

MINUTES OF THE TOWN COUNCIL MEETING
BIDDULPH TOWN COUNCIL
TUESDAY 10th JANUARY 2023, 6PM
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR

PRESENT:

- **The Mayor:**
Councillor J Garvey
- **Deputy Mayor:**
Councillor C R Perkin
- Councillor C Brady
- Councillor E E Baddeley
- Councillor J Davies
- Councillor N Eardley
- Councillor D A Hall
- Councillor K Harper
- Councillor A H Hart
- Councillor D J Hawley
- Councillor K J Jackson
- Councillor J Jones
- Councillor A Lawton
- Councillor A J McLoughlin
- Councillor W Rogers
- Councillor J Salt
- Councillor N R Yates

IN ATTENDANCE:

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Ms Jodie Hancock – Events and Partnerships Officer
- Mrs Margaret Warman – Compliance and Governance Officer
- Mrs Angela Williams – Administration Officer
- Ms Elizabeth Norton – Finance Officer
- Ms Susan Booth – Customer Services Advisor
- Mr James Connolly - Biddulph Chronicle
- Councillor Keith Flunder – Staffordshire County Council
- PCSO Joshua Carter – Staffordshire Police

The Mayor marked the loss of David Outhwaite and a Tribute was received by Councillor Lawton.

Councillor Jones led the Town Council in prayer.

The Mayor confirmed attendees will be named in the Minutes, unless otherwise instructed.

57. PUBLIC PARTICIPATION

Staffordshire County Council

Councillor Flunder reported that the County Council has completed an audit in relation to the children in care within the County.

Councillor Jackson noted that he had received correspondence regarding information that the County Council are looking to impose car parking charges on Green Way Bank. Councillor Jackson requested Councillor Flunder to ensure that these charges are not put in place. Councillor Flunder requested any email correspondence to be forwarded to himself and agreed to look into the matter.

Councillor Salt requested an update on the potholes on Park Lane. Councillor Flunder explained that he will be attending a Highways meeting on 18 January 2023, the matter will be raised again; he is hoping that repairs will start this summer. Councillor Salt reminded Councillor Flunder about the previously mentioned area on St Johns Road that could be used to create extra parking, and would like this to be mentioned at the Highways meeting.

Councillor Yates questioned whether there is a list detailing the road surfaces due to be fixed and requested whether this could be shared with the Town Council. Councillor Flunder explained that there is a cycle for roads to be resurfaced, and that the County Council use a Grading system with grade 1 being an emergency. The Mayor requested a document detailing the clarification of each category.

Councillor Yates reported that the pothole on Tunstall Road requires an investigation.

Staffordshire Police

PCSO Carter reported there had been 250 incidents in December; only 5 anti-social reports and none involving youths.

PCSO Carter explained that the Police have been working with partners and have successfully removed a person of concern out of the area, which has reduced crime.

PCSO Carter reported that there are ongoing operations targeting transport issues, parking and drug related crime; he could not report in full at the moment.

Councillor Yates had concerns over a car parked by the Gas Works yard that he reported, and was told that the Police do not get involved with parking issues. PCSO reassured Councillor Yates that if car is causing an obstruction then it is a police matter.

Councillor Jones requested an updated list of telephone numbers for the local police officers. The Chief Officer will receive and distribute.

58. APOLOGIES

Apologies were recorded and accepted for:

- Councillor G S Adams
- Councillor C M Smith
- Councillor S Rushton
- Councillor G Swift (Absent)
- Councillor J P Redfern (Absent)

59. DECLARATIONS OF INTEREST

a) To declare any Disclosable Pecuniary Interests and Dispensations:
Councillor Hawley would be receiving expenses payments in item 65.

b) To declare any Other Disclosable Interests: Councillors Salt's son attends Biddulph High School.

60. MINUTES

a) To approve and sign the Minutes of the Town Council held on 8 November 2022. Proposed by Councillor Hall; seconded by Councillor Perkin and agreed.

b) To receive the Minutes of the Recreation and Amenities Committee meeting held on 8 November 2022. Councillor Jones reported that he was in attendance. Proposed by Councillor Hart; seconded by Councillor Yates and agreed.

c) To receive the minutes of the Planning Committee meeting held on 15 November 2022. Proposed by Councillor Rogers; seconded by Councillor Jones and agreed.

d) To receive the minutes of the Town and Community Committee meeting held on 15 November 2022. Proposed by Councillor McLoughlin; seconded by Councillor Perkin and agreed.

e) To approve and sign the Minutes of the Finance Strategy and Management Committee meeting held on 22 November 2022. Proposed by Councillor Hall; seconded by Councillor Harper and agreed.

61. MAYORS COMMUNICATIONS

The Mayor stated that the Christmas Lights switch-on was a great event, which was well attended by the community. He reported that Santa was very popular.

The Mayor reported that he attended the Biddulph Moor Christmas Lights switch-on, which he gave thanks to Mr Broom and the Biddulph Rotary for organising.

The Mayor stated that the Biddulph Old Hall event was well received, and he gave thanks to the hosts for their hospitality. The Mayor also expressed gratitude to Councillors who attended.

The Mayor reminded Councillors that there are still tickets available for the Burns night event to be held on 28 January 2023.

The Mayor raised awareness of upcoming events: Knypersley Pool Charity Race and fun run, organised by Biddulph Running Club on behalf of the Mayors

charity; at the end of March there will be a Craft and Art event at the Town Hall, celebrating the textile industry.

62. STANDING AGENDA ITEMS

a) To receive an update on the Town Council's covid pandemic response.
None.

b) To receive an update on the management of Biddulph Town Hall.
The Chief Officer reported that the budgets are being prepared. She has met with the Chief Executive of Staffordshire Moorlands and came to a satisfactory conclusion regarding the funding of the Town Hall and Bus Hub.

c) To receive an update on health and safety.
The Chief Officer has no issues to report. However, made the Council aware that consideration would need to be given to fire doors across the Town Council sites; quotations would be presented at the Finance Strategy and Management Committee meeting.

Mrs Warman has been updating the Risk Assessments; the Chief Officer has been seeking new facilities management companies.

Councillor Salt questioned whether this was just for the Hall. The Chief Officer explained that it was for all the assets.

d) To receive an update on 'Biddulph Works Together' project, including a proposal to create a contingency fund for emergency purchases.
The Chief Officer stated that there is an excellent partnership within the community. A great example of this was the 'toy drive' whereby the community worked together to provide presents and distribute them to children before Christmas.

The Chief Officer reported that the 'Feast and Flicks' event, organised by the Town Council, will start this week and continue every Wednesday. It has been arranged for Social Prescribers and Money Matters to attend this event. The next 'Biddulph Works Together' meeting will be held on 18 January 2023.

Councillor McLoughlin expressed his gratitude to the volunteers, general public and community groups for their generosity for the toy project; he reported that data will be received from the community groups at the next meeting,

which in turn will identify the level of demand and where there are gaps in provision.

Councillor Salt questioned whether the fuel bank is now live. The Chief Officer stated that those who approached the Town Council were being supported, but numbers were low.

Councillor Salt questioned whether the officers are Foodbank referrers; the Chief Officer confirmed that all of the office staff are able to issue Foodbank vouchers.

Councillor Salt requested whether the representatives from Your Housing and Citizens Advice Bureau could be invited to the next 'Biddulph Works Together' meeting.

Councillor Salt reported that the Chief Officer and herself are working on an academic article for the Institute of Social Responsibility regarding the work completed by 'Biddulph Works Together'.

63. ITEM REQUESTED BY COUNCILLOR MCLOUGHLIN: TO CONSIDER THE CREATION OF A WORKING GROUP IN RELATION TO THE SHARED PROSPERITY FUND, TO ENSURE THE TOWN COUNCIL CAN MEET ANY FUNDING DEADLINES

Councillor McLoughlin proposed that after the Finance Strategy and Management Committee meeting on 24 January 2023, a meeting should be held to discuss the Shared Prosperity Fund; seconded by Councillor Salt. All agreed.

64. TO RECEIVE THE BIDDULPH HIGH SCHOOL DRAFT ADMISSIONS POLICY; COMMENTS TO BE SENT TO THE CHIEF OFFICER FOR COLLATION

The Chief Officer stated that the deadline is 23 January 2023 and requested any comments by 20 January 2023.

65. ACCOUNTS AND FINANCE

a) To **approve** accounts paid in November/ December 2022

Expenditure between £500 and £5000		
Prism Business Development Ltd	IT Services NOV DD	1078.14
Staffordshire Moorlands District Council	Business Rates – January 2023 DD	2027.00
Salaries	(To note amendment of November Salaries total amount from £19101.01)	19051.04
Hanley Print Services Limited	Calendars	1104.00
HEADS (Congleton) LTD	Christmas in Biddulph	900.00
E-On	Highway Lighting Maintenance and Energy	5749.01
Protech Electrical Limited	Christmas Light Installation	11738.40
Protech Electrical Limited	Christmas Light Removal, final 33% contract value and Christmas Lights Storage	7461.60
Protech Electrical Limited	300 x LED lamps	1440.00
Hanley Print Services Limited	Biddulph Works Together Leaflets	820.00
Staffordshire County Council	Donation to Biddulph Library Initiative	810.00
D&G Bus Ltd	INV 7302 Bus Service November 2022	3383.60
Moorland Contract Cleaning Ltd	Visitor centre Daily Cleaning November INV 8605	1251.44
Moorland Contract Cleaning Ltd	Wharf Road Daily Cleaning November INV 8604	1395.54
PPL PRS Ltd	Music License INV SIN2255991	5019.45
Salaries	December	16060.08
Staffordshire Pension Fund	Pensions	4813.36
HMRC	HMRC	4517.70
Prism	IT Services DEC DD	931.58
Cloudy IT	IT Install Chamber Final payment remaining 50%	4149.00

R.G.S	Lengthsman work 10/11 – 15/12	3447.00
Expenditure less than £500		
Louise Hargreaves	Entertainment Christmas Light Switch On	200.00
Alison Nicklin	Entertainment Christmas Light Switch On	200.00
Julie Hancock	Entertainment Christmas Light Switch On	200.00
E. Heap	Christmas Light Switch On – Donation for power	75.00
Biddulph In Bloom	Remembrance Sunday – Donation for power	20.00
Biddulph Local People Group	Biddulph Works Together	450.00
Amy Wyatt (Oasis)	Biddulph Works Together (ref email J Salt)	100.00
PTP Training Ltd	Apprentice – Customer Service Practitioner Course	210.00
Tidysite Skip Services Ltd	Bin Emptying INV 118656	159.12
Fifteen Group	Mobile phones and Wi-Fi OCT DD	109.44
Water Plus	Water Supply – St Lawrences Oct/Nov	21.57
Octopus Energy	Electricity – Visitor Centre DD	256.24
Myers & Co	Employer Assist	150.00
Water Plus	Water Supply – Cemetery Woodhouse	36.21
Waterlogic	Water Coolers	9.64
SLCC	Training - Office Staff EN Vat	42.00
SLCC	Training - Office Staff EN Budgeting	42.00
Tidysite Skip Services Ltd	Bin Emptying INV 118950	156.24
The Parkinson Partnership LLP	Training - Office Staff EN Internal Controls	30.00
Jodie Hancock	Reimbursement – Dementia Café 13/10/22 (Julie Moore Oatcakes)	10.00
Maximon Solutions	Radio Receivers – Batteries (supported with SMDC fund)	433.19
HEADS (Congelton) LTD	Remembrance Sunday	152.64
Tidysite Skip Services Ltd	Bin Emptying INV 119210	156.24
Protech Electrical Limited	Replace Timers at King Street	432.00

Business Products	Printing?	110.09
Good News	Biddulph Times (Biddulph Works Together Project)	375.00
Reliance High Tech	Lone Worker Devices and monitoring Nov 2022	73.14
Scottish Power	Electricity – Station Road Quarterly Bill	49.74
Prism Solutions	Telephone Charges DD	228.05
Biddulph Local People Group	Twilight Market (£23.98 +£13.78, £65.77)	103.53
Protech Electrical Limited	12x Star Lamps replacements	172.80
William Barry Harrison	2x Skips - reimbursement	400.00
Hanley Print Services Limited	Christmas banners x2	204.00
Hanley Print Services Limited	A2 Posters	84.00
Grace Radulovic	Twilight Market singer 2/12/22	75.00
Julie Hancock	Twilight Market entertainment 2/12/22	200.00
Julie Moore	Oatcake (Bereavement Group)	60.00
E.On	Town Hall – electricity (no payment reqd, credit on account)	158.59
Octopus Energy	Electricity – Visitor Centre DD	421.80
Octopus Energy	Electricity – Yew Tree Centre DD	169.24
Tidysite Skip Services Ltd	Bin Emptying INV 119469	156.24
Matt Hall	Reimbursement – Maintenance Supplies	16.97
N&J Tree Services Ltd	Tree Survey @Jct of Butterfly Garden INV 15967	216.00
Tidysite Skip Services Ltd	Bin Emptying INV 119757	183.96
Derbyshire County Council	Inv 100020221800071410 – Fire Extinguishers 2022	207.25
Derbyshire County Council	Inv 100020221800071413 – Legionella RA Update - BGC	270.60
Katy Pugh Arts	Chamber Window Winter Scene	250.00
Hanley Print Services Ltd	A2 Posters	50.40
SPCA	Training – Councillors/Officers	144.00
Water Plus	Water Supply – St Lawrences Nov/Dec	21.24

Moorland Contract Janitorial Ltd	Cleaning Supplies – Inv 2010	84.72
E.On	Town Hall – electricity INV -0024 7Nov-30Nov 22 DD	27.43?
Fifteen Group	Mobile phones and Wifi NOV DD	109.44
Standard Life	Additional Voluntary Contribution (SB)	100.00
David Hawley	Cllr Expenses	33.40
K. Wood	Window Cleaning	114.00
Churnet Sound	Christmas Lights Switch On & Rem Sunday	250.00
Biddulph Moor Village Hall	Christmas Lights Switch On & Rem Sunday	200.00
Sarah Haydon	Reimbursement – Christmas Lights Switch On	26.39
Cash	Petty cash, Brian Carter (£80), Katelyn Ball (£100)	236.54
Hanley Print Services Limited	A2 Posters INV 13718	50.40
Tidysite Skip Services Ltd	Bin Emptying INV 120033	156.24
Waterlogic GB Ltd	Watercoolers INV CD-223405316	9.64
Prism Solutions	Telephone Charges Nov DD	228.05
Business Products	Printing December 2022	28.88
Tidysite Skip Services Ltd	Bin Emptying INV 120256	181.08
Natwest	Bank Charges	76.42
SCC (Biddulph Library)	Cllr Community Grant (Cllr McLoughlin)	250.00
Myers & Co	Employer Assist	150.00
Reliance High Tech	Lone worker devices and monitoring Dec 2022	73.14
Biddulph Moor Community Association	Cllr Community Grant (Cllr Hawley)	100.00
Julie Moore	Christmas Lights – Pies (note part payment)	105.00
Credit Card		
City B Group	Weights – Markets (supported with SMDC fund) <i>paid with CREDIT CARD</i>	1156.80
GiffGaff	Mobile Phones – btccaretaker3	8.00

GiffGaff	Mobile Phones – btccaretaker2	8.00
Thomann	Mixing Desk for Hall use	395.00
Twinkl	Membership	9.99
Meta Platforms Ireland Limited	Social Media Advertisements – Biddulph Works Together, Christmas switch on, December Twilight Market	22.95
BiGDUG Limited	Shelving INV 1652074	149.99
Amazon business	A4 Ring Binder, Leaves, Pack of 3 folders	10.06
Amazon	DVD – Dementia Cinema	12.05
Vital Skills		480.00
Sainsbury's	Remembrance Sunday Refreshments	22.67
SurveyMonkey	Advantage Annual Plan	408.00
Sainsbury's	Emergency Food dairy/gluten free family	36.61
Home Bargains	Woodhouse – sweets for PSHE day	28.65
Staffordshire Moorlands District Council	TENS Christmas Market	21.00
Sainsbury's	Catering Supplies Warm Welcome	56.12
B&M	Christmas Market	36.93
Screwfix	Barrier Fencing	159.96
Amazon	Fire Alarm replacement glass	6.42
Sainsbury's	Christmas Switch on items	11.41
Facebook	Advertising	40.00
Biddulph Fish Bar	Christmas Market volunteer/staff refreshments	66.00
Biddulph Convenience Store	Supplies – Emergency request via Cllr J Salt	35.84
Sainsbury's	Emergency Food Parcel	13.30
Post Office Ltd	Fuel Top up	40.00
Sainsbury's	Bereavement Group refreshments	28.44
Amazon	Stationery	76.86
Amazon	Laptop cases	54.36

Councillor Davies queried whether the PRS payment was for one year; it was confirmed that this is the case.

Councillor Salt requested that the residents' names of people who have received assistance through the fuel project be redacted; this had been done.

Councillor Yates questioned whether the electricity payment is an estimate or actual reading. The Chief Officer confirmed it was an actual.

Councillor Jones suggested a visit to the Visitor Centre to check whether the LED lighting is sufficient. The Chief Officer will confirm.

Councillor Flunder left the meeting at 6.48pm.

b) To approve Supplementary Accounts

Expenditure between £500 and £5000		
Salaries	January	14322.43
Staffordshire pension Fund	Pensions	4077.58
HMRC	HMRC	3199.79
D&G Bus Ltd	December No 93 Bus Services	3076.00
Prism	IT Software Support	931.58
Moorland Contract Cleaning	Cleaning – Wharf Road - DEC	1395.54
Moorland Contract Cleaning	Cleaning – Biddulph Grange -DEC	1251.44
Opus Energy	Gas Supply 03 Dec 22 – 02 Jan 23 DD	3892.69
Expenditure less than £500		
Sarah Haydon	Reimbursement	26.25
I&P Lifting gear	Twelve Month Examination inv 175949	264.00
Grenke	Quarterly Fee	439.67
David Irring-Bell	Biddulph Sign renovation	50.00
Staffordshire Moorlands District Council	Lease of Land Congleton Road	90.00
R.G.S	Lengthsman work 22 nd Dec – 8 th Jan	225.00
Octopus Energy	Electric Yew Tree house 1/12/23 – 2/1/23	230.07

Octopus Energy	Electric Biddulph Grange Visitor Centre 1/12/22 – 2/1/23	632.82
Water Plus	Water Supply – St Laurences	42.81
B Webster Plumbing & Heating	Plumbing repairs	180.00
Tidysite Skip	Bin emptying 120489	183.96
Tidysite Skip	Bin emptying 120434	181.08
Chartered Institute of Housing	Annual Membership	368.00
Julie Moore	Food for Town Hall events	142.00

Credit Card		
Maximon Solutions	Radio Receivers – Batteries (supported with SMDC fund) - <i>To note paid with Credit Card</i>	433.19
Facebook	Facebook Advertising	29.03
Amazon	Cleaning Equipment	16.95
Amazon	Stationary - folders	24.52
Amazon	Stationary	23.74
Amazon	Food Containers	11.65
Amazon	Light Bulbs	95.12

The accounts were moved on-block by Councillor Garvey; seconded by Councillor Hart and agreed.

The meeting ended at 7.45pm.

Signed..... Date.....