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.