

MINUTES OF THE TOWN COUNCIL MEETING
BIDDULPH TOWN COUNCIL
TUESDAY 14 NOVEMBER 2023, 6PM
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR

PRESENT:

- **Deputy Mayor**
Councillor N R Yates (Chair)
- Councillor C Brady
- 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 J Redfern
- Councillor W Rogers
- Councillor D Proudlove
- Councillor J Salt
- 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 Margaret Warman – Compliance and Governance Officer
- Mrs Angela Williams – Administration Officer
- Mr John Robinson – Biddulph Town Crier
- Reverend Darren Fraser - St John's & Christ Church
- PCSO Liam Warrilow – Staffordshire Police
- Councillor Keith Flunder – Staffordshire Moorlands County Councillor
- Mel Walker - Biddulph Chronicle.

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

Rev Darren Fraser led the Town Council in Prayer.

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

The Deputy Mayor recited the disclaimer regarding the recording of the meeting.

49. PUBLIC PARTICIPATION

Regular attendees:

Staffordshire Police

PCSO Warrilow reported that the recent statistics show there has been a reduction in 39% in anti-social behaviour, however, crime in Biddulph has increased over the last 12 months.

Councillor Yates reported a serious fly tipping incident on Mill Hayes Road. Staffordshire Moorlands District Council have completed an investigation, however, Councillor Yates requested that the Police could try to monitor.

Councillor Yates also reported that there are parking issues within the town and particularly around the school areas. PCSO Warrilow stated that the Police can only enforce obstructions but will pass on the information given to colleagues.

Councillor Rogers questioned clarification on the crime issues. PCSO Warrilow stated that due to a technical issue he does not have a breakdown of the statistics.

Councillor Jackson requested contact numbers for all police officers.

Staffordshire County Council representatives:

Councillor Flunder

Councillor Flunder reported that there has recently been a consultation in relation to the community strategy. There is also another survey in relation to partners working together, one is for residents and one for councillors.

Councillor Flunder explained that during the last Health Committee meeting the West Midlands Ambulance Service were in attendance.

Councillor Flunder reported that he has received three different applications from Biddulph in relation to the County Councillors Community fund.

Councillor Flunder reported that he attended a positive meeting with the new manager for the District based Children's Services Hub, who are based at the Children's Centre.

Councillor Flunder reported on the Divisional Highways Programme and explained that the category 3 potholes were not completed as expected. He also explained that the Category 3s on Park Lane will require a road closure to fix them, the date for this is currently unknown, however he will be arranging a residents meeting.

Councillor Flunder stated that the 94-bus service will be funded until 2025.

Councillor Yates

Councillor Yates reminded councillors that before each Town Council meeting, both Councillor Flunder and he are available to meet and discuss any issues, which is at 5pm.

With regard to road closures, Councillor Yates reported that this year has been positive and believes that the reporting system is working.

Councillor Yates reported that the climate survey results show that climate change is a concern to residents across all age brackets.

50. APOLOGIES

- **The Mayor**
Councillor K Harper
- Councillor S Rushton
- Councillor D Hawley
- Councillor N Eardley
- Councillor C Smith

51. DECLARATIONS OF INTEREST

- a) To declare any Disclosable Pecuniary Interests & Dispensations:
Councillor Rogers declared an interest referring to item 60.
Councillor Hart declared an interest referring to item 63.
Councillor Salt and Brady declared an interest referring to item 65.
- b) To declare any Other Disclosable Interests. None.

52. MINUTES

- a) To **approve and sign** the Minutes of the Town Council meeting held on Tuesday 10 October 2023
Proposed by Councillor Hart, seconded by Councillor Jones. **Agreed and signed.**
- b) To **receive** the Minutes from the Recreation and Amenities Committee meeting held on Tuesday 10 October 2023
Proposed by Councillor Hart, seconded by Councillor Garvey. **Agreed**
- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 17 October 2023
Proposed by Councillor Garvey, seconded by Councillor Redfern. **Agreed**

- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 17 October 2023
Proposed by Councillor Garvey, seconded by Councillor Lawton. **Agreed**

53. MAYORS COMMUNICATIONS

Councillor Yates reminded councillors that Biddulph Light Switch-on will take place on Saturday 25th November.

Councillor Yates reminded councillors that the tree planting and a combined litter pick will take place on 3rd December 2023. There are 420 saplings to be planted around Biddulph Valley Park.

54. 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 reported that she had received information from the Executive Director, regarding the list of outstanding jobs to be completed by the District Council, who identified that there are 4 projects that could initially be moved forward. These projects are;

- The longer lease on the Visitors Centre.
- The development on the Shepherd Street allotment.
- The land at the front of the Town Hall requires a license to allow development proposals to progress.
- The Station located in Gillow Heath requires a license for a bench and signage.

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

The Finance Strategy and Management Committee previously approved the fire risk assessment phase 1, to complete the installation of fire doors. The cost has been increased due to the complexity of the quotation.

Councillor Jackson proposed to move with the increase rather than referring back to the Committee; seconded by Councillor Hart. All **agreed**.

It was discussed whether a deputy is required to assist the health and safety representative, Councillor Harper. All **agreed**.

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

The Chief Officer tabled the new brochure for the warm spaces project; it was reported that this will be distributed within the Biddulph Times, on the website and throughout social media.

Councillor Hart suggested inserting the brochure into the Biddulph Chronicle.

Councillor Wood suggested that the bus timetable be included.

The Chief Officer stated that the Transport Working Group recommendation was to approve that the Town Council should continue with the £2 adult day-ticket rate for the 93-bus service (£1 for children) until the end of 2024, in line with the similar government scheme. Proposed by Councillor Hart; seconded by Councillor Redfern. All **agreed**.

Councillor Jackson gave his thanks to the organisations that are providing the warm spaces.

Councillor Salt gave a preliminary report on the Biddulph Works Together research project; data analysis has been completed and she will produce a report to be distributed to councillors.

55. TO APPROVE REVISED NATIONAL SALARY SCALES FOR 2023-24 (ATTACHED)

Proposed by Councillor Hart, seconded by Councillor Jackson. All **Agreed**.

56. 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 Rogers reported at Staffordshire Parish Councils Association there was a new chairman, and a new officer has been appointed to lead on the Health and Wellbeing project. The Chief Officer stated that she met with the new officer, who has requested that the Chief Officer become part of the advisory group.

Councillor Jones reported that during the Health panel at Stafford, the Ambulance service was discussed. He reported that there will be an independent review.

Councillor Wood reported that de-fibs will be maintained via a Staffordshire Moorlands District Council scheme.

57. TO CONFIRM THE RECOMMENDATION FROM THE TOWN AND COMMUNITY COMMITTEE THAT THE TOWN COUNCIL WILL COMMISSION AN ARTIST FOR THE STATION ROAD ART INSTALLATION, COMMENCING IN THE NEW YEAR

The Chief Officer provided an update on progress to-date.

Proposed by Councillor Salt; seconded by Councillor Garvey. 11 voted for; there were 5 abstentions. **Agreed.**

58. TO RECEIVE AN UPDATE ON THE REFERENDUM FOR THE NEIGHBOURHOOD PLAN AND NEIGHBOURHOOD DEVELOPMENT ORDER

The Chief Officer gave a presentation detailing the Neighbourhood Plan and Neighbourhood Development Order. She reported that the printed information is provided in the reception area and on the website, and the presentation will be displayed on the television in the reception area.

All agreed they were happy with the content of the presentation and proposals to disseminate information.

Councillor Flunder left the meeting at 7.09pm.

59. TO CONFIRM ADDITIONAL SPEND AND FINAL ARRANGEMENTS FOR THE CHRISTMAS LIGHTS SWITCH-ON IN THE TOWN CENTRE ON 25 NOVEMBER 2023

The Chief Officer tabled details of spend to-date for the light switch on.
Proposed by Councillor Jones, seconded by Councillor Hart. All **agreed**

A proposal had been submitted by Laser Hire. It was proposed to use items 1, 4 and additional items 2 from the quotation provided.

Proposed by Councillor Hart; seconded by Councillor Jones **Agreed**

60. ACCOUNTS & FINANCE

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

Expenditure over £500		
Prism	Software support – Oct/Nov DD	936.86
D&G Bus Ltd	No93 Bus Service - October	3674.00
SMDC	Business Rates DD - Oct	2240.00
Octopus Energy	Town Hall Electricity - October	1781.80
Sovereign Planned Services	Boiler Repairs – police area	1062.20

Ltd		
SMDC	Business Rates DD - Dec	2240.00
Protech	Invoice 5699 Lamp Lights – Christmas Lights	1440.00
Protech	Invoice 5695 Lamp holders & connections – Christmas lights	4899.60
bpArchitecture	Repair to Overton Rd – planning discharge application	500.00
Heaton House Farm	Biddulph Moor Christmas Tree	564.00
Heaton House Farm	Biddulph Christmas Tree	600.00
Moorland Contract Cleaning Ltd	INV ---- Visitor Centre Cleaning - OCT	981.13
Moorland Contract Cleaning Ltd	INV ----- Wharf Road Cleaning - OCT	1524.85
Opus Energy	Oct-Nov Gas Town Hall DD	1871.36
Hanley Print Services Ltd	Biddulph Calendars	1104.00
Expenditure less than £500		
Octopus Energy	Visitor Centre – October – Electricity	458.83
Toni's Treats	British Legion 30- year event – Cakes	100.00
Julie Moore	Oatcakes – October Approach Dementia café	30.00
Julie Moore	Oatcakes – November Approach Dementia café	30.00
Biddulph and District RBL	Poppy Wreath – Remembrance Sunday	27.50
K. Wood	Window Cleaning Oct	114.00
Sovereign Planned Services Ltd	Maintenance Air Conditioning – Town Hall	280.99
Fifteen Group	Telephones DD	122.56
Tidysite Skip Services Ltd	Bin Emptying – INV 131712 w/c 16/10/23	171.86
Tidysite Skip Services Ltd	Bin Emptying – INV 132005 w/c 23/10/23	229.68
Tidysite Skip Services Ltd	Bin Emptying – INV 132328 w/c 31/10/23	171.86
Hanley Print Services Ltd	BTC – Folders	270.00
Hanley Print Services Ltd	Christmas Banners	204.00
Hanley Print Services Ltd	BTC - Compliment Slips & Business Cards	87.60
Total Merchandise	Torch Keyrings	220.40
Staffordshire Moorlands Childrens Centre	Breakfast Club – Communities Supporting Families	300.00
Culligan	<i>Cooler Rental – October 2023 (in credit £27.13 no payment due)</i>	11.08
B webster Plumbing & Heating	Invoice 34 Bus Hub repairs	220.00
Natwest	Bank Charges – Sep DD	69.16
Moorland Contract Janitorial Ltd	Cleaning Supplies – INV 2637	112.43
Prism	Phone Charges	257.66
Myers & Co Solicitors	Employer Assist Membership 13/10- 12/11	150.00

Your Choice Fire & Security Ltd	Access control cards – Town Hall	75.13
Biddulph Methodist Church	Biddulph Works Together – Friday coffee mornings	400.00
The Green Tree House Charity	Biddulph Works Together – 30/10/23-29/03/24 Wednesdays Soup/Toast	495.00
Business Products	October – Printing	109.76
Reliance High Tech	Lone working devices - Oct	73.14
Octopus Energy	Wharf Road – Electricity – Oct	152.73
Rode Hall Band	Remembrance Sunday – Balance	175.00
SMDC	Licensing Annual fee – Town Hall	295.00
Wayne Rogers	Travel Expenses – SPCA Meeting	25.20
Heaton House Farm	Installation & Delivery of Christmas Trees	72.00
Moorland Contract Janitorial Ltd	Cleaning Supplies – INV 2683	33.60
<i>Time Assured</i>	<i>To note: Annual Clock Service; TBG, Town Hall, Roaches School (s/b £420.00 not £350.00)</i>	<i>420.00</i>

Credit Card		
GiffGaff	Mobile Phones – Oct	8.00
GiffGaff	Mobile Phones – Oct	8.00
GiffGaff	Mobile Phones – Oct	8.00
Sainsburys	Feast & Flicks 01/11/23	28.35
Sainsburys	Feast & Flicks 11/10/23	8.50
Sainsburys	Feast & Flicks 11/10/23	31.90
Sainsburys	Feast & Flicks 24/10/23 £38.20 & Emergency Food Parcel – resident £22.75	60.95
Sainsburys	Refreshments – RBL event 21/10/23	34.54
Sainsburys	Feast & Flicks 18/10/23	40.80
Facebook	Social Media Advertising	21.76
Amazon	Ewbank Carpet Sweeper	26.99
Amazon	Hoover Replacement Brushes	8.99
Amazon	Tape	12.97
4imprint uk	Computer Stylus Pen	302.99
Utilita Energy	Emergency Fuel Top Up – resident – Gas & Electric	40.00
Amazon	Digital Code Lock Door Lock	29.49
Wide Shoes	Caretaker safety boots	168.48
Safety Signs 4 Less	Designated Smoking Area sign	14.44

JS Trophies Ltd	Plaque engraved	45.00
Well Pharmacy	Flu Vaccinations – Staff	71.96

b) To approve supplementary accounts (to be tabled)

Expenditure over £500		
Salaries	November	21451.20
HMRC	HMRC (November Salaries + prev outstanding amount)	8445.99
Staff Pensions	Pensions – November	8773.12
R.G.S	Lengthsman Work – 17 th Sept -7 th Nov 23	2465.00
SMDC	<i>To note: Business Rates DD – Dec (increase to cover November payment not taken due to bank error)</i>	2800.00
Expenditure less than £500		
CASH	Volunteer Expenses Nov (£160.00), Petty Cash (£52.90)	212.90
Tidysite Skip Services Ltd	Bin Emptying – INV 132646 w/c 6/11/23	199.19
Waterplus	WBG – Water supply Aug-Nov	59.16
Fifteen Group	Telephones DD – Oct	122.56
Standard Life	Voluntary Pension Payment - Nov	150.00
Toni's Treats	Cakes – TC Meeting refreshments – (to pay from civic allowance)	40.00
E-On Next	Electricity – Xmas Light Supply TH	9.95
Hanley Print Services	Inv 14066 – Foamex boards – car show	345.60
AJ Environmental	Treatment to reduce moles in Burial Ground	135.00
AJ Environmental	Treatment to reduce moles in Allotment site	180.00
<i>Waterplus</i>	<i>To note: TBG – Water supply – Oct (credit on account, no payment due)</i>	21.66
Moorland Contract Janitorial	Cleaning Supplies – Inv 2708	172.08
Prism	Phone Charges DD	260.09
<i>Electrical Installation Supplies</i>	<i>Lightbulbs - To note: amount reduced from £78.30 due to credit applied for faulty bulbs</i>	49.50

Credit Card		
Viking Office UK Ltd	Flyer Display Stand	249.54
Sainsburys	Remembrance Sunday Refreshments	33.53

Sainsburys	Feast & Flicks – Food	31.10
GiffGaff	Mobile Phones – Nov	8.00
GiffGaff	Mobile Phones – Nov	8.00
GiffGaff	Mobile Phones – Nov	8.00
Sainsburys	Dementia Approach food (£33.50) & TC refreshments – civic (£71.14)	104.64
Foxtail Florist	Flowers – Donation of thanks to Elite Retreat – Power – Remembrance Sunday	20.00

Moved on-block. Proposed by Councillor Hart; seconded by Councillor Garvey. All **Agreed**.

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.

61. TO RECEIVE AN UPDATE ON PROPOSALS FROM THE ASSETS TEAM AT STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

It was agreed that the Chief Officer should continue to pursue these options.

62. TO CONFIRM NEW STORAGE ARRANGEMENTS FOR TOWN COUNCIL MARKET EQUIPMENT

This would be considered at the November Finance Strategy and Management Committee meeting for a final decision.

63. TO RECEIVE AN UPDATE REGARDING THE INSTALLATION OF THE MINING LAMPS, AND TO AGREE FURTHER ACTIONS

The Chief Officer tabled the quote for the mining lamps installation.

64. TO RECEIVE AN UPDATE ON SHARED PROSPERITY FUNDING AND TO AGREE PRIORITIES

It was agreed to submit the Town Hall Frontage as a proposal, and to investigate other options.

65. TO CONSIDER FUNDING THE SUPPORT STAFFORDSHIRE COMMUNITY OFFICER ROLE FOR BIDDULPH in 2024-25

The role was discussed, and it was agreed to be put this on the Finance Strategy and Management Committee agenda for further consideration.

66. TO CONFIRM THE PROVIDER OF CHRISTMAS LIGHTS INSTALLATION AND MAINTENANCE FROM 2024-2027.

Please note, the tender closed at 5pm on Monday 13 November 2023.

Proposed by Councillor Jones; seconded by Councillor Hart to accept. All **Agreed.**

The meeting ended at 8.19pm

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