed Churchyard for the Contract commencing from 1 April 2027-31 March 2030, Council's Office Manager had duly advertised the Tender from 17 August 2026, initially with a closing date of 14 September 2026.

She reported receipt of an email on 7 September 2026 from Council's current Contractor regarding possible Transfer of Undertakings (Protection of Employment) Regulations 2006 which was immediately discussed with the Mayor, Deputy Mayor and Chair of F&GP.

It was noted that Members were provided with a detailed update from the Chair, the Clerk and the Mayor, Councillor Z Krupski following receipt of extensive advice from initially WorkNest who had advised that it was not a Council Staff matter and they recommended that the Council appoint an external Commercial Legal HR Advisor with immediate effect to advise the Council on this matter accordingly, as approved by the Mayor, Deputy Mayor and Chair of F&GP.

The Clerk reported that as in accordance with the legal advice received, the Advert for the Grounds Maintenance Tender had been extended to 12 noon on 25 September 2026. The Chair reported that as in accordance with Standing Orders 18(c)(iv-v), the Tenders would be opened by him, the Mayor and the Clerk/RFO on 25 September 2026 following the closing time.

The Clerk reported that an update had been received from Council's Commercial Legal HR Advisor earlier in the afternoon which had been duly reviewed by the Mayor, and had been provided to all who had previously requested Tender Packs which included documentation as provided by Council's current Contractor. The Mayor reported that they had been advised that the Council has not independently verified the information received and does not warrant or represent that TUPE applies (or does not apply) in relation to any individual and that bidders were

responsible for carrying out their own due diligence and reaching their own conclusions regarding any potential transfer implications prior to issuing their Tender to the Council.

The Clerk sought instruction from Committee for the review of the Tenders, by Council on 13 October 2026 or by Committee on 27 October 2026. She reported that the Estimates Meeting was scheduled to take place on 24 November 2026 which would include the Grounds Maintenance figures.

It was noted that Members unanimously agreed for Council to consider the Grounds Maintenance Tenders at its next meeting to avoid any unnecessary delays.

Committee instruction was sought. Following due debate, it was

RECOMMENDED that:

(i) The advice received from Council's Commercial HR Provider to date, be accepted and approved.

(ii) The Tenders received by the Clerk as Proper Officer, and opened by the Chair, the Mayor and Clerk/RFO, be included for consideration by Council on 13 October 2026.

The meeting closed at 5.50pm.

D

UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE TOWN CENTRE FORUM MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON THURSDAY, 24 SEPTEMBER 2026 AT 5.30PM

Chair - Councillor P Krupski

Councillors: R Hawkins, B Houlihan, 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 Yarn Bug and MidMC.

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 Bargain World (the former Wilkos) building located in the High Street in the event of a fire.

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

2. **APOLOGIES FOR ABSENCE**
(a) Apologies were received from Councillor 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. **'DISCOVER UTTOXETER' TOURISM AND BUSINESS WEBSITE**
The Chair reminded the Forum that as Recommended by the Forum at its last meeting, that a meeting be convened for MidMC Computer Services to provide a presentation and update

 Signed: ..... Date: 13/10/2026

on the progression of the 'Discover Uttoxeter' new Tourism and Business website for the Town.

The Chair welcomed MidMC to the meeting and they provided the Forum with a detailed presentation on Discover Uttoxeter' which included the following:

- 'Discover Uttoxeter' had been in development for some time, and delays had occurred and the site had taken longer than anticipated to progress.
- The idea of the site was to produce a centralised site that had a commercial edge while retaining the essence of a friendly tourism style web page.
- Discussion on the purposes of site, its uses and the future potential.
- Displayed the existing website, which was a WIX site, and showed how Search Engine Optimization(SEO) and Generative Engine Optimization (GEO) have been in effect and how that will help the growing site get better traffic.
- Showed an overview of the latest site design as it is now which remained 'unpublished' at this time and how the changes have been made and rationale.
- Explained the new style of data inclusion, databases and cross referencing on the site to allow data to be entered and displayed on multiple pages.
- Showed how the above points allowed cross referencing and how that effects the search indexing.
- Showed the new menus currently included within the site and how the menus will develop as more data was entered, and how this worked with the database model.
- Discussed web styles and how this was a minor part of what was being shown today, as styles and colour schemes were simple changes to be made.
- Looking forward, we want to create a site that will be able to advertise local businesses, and run promotions and include the option for Editorials (which could include great news ideas) and with the decline of local newspapers, the site could the void of local exposure, and run as a local tourism and local business hub.
- The site would grow organically to become a strong backbone to Uttoxeter and surrounding areas.
- A mobile phone version of the site would be made available following feedback on the current computer/laptop accessible version.

It was noted that 'Discover Uttoxeter' was to showcase Uttoxeter and reiterated the importance of the website being inviting, informative, easy to use and be kept 'live' with up to date information included.

The presentation was following by a lengthy constructive question and answer session. Forum instruction was sought. Following due debate, it was

RECOMMENDED that:

(i) The Clerk be tasked, forthwith, to avoid any further delays:
  (a) Issuing the latest link to the unpublished version of 'Discover Uttoxeter' to Members of the Town Centre Forum to request feedback by 9 October 2026 (currently computer/laptop accessible only).
  (b) Collate the feedback received in readiness for review by the Chair and Vice-Chair of the Town Centre Forum, the Clerk and MidMC.
  (c) Liaise with MidMC regarding additional pages (following feedback in the meeting) for Attractions/Events (inc. Redfern Cottage Museum), Voluntary Organisations, Schools, Healthcare pages (GPS, Hospitals, etc), Helpful numbers (UTC's Helpline numbers), Council's covering Uttoxeter (inc. contact numbers/roles of UTC, ESBC and SCC thinking of those just moving into the area), Uttoxeter Nature inc. UIB/Photographic completions, History of the Town, etc.

(ii) Logos be incorporated, free of charge, for the local businesses, etc.

(iii) Liaise with The Yarn Bug regarding additional photos being incorporated from a local Photographer.

(iv) Liaise with MidMC regarding all associated external costs for running the website in readiness for inclusion within the 2027-28 Estimates.

(v) After one year of the site being in place, the Town Centre Forum give consideration to its organic growth, potential funding streams to enable the site to be self-sustainable in the future.
(vi) Following feedback and amendments, the Clerk issue the updated link to Members of the Town Centre Forum for final feedback, with a view of the site being published by 1 November 2026.
(vii) Liaise with MidMC regarding the mobile phone accessible version of the website in readiness for 1 November 2026.

6. **FESTIVALS WITHIN THE TOWN CENTRE**

The Chair and Vice-Chair (and Chair of the Town Hall and Town Centre Entertainments Committee) requested that this matter be included within the Agenda and the Chair provided the Forum with an update on the event held on 12 September 2026 and going forward, as received from We Heart Events. It was noted that due to unforeseen circumstances, they were no longer in a position to provide any further events.

RECOMMENDED that:
(i) The same be noted, with sadness.
(ii) The Clerk be tasked with liaising with a number of other alternative providers for a new Event(s) (not a Festival) for the Town for 2027.
(iii) Provide the Forum with an update at its next meeting.

7. **SUPPORTING INCLUSIVE TRAVEL WITHIN THE TOWN**

The Forum was asked to consider facilitating charging facilities within the town for mobility scooters at a number of locations within the town which could include the town.

It was noted that the Forum considered this to be a much needed facility within the Town promoting inclusive travel for all ages, and the considered logistics, funding, etc. Forum instruction was sought. Following due debate, it was

RECOMMENDED that the Clerk:
(i) In the first instance, liaise with Able World/Mobility UK to ascertain information on charging mobility scooters, key accessible charging points (radar key accessible), annual costs for charging inc average charging times, etc.
(ii) Explore potential funding opportunities including from County Councillor Allen's Community Fund.
(iii) Liaise with Asda, Fuelled and Saddlers Yard to seek support in offering mobility charging provisions within the town centre
(iv) Include this matter for further consideration by the Forum at its next meeting.

8. **DATE OF NEXT MEETING**

Mid-January 2027 (date to be determined)

The meeting closed at 7.00 pm.

 Signed: ..... Date: 13/10/2026

E

UTTOXETER TOWN COUNCIL

ACCOUNTS TO BE PASSED FOR PAYMENT AT THE MEETING TO BE HELD ON 13 OCTOBER 2026

ACCOUNTS ALREADY PAID BY CHEQUE - CURRENT ACCOUNT

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

ACCOUNTS ALREADY PAID BY BACS PAYMENT - CURRENT ACCOUNT

Payment ID	Payee	Description	Net	Vat	Amount
569072142	Chase Fire Protection	T/Hall Rep./Maint. - Fire Extinguisher Service	559.50	111.90	671.40
569072360	InReach Group Limited	Office Equip. - Copier 21/07/26 - 18/08/26	85.83	17.16	102.99
569074192	Lauren's Cleaning Services	T/Hall Cleaning Contract - August	600.00	-	600.00
569223363	Combined Staff Salaries (Part)	Combined Staff Salaries - Mth 6 11/09/26 inc. back pay	5,976.84	-	5,976.84
569223615	Combined Staff Salaries (Part)	Combined Staff Salaries - Mth 6 11/09/26 inc. back pay	4,845.92	-	4,845.92
569223937	LGPS Staffordshire Pension Fund	Staff Salaries - Pension Contribs Mth 6	3,554.18	-	3,554.18
569224070	HMRC	Staff Salaries - HMRC Contribs Mth 6	3,775.90	-	3,775.90
569232259	XX Wootton	Website - Accessibility Work	320.00	-	320.00
569626304	A Slater & Sons Ltd	Cem. - Refund of Overpayment for Interment	53.00	-	53.00
569738809	Parkrun Limited	S137 Sundry Grant - Junior Parkrun Pledge (UTC 14/07/2026)	1,000.00	-	1,000.00
569867650	Sogno Creative	Bar Enhancements - Promotional video of Adam Peaty Suite & T/Hall	650.00		650.00
569867463	Lion Interiors	Bar Enhancements - Upholstering of bar bench	675.00		675.00
569984637	Katharine House Hospice	S137 Sundry Grant	207.76	-	207.76
569986953	Dove Valley Swimming Club	S137 Sundry Grant	300.00	-	300.00
570216481	Southcroft Ltd	War Mem. Project - Scaffolding Hire 26/09/26 - 24/10/26	127.00	25.40	152.40
570216815	The Milestone Society	Subscriptions - Annual Membership Fee	15.00	-	15.00
570346049	XX Jeffery	Reimb. Petty Cash 23.07.26 - 21.09.26	162.70		162.70
570462201	Southcroft Ltd	T/Hall Rep./Maint. - Scaffolding/Additional Boarding	250.00	50.00	300.00
571673859	XX Mather	Dr Johnson - Reim. Dr Johnson Laurel Wreath	55.00	-	55.00
571693178	Heart of England in Bloom	UIB - Tickets to Heart of England in Bloom Awards Ceremony	40.00	-	40.00
571694563	Combined Staff Salaries	Combined Staff Salaries - Mth 7 09/10/26	9,574.69	-	9,574.69
571694989	LGPS Staffordshire Pension Fund	Staff Salaries - Pension Contribs Mth 7	3,012.41	-	3,012.41
571695294	HMRC	Staff Salaries - HMRC Contribs Mth 7	2,751.43	-	2,751.43
		Already Paid BACS Payments Sub - Total	38,592.16	204.46	38,796.62
		Payments already made by Cheques/BACS Sub - Total	38,592.16	204.46	38,796.62

CHEQUE PAYMENTS TO BE PASSED FOR PAYMENT - CURRENT ACCOUNT

Cheq No.	Payee	Description	Net	Vat	Amount
009484	Stonemasons of Wocester	War MemorialRefurburbishment Project	13,014.00	2,602.80	15,616.80
		Cheque Payments to be made Sub - Total	13,014.00	2,602.80	15,616.80

ACCOUNTS TO BE PASSED FOR PAYMENT BY BACS

Pay. ID	Payee	Description	Net	Vat	Amount
TBA	A1 Travel	UIB - Minibus hire for Bloom practice tour & judging day	280.00	56.00	336.00
TBA	Aeris Employment Law Limited	HR Commercial Professional Services - Cemetery Contract	630.00	126.00	756.00
TBA	C Bradbury	T/Hall Ents.- Tea Dance Entertainment Fee - Sept. 26	250.00	-	250.00
TBA	Chef Lucas	Misc. Civic Exps. - Civic Service Reception Buffet	833.33	166.67	1,000.00
TBA	Cropper Grounds Maintenance Limited	Grounds Maint. - Cemetery & St Mary's Churchyard - Sept.	6,166.66	1,233.33	7,399.99
TBA	DSK Engineering Services (Midlands) Ltd	Misc. Civic Exp. - Install Christmas Lights pole/removal Jan/Feb 27	315.00	63.00	378.00
TBA	EDG Security Ltd	T/Hall Rep./Maint. - Fire Alarm Monitoring Charge Aug 26 - Aug 27	229.00	45.80	274.80
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	ESBC	T/Hall Rep./Maint . - Empty Trade Refuse Bin - Paper/Cardboard	34.88	-	175.58
As Above	ESBC	T/Hall Rep./Maint. - Empty Trade Refuse Bin	140.70	-	
TBA	Greenheart Construction Ltd	T/Hall Rep./Maint. - Phase II Roof/Side Alley Works	6,087.04	1,217.41	7,304.45
TBA	Hamilton	T/Hall Rep./Maint. - Window Cleaning Services - Aug	47.50	-	47.50
TBA	XX Houlihan	Admin. Travel - Reim. Travel Expenses -	44.50	-	44.50
TBA	InReach Group Limited	Office Equip. - Copier 18/08/26 - 21/09/26	66.73	13.34	80.07
TBA	Lauren's Cleaning Services	T/Hall Cleaning Contract - September	480.00	-	480.00
TBA	XX Maddox	Assist. - Indoor Craft & Produce Market 26/09/26	122.24	-	122.24
TBA	MidMC Computer Services Ltd	Office Equip. - Annual ESET Subs.	358.00	71.60	926.40
As Above	MidMC Computer Services Ltd	Office Equip. - Monthly IT Services - Oct	414.00	82.80	
TBA	Polaris Catering & Refrigeration Ltd	T/Hall Rep./Maint. - Annual Kitchen Equipment Service	310.00	62.00	372.00
TBA	P M Gravedigging	Cemetery Gravedigging Services - September	1,020.00		1,020.00
TBA	Society of Local Council Clerks	Subscriptions - Annual SLCC Membership Fee	442.00	-	442.00
TBA	Southcroft Ltd	T/Hall Rep./Maint. - Add. Scaffolding	600.00	120.00	2,860.70
As Above	Southcroft Ltd	T/Hall Rep./Maint. - Add. Scaffold hire 01.09.26 - 30.09.26	562.50	112.50	
As Above	Southcroft Ltd	War Memorial - Add. Scaffold hire 01.09.26 - 30.09.26	1,221.42	244.28	
TBA	Stonemasons of Wocester	War Memorial - Add. Works - Repair Damaged Bullnose Section	1,125.00	225.00	1,350.00
TBA	WorkNest Limited	Admin. Professional Fees - HR Services 25/09/26-25/10/26	310.00	62.00	372.00
		BACS Payments to be made Sub - Total	22,448.50	3,973.33	26,421.83
		Payments to be made Sub - Total	35,462.50	6,576.13	42,038.63

DIRECT DEBITS

Sep					
	Royal Bank of Scotland	Bank Charges to 28/08/26	28.01	-	28.01
	Royal Bank of Scotland	Bank Charges - Unpaid Item Fee 28/08/26	24.00	-	24.00
	Bankline	Bank Charges	32.50	-	32.50
	BT Group Plc	Telephone	448.15	89.63	537.78
	E-On Next	T/Hall S/Charge - Elect.	17.36	0.87	18.23
	E-On Next	Feeder Pillar Elect	51.52	2.58	54.10
	E-On Next	Cem - Elect	35.19	1.76	36.95
	E-On Next	Cem - Elect	35.19	1.76	36.95
	British Gas Business	T/Hall Elect.	458.67	91.73	550.40
	British Gas Business	Cemetery Gas	57.47	2.87	60.34
	PHS	Hygiene Services	94.24	18.85	113.09
	Information Commis	Subscriptions - Annual Subs.	47.00	-	47.00
	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	123.65	24.73	148.38
	Pennon Water Services	Cemtery Water	38.00	-	38.00
		Sub - Total	1,730.45	282.68	2,013.13
		GRAND TOTAL	75,785.11	7,063.27	82,848.38

Approved: UTC 13/10/2026 Town Mayor ..... Cllr Z Krupski

Deputy Mayor ..... Cllr A Mansfield

F

UTTOXETER TOWN COUNCIL

SALES LEDGER INVOICES ISSUED AND ACTUAL INCOME RECEIVED IN SEPTEMBER 2026

SALES LEDGER INVOICES ISSUED – 01.09.2026 TO 30.09.2026	
4564 Hire of Ballroom (15,22,29 Sept)	£ 63.00
4565 Hire of Ballroom (16.09.26)	£ 60.00
4566 Hire of Ballroom/Alan Dean Suite (23.11.26)	£ 235.00
4567 Rent (Oct) – 32 Carter Street	£ 600.00
4568 Rent (Oct) – 19a High Street	£ 440.00
4569 Rent (Oct) – Allotment Building	£ 72.33
4570 Rent (Oct) – Kiosk	£ 256.45
4571 Stall – Wedding Fayre (11.10.26)	£ 10.00
4572 Stall – Wedding Fayre (11.10.26)	£ 10.00
Total sum of Inv. Issued	**£ 1,746.78**

ACTUAL INCOME RECEIVED	
General	
RBS – Bank Interest up to 30.09.26 – Current Account	£ 76.85
RBS – Bank Interest up to 30.09.26 – Special Interest Account	£ 154.35
Wedding Fayre (11.10.26)	£ 60.00
ESBC - Market Grant	£ 3,000.00
Sub-Total – General Inc.	**£ 3,291.20**
Town Hall Entertainments	
Tea Dance Admissions	£ 385.00
Tea Dance Raffle	£ 50.00
Sub-Total – T/Hall Ent.	**£ 435.00**
Mayoral	
Donation – Signing Pension Forms	£ 25.00
Sub-Total – Mayoral	**£ 25.00**
Markets	
Wednesday Outdoor	£ 166.50
Saturday Outdoor	£ 136.00
Craft & Produce Market	£ 351.50
Sub-Total – Markets Inc.	**£ 654.00**
Cemetery	
Chapel Donations	£ 0.00
Interments/Memorials/Transfer of Ownership	£ 374.00 (- 3.74 charge)
Interments/Memorials/Transfer of Ownership	£ 3,242.00
Sub-Total – Cem.	**£ 3,616.00**

TOTAL INCOME RECEIVED SEP. 2026 BEFORE CHARGES	**£ 8,021.20**
TOTAL EPOS CARD PAYMENT CHARGES	**£ 3.74**
TOTAL ACTUAL INCOME RECEIVED SEP. 2026	**£ 8,017.46**

ESBC BOROUGH COUNCILLOR COMBINED REPORT – 13 OCTOBER 2026

G

Borough Councillor P Krupski reports she has:

- 9th September, Attended a committee meeting at Heath Community centre (UHCC)
- 11th September, Attended the Scrutiny VFM Teams meeting.
- 28th September, Attended the ESBC council meeting.
- 30th September, Attended and supported a pop up at Uttoxeter Leisure Centre concerning Fly Tipping.
- 30th September, Attended a Scrutiny meeting for VFM on Fly Tipping.
- Made enquiries regarding the registering of an HMO in Uttoxeter High Street. Note the officers are aware and waiting for the submission of the relevant documentation from the owner.
- Continued to push SCC for the footpath along Station Road to be cut back. This has now been done.
- Assisted a resident who wished to cancel a monthly payment to ESBC. Information has been received and resolved.
- Contacted the Open Spaces team regarding an overflowing bin in Timber Lane. The issue has been addressed.
- Contacted both ESBC & SCC regarding the parking of cars by a local garage in Short Street. ESBC replied this was a SCC issue & the response from SCC has been sent to the Town Clerk.

Borough Councillor Z Krupski reports he has:

- 2nd September, Attended a meeting to review the Civic Suite prices & charges.
- 9th September, Attended a committee meeting at Heath Community centre (UHCC)
- 11th September, Chaired the Scrutiny VFM Teams meeting.
- 23rd September, Attended Teams Audit Committee Statement of Accounts training.
- 28th September, Attended the Crime Commissioners Panel.
- 30th September, Attended the Crime commissioner meeting @ Staffordshire Fire and Rescue HQ.
- 30th September, Attended and supported a pop up at Uttoxeter Leisure Centre concerning Fly Tipping.
- 30th September, Chaired a Scrutiny meeting for VFM on Fly Tipping.
- Assisted a local resident to resolve a parking issue in relation to ESBC's refuse vehicles.

Borough Councillor R Hawkins reports he has:

- 9th September - Chaired a meeting of the Uttoxeter Nature Forum to discuss plans for the Conference being held in November.
- 10th September - Attended a meeting of the Wilfred House Management Committee.
- 19th September - Attended a Coffee Morning, in Burton, with Jacob Collier MP.
- 21st September - Attended a meeting of the ESBC 'Climate Change and Environment' Scrutiny Group in Burton. Amongst the items discussed were the use of glyphosate and alternative products.
- 28th September - Attended an ESBC Council meeting. Amongst the issues discussed was Local Government Reorganisation.
- 30th September - Attended a meeting of the ESBC 'Value for Money' Scrutiny Group in Burton. Amongst the issues considered was the Quarterly Report on Council Performance.

Borough Councillor A Mansfield reports he has:

- Attended a Councillor Surgery on 12th September. Residents raised a number of issues, ranging from parking issues on Drovers Close, the state of progress at the old Bamfords site on Pinfold Street, and speeding along Stone Road and Bramshall Road. I've been working to raise these issues with officers at ESBC and with County Councillor Allen. On the issue of the speeding along Stone Road, I have reached out to Innovate to Educate (formerly the Uttoxeter Learning Trust) to ask if they have any concerns around road safety.
- Had a number of residents contact me to express concern about SEND provision in the town. Whilst this is not an ESBC issue, I am liaising with Jacob Collier MP to add these cases to the work he has already done on this issue, and I have reached out to the Headteacher of the new Manor School next to the Library to better understand the services they offer and how they can support people in the town.
- Received concerns around ASB and possible drug dealing and drug use at the park between Applewood Close and Bowling Green Road, which have been raised with both the Police and ESBC's Civil Enforcement Team.
- 7th September - Attended a meeting of the Standards Committee.
- 23rd September - Chaired a meeting of the Audit Committee.
- 1st October - Attended a meeting of the Leaders Advisory Group.

H

12. **TOWN CLERK'S REPORT – 13 OCTOBER 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:

(a) Various SPCA E-Bulletins/Correspondence received, SID Permissions dated 3 September 2026, Staffordshire Council Tax Data dated 7 September 2026, Councillor Development Course: Wednesday 23rd September at 7pm dated 7 September 2026, Free Wellbeing Sessions for Clerks and Councillors This Autumn dated 10 September 2026, Important Briefing – Protecting Clerks and Council Staff from Third-Party Harassment dated 17 September 2026 (issued to Office Manager and WorkNest), SPCA September 2026 Bulletin dated 18 September 2026, Digitisation of AGAR - free training dated 21 September 2026, Upcoming Courses - Book your places Now dated 22 September 2026, Can your council afford an election dated 24 September 2026, October HR Free Webinars dated 25 September 2026, Taking the "GRRR" Out of AGAR: From In-Year Preparation to a Successful Annual Return dated 1 October 2026, Growing your Local Identity: Telling Your Community's Story - Monday 19th October 6pm – 8pm dated 1 October 2026, A Clerk & Councillor's Introduction to Artificial Intelligence: Thursday 22nd October 10am – 12pm dated 1 October 2026, FREE Training- Websites Working Well (www): Beyond Compliance to a Valuable Community Asset dated 1 October 2026, New SPCA Guidance: List of Council Policies dated 5 October 2026, SLCC Weekly News Digest dated 5 October 2026, HR Essentials for Town & Parish Councils dated 6 October 2026, Free Training Session: Budget-Setting – The Case for Raising Your Precept dated 6 October 2026, as forwarded to Members.

(b) NALC Correspondence – CEO Bulletin dated 3 September 2026, Clear Councils Insurance - Specialist insurance support for parish and town councils dated 4 September 2026, NALC events dated 8 September 2026, Star Council Awards 2026/27 – Climate Response of the Year dated 9 September 2026, Staffordshire Local Council Conference 2026: Monday 23rd November at 10am in Uttoxeter Town Hall dated 9 September 2026, CEO Bulletin dated 10 September 2026, NALC events dated 15 September 2026, Star Council Awards 2026/27 – County Association of the Year dated 16 September 2026, CEO Bulletin dated 17 September 2026, Utility Aid - Collective buying that gives parish and town councils more buying power dated 18 September 2026, NALC events dated 22 September 2026, CEO Bulletin dated 24 September 2026, CEO Bulletin dated 1 October 2026, CCLA - Harnessing the power of investment markets dated 2 October 2026, Meet NORA, your new AI-powered NALC assistant dated 5 October 2026, NALC events dated 6 October 2026, as forwarded to Members.

(c) SLCC Correspondence - Cast your vote in the Election of Directors (Regional Representatives dated 2 September 2026, SLCC Weekly News Digest dated 7 September 2026, SLCC CEO Email Re: Less than a week left to choose your Regional Representatives dated 9 September 2026, News Bulletin dated 11 September 2026, SLCC Weekly News Digest date 21 September 2026, News Bulletin dated 24 September 2026, SLCC Weekly News Digest dated 28 September 2026, as forwarded to Members.

(d) SCC PTTRO Temporary or Emergency Road Closure Orders – various PTTRO's for Uttoxeter and immediate surrounding area (2418731RM/LI10 - Marchington Cliff, Marchington Woodlands received 17 September 2026, LV112 2428698-RC – Scounslow Green Road, Scounslow Green) received 21 September 2026, 4507395 – Wood Lane received 28 September 2026, 4502601 – Stone Road, Bramshall received 1 October 2026, 4516232 – Stone Road and Bennetts Lane, Bramshall received 6 October 2026, as forwarded to Members and Staff.

(e) Staffordshire Means Back to Business/SCC News dated 11 September 2026, 25 September 2026 and 2 October 2026, as forwarded to Members and Staff.

(f) My Staffordshire Newsletter dated 7 September 2026 and 18 September 2026, as forwarded to Members.

(g) Received and responded to an email from a member of the public on 3 September 2026 Re; the High Street bollard ownership.

(h) Received and responded to concerns from a local resident on 3 September 2026 Re: the Maltings, Bus Service within the Town and the Bus Staton.

(i) Received and responded to an email and phone call on 3 September 2026 from Forvis Mazars Re: query on Box 9 Assets. Council is advised that Mazars queried Sanctums inc. Plaques, SIDs, Street Lighting and Office Equipment being under Assets. Council is advised that Sanctums, Street Lighting and SIDs are already included within Box 9

and Sanctum Plaques and Office Equipment are not, as agreed with Council's Internal Auditor.

(j) Completed the Annual Waste Transfer documentation with PHS on 4 September 2026.

(k) Email from YMCA Fundraising Officer Re: YMCA Burton Sleepout 2026 on Friday 6 November 2026, as forwarded to Members and Members of Staff (for promotion).

(l) Email from Business Services Co-ordinator Operations – Midlands on 7 September 2026 Re: National Highways A50 Doveridge to Blythe Bridge essential resurfacing work. Council is advised that Balfour Beatty is carrying out resurfacing works on behalf of National Highways along the A50, between Doveridge and Blythe Bridge and that the works are being carried out to ensure the A50 continues to meet the required maintenance standards as National Highways take full operation of the route, taking place from Tuesday 8 September to Friday 25 September 2026, on weeknights, from 8pm to 5am, as forwarded to Members.

(m) Received a number of emails from Staffordshire Police Smart Alerts Re: Fraud alert: Trusted family members, friends, and carers stole £51 million from pensioners and Our News, September 2026 - knife crime, 'snapping' and our online conference, E-Scooters - Know the facts dated 15 September 2026, Can you spare some time to support Neighbourhood Watch dated 16 September 2026, Tatenhill Airshow dated 18 September 2026, Community Support Event at Uttoxeter Town Hall dated 25 September 2026, Our 2025–26 Impact Report is here – celebrating what we've achieved together dated 2 October 2026, as forwarded to Members and Staff.

(n) Council is advised that the Defibrillator check was carried out on 8 September 2026 and 6 October 2026 and The Circuit has been updated accordingly.

(o) Received an email from Forvis Mazars LLP on 8 September 2026 Re: AGAR Completion update, advising Council that 'we believe that we will not be able to meet the 30 September deadline for an authority' and they will be in touch with the Council at the earliest opportunity.

(p) Email on 11 September 2026 from British Heart Foundation (BHF) Re: The Circuit Newsletter: Your Autumn update, as forwarded to Members and Staff.

(q) Emails on 12 September 2026 from the Local Policing Alerts Team Re: Staffordshire Police CCTV Registry and Parking at and around Schools, as forwarded to Members and Staff.

(r) Attended the Together Active Partnership Programme session (10am-4pm) on 15 September 2026. Council is advised that Together Active will provide the Policy and Planning Committee with updates on the Programme going forward.

(s) To report that Council's website provider introduced Inciteme to review the Council's accessibility on its website. Council is advised that the initial checks are carried out free of charge and the Clerk and Council's Admin Officer will review the feedback accordingly.

(t) Received and responded to a number of emails 16-25 September 2026 from the Stevensons Family Re: Stevensons bench within the Maltings and its restoration which will be carried out by a Stevensons family member and stored until completion of Phase I of the Maltings.

(u) Email on 22 September 2026 from Neighbourhood Watch Re: Our News - 21 September 2026, as forwarded to Members and Staff.

(v) Email on 21 September 2026 from Support Staffordshire Re: Connect to Work drop-ins at Uttoxeter Library commencing on 21 September 2026, as forwarded to Members and Staff.

(w) Email on 23 September 2026 from The National Allotment Association Re: Please Complete National Allotment Survey, as forwarded to members. Council is advised that the Clerk has completed the survey on behalf of the Council.

(x) Attended the SLCC Resilience Training on 24 September 2026 in Acton Trussell.

(y) ES News 51 and ES Business News - Issue 30, dated 30 September 2026, as forwarded to Members and Staff.

(z) Received an email on 1 October 2026 from PC Paynes providing a CCTV Device Health Check Report. Council is advised that its CCTV cameras are all in full working order.

(aa) Email from SCC on 1 October 2026 Re: Staffordshire Libraries in October, as forwarded to Members and Staff.

(bb) Email from SCC on 2 October 2026 Re: Spooky season has arrived, as forwarded to Members and Staff.

(cc) Following receipt of a complaint on 5 October 2026, attended an allotment site meeting with the Mayor on 6 October 2026. Council is advised that photographic evidence is awaited from the complainant at the time the Agenda was issued.

Annual Governance and Accountability Return 2025/26 For

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.	N/A	

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2025/26

UTTOXETER TOWN COUNCIL

https://uttoxetertowncouncil.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis ~~(receipts and payments or~~ income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 14/11/2025 28/05/2026

Name of person who carried out the internal audit: Alan Toplis - Toplis Associates Ltd

Signature of person who carried out the internal audit: Alan Toplis

Date: 02/06/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

UTTOXETER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	'Yes' means that this authority
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

09/06/2026

and recorded as minute reference:

18b(i)-(ii)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk



https://uttoxetertowncouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

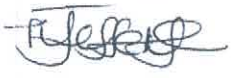
UTTOXETER TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	325,432	270,419	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	299,935	358,265	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	122,142	119,398	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	151,202	167,920	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	325,888	429,400	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	270,419	150,762	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	289,147	152,999	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	276,187	288,127	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✔		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date 18/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

09/06/2026

as recorded in minute reference:

18c(i)-(ii)

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Uttoxeter Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature *Forvis Mazars LLP* Date **17 September 2026**

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UTTOXETER TOWN COUNCIL

Notice of conclusion of the audit

Annual Return for the year ended 31st March 2026

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
1. The audit of accounts for the Council/~~Meeting~~ (a) for the year ended 31 March 2026 has been concluded.	(a) Delete as appropriate
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to:	
(b) TINA JEFFERY, TOWN CLERK/RFO UTTOXETER TOWN COUNCIL, TOWN HALL, 19 HIGH STREET, UTTOXETER, STAFFORDSHIRE. ST14 7HN TEL: 01889 564085 EMAIL: tina.jeffery@uttoxetertowncouncil.gov.uk	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
2. Copies will be provided to any local government elector on payment of £0.50 (c) for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) TINA JEFFERY, TOWN CLERK/RFO	(d) Insert name and position of person placing the notice
Date of announcement: (e) 17 SEPTEMBER 2026	(e) Insert date of placing of the notice

K

S137 COMMUNITY SUNDRY GRANT APPLICATION FORM

Applicant Details:

Name (if an organisation) Village Baby CIC

Address inc. postcode: REMOVED FOR CIRCULATION

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

Project / Activity Information:

What is your project / activity? VILLAGE BABY IS A GROWING COMMUNITY GROUP PROVIDING ESSENTIAL FEEDING SUPPORT TO FAMILIES

What would this grant be used to pay for?

- TO EXPAND OUR BREAST PUMP LIBRARY - PURCHASE RESOURCES.
- TO TRAIN PEER SUPPORTERS WHO HELP RUN OUR FREE COMMUNITY SUPPORT GROUPS
- TO ENSURE WE CAN CONTINUE RUNNING / OFFERING OUR GROUPS
- TO PROVIDE WORKSHOPS / DROP IN SESSIONS FOR FAMILIES WHO CAN'T AFFORD PRIVATE SUPPORT.

When and where will the activity take place?

THE SUPPORT WE OFFER IS CONTINUAL - WE RUN A GROUP (FREE) OVER OTHER WEEK AT WAITROSE IN UTTOXETER, OTHER SUPPORT IS OFFERED AT THE VILLAGE CHIROPRACTIC CLINIC IN GRINDLEY BY AN IBCLC (LACTATION CONSULTANT).

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? £ 500 - 750.

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: TO HELP RUN FAMILY EVENTS TO EXPAND FEEDING SUPPORT DROP INS / WORKSHOPS TO PROVIDE FREE ACCESS TO A SKILLED IBCLC GUIDING / SUPPORTING AS MANY LOCAL FAMILIES AS POSSIBLE.

TO ENSURE VOLUNTEERS ARE FULLY TRAINED AND THEN AVAILIABLE TO WORK WITH FAMILIES IN THEIR ROLE AS PEER SUPPORTERS - MAINTAINING A SUPPORTIVE, INCLUSIVE & CARING APPROACH.

TO ENSURE OUR PUMP LIBRARY IS STOCKED WITH ALL WE NEED FOR FAMILIES TO BE ABLE TO USE EQUIPMENT NEEDED QUICKLY.

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?

WE HAVEN'T SECURED ANY MONEY TOWARDS OUR PROJECT YET. THIS IS A NEW ACCOUNT.

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.

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

Impact on our Community:

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

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

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

(Yes) / No Improve community facilities in Uttoxeter, and/or

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

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

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

Yes / (No) Supporting Fairtrade priorities, and/or

Yes / (No) Supporting Biodiversity and Climate Change initiatives

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

- WE WILL COLLECT FEEDBACK FROM FAMILIES TO ENSURE WE REMAIN RESPONSIVE & COMMUNITY-LED.
- TRACK PUMP-LIBRARY USAGE, DROP IN/WORKSHOP ATTENDANCE
- OUTCOMES FROM GROUPS
- MEETINGS WITH PEER SUPPORTERS TO PLAN FURTHER AND GET SUPPORT IN IF AND WHEN NEEDED.

Completed by: REMOVED FOR CIRCULATION Date: 03/09/2026.

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.

The co-operative bank

co-operativebank.co.uk/business

*phone 03457 213 213

014143 PDOEA03-20060828 901111-001981

REMOVED FOR CIRCULATION

34700 C

Charity And Community Bank Account

Summary	Date	Description	Withdrawals	Deposits	Balance
Account title VILLAGE BABY CIC		NEW ACCOUNT			0.00
Sort code 089299		Statement closing balance			0.00
Account number					

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee.
Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Statement date
27 August 2026

Statement number
1

Page number
1 of 1

Statement opening balance
0.00

Total withdrawals
0.00

Total deposits
0.00

Statement closing balance
0.00

International Bank Account Number
GB60 CPBK 0892 9930 5434 20

Bank Identification Code
CPBK GB22

We're changing the Charity & Community Bank Account Tariff. We're removing the credit turnover limit of £2M from our right to review this Tariff from **28 October 26**, but we won't review your turnover before this date. The new Tariff is on our website, and you can ask us for a copy. If you're not happy with this change, you can close/switch your account without charge. Please contact us if you have any questions.

002092/P01/M02092/R2092/MZ/J232506009

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S137 COMMUNITY SUNDRY GRANT APPLICATION FORM

Applicant Details:

Name (if an organisation) UTTOXETER LIONS CLUB

Address inc. postcode: REMOVED FOR CIRCULATION

Contact person REMOVED FOR CIRCULATION Daytime Telephone No: AS ABOVE

Project / Activity Information:

What is your project / activity? CHRISTMAS LIGHTS & DELIGHTS INCORPORATING CRACKER NIGHT

What would this grant be used to pay for?

TO PROVIDE (FREE) STREET ENTERTAINMENT FOR THOSE ATTENDING

When and where will the activity take place?

THURSDAY 26 NOVEMBER 2026, 4PM ONWARDS

Have you previously received a sundry grant for this project/activity? YES, FOR CRACKER NIGHT

Grant Request and Income:

What is the amount of grant that you wish to apply to the Council for? £2000-00

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:

TO ENCOURAGE COMMUNITY INVOLVEMENT, PROVIDING ENTERTAINMENT AND FUNDRAISING OPPORTUNITIES FOR LOCAL ORGANISATIONS. BUSINESSES CAN TAKE ADVANTAGE OF CROWDS BY LATER OPENING.

AS THIS COMBINED EVENT WILL BE FROM 4PM ONWARDS THIS IS AN EARLIER START TIME THAN USUAL. THEREFORE, SOME OF OUR ENTERTAINERS WILL BE REQUIRED FOR LONGER AND THEIR FEES WILL BE HIGHER.

What is the total cost of your project/activity? £3,500 APPROX.

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

WE CHARGE STALL RENTS AND THE FUNFAIR OWNERS PAY US A SUM TO HAVE THEIR FAIRGROUND RIDES AT THE EVENT.

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

Enclosures *(please state)*: 2025 EVENT ACCOUNTS

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: BACS PAYMENTS TO:
UTTOXETER LIONS CRACKAR
ACCOUNT SORTCODE 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 / ~~No~~ Benefit/Support the community of Uttoxeter and its residents, and/or

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

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

~~Yes~~ / No Supporting Fairtrade priorities, and/or

~~Yes~~ / No Supporting Biodiversity and Climate Change initiatives

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

1. THE NUMBERS ATTENDING IN THE COMMUNITY
2. THE NUMBER OF CHARITIES + ORGANISATIONS TAKING PART.
3. THE NUMBER OF SHOPS EXTENDING THEIR OPENING HOURS
4. PRESS + SOCIAL MEDIA COVERAGE

Completed by: REMOVED FOR CIRCULATION Date: 25 SEPTEMBER 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.

UTTOXETER LIONS CLUB-CHRISTMAS CRACKER ER ACCOUNT 2025

INCOME	*STALLS*	*DONATIONS*	*TOTAL*
UTTOXETER TOWN COUNCII		1,700.00	1,700.00
STALL RENTS	590.00		590.00
WARWICK AMUSEMENTS	500.00		500.00
GLOSTIX	170.00		170.00
DONATIONS		0.00	0.00
SPONSOR Effectec		0	0
SPONSOR John Pye		500.00	500.00
SWEETS	120.00		120.00
	1,380.00	2,200.00	3,580.00
TOTALS			

EXPENDITURE	*ENTERTNMT*	*STALLS ETC*	*PRINTING*	*DONATIONS*	*TOTAL*
UTTOXETER TOWN COUNCIL		222.00			222.00
J. J. SECURITIES		1,250.00			1,250.00
STREET ENTERTAINERS		1,220.00			1,220.00
DISCO SHOW		300.00			300.00
PRESS / ADVERTISING		0.00	155.00		155.00
SPEEDYHIRE (BARRIERS)		60.00			60.00
TOWN BAND		200.00			200.00
FIRST RESPONDER		0.00			0
GENERATOR		37.00			37.00
SUNDRIES		91.00			91.00
		3,380.00	155.00	0.00	3,535.00

SUMMARY

STALLS	585.00
DONATIONS	1,700.00
SPONSORSHIP	500.00
ENTERTAINMENT	-1,722.00
PRINTING	-155.00
MEDICAL	0
GENERATOR	-37.00
SURPLUS TO RESERVE	**45.00**

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.

As updated – 1 April 2026