

**MINUTES OF THE TOWN COUNCIL MEETING  
BIDDULPH TOWN COUNCIL  
TUESDAY 9 JANUARY 2024, 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 F A Holdsworth
- Councillor M A Hopkins
- Councillor K J Jackson
- Councillor C Kisicki
- Councillor A C Lawton
- Councillor A C W Parkes
- Councillor J Redfern
- Councillor W Rogers
- Councillor J Salt
- Councillor C Wood

**IN ATTENDANCE:**

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Mrs Margaret Warman – Compliance and Governance Officer
- Mrs Angela Williams – Administration Officer
- Mr John Robinson – Biddulph Town Crier
- Paster Liz Holdcroft – Life Stream Church
- PCSOs Barker and Cantrell – 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 Liz Holdcroft led the Town Council in Prayer.

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

The Deputy Mayor wished the council a happy new year and recited the disclaimer regarding the recording of the meeting.

## **67. PUBLIC PARTICIPATION**

Regular attendees:  
Staffordshire Police

PCSO Barker reported that the 'usual suspects' engaging in Anti-Social Behaviour have been targeted and have been put on an acceptable behaviour contracts; this seems to have reduced the incidences.

Councillor Salt questioned whether any serious crimes, for example a recent attack on a driver, have been ongoing.

Councillor Jackson questioned whether the Town Council has received the contact numbers for local PCSOs; the Chief Officer stated that she is awaiting one further number before circulating.

Councillor Yates highlighted some contacts he had received via social media. It was discussed that these crimes need to be reported on the online Police reporting system.

Councillor Wood expressed his concern regarding the parking issues around the school areas at collection times. PCSO Barker suggested applying for funding to position signs that could be placed outside the school to deter parking.

*PCSOs Barker and Cantrell left the meeting.*

Staffordshire County Council representatives

### **Councillor Flunder**

Councillor Flunder reported that the Health committee meetings went ahead in December where there were discussions around the incidents that have been ongoing with the de-fibs.

Councillor Flunder requested if any there are any concerns regarding hospitals, these should be passed to himself, to be reported.

Councillor Flunder reported that a community strategy is being complied and should be ready for June, there are two Surveys; one for residents and one for partners to have their say, the deadline is 31<sup>st</sup> January.

Councillor Flunder stated that he is looking into traffic flow, and has set up a meeting with the community team; he highlighted that he would like to improve traffic flow throughout the congested areas.

Councillor Flunder reported that there have been suggestions of putting a grit bin on St Davids Way outside the nursing home, he will report this. Councillor Flunder had reported a number of potholes around the town.

Councillor Hawley requested, in regard to the gritting routes, that schools be considered to receive grit. Councillor Yates explained that he will report it at the next meeting and try to get a grit bin outside Moor First School.

Councillor Redfern reported that there was a fly tipping incident, and questioned whether it is being investigated.

Councillor Yates reported that he has requested that communications should be put out regarding fly tipping. He stated that it is not just the person who is fly tipping who is responsible but the owners of the rubbish, and Councillor Yates explained that the fine has been increased recently. He implored people to report fly tipping on the County Council.

Councillor Salt reported that Gunn Street does not have a grit bin.

### **Councillor Yates**

Councillor Yates reported that he is very happy to see that there is a new bus route, 95 which connects Biddulph to Kidsgrove and the Affinity shopping centre.

Councillor Yates stated that the potholes on Wharf Road were due to be completed in Autumn, however it was postponed and will be re-scheduled.

Councillor Yates reported that there is a new DHP allowance in April; he is hopeful that this will fund future projects.

In regard to the community strategy, Councillor Yates reported that Staffordshire County Council have implemented a new volunteer policy which provides third party insurance and indemnity cover and a framework for regular volunteers.

## **68. APOLOGIES**

To receive apologies and approve reasons for absence.

- Councillor A H Hart
- Councillor J T Jones
- Councillor A K Harper
- Councillor D Proudlove
- Councillor S Rushton
- Councillor C Smith

There was a request for a dispensation for Councillor Rushton for 3 months due to continued ill health. Proposed by Councillor Wood; seconded by Councillor Rogers. All **agreed**.

## **69. DECLARATIONS OF INTEREST**

- a) To declare any Disclosable Pecuniary Interests & Dispensations: Councillors Parkes and Kisicki in relation to accounts.
- b) To declare any Other Disclosable Interests: None.

## **70. MINUTES**

- a) To **approve and sign** the Minutes of the Town Council meeting held on Tuesday 14 November 2023  
Proposed by Councillor Jackson; seconded by Councillor Garvey. All **agreed** and **signed**.
- b) To **receive** the Minutes from the Recreation and Amenities Committee meeting held on Tuesday 14 November 2023  
Proposed by Councillor Parkes; seconded by Councillor Lawton. All **agreed**.
- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 21 November 2023  
Proposed by Councillor Hawley; seconded by Councillor Redfern. All **agreed**.
- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 21 November 2023  
Proposed by Councillor Garvey; seconded by Councillor Salt. All **agreed**.
- e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 28 November 2023  
Proposed by Councillor Rogers; seconded by Councillor Salt. 1 Abstention and **signed**.

## **71. MAYORS COMMUNICATIONS**

Councillor Yates reported that the Annual Knypersley run will take place Sunday 25th February 2024.

## **72. 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 has received communication in relation to the extension of leases or a formal arrangement for an allotment on Slater Street, the toilet block on Wharf Road by Sainsburys and the Visitor Centre. The Chief Officer confirmed she has responded following the advice from the solicitor and feedback had been sent to the District Council legal team.

The Chief Officer reported that there has been a significant amount of Anti-Social Behaviour in the toilets on Wharf Road in relation to toilet roll and soap dispensers and the baby changing unit. There was consideration of including this area in the CCTV proposal.

Councillor Salt requested signage be displayed to try and deter the anti-social behaviour. There was discussion about whether to publicise the impact of this behaviour.

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

The Chief Officer confirmed that she has requested a meeting with the new Deputy Health and Safety Monitoring Council for the Town Council, to conduct a walk around.

Councillor Salt wondered whether there was any feedback on potential RAAC concrete issues at the Town Hall. The Chief Officer had not received an update.

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

The Chief Officer reported that at the Biddulph Works Together meeting tomorrow, the group will receive a presentation from Councillor Salt regarding the effectiveness of 'Biddulph Works Together'.

It was discussed that in light of the reduction of Foodbank referrals, Biddulph Works Together is required.

Councillor Yates thanked Councillor Salt for the report. Councillor Salt reported that one of the recommendations was that the Town Council share the information with other local councils and present the work that Biddulph has undertaken.

**73. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE NOVEMBER 2023 MEETING** (Updates only from the following meetings: Biddulph in Bloom, Moorlands Assembly, Staffordshire Parish Councils Association, Moorlands Partnership Board, Twinning Association and Fairtrade)

The Staffordshire Parish Councils Association meetings had changed venue; therefore, Councillor Rogers gave his apologies.

There were no other updates.

**74. TO CONSIDER A RESPONSE IN RELATION TO THE ATTACHED LETTER REGARDING THE PARISH ASSEMBLY**

The Chief Officer questioned whether the Town Council would like her to attend the Parish Assembly meetings.

Councillor Hawley stated that it is dependent on the time constraint and suggests that the Chief Officer check the agenda as to whether it would be good use of time.

Councillor Wood expressed that it could be a networking opportunity.

Councillor Hawley proposed that the Chief Officer use her discretion as to whether to attend. Proposed by Councillor Hawley; seconded by Councillor Salt. Agreed.

## **75. TO CONFIRM THE RESULTS OF THE REFERENDUM FOR THE NEIGHBOURHOOD PLAN AND NEIGHBOURHOOD DEVELOPMENT ORDER AND NEXT STEPS**

The Chief Officer gave thanks to those who assisted with the Plan and Development Order. She reported that both had been approved by referendum with 88% of voters who agreed.

The Chief Officer questioned whether any Councillors would find it useful to receive a briefing regarding the Neighbourhood Plan.

It was suggested that the 'Tea with the Town Council' event could be used to share information. It was agreed that a leaflet could be produced to inform people.

Councillor Rogers gave thanks to the Councillors and Chief Officer for the hard work put into the documents.

Councillor Hawley expressed his thanks to the existing Councillors, past Councillors, members of the public who served on the working group, consultants Hannah and Dave and gave special thanks to the Chief Officer for the hard work.

## **76. ACCOUNTS & FINANCE**

a) To **approve** accounts to be paid in December 2023 and January 2024:

<b>Expenditure over £500</b>		
D&G Bus Ltd	No93 Bus Service - November	3674.00
Protech	Invoice 5720 Christmas Lights Installation	11738.40
Protech	Invoice 5721 Christmas Lights Removal	7461.60
HEADS (Congleton) LIMITED	Invoice 129087 Christmas in Biddulph	612.00
Good News Publishing	Dec/Jan Biddulph Times	750.00
Evolve IT Support Ltd	Website Hosting, SSL Certificate Support and Back up - Renewal	628.80
AIB Solutions	Asbestos removal – Park Lane Allotments	2496.00
Moorland Contract Cleaning Ltd	INV ---- Visitor Centre Cleaning - NOV	981.13
Moorland Contract Cleaning Ltd	INV ----- Wharf Road Cleaning - NOV	1524.85

Jantex	Vinyl Flooring Repairs TH	978.00
Jantex	Re upholster 14x chairs	1780.80
Hanley Print Services Ltd	Leaflets (Biddulph Works Together), Booklets & Flyers (Over 50s Survey)	2018.00
So Marketing	Amends to Neighbourhood Plan Document	1035.00
Katy Pugh Arts	Chamber Window – Winter Scene painting	500.00
Table Football Plus	Christmas Light Switch On Activity	800.00
Prism	Software Support- INV 187934	936.86
R.G.S	Lengthsman work 7/11 – 6/12 2023	2370.00
Moorlec Electrical Services Ltd	Electrical Works Town Hall and Visitor Centre – INV 104283	715.20
SMDC	Election Charges (payment 1 of 4)	4382.92
Waterplus	Water Supply – 01/08/23 – 02/12/23	964.43
<b>Expenditure less than £500</b>		
Protech	Invoice 5719 Christmas lights- replace timers (Askey and Sutcliffe one way street)	360.00
Beechcroft Electrical Services	LED Market Festoon Lighting Lamps	198.00
I&P Lifting Gear	12-month exam and report on ladders and scaffold tower	240.00
K. Wood	Window Cleaning Nov KW107	114.00
Fifteen Group	Telephones DD	
Tidysite Skip Services Ltd	Bin Emptying – INV 133000 w/c 13/11/23	171.87
Tidysite Skip Services Ltd	Bin Emptying – INV 133241 w/c 21/11/23	229.68
Culligan	<i>Cooler Rental – November 2023 (in credit £16.05 no payment due)</i>	11.08
NatWest	Bank Charges – Nov DD	128.72
Friends of B.R.I.C	Councillor Grant 23-34 (S Rushton)	50.00
Staffordshire Knot	Catering -	298.50
Moorland Contract Janitorial Ltd	Cleaning Supplies – INV 2770	232.75
Rebecca Dobson	Feast and Flicks – Food 22/11/23	25.00
Prism	Phone Charges	258.04
Wain Marsh Tree Services	Lime Tree Epicormic growth removal x2	100.00
Myers & Co Solicitors	Employer Assist Membership 20/11- 19/12	150.00
Reliance High Tech	Lone working devices – Nov	73.14
Rode Hall Band	Remembrance Sunday 2024 – Deposit	50.00
Alison Nicklin	Lucky Dip – Christmas Light Switch-on	200.00

Louise Hargreaves	Decorate/Hair Tinsel – Christmas Light Switch-on	200.00
Dunwood Community First Responders	Christmas Light Switch on – first aiders donation	100.00
E Heap (On Tap)	Christmas light Switch on – Donation for power	75.00
Conservative Club	Christmas light Switch on – Donation for power	30.00
Churnet Sound Radio CIC	Christmas Light Switch-on Donation INV BTH01	250.00
BYCZ	BWT – Food for youth club & community cafe – INV 130.2023	400.00
Tonis Treats	Christmas Lights Switch on – pies/cakes/sandwiches INV 24	135.00
Nicola Preston (Rose & Crown)	Christmas Light Switch On – Donation for BM Xmas Entertainment	200.00
Tidysite Skip Services	Bin Emptying w/c 04/12/23	199.19
Rebecca Dobson	Feast and Flicks – Food 29/11/23	25.00
Jodie Hancock	Reimbursement – Christmas switch on (sweets) and DVDs for Feast & Flicks	13.20
Wayne Rogers	Travel expense – Parish Assembly leek 23/11/23	8.55
Jackie Menzies	In Kind Direct – Winter Kits & Sanitary / hygiene packs	48.77
Moorland Contract Janitorial Ltd	Cleaning Supplies – INV 2736	36.12
Tidysite Skip Services Ltd	Bin Emptying INV 133533 wc 27.11.23	171.87
Gary Smith Electrical Limited	TH – Toilet Door Mechanism Repair	312.00
PHS Group	Sanitary Waste disposal – Town Hall 13/11/23 – 15/09/24	35.18
PHS Group	Sanitary Waste disposal – Bus Hub 13/11/23 – 15/09/24	70.37
PHS Group	Sanitary Waste disposal – Visitor Centre 13/11/23 – 15/09/24	70.37
Waterplus	Visitor Centre 16/02/23 – 01/12/23	179.39
E ON next	Xmas Lights supply – 1/11/23 – 30/11/23	22.16
Tidysite Skip Services	Bin Emptying w/c 11/12/23 INV 134096	171.86
Toni's Treats	Over 50s Survey – buffet and Bereavement Group - refreshments	305.00
Sarah Haydon	December Expenses – reimbursement, travel and parking expenses	56.85
Sarah Haydon	Reimbursement – Christmas Toy Appeal	146.50



<b>Credit Card</b>		
GiffGaff	Mobile Phones – Dec	8.00
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GiffGaff	Mobile Phones – Dec	8.00
Online Tank Store	60 Litre Stackable Grit Bin	74.26
Amazon	Coffee Sticks	18.12
Amazon	Duck Tape	7.99
Amazon	Cupboard Shelf Liners	26.39
Amazon	Batteries	10.71
Amazon	Pack of 12 Blu Tack	11.99
Amazon	Cupboard Shelf Liners	32.99
Amazon	Mouse Mats	7.98
Amazon	Monitor Stand	20.84
GiffGaff	Mobile Phones – Jan	8.00
GiffGaff	Mobile Phones – Jan	8.00
GiffGaff	Mobile Phones – Jan	8.00
Barley Mow	Over 50s Survey – Town Council on tour – refreshments	274.50
Sainsburys	Feast & Flicks	

**b) To approve supplementary accounts (to be tabled)**

<b>Expenditure over £500</b>		
Salaries	December	16369.43
HMRC	HMRC	5007.42
Staff Pensions	Pensions – December	6596.51
Salaries	January	15643.81
HMRC	HMRC	4151.40
Staff Pensions	Pensions – January	6162.45
Protech Electrical Limited	Coloured Lights addition, transformer and rectifier @ Town Hall Christmas Tree	600.00
Opus Energy	Town Hall – GAS (DD)	3030.80
Moorland Contract Janitorial Ltd	INV ---- Visitor Centre Cleaning	981.13
Moorland Contract Janitorial Ltd	INV ----- Wharf Road Cleaning	1524.85
Octopus Energy	Visitor Centre – Electricity – Dec 2023 (DD)	718.56
Octopus Energy	Town Hall – Electricity – Dec 2023 (DD)	2301.95

English Martyrs Church	Biddulph Works Together – Warm Places 10x weeks 10.01.24 – 13.03.24	600.00
SMDC	Business Rates DD – Jan	2800.00
Laser Hire Ltd	Christmas Light Switch On – Flood Lights	903.60
<b>Expenditure less than £500</b>		
CASH	Volunteer Expenses Dec (£200.00), Petty Cash (£37.80)	237.80
CASH	Volunteer Expenses Jan (£160.00), Petty Cash (£13.95)	173.95
K Williamson	Reimbursement – Feast & Flicks 01/11/23	28.35
Tidysite Skip Services Ltd	Bin Emptying – INV 134658 w/c 02/01/24	199.19
Fifteen Group	Telephones DD – Nov	122.56
Standard Life	Voluntary Pension Payment - Dec	150.00
Standard Life	Voluntary Pension Payment - Jan	150.00
Grenkeleasing Ltd	Photocopier Lease – Quarterly fee 01/01/24 – 31/01/24	439.67
Moorland Contract Janitorial Ltd	Cleaning Supplies INV 2803	8.76
Moorland Contract Janitorial Ltd	Cleaning Supplies INV 2793	20.76
Alliance Environmental Service	Street Cleansing Christmas Light Switch on	220.03
<i>Waterplus</i>	<i>To note: TBG – Water supply – Dec (credit on account, no payment due)</i>	<i>21.27</i>
Moorland Contract Janitorial	Cleaning Supplies – INV 2786	33.38
Prism	Phone Charges DD	260.22
K. Wood	Window Cleaning Dec KW108	114.00
Octopus Energy	Wharf Road – Electricity – Dec 2023 (DD)	132.45
Euro Digital Systems (Company merge with Business Products)	Printing – 28 Nov-27 Dec 2023	216.92
Protech Electrical Limited	Call out – fault on lighting circuit – Christmas Tree Floodlight	172.80
Reliance High Tech	Lone Working Devices – Dec 2023	73.14
Myers & Co Solicitors	Employer Assist – 20Dec- 19Jan 2024	150.00
SMDC	Lease of Land @ Congleton Road	90.00
SPCA	Councillor Training INV SI-1204	36.00
SPCA	Councillor Training INV SI-1204	36.00
Tidysite Skip Services Ltd	Bin Emptying w/c 18/12/23 – INV 134376	229.68
Tidysite Skip Services Ltd	Bin Emptying w/c 08/01/24 – INV 134882	171.86
NatWest	Bank Charges	71.63

Waterplus	Visitor Centre – 01 Dec 23 – 01 Jan 24	44.65
Life Stream Church	Cllr Grant – K Harper – Spinning Gonge Chair	159.95

Proposed by Councillor Garvey to be moved on block; seconded by Councillor. All agreed.

*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.*

## **CONFIDENTIAL ITEMS**

### **77. TO RECEIVE AN UPDATE ON SHARED PROSPERITY FUNDING AND ONGOING DISCUSSIONS**

The Chief Officer questioned whether the Town Council was happy to pursue the applications.

### **78. TO CONSIDER A RESPONSE TO THE ATTACHED REDACTED COMPLAINT**

The Chief Officer had circulated the redacted complaint.

There was discussion around how to move forward and suggestions were considered.

*The meeting ended at 7.53pm*

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