

**MINUTES OF THE TOWN COUNCIL MEETING  
BIDDULPH TOWN COUNCIL  
TUESDAY 12 SEPTEMBER 2023, 6PM  
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR**

**PRESENT:**

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

**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 Susan Booth – Customer Support Assistant
- Rev Will Drain – St Lawrence’s Church
- Rev Yanyan – Biddulph Methodist Church
- PCSO Liam Warrilow – Staffordshire Police
- Councillor Keith Flunder – Staffordshire Moorlands County Councillor

Councillor Rogers introduced the Mayor, Deputy Mayor and Chief Officer.

Rev Will Drain led the Town Council in Prayer.

The Chief Officer recited the disclaimer regarding the recording of the meeting.

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

## **21. PUBLIC PARTICIPATION**

### **Staffordshire Police**

PCSO Warrilow talked through anti-social behaviour and crime data in the Biddulph area, both showed a decrease in numbers. The Police have increased surgeries and are looking to set up a monthly meeting with Councillors.

Councillor Salt asked for an update on specific incidents; PCSO Warrilow agreed to come back with information.

Councillor Jones raised his concerns about cars parked on pavements and cyclists riding on pavements.

Councillor Jackson asked whether it was too early to evaluate the input of the detached youth workers in town; had they had a positive effect? PCSO Warrilow said he would try to bring back some statistical data.

*PCSO Warrilow left the meeting at 6.12pm*

### **Staffordshire County Council representative(s)**

#### **Councillor Flunder**

- Reported on the health committee- members had been looking at their operating plan and performance and how they are going to measure their success.
- Confirmed covid and flu vaccinations are available.
- Read a letter regarding the presence of reinforced autoclaved aerated concrete (RAAC) in schools; he would send this to the Chief Officer to email out.
- Explained there is more work to do at the Biddulph Youth & Community Zone, which had been damaged by the fire.
- Advised community grants need to be in and successfully completed by the end of October.

Councillor Salt raised concerns about the road at the entry to Biddulph at Brindley Ford. Councillor Yates explained improvements to the drainage were under way to try and do a more permanent repair.

Councillor Parkes raised concerns about the impact of RAAC on the children in academies and academy trust schools. Councillor Flunder advised the 278 academy schools in the County had also been contacted by Staffordshire County Council.

### Councillor Yates

- Explained the new opportunity between 5-6pm, prior to Town Council, to discuss any issues with County Councillors.
- Requested all issues are raised through the County Council's website, to ensure they're all logged/recorded.
- Advised Staffordshire County Council had been awarded (in principle) the funding for Electric Vehicle (EV) charging points for residents in urban and rural areas.
- Advised working on a local nature recovery strategy to enhance the natural environment.
- Confirmed some community fund left - to be distributed via 'Biddulph Works Together' initiative.

Councillor Jones raised concerns about potholes on New Street.

Councillor Garvey requested Councillor Yates provide an update regarding the nature recovery strategy to the next Environment and Climate Change Working Group and asked if there was a non-electronic system to report issues; Councillor Yates confirmed you can telephone to report issues, both at District and at County.

Councillor Wood advised of improved communications at District – a new reporting system with a timeline for Councillors. Officer are also looking to improve staffing to answer telephone calls from residents.

Councillor Salt raised concerns about grass cutting; there needs to be better communication to publicise why grass is not cut, to raise awareness of improvements to biodiversity, otherwise residents assume it's due to cost-cutting.

## **22. APOLOGIES**

- Councillor D J Hawley
- Councillor S Rushton

## **23. DECLARATIONS OF INTEREST**

- a) To declare any Disclosable Pecuniary Interests & Dispensations: Councillor Rogers declared travel expenses.
- b) To declare any Other Disclosable Interests. None

## **24. MINUTES**

- a) To **approve and sign** the Minutes of the Town Council meeting held on Tuesday 11 July 2023.  
Proposed by Councillor Hart; seconded by Councillor Jones. All **agreed and signed**.
- b) To **receive** the Minutes from the Recreation and Amenities Committee meeting held on Tuesday 11 July 2023.

Councillor Redfern advised he was present at the meeting, but his name had not been recorded.

Proposed by Councillor Hart, seconded by Councillor Garvey. All **received**.

- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 18 July 2023

Councillor Smith confirmed she wasn't in attendance when her own planning application was discussed – she arrived later.

Proposed by Councillor Garvey; seconded by Councillor Redfern. All **received**.

- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 18 July 2023

Proposed by Councillor Smith; seconded by Councillor Garvey. All **received**.

- e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 25 July 2023

Proposed by Councillor Rogers; seconded by Councillor Hart. All **agreed and signed**.

Councillor Rogers thanked the staff and volunteers for their support at the Classic Vehicle Show last Saturday and also passed on thanks from Jim Davies.

## 25. MAYORS COMMUNICATIONS

The Mayor talked about the volunteers in Biddulph and the excellent work they're doing.

## 26. 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

- Provided a RAAC update; the District Council has advised the Town Hall is on the list for a survey.
- Advised a new Shared Prosperity Fund pot is available – for capital funding; this maybe appropriate for the Town Hall frontage.

*Councillor Flunder left the meeting at 19.05pm.*

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

The Chief Officer

- Advised a Health and Safety Audit had recently been undertaken at the Visitor Centre, there were no issues to bring to the Town Council's attention.
- Confirmed the Chief Officer, the Events and Partnerships Officer and the Compliance and Governance Officer had attended Managing Safety training.

Councillor Salt wondered whether there was a policy about vaping; this could be considered at a Finance Strategy and Management Committee meeting.

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

The Chief Officer confirmed that funding had been agreed at the Finance Strategy and Management Committee meeting. The Town Hall is a Community Help Point and can refer to the Foodbank, and for supermarket vouchers.

Councillor Wood advised a grant would be available from the District for community groups. Councillor Jackson requested that contact is made with the community groups to ask if they had requested funding from the Shared Prosperity Fund and if they'd been successful.

## **27. 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)

Councillor Hart advised the Moorlands Partnership Board had funding available.

Councillor Rogers gave a Staffordshire Parish Councils Association update; there is a new Chief Executive.

Councillor Smith confirmed that Biddulph is a Fairtrade Community until 27 July 2026 and passed on thanks from Gillian Reynolds.

Councillor Garvey provided a Twinning update and thanked the Council for hosting representatives from Fusignano.

## **28. TO CONFIRM THAT THE TOWN COUNCIL HAS RECEIVED A ROSPA SILVER AWARD**

The Chief Officer confirmed the Town Council had received a RoSPA Silver Award. This gives confidence and adds another level of credibility to what we provide/deliver. This was a great achievement; she thanked the team, in particular Margaret, for their support with this.

Councillor Jones thanked the Chief Officer and the team for achieving the award. There was a round of applause.

## **29. ITEM REQUESTED BY COUNCILLOR HARPER – TO CONSIDER PURCHASING A COLLAR FOR THE MAYORAL CHAIN**

Councillor Harper advised the chain was being damaged the more it is used and advised other councils have sewn their chains onto a collar. Quotes were passed to Councillors.

Councillor Salt raised concerns about the annual/continued cost; she suggested the item was moved to Finance Strategy and Management Committee for further discussion. She also

suggested the main chain is saved for special events and just the ‘dongle’ used for day-to-day occasions.

Councillor Yates said the Mayor had a valid point; he suggested maybe some of the shields could be retired to maintain the integrity of the chain. It should be debated further.

Councillor Jones agreed with Councillor Yates with regard to the shields, but thought it should be debated properly. Councillor Hart agreed it should be referred to the Finance, Strategy and Management Committee.

Councillor Garvey would hate to see the Biddulph chain be diminished in any way and agreed it needed further consideration. Councillor Proudlove agreed it should be debated.

Councillor Jackson requested repairs to the box, or a new box should also be considered.

Moving the item to the Finance, Strategy and Management Committee was proposed by Councillor Salt, seconded by Councillor Jones. All agreed.

### **30. TO NOTE THE CURRENT CONSULTATION PERIOD IN RELATION TO THE NEIGHBOURHOOD PLAN AND NEIGHBOURHOOD DEVELOPMENT ORDER, AND TO RECEIVE AN UPDATE ON THE NEXT STEPS**

The Chief Officer explained the amendments had now been agreed and the document is now part-way through a six-week consultation process, which ends at the end of September 2023. The Town Council is anticipating a referendum in November/ December, but will take the advice of the Elections team at the District Council.

### **31. ACCOUNTS & FINANCE**

a) To **approve** accounts to be paid in August and September 2023:

<b>Expenditure between £500 and £5000</b>		
Salaries	August	15686.85
Staffordshire Pension Fund	Pensions – Aug	5207.97
HMRC	HMRC	4102.20
Octopus Energy	Town Hall Electricity	2051.17
Moorland Contract Cleaning	INV ---- Visitor Centre Cleaning - JULY	981.13
Moorland Contract Cleaning	INV ----- Wharf Road Cleaning - JULY	1524.85
Prism	Software support – July/Aug DD	932.06
D&G Bus Ltd	No93 Bus Service - July	3507.00
Water Plus	Water supply – Town Hall Apr-Aug	1457.52
Concept Elevators	Lift Rectification and various adjustments	1250.16
SMDC	Business Rates DD	2240.00

Broxap	Bench for Burial Ground	1279.20
Garden Plus Landscaping Ltd	Heritage Site platform restoration	1555.00
R.G.S	Lengthsman Work 4/7/23 – 6/8/23	2850.00
Nisbets	Water Boiler	699.98
D&G Bus Ltd	No93 Bus Service - August	3674.00
Octopus Energy	Town Hall Electricity - August	1417.56
SMDC	Business Rates DD	2240.00
Prism	Software support –Aug/Sep DD	936.86
Jantex Furnishing Co Ltd	Reception – Window Blinds	698.40
Moorland Contract Cleaning	INV ---- Visitor Centre Cleaning - AUGUST	981.13
Moorland Contract Cleaning	INV ----- Wharf Road Cleaning - AUGUST	1524.85
<b>Expenditure less than £500</b>		
Salary -JUNE	June -Backpay	439.36
Toni's Treats	Food Approach/Feast & Flicks – 21/6, 5/7, 12/7, 19/7	90.00
Rebecca Dobson	Cakes – Sunday 16 <sup>th</sup> July – Civic Service	80.00
Jodie Hancock	Reimbursement – Oatcakes (Julie Moore) Dementia/Approach sessions	30.00
Mark Edwards	Travel Expenses – Legionella Testing Jan-June 2023	8.10
Myers & Co	Employer Assist membership July-Aug 23	150.00
Fifteen Group	Telephones	122.56
SMDC	D Owen – H&S Inspection 12.07.23	232.08
CASH	Volunteer Expenses Aug (£160.00), Petty Cash (£8.22) + Julie Moore Oatcakes (£30)	198.22
Prism	Telephone Charges – DD	247.44
K. Wood	Window Cleaning July	114.00
Standard Life	Voluntary Pension Payment - Aug	150.00
E-On	Electricity – Town hall	25.99
Tidysite Skip Services Ltd	Bin Emptying – INV 128362	144.54
Tidysite Skip Services Ltd	Bin Emptying – INV 128662	229.68
Waterplus	Water Supply – St Lawrence	24.79
Culligan	Cooler Rental	11.08
Tidysite Skip Services Ltd	Bin Emptying INV 128062	199.19
Tidysite Skip Services Ltd	Bin Emptying INV 127814	171.86
Moorland Contract Janitorial Ltd	Cleaning Supplies INV 2440	16.74
Opus Energy	July – Aug Gas Town Hall DD	175.14
Opus Energy	Aug-Sep Gas Town Hall DD	156.71
Octopus Energy	Visitor Centre – July – Electricity	213.90
Natwest	Bank Charges	50.73

Julie Moore	Oatcakes – 10.08.23 – Approach Dementia Cafe	30.00
Business Products	July – Printing INV 6923	182.56
Business Products	Paper INV 6999	183.84
B Webster Plumbing & Heating	Inv 19 Ladies toilet repair	150.00
Reliance High Tech	Lone working devices	73.14
Westland Environmental Safety Limited	Refurbishment survey – Park Lane Allotments	360.00
SLCC	Staff training – AW Cemetery Matters Course	42.00
Your Choice Fire & Security Ltd	Fire Extinguisher Service – Visitor Centre	66.66
Your Choice Fire & Security Ltd	Fire Extinguisher Service – Town Hall	217.62
Tidysite Skip Services Ltd	Bin Emptying – INV 128974	171.87
Bp Architecture	Professional Fees INV 727	330.00
Bp Architecture	Planning Application Liaison	102.00
K. Wood	Window Cleaning August	114.00
Barry Harrison	Reimbursement - New Hose Union Taps	101.60
Moorland Contract Janitorial Ltd	Cleaning Supplies – Toilet Rolls/ Hand Towels	128.40
PHS Group	Sanitary Disposal Annual – Town Hall	298.12
PHS Group	Sanitary Disposal Annual – Bus Hub	160.52
PHS Group	Sanitary Disposal Annual – Visitor Centre	91.73
Moorland Contract Janitorial Ltd	Cleaning Supplies – Floor Pad	16.74
Moorland Contract Janitorial Ltd	Cleaning Supplies – Toilet Tissue Cube	33.38
B. Webster Plumbing & Heating	Moorland Road Allotment – replacement ball valve and water tank. Town Burial ground – Replaced bib tap	145.00
Hanley Print Services	Poster/Weatherproof Sticker/ Foamex Board	333.60
Natwest	Bank Charges	65.41
Waterplus	Water supply - WBG	124.06
Dyno – Mark Everill Ltd	Bus Hub Toilets – Callout blockage	180.00
Tidysite Skip Services	Bin Emptying w/c 14/8 INV 129226	199.19
Tidysite Skip Services	Bin Emptying w/c 21/8 INV 129511	171.87
Octopus Energy	Wharf Road – Electricity	159.54
Congleton Chronicle	Classic vehicle show (£158.40 – credit on account 103.20)	55.20
Myers & Co	EmployerAssist membership Aug-Sep 23	150.00



Reliance High Tech	Lone Worker devices – AUG	73.14
Business Products	August – Printing INV 7063	67.52
Tidysite Skip Services	Bin Emptying w/c 29/8 INV 129766	229.68
Parish Online	Digital Mapping	420.00
SLCC	Membership Fee	488.00
DUK Automatic Door Specialist LTD	Auto Door maintenance – 6-month visit	144.00
SMDC	Health&Safety – D Owen 24.08.23	189.66
Wayne Rogers	Travel expenses – SPCA	30.60

<b>Credit Card</b>		
British Gas	Emergency Fuel Top Up – resident	30.00
Nisbets	10ltr Water Boiler – URN for kitchen	64.78
Sainsburys	Event Refreshments – Defib Training / Feast and Flicks	17.40
Sainsburys	Mayor’s Civic Sunday Event Supplies	31.30
Sainsburys	Feast and Flicks 19.07.23	11.85
Royal Mail Online	Postage Stamps	19.05
B &M	Meeting Refreshments and Cleaning Supplies	13.60
Land Registry	Title Register and Title Plan	6.00
Sainsburys	Meeting Refreshments	2.30
Home Bargains	Family Film Day 26.07.23	13.50
GiffGaff	Mobile Phones - Aug	8.00
GiffGaff	Mobile Phones - Aug	8.00
GiffGaff	Mobile Phones - Aug	8.00
Direct UK Deals Ltd	Multipoint 10ltr Water Heater – Police Area Hand Wash	615.60
Nisbets	Water Boiler 17ltr – Kitchen Town Hall	839.98
Facebook	Advertising	24.00
Sainsburys	Feast and Flicks Food	35.27
Abbeytops	Keyring Loops	4.79
Amazon	Fly Screen	22.87
Amazon	Wildflower seeds – big green week	18.50

**b) To approve supplementary accounts**

Accounts were approved on-block; Proposed by Councillor Hart; seconded by Councillor Jackson. All **agreed**. Councillor Harper voted against.

**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.*

**32. TO APPROVE POTENTIAL MANAGEMENT ARRANGEMENTS IN RELATION TO BELLWAY LAND AT BRIARSWOOD/ HALLS ROAD**

Councillor Yates proposed the Town Council explores the possibility of taking over the management of the site, with further updates available after this discussion; seconded by Councillor Jones. All agreed.

**33. TO RECEIVE AN UPDATE IN RELATION TO ONGOING DISCUSSIONS REGARDING THE COMMUNITY OWNERSHIP FUND, AND TO AGREE ACTIONS DURING SEPTEMBER AND OCTOBER 2023**

Councillor Jones proposed the Chief Officer continues to move this forward; seconded by Councillor Hart. Councillors Garvey and Jackson agreed. Councillor Jackson requested clarification with regard to any required match funding.

Councillor Yates believed the Town Council could work with the District Council to find a solution to car parking issues at the Chapel. All agreed.

**34. TO CONFIRM THAT THE CHIEF OFFICER SHOULD CONTINUE DISCUSSIONS WITH STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL IN RELATION TO A 25-YEAR LEASE FOR THE VISITOR CENTRE**

Councillor Jones proposed the Chief Officer moves this forward; seconded by Councillor Smith All agreed.

The meeting ended at 19.58pm

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