

Biddulph Town Council



Wednesday 6 January 2021

Dear Councillor

You are summoned to attend a virtual meeting of the Town Council at **6.00 pm** on **Tuesday 12 January 2021** held via Zoom, at which the following business will be transacted. The Zoom link to participate in the meeting will be sent separately.

Any Councillor unable to attend should forward their apologies either to the Chief Officer or the Mayor.

Yours sincerely

SM Haydon
CHIEF OFFICER

Members of the public and press are welcome to view the meeting via the 'Biddulph Town Council' Facebook page or at www.biddulph.co.uk

A G E N D A

1. PUBLIC PARTICIPATION

To receive verbal or written representations from:

- *Councillor Joe Porter- Staffordshire Moorlands District Council, Cabinet Member for Climate Change & Biodiversity*
- *Staffordshire County Council representative(s)*
- *Staffordshire Police*

The Mayor to confirm that attendees will be named in the Minutes, unless otherwise instructed.

2. APOLOGIES

To receive apologies and approve reasons for absence.

3. DECLARATIONS OF INTEREST

- a) To declare any Disclosable Pecuniary Interests & Dispensations
- b) To declare any Other Disclosable Interests



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4. MINUTES

- a) To **approve** the Minutes of the Town Council meeting held on 10 November 2020 (Minutes to be **signed** when restrictions on social distancing have been relaxed)
- b) To **receive** the Minutes of the Recreation and Amenities Committee held on 10 November 2020
- c) To **receive** the Minutes of the Planning Committee meeting held on 17 November 2020
- d) To **receive** the Minutes of the Town and Community Committee held on 17 November 2020
- e) To **approve** the Minutes of the Finance Strategy and Management Committee meeting held on 24 November 2020 (Minutes to be **signed** when restrictions on social distancing have been relaxed)
- f) To **approve** the Minutes of the Asset Transfer Working Group meeting held on 4 November 2020 (Minutes to be **signed** when restrictions on social distancing have been relaxed)
- g) To **approve** the Minutes of the Asset Transfer Working Group meeting held on 8 December 2020 (Minutes to be **signed** when restrictions on social distancing have been relaxed)
- h) To **approve** the Minutes of the Finance Strategy and Management Committee meeting held on 8 December 2020 (Minutes to be signed when restrictions on social distancing have been relaxed)
- i) To **receive** the Minutes of the Planning Committee meeting held on 10 December 2020

5. MAYOR'S COMMUNICATIONS

6. ITEM REQUESTED BY COUNCILLOR SALT- CONSIDERATION OF GRITTING IN BIDDULPH

7. UPDATE FROM THE CHIEF OFFICER ON THE JOINT SPCA / STAFFORDSHIRE COUNTY COUNCIL TASK & FINISH GROUP (LETTER ATTACHED)

8. STANDING AGENDA ITEM- COVID RESPONSE UPDATE

9. STANDING AGENDA ITEM- TO RECEIVE AN UPDATE ON THE MANAGEMENT OF BIDDULPH TOWN HALL

10. TO CONSIDER AND APPROVE THE ATTACHED HEADS OF TERMS FOR THE LEASE OF LAND FROM STAFFORDSHIRE COUNTY COUNCIL ADJACENT TO THE PROPOSED ALDI DEVELOPMENT, TO ENABLE A BUS ROUTE ONTO THE SITE

11. HEALTH AND SAFETY

- a) Feedback on Inspection- 18 November 2020
- b) Suicide Prevention Training

12. ITEM REQUESTED BY COUNCILLOR HARPER- CONSIDERATION OF THE COMMITTEE STRUCTURE

Biddulph Town Council



13. TO RECEIVE AN UPDATE ON THE POCKET PARK AT DORSET DRIVE (PLEASE NOTE THE LICENSE AGREEMENT WAS APPROVED AT THE FINANCE STRATEGY AND MANAGEMENT COMMITTEE MEETING IN DECEMBER)
14. TO NOTE THAT NEW IT HARDWARE WILL BE INSTALLED W/C 18 JANUARY AND A NEW EMAIL AND TELEPHONE NUMBER WILL BE IN PLACE W/C 25 JANUARY 2021
15. ACCOUNTS & FINANCE

a) To note that the following accounts were paid in **December** 2020:

Expenditure above £5000

Salaries

December 2020	12,259.24	Chq
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Expenditure above £500 and below £5000

Pension

December 2020	4941.25	Chq
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HMRC

December 2020	2635.69	DD
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Staffordshire Moorlands District Council

Business Rates, Offices and Premises Nov 2020	3899.00	Chq
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Staffordshire Moorlands District Council

Business Rates, Offices and Premises Dec 2020	3899.00	Chq
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D&G Bus Ltd

Bus Service 93 Nov 20	3168.28	Chq
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D&G Bus Ltd

Bus Service 93 Oct 20	3383.60	Chq
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Moorland Contract Cleaning

Grange Visitor Centre cleaning	1155.17	Chq
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Moorland Contract Cleaning

Wharf Road Toilets cleaning	1288.88	Chq
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Staffordshire Moorlands District Council

Town Hall Bins	1841.32	Chq
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Knypersley Bowling Club

Grant	1000.00	Chq
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Brown Lees and District Community Association		
Grant	500.00	Chq
Biddulph Bowling and Recreational Club		
Grant	500.00	Chq
The Green Tree House		
Grant	1000.00	Chq
Knypersley Cricket Club		
Grant	2000.00	Chq
RPS Consulting		
Reissue of Cheque 7070 / Neighbourhood Plan Highway Consultation	3000.00	Chq
RPS Consulting		
Reissue of Cheque 7097 / Neighbourhood Plan Highway Consultation	2948.64	Chq
SESSHA		
Reissued Cheque for 2019 Mayor's Charity Account Grant (As agreed at FSM Committee)	661.74	Chq
<u>Expenditure below £500</u>		
Congleton Chronicle		
Christmas in Biddulph Feature	240.00	Chq
SLCC Enterprises		
Training for staff.	168.00	Chq
Oasis Community Church		
Christmas Collage Activity Resources	56.30	Chq
Country Wide Grounds Maintenance		
Grass cutting	61.40	Chq
Tidysite Skip Services		
Woodhouse Burial Ground Bins	23.10	Chq
Business Products		
Printing and Photocopying	99.90	Chq
Office Furniture Online		
Office Chairs x 2	160.80	Chq
Alan Richardson		
Reimbursement of decorating supplies	70.73	Chq
Ash Waste Services		
Burial Ground Bins	464.10	Chq
High Peak Borough Council	292.42	

Biddulph Town Council



Health and Safety Services		Chq
Protech Electrical Ltd Additional Christmas Tree Lights	300.00	Chq
Protech Electrical Ltd Repair to Community Stone Light, Biddulph Moor	273.60	Chq
Staffordshire Moorlands District Council Search Fees- Station Road	140.30	Chq
Webster Plumbing Plumbing Remedial Works, Visitor Centre	140.00	Chq
Lexis Nexis Local Council Administration, 12 th Edition	119.99	Chq
Moorland Contract Janitorial Janitorial Supplies	23.40	Chq
Hanley Print Services Bus Hub Backdrop	168.00	Chq
Jodie Hancock Reimbursement, Bus Hub Supplies	237.31	Chq
Protech Electrical Ltd Electricals for Bus Hub	462.00	Chq
Staffordshire Moorlands District Council Business Rates, Public Toilets Nov 2020	320.00	Chq
Staffordshire Moorlands District Council Business Rates, Public Toilets Dec 2020	320.00	Chq
Waterplus St Lawrence's Church Burial Ground	59.14	Chq
Staffordshire Parish Councils Association Internal Audit training	25.00	Chq
Waterplus Woodhouse Burial Ground	21.33	Chq
Moorland Contract Janitorial Cleaning supplies	25.68	Chq



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Sarah Haydon Reimbursement Janitorial Supplies	12.29	Chq
Fifteen Group Phones and Broadband (November)	102.00	DD
Fifteen Group Phones and Broadband (December)	102.00	DD
Myers and Co HR Advice	150.00	Chq
Staffordshire Parish Councils Association Planning Applications training	30.00	Chq
1st Biddulph Moor Rainbows Grant	200.00	Chq
Biddulph Local People's Project at the Hub Grant	380.00	Chq
John Arnold Galleries Picture framing- Council Chamber	125.00	Chq
Brian Carter Woodhouse Burial Grounds opening/ closing	40.00	C/Chq
Katelyn Ball Closing public conveniences- weekends	80.00	C/Chq
Petty cash December	46.64	C/Chq
<u>Credit Card Expenses</u> Total (Itemisation Below)	908.01	DD
Royal Mail Online Shop Grant	109.00	-
Equip4work Desk	182.40	-
Ikea Office Storage Furniture	222.50	-
Screwfix Electric Current Detector	24.99	-
Wickes Paint	104.00	-
Asda	29.50	-

Biddulph Town Council



Christmas Decorations

Amazon

Christmas Decorations 12.99 -

Ikea

Refund 4.00 -

The Range

Christmas Decorations 30.94 -

Amazon Market

Christmas Decorations 7.89 -

GiffGaff

Mobile Phone charge 8.00 -

Office Furniture Online

Desk Chairs 160.80 -

Hanley Print Services

2x A0 maps 60.00

b) To approve the following accounts for payment in **January** 2021

Expenditure above £5000

Rob Standell

Pocket Park, First Half of Payment £9,075.00 chq

Expenditure above £500 and below £5000

SMDC

Parish Council Election Charge, Installment 2 4216.32 chq

D&G Bus Services

Bus Service 93 Dec 2020 £3,229.80 chq

Moorland Contract Cleaning

Grange Contry Park Visitor Centre Cleaning, Dec 2020 £1,155.17 chq



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Moorland Contract Cleaning Wharf Road Public Toilets Cleaning, Dec 2020	£1,288.88	chq
Mazars LLP 2019/20 Audit Fees	£1,200.00	chq
Protech Lamps	£528.00	chq
<u>Expenditure below £500</u>		
Ash Waste Services Bin Rental and Waste costs	£411.42	chq
Myers and Co HR Advice Membership Dec 20 / Jan 21	£150.00	chq
SMDC Lease of land Congleton Road	£90.00	chq
Moorlands Contract Janitorial Cleaning Materials	£143.10	chq
WaterLogic Cooler Rental x2	£12.00	chq
Grenke Quartley Photocopier Rental Fee	£439.67	chq
Clifford Green Electrical Ltd Lighting Fault Remedial Works Town Hall	£472.80	chq
Protech Electrical Ltd Christmas Light Repairs	£192.00	chq
Prism Telephones	£237.22	chq
SLCC Staff Training:	£118.80	chq
NALC	£38.93	chq

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Staff Training:



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Moorlands Contract Janitorial PPE	£45.00	chq																								
Moorlands Contract Janitorial Cleaning Materials & PPE	£185.40	chq																								
Brian Carter Burial Ground Opening Jan 2020	£40.00	chq																								
Tidysite Skip Services Ltd	£23.10	chq																								
Barry Harrison Reimbursement - Skip for Allotment	£170.00	chq																								
Moorlands Contract Janitorial Cleaning Materials	£143.10	chq																								
LexisNexis Arnold Baker Local Council Admin	£119.99	chq																								
Credit Card	£110.08	dd																								
<table border="1"> <tr> <td>Facebook</td> <td>Advert costs</td> <td>£6.90</td> </tr> <tr> <td>Amazon</td> <td>Stationery</td> <td>£3.99</td> </tr> <tr> <td>Amazon</td> <td>Stationery</td> <td>£10.23</td> </tr> <tr> <td>Amazon</td> <td>Stationery</td> <td>£3.99</td> </tr> <tr> <td>Amazon</td> <td>Diaries and Planner</td> <td>£26.97</td> </tr> <tr> <td>Amazon</td> <td>Noticeboard</td> <td>£31</td> </tr> <tr> <td>Shuttershock</td> <td>Subscription Cost</td> <td>£19</td> </tr> <tr> <td>Giffgaff</td> <td>Mobile Phone Contract</td> <td>£8</td> </tr> </table>	Facebook	Advert costs	£6.90	Amazon	Stationery	£3.99	Amazon	Stationery	£10.23	Amazon	Stationery	£3.99	Amazon	Diaries and Planner	£26.97	Amazon	Noticeboard	£31	Shuttershock	Subscription Cost	£19	Giffgaff	Mobile Phone Contract	£8		
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SLCC Staff Training	£42.00	chq																								
SLCC Staff Training	£198.00	chq																								
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SLCC Staff Training	£42.00	chq
SLCC Staff Training	£42.00	chq
Brian Carter Expenses at Woodhouse Burial Ground	£40.00	chq
Katelyn Ball Expenses at Wharf Road toilets (5 weeks)	£100.00	chq

c) To approve **Supplementary Accounts**, received after the agenda has been published.

d) To **confirm** that the following grant payments have been offered in 2020-21:

Organisation	Amount To Be Given	Allocated
Citizens Advice	£ 25,000.00	Summer 2020
Biddulph in Bloom	£ 25,000.00	Summer 2020
Biddulph Lifeline	£ 2,000.00	Summer 2020
Moorlands Voluntary and Community Transport	£ 2,000.00	Summer 2020
Biddulph U3A	£ 1,000.00	Summer 2020
First Biddulph Moor Scout Group	£ 2,000.00	Summer 2020
Support Staffordshire	£ 500.00	Summer 2020
Biddulph Moor Community Association	£ 250.00	Summer 2020
Friends of Biddulph Valley Way	£ 950.00	Summer 2020
Douglas Macmillan Hospice	£ 882.00	Summer 2020
Aglow	£ 200.00	Summer 2020
Green Fingers	£ 2,000.00	Summer 2020
Total	£ 61,782.00	
Knypersley Bowling Club	£ 1,000.00	Winter 2020
Brown Lees and District Community Association	£ 500.00	Winter 2020



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Biddulph Bowling and Recreational Club	£	500.00	Winter 2020
Biddulph Local People's Project at the Hub	£	380.00	Winter 2020
The Green Tree House	£	1,000.00	Winter 2020
1st Biddulph Moor Rainbows	£	200.00	Winter 2020
Knypersley Cricket Club	£	2,000.00	Winter 2020
Total	£	5,580.00	