

**MINUTES OF THE TOWN COUNCIL MEETING
BIDDULPH TOWN COUNCIL
TUESDAY 11 JULY 2023, 6PM
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR**

PRESENT:

- **The Mayor:**
Councillor A K Harper
- **Deputy Mayor**
Councillor N R Yates
- Councillor N Eardley
- Councillor S Fletcher
- Councillor J I M Garvey
- Councillor A H Hart
- Councillor D J Hawley
- Councillor F A Holdsworth
- Councillor M A Hopkins
- Councillor K J Jackson
- Councillor J T Jones
- Councillor C Kisicki **(6.10pm)**
- Councillor A C Lawton
- Councillor A C W Parkes
- Councillor W Rogers
- Councillor J Redfern **(6.10pm)**
- Councillor C Wood

Councillor Kisicki was in attendance but did not sign the attendance sheet.

IN ATTENDANCE:

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Ms Jodie Hancock – Events and Partnerships Officer
- Mrs Angela Williams – Administration Officer
- Mrs Margaret Warman – Governance and Compliance Officer
- Ms Elizabeth Norton – Finance Officer
- PCSO Liam Warrilow – Staffordshire Police
- Councillor Keith Flunder – Staffordshire Moorlands County Councillor

The Town Crier introduced the Mayor, Deputy Mayor and Chief Officer.

The Town Crier led the Town Council in Prayer.

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

Councillor Yates recited the disclaimer regarding the recording of the meeting.

11. PUBLIC PARTICIPATION

To receive a presentation from John Robinson (Town Crier)

The Town Crier presented a model of himself, in the Town Crier regalia, which he would like to donate to the Town Council for display. The Councillors thanked him.

Staffordshire Police

PCSO Warrilow introduced himself as a new PSCO assigned to Biddulph.

He reported that there has been a decrease in anti-social behaviour of 26%, which is below five incidents in the last month.

PCSO Warrilow stated that funding has been received for extra patrols during the first two weekends in the school holidays; there are two new PCSOs in Biddulph.

Councillors Kisicki and Redfern entered the meeting at 6.10pm

PCSO Warrilow explained that there are discussions around hosting a Biddulph Community drop-in meeting for the public to raise their concerns directly. The Police are looking at deploying a mobile monitoring system with CCTV in the hot spot areas.

The Police Designing Out Crime Officer recently produced a report in relation to the town centre, which is currently being reviewed.

Councillor Jackson questioned whether the detached youth work, which has recently been operating in the town, has made a difference; he requested a timeline in relation to the CCTV being operational.

The Chief Officer reported that Sergeant Machin had confirmed that a meeting will take place for Councillors to discuss priorities

Councillor Wood requested an updated list of contact details for the local policing team.

The Mayor requested that PCSOs connect with Councillors more regularly.

The Chief Officer reported that she is meeting with Sergeant Machin regarding the CCTV and town centre recommendations.

PCSO Warrilow left the meeting at 6.20pm

Staffordshire County Council representative(s)

Councillor Flunder

Reported that the County Council is currently going through a re-structure to try and improve the services overall.

Audit and Accounts are 3 years behind with their auditable accounts, due to issues around appointing an appropriate auditor, but it is hoped that by the end of this financial year it will be updated. Councillor Flunder understood that the public sector as a whole is having similar issues.

Councillor Flunder reported that the recent fundraising event held at the Town Hall was beneficial and he is looking to register the 15+ groups that attended with Support Staffordshire so that they can start to receive funding. He stated that Staffordshire Council of Voluntary Youth Services (SCVYS) had sent out an update of funding that is available.

Councillor Flunder reported that there is £1,500 allocated to each County Councillor to fund environmental projects in each division.

Councillor Flunder stated that he has recently attended a meeting regarding access to Squirrel Hayes School, and hopes to support this through Divisional Highway Programme (DHP). He reported that the whole estate was not designed for disabled parking, but he is looking into this.

Councillor Flunder stated that the Community fund is now open.

Councillor Flunder stated that unfortunately the date to repair the category 3 potholes keeps changing, but is hopeful that these will be completed in the next couple of weeks; he had completed Divisional Highways Programme site visits since the previous meeting.

Councillor Hawley expressed his concern regarding the County Council being 3 years' behind with the audits. Councillor Flunder explained that the remit for a suitable auditor has changed on a national level, and he is thankful that it is now being completed.

Councillor Wood expressed his concern on the legal requirement for audits.

Councillor Jones attended the Health Committee meeting at the County where the panel spoke in unison that they want to reserve the right to bring service providers forward for appropriate scrutiny. Councillor Flunder agreed.

Councillor Jackson reminded Councillor Flunder about the bollard on Duke Street.

Councillor Flunder requested his thanks be passed to Councillor Salt for ensuring he was aware of the issues regarding the access at Squirrel Hayes School.

Councillor Yates

Councillor Yates reported that the loading bay located at the top of the High Street has been completed.

Councillor Yates explained that he raised issues with the initial repairs that had taken place on the inner relief road, and can now report that these repairs have been completed to a more suitable standard. He reported that the repair work has started on the roundabout, which was not expected until next spring.

Councillor Yates reported that some of the work has started on the Category 3 potholes along Mow Lane, he is hoping for Grange Road, Overton Road and New Street.

Councillor Yates reported that an extra disabled spaces has been added on John Street.

Councillor Yates stated that with regards to the £1,500 for environmental projects, he would like to review the hydroelectric system at the Visitor Centre.

Councillor Yates reported that he is a member on the Staffordshire Sustainability Board and was elected Vice Chair; one of the issues that is currently ongoing is household waste and recycling centre charges for DIY waste.

Councillor Yates stated that he is looking into the electric vehicle charging points.

Councillor Rogers reported that there is road signage missing from Halls Road and Station Road junction. Councillor Yates noted that it was raised and agreed to reinstate the white lines on the road as a 'give way' sign cannot be installed.

12. APOLOGIES

- Councillor C Brady
- Councillor Rushton
- Councillor Proudlove
- Councillor J Salt
- Councillor C Smith

13. DECLARATIONS OF INTEREST

- a) To declare any Disclosable Pecuniary Interests & Dispensations. Councillor Rogers declared his travel expenses.
- b) To declare any Other Disclosable Interests; Councillor Jones declared an interest in Biddulph Moor Projects. Councillors Jones and Harper declared an interest in Lifeline. Councillor Garvey's wife is a grant applicant.

Councillor Flunder left the meeting at 6.51pm

14. MINUTES

- a) To **approve and sign** the Minutes of the Town Council meeting held on Tuesday 13 June 2023.
Proposed by Councillor Hart; seconded by Councillor Jackson. All **agreed** and **signed**.
- b) To **receive** the Minutes from the Recreation and Amenities Committee meeting held on Tuesday 13 June 2023.
Proposed by Councillor Hart, seconded by Councillor Garvey. All **agreed**.

- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 20 June 2023
Proposed by Councillor Hawley; seconded by Councillor Garvey. All **agreed**.
- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 20 June 2023
Councillor Jackson was in attendance.
Proposed by Councillor Garvey; seconded by Councillor Yates. All **agreed**.
- e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on 27 June 2023
Proposed by Councillor Rogers; seconded by Councillor Hawley. 2 abstained; Councillors Holdsworth and Hart.

15. MAYORS COMMUNICATIONS, including presentation of gifts from Fusignano students

The Mayor reported that he had attended the community orchestra event and really enjoyed himself. He also took part in the Launch of the Biddulph Festival where he met many stall holders and was glad that the weather was fine.

The Mayor reported that he attended the Mayor Making ceremony in Congleton, which he found was a great place to network and communicate. He reported that, himself and the Mayor of Leek, discussed possible future partnerships and working together.

The Mayor accepted the gift from Fusignano students, on behalf of the Town Council.

16. STANDING AGENDA ITEMS:

Councillors to note that these are existing standing agenda items and can be amended by resolution, if required.

- a) To **receive** an update on the management of Town Council Assets

The Chief Officer updated the council and explained that she had received a report from the Crime Reduction Team, Staffordshire Police, and noted that the Town Hall had been identified as an area of interest in relation to anti-social behaviour. The report will be received at the Town and Communities Committee next week.

The Chief Officer reported that the Energy Performance Certificate had been renewed for the Visitor Centre.

The Chief Officer explained that the mapping of processes is ongoing and that 112 have been mapped so far, which ensures consistency throughout management of buildings.

Councillor Jackson requested a copy of the report conducted by Staffordshire Police; the Chief Officer stated that this will be circulated in advance of the Town and Community Committee meeting next week.

b) To receive an update on health and safety activities (inc. risk management)

The District Council Health and Safety Officer is due to attend tomorrow for the 6-monthly health and safety review, he will view all services and documentation.

The Mayor completed his health and safety 'walk-around', and will conduct this quarterly. This evaluation will be brought to Councillors in a future meeting.

The RoSpa application has been submitted.

c) To receive an update on 'Biddulph Works Together' project.

The Chief Officer confirmed that the next meeting will be held on the second week of September.

A piece of work has been completed detailing all activities that are free to attend during the summer months.

The Mayor questioned whether people are being sign-posted to the partnership groups.

17. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETING ATTENDED IN THE PAST MONTH

(Updates only from the following meetings: Biddulph in Bloom, Moorlands Assembly, Staffordshire Parish Councils Association, Moorlands Partnership Board, Twinning Association and Fairtrade)

The Chief Officer noted that this section on the agenda is for any Councillors to report back as the representative on the listed meetings.

Councillor Hart noted that the Moorlands Partnership will meet next week.

Councillor Rogers reported that Moorlands Parish Assembly met, the Mayor was also in attendance. He reported that Inspector Barlow from Staffordshire Police gave a presentation to the group and Councillor Yates gave a presentation regarding environmental projects.

18. TO CONSIDER HOSTING A GROUP OF STAFFORDSHIRE MOORLANDS CLERKS AT THE TOWN HALL, TO SHARE GOOD PRACTICE

The Chief Officer explained that the local clerks and Mayors have discussed meeting up to share good practice.

The Chief Officer wondered whether it would be a benefit to invite all clerks around the Moorlands and would like to seek approval from councillors. This would be a good opportunity to share good practice.

Proposed by Councillor Jones; seconded by Councillor Hart. All **agreed**.

19. ACCOUNTS & FINANCE

a) To **approve** accounts to be paid in July 2023:

Expenditure between £500 and £5000		
Salaries	July	
Staffordshire Pension Fund	Pensions	
HMRC	HMRC	
Garden Plus	Burial ground resurfacing work – Final invoice	7600.00
Octopus Energy	Town Hall Electricity	1335.83
Opus Energy	March – Apr Gas Town Hall DD	2719.98
Moorland Contract Cleaning	INV ---- Visitor Centre Cleaning	1366.39
Moorland Contract Cleaning	INV ----- Wharf Road Cleaning	1524.85
Prism	Software support – June/July DD	932.06
D&G Bus Ltd	No93 Bus Service - June	
Water Plus	Water supply – Town Hall	
SMDC	Business Rates DD	2240.00
R.G.S	Lengthsman Work Apr- Jul	4380.00
Expenditure less than £500		
Reliance High Tech	Lone Worker devices – JUNE	73.14
Business Products	Printing - June	132.01
Myers & Co	Employer Assist membership June-July 23	
Fifteen Group	Telephones	
CASH	Volunteer Expenses July (£--), Petty Cash (£--)	
Prism	Telephone Charges – Apr Inv 2414 DD	238.77
Prism	Telephone Charges – Contract Charge	247.06
K. Wood	Window Cleaning June	114.00
Standard Life	Voluntary Pension Payment	
Information Commissioner	Data Protection Fees	40.00
SMDC	Premises License	70.00
C J Skelthorne Jewellers	Ex Mayors Badge – new bar and engraved	103.80
SMDC	Lease of land – Congleton Road	90.00

OPUS Energy	Gas – Town Hall – May/June	356.03
E-On	electricity – Town hall	183.02
Tidysite Skip Services Ltd	Bin Emptying w/c 12/6/23 inv 126634	171.86
Moorland Contract Janitorial	Cleaning Supplies inv 2356	17.52
Culligan	Cooler Rental	11.08
Tidysite Skip Services Ltd	Bin Emptying INV 126939	171.86
Tidysite Skip Services Ltd	Bin Emptying INV 127221	171.86
TEAM (Energy Auditing Agency Ltd)	Energy Services – Display Certificate	211.20
Jodie Hancock	Reimbursement – Candles for Trefoil	30.00
Opus Energy	June – July Gas Town Hall DD	148.12
Applied Logo Services Ltd	Green Work Tops x3	32.22
Moorland Contract Janitorial	Cleaning Supplies	300.99
Tidysite Skip Services Ltd	Bin Emptying INV 127493	202.35
Octopus Energy	Wharf Road – June – Electricity	123.01
Octopus Energy	Visitor Centre – June – Electricity	520.03
<i>Octopus Energy</i>	<i>To Note CREDIT : Visitor Centre – May – Electricity</i>	<i>-540.52</i>

Credit Card		
GiffGaff	Mobile Phones - July	8.00
GiffGaff	Mobile Phones - July	8.00
GiffGaff	Mobile Phones - July	8.00
The Engraving Shop	5x Brass Plaques (Mayor Photos)	62.25
Amazon	Large – Galvanised Dustbin	39.99
Sainsburys	Feast&Flicks refreshments 14/6	11.10
Argos	Laptop – Chromebook – Councillors use	219.99
Microsoft	Microsoft 365 – Councillors use	70.56
Sainsburys	Feast&Flicks refreshments 21/6	21.20
NALC	Event INV 7039590869	39.22
NALC	Event INV 7039581379	39.22
Sainsburys	Feast&Flicks 5/7	10.10
Sainsburys	Feast&Flicks 28/6	37.05
Facebook	Advertising	40.00
Sainsburys	Snacks for Fusignano Children	5.00
Sainsburys	Advertising	2.36
Sainsburys	Emergency Food parcel – resident	17.90

b) To approve supplementary accounts

Expenditure between £500 and £5000		
Salaries	July	16036.51
Staffordshire Pension Fund	Pensions	8246.63
HMRC	HMRC	4369.78
D&G Bus Ltd	No93 Bus Service - June	3674.00
ADT	Annual Maintenance Fire Alarm System 2023-24 - TH	1681.39
ADT	Annual maintenance Intruder Alarm and transmission services - TH	1066.98
ADT	Annual Maintenance Intruder Alarm System -VISITOR CENTRE	696.14
Expenditure less than £500		
Reliance High Tech	Lone Worker devices – JUNE	73.14
Business Products	Printing - June	132.01
Myers & Co	EmployerAssist membership June-July 23	150.00
Grenke	Photocopier lease	439.67
Moorland Contract Janitorial	Cleaning Supplies	108.77
Fifteen Group	Telephones	127.41
CASH	Volunteer Expenses July (£100 MB + £100 +£4.95 reimbursement for lock replacement BC), Petty Cash (£41.83)	246.48
Standard Life	Voluntary Pension Payment	150.00
Moorlec Electrical Services	Electrical Works – Bus Hub – Roller shutter door	96.00
Wayne Rogers	Travel Expenses Leek Parish Assembly	8.55
Thorin Creed	EPC Visitor Centre	250.00
Lymer Door Ltd	Roller Shutter Door – new battery supply and fit	386.40
ADT	Annual Maintenance CCTV 2023-24 - TH	439.79
ADT		
Rode Hall Silver Band	Remembrance Sunday Parade – booking deposit	50.00
E-On Next	Electricity – Town hall - June	25.15
WaterPlus	Cemetery WBG water supply INV02645431	24.40
C J Skelhorne Jewellers	<i>X Mayors Badge – new bar and engraved – NOTE correct amount inc VAT (£103.80+VAT)</i>	124.56
B Carter	Reimbursement – replacement lock	4.95
B Harrison	Reimbursement – Plants (Four Oaks)	74.40

Credit Card		
Amazon	Coronation – Crafts -Paper Crowns	27.59
Amazon	Coronation – Crafts – Gems/stickers	26.97
Amazon	Coronation – Partyware plates/napkins	27.98
Amazon	2x Magnetic Frames	71.16
Amazon	Dymo labels	8.49
Amazon	Black Cable Ties	20.97
Nisbets	Hot Water Urn	64.78
Amazon	Clear Punched Pockets pack of 50 x2	6.50
Amazon	DVDs – Feast * Flicks	14.98
Amazon	DVD – Feast & Flicks	7.99
Amazon	Craft supplies – keyrings loops	4.79
Amazon	Coffee sticks x200	20.99
Amazon	Personal Alarms x5 pack	30.58
Royal mail	Stamps	83.80
Waterlogic LTD	Cooler – water replacement x6 bottles	83.15
NALC	Staff Training Course	39.22
NALC	Staff Training Course	39.22
Sainsburys	Meeting refreshments 11/07/23	9.25
Amazon	Wireless Mouse	6.80

Accounts were approved on-block; Proposed by Councillor Redfern, seconded by Councillor Garvey. All **agreed**.

- c) To **approve** grant allocations for 2023-24, subject (in some cases) to additional verification.

Name of Group	Allocation
1st Biddulph Moor 'Saracens' Scout Group	1000.00
1st Biddulph Rainbows	500.00
1st Biddulph Moor Rainbows and Brownies	450.00
2151 (Biddulph) Squadron Air Training Corps	1000.00
Biddulph Community Wellbeing Group	250.00

Biddulph District Guides	400.00
Biddulph Festival Committee	3000.00
Biddulph in Bloom	25000.00
Biddulph Ladies Afternoon Club	300.00
Biddulph Methodist Church	600.00
Biddulph Moor Evergreens Club	500.00
Biddulph Trefoil Guild	200.00
Biddulph Twinning Association	250.00
Biddulph Yarnbarms	500.00
Biddulph Youth and Community Zone	2000.00
Brown Lees and District Community Association	500.00
Christ Church Biddulph Moor	1500.00
Citizens Advice Staffordshire North & SOT	15000.00
Douglas Macmillan Hospice	1000.00
Thrive Youth - Life Stream Church	1000.00
G.E.M's – Crafty Coffee Morning (Life Stream Church)	
Life Stream Church – 'Children's Work'	
Knypersley Bowling Club	1000.00
Knypersley Cricket Club	500.00
Moorlands Voluntary and Community Transport	1000.00
New Road Methodist Church Biddulph Moor	500.00
The Green Tree House	9750.00
The Probus Club of Biddulph and District	300.00
Social Connective CIC	1000.00
Lifeline	2000.00

Councillor Jackson questioned the Lifeline grant amount. He felt that the amount should be given to another applicant, if the decision regarding future funding had not been made by the District Council in a timely way.

Councillor Hart proposed that the decision as to who this funding was allocated to should be taken to the Finance Strategy and Management Committee; seconded by Councillor Jones.

Councillor Jackson made an amended proposal. Councillor Jackson felt it was clear that agreement had been reached by the Committee about the allocation of funding to another organisation, if Lifeline did not need this. If the decision had not been made by the District Council in time for the Committee meeting, the Committee should discuss an appropriate timeframe. Proposed by Councillor Jackson; seconded by Councillor Wood. 9 voted in favour of the original proposal; 6 voted in favour of the amendment. 2 Councillor's abstained from the vote.

The approval of the above listed grant allocations: Proposed by Councillor Jones; seconded by Councillor Rogers. 12 voted in favour; 4 Councillor's abstained.

CONFIDENTIAL ITEMS

In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, the Council is to determine which items, if any, should be taken with the public excluded.

- 20.** To **approve** that formal discussions can commence in relation to a proposed Community Ownership Fund project.

There was discussion in relation to an expression of interest for a Community Ownership Fund allocation, to save a building which is in distress; this building would become an asset for the community. Applications for this will close tomorrow.

It was discussed that there are currently no buildings within the High Street that are suitable. However, an alternative Brown Lees building was discussed at length and proposed by Councillor Yates; seconded by Councillor Hart. All **agreed**.

The Meeting ended at 7.58pm

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