

**MINUTES OF THE TOWN COUNCIL MEETING
BIDDULPH TOWN COUNCIL
TUESDAY 13 JUNE 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 C Brady
- Councillor N Eardley
- Councillor S Fletcher
- Councillor A H Hart
- Councillor D J Hawley
- Councillor F A Holdsworth
- Councillor J I M Garvey
- 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 Proudlove
- Councillor Rushton
- Councillor W Rogers
- Councillor Salt
- Councillor C Smith
- Councillor C Wood

Councillors Brady, Garvey, Harper and Rushton were 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
- Reverend Anne Coates – Biddulph Methodist Church
- PCSO Joshua Carter – Biddulph Police
- Chief Inspector Mark Barlow - Moorlands Local Policing Commander
- Councillor Keith Flunder – Staffordshire Moorlands County Councillor

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

Reverend Anne Coates led the Town Council in Prayer.

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

1. PUBLIC PARTICIPATION

Staffordshire Police

Chief Inspector Barlow addressed the council and summarised his 23 years within various Police departments.

Chief Inspector Barlow reported that there has been an increase over the last 12 months in Vehicle Crime and Burglary; he is aware of incidents where youths have gained access to buildings to use as shelter and there have been thefts of fuel from the local industrial estate. He reported that there has been a reduction over the last 12 months in more serious violence against the person and criminal damage.

Chief Inspector Barlow advised that the Police are aware of the recent incidents that have significantly affected the community.

Chief Inspector Barlow reported that in order to tackle these matters and address the communities' concerns over crime and Anti-Social Behaviour (ASB), the Police are implementing new measures that will include an officer allocated to Biddulph Police Base from Leek, an officer allocated from an external department and one officer allocated on short-term temporary basis to investigate incidents of a community impact. He explained that this will provide one officer for each of the three Neighbourhood Teams at Biddulph. There will be a review of PCSO allocation to provide one PCSO per Neighbourhood Team for Biddulph. Chief Inspector Barlow explained that there will be an allocation of a Sergeant to review all recent incidents of community impact crime and ASB, this Sergeant will coordinate policing activity concerning these incidents. He also noted that there will be an increase in briefings for officers, development of Red Route Hotspot patrols, Smart Alert Campaign, an increase in leaflets drops, more partnership crime reduction events, dedicated Hi- vis patrols and an increase in deployment of plain clothes officers.

Councillor Salt reported that the Barley Mow windows were smashed, but they have not received a phone call from the Police. She also reported that Chatterley Vics have not had a response since the initial contact after the incident.

Councillor Salt asked for clarity on the shift patterns of Police officers.

Councillor Jackson questioned the 101 service and expressed frustration with online reporting. Councillor Jackson requested an updated list of Police contact numbers for the Councillors.

Councillor Jones questioned whether the Smart Alert scheme is a replacement for Watch Out.

Councillor Eardley requested a summary of the statistics provided to be circulated.

Chief Inspector Barlow gave his thanks and hoped the information had provided an increase in confidence.

Staffordshire County Council representative(s)

Councillor Flunder

Councillor Flunder reported that he had attended the Funding Fair held at the Town Hall on Friday and gave thanks for those who organised it.

Councillor Flunder reported that he is arranging a meeting with Support Staffordshire and SCVYS; he requested assistance with this from Town Council officers.

Councillor Flunder reported that the consultation regarding Special Educational Needs and Disabilities (SEND) is open, and requested that it be circulated, encouraging people to complete it.

Councillor Flunder attended a Health Committee whereby improvements were discussed to improve access to GP services, and how the services can be used in a better way.

Councillor Flunder reported that the Corporate Parenting Panel is ongoing, and the Awards evening is upcoming.

Councillor Flunder noted that he is currently working on upcoming training sessions which he will circulate to Town Councillors

Councillor Flunder noted a meeting to be held with Divisional Highway Programme (DHP) on 20th June with Dave Rushton.

Councillor Salt requested that Councillor Flunder discuss St Johns Road car parking option within DHP discussions.

Councillor Jackson requested that the bollard located at the bottom of Dukes Street also be discussed with DHP.

Councillor Yates

Councillor Yates tabled DHP projects, and discussed these with Councillors.

There would be additional re-surfacing work on the Inner Relief Road.

Councillor Garvey queried progress with a pothole on Woodhouse Lane; Councillor Yates was working on increasing the priority.

The Loading Bay on the High Street should be completed by the end of July.

Councillor Rogers thanked the County Councillors for their reports.

2. APOLOGIES

There were no apologies received.

Councillor Wood (Absent)

3. DECLARATIONS OF INTEREST

a) To declare any Disclosable Pecuniary Interests & Dispensations. None.

b) To declare any Other Disclosable Interests. Councillor Salt declared an interest in the Biddulph Youth and Community Zone.

The Mayor requested to move agenda item 9 forward as a result of the heat. Proposed by Councillor Jones; seconded by Councillor Hart. Agreed.

9. TO APPROVE THE CO-OPTION OF A COUNCILLOR FOR THE SOUTH WARD

Please note, the applications have been sent separately.

The process is:

- Each candidate will be asked to wait outside while presentations are given and during the decision-making process.
- The candidates will be asked to make a brief, verbal presentation to Council in support of their application; this will not exceed three minutes.
- Members may ask questions, but there will be no discussion about the presentation.
- Following the presentation by the candidates, the Mayor will call for nominations, which should be duly proposed and seconded.
- A vote will be taken.
- New Councillor (if approved) to sign the Declaration of Office after the meeting.

Further detail is included within the Co-Option Policy.

Mr Redfern and Dr Senn gave their presentation to the Town Council in line with the Co-Option Policy.

Mr Redfern was proposed by Councillor Hart; seconded by Councillor Lawton.

In Favour – 10 voted for.

Dr Senn - proposed by Councillor Jackson; seconded by Councillor Salt.

In favour – 10 voted for.

The deciding vote was taken by the Mayor who voted in favour of Mr John Redfern.

4. MINUTES

a) The Minutes of the Annual Meeting of the Town Council held on Tuesday 16 May 2023 were **approved and signed.** Proposed by Councillor Rogers; seconded by Councillor Hart. All agreed.

b) The Notes of the Annual Town Meeting held on Tuesday 23 May 2023 were **approved and signed**. Proposed by Councillor Hart; seconded by Councillor Rogers. All agreed.

c) The Minutes of the Planning Committee meeting held on Tuesday 23 May 2023 were received. Proposed by Councillor Hawley; seconded by Councillor Jones. All agreed.

d) The Minutes of the Finance Strategy and Management Committee meeting held on 30 May 2023 were **approved and signed**.

Proposed by Councillor Rogers; seconded by Councillor Hart. All agreed.

5. MAYORS COMMUNICATIONS

The Mayor reported that he attended the Biddulph Rotary Club Award night, the Funding Fair event held at the Town Hall and the Biddulph Voice Choir, which he thoroughly enjoyed.

6. 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 the Town Hall.

It was agreed that it would be more appropriate for this item to consider the 'Town Council Assets'. There were no other updates.

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

The Chief Officer advised that the Mayor, in his role as Health and Safety Internal Controller would be completing the first of his quarterly visits the following week, and would be carrying out a walkaround survey.

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

The Chief Officer explained that a further meeting would be due soon; all councillors are welcome to attend.

Councillor Yates expressed his commitment to support the project with funding and will be attending meetings.

7. 2022-23 ANNUAL RETURN (DRAFT DOCUMENT ATTACHED)

a) To **complete** Section 1 of the Annual Return – the Annual Governance Statement (**assertions to be read aloud**), confirming that there is a sound system of internal control including arrangements for the preparation of the Accounting Statements.

The Chief Officer had circulated the draft annual return for consideration and reported that the internal auditor had issued a favourable report.

At the Mayor's request, the Chief Officer read the statements:

1. Proposed by Councillor Harper; seconded by Councillor Yates.
2. Proposed by Councillor Hawley; seconded by Councillor Hart.
3. Proposed by Councillor Hawley; seconded by Councillor Hart.
4. Proposed by Councillor Hart; seconded by Councillor Garvey.
5. Proposed by Councillor Hawley; seconded by Councillor Hart.
6. Proposed by Councillor Hawley; seconded by Councillor Hart.
7. Proposed by Councillor Hawley; seconded by Councillor Hart.
8. Proposed by Councillor Hawley; seconded by Councillor Parkes.
9. N/A

The Town Council agreed that the response was 'yes' for all statements.

b) Section 2 of the Annual Return was approved and signed.

The Chief Officer had circulated the year-end figures in advance.

Proposed by Councillor Rushton; seconded by Councillor Hart. All agreed.

8. To confirm that all roles within the Biddulph Town Council staff team are eligible to join the Staffordshire Pension Fund (unless other arrangements are in place). The Town Council will meet the requirements of the Local Government Pension Scheme regulations.

Briefing Note provided at April 2023 Finance Strategy and Management Committee.

The Chief Officer explained that all officers are given the opportunity to join the pension fund.

Proposed by Councillor Jones; seconded by Councillor Hawley. All agreed.

10. ACCOUNTS & FINANCE

a) To accounts to be paid in June 2023 were approved.

Expenditure between £500 and £5000		
Octopus Energy	Town Hall Electricity 01/04/23 –	1407.14
Opus Energy	May – June Gas Town Hall DD	356.03
Moorland Contract Cleaning	INV ---- Visitor Centre Cleaning	1366.39
Moorland Contract Cleaning	INV ----Wharf Road Cleaning	1524.85
Prism	Software support – May/June DD	932.06
M Gibson	Market Storage	1300.00
Ignite Facilities	Room Thermostats (Town Hall)	1350.36
SMDC	Business Rates DD	2240.00
Expenditure less than £500		

Reliance High Tech	Lone Worker devices – MAY	73.14
Scottish Power	Station Rd – Electricity	52.54
Moorland Contract Janitorial Ltd	Cleaning Supplies INV 2293	87.56
Waterplus	Cemetery WBG water supply INV02129837	38.05
Fenn	Stationery items; minute folders and laminating pouches	49.98
Tidysite Skip Services	Bin Emptying w/c 15/05 INV 125453	171.86
Culligan	Water Cooler rental	11.08
Business Products	Printing - May	174.69
NatWest	Bank Charges (April)	76.33
Octopus Energy	Yew Tree House – Electricity	157.31
Myers & Co	Employer Assist membership May-June 23	150.00
Fifteen Group	Telephones INV 177996 DD	228.74
Joanne Taylor	Internal Audit	351.60
Wain Marsh Tree Services	Butterfly garden - Maple Tree reduction	80.00
Rebecca Dobson	Tea with town council - refreshments	32.00
Tidysite Skip Services LTD	Bin Emptying wc 22/5 INV 125738	171.86
Wain Marsh Tree Services	4x Yew Trees at St Lawrence Church Yd	200.00
Tidysite Skip Services	Bin Emptying w/c 30/05 INV 126099	199.19
Staffordshire Moorlands District Council	D Owen H& S Services 02.03.23	313.68
Business Products	Printing - March	89.80
Ken Harper	Mayoral Allowance	92.98
Moorland Contract Janitorial	Cleaning Supplies INV 2321	9.06
Moorland Contract Janitorial	Cleaning Supplies INV 2323	50.40
Moorland Contract Janitorial	Cleaning Supplies INV 2319	28.14
Moorland Contract Janitorial	Cleaning Supplies INV 2319	28.14
Moorland Contract Janitorial	Cleaning Supplies INV 2298	89.54
CASH	Volunteer Expenses June (£160), Petty Cash (£32.70)	192.70
K. Wood	Window Cleaning June	
Standard Life	Voluntary Pension Payment	
Toni's Treats	F&F 24/5/23, F&F 07/6/23, Bereavement group 14/6/23 £46	116.00

Credit Card		
Sainsburys	Feast and Flicks food 17.05.23	10.60
Sainsburys	Emergency Food Package (Resident)	7.10
SMDC	Brown Bags	70.00

GiffGaff	Mobile Phones - June	
GiffGaff	Mobile Phones - June	
GiffGaff	Mobile Phones - June	
SafetySigns4less (Value Products Ltd)	Fire Exit Signs - TH	11.00
SafetySigns4less (Value Products Ltd)	Fire Blankets, Extinguishers, Alarm call points and sign	32.09
P&J Allen	Honorary Freeman Certificate Framing	50.00
SSE Energy Services OVO	Emergency Fuel Top Resident	20.00
HBI Commercial Limited	6-Panel Room Divider	33.99
Sainsburys	Feast& Flicks 31.05.23	34.80
Facebook Meta	Advertising Social Media	22.91

A payment was identified as being located in the incorrect section of the payments for approval: *Opus Energy: May – June Gas Town Hall DD: 356.03*

b) Supplementary accounts were approved.

Expenditure between £500 and £5000		
Octopus Energy	<i>TO NOTE: Payment stated of £1407.14 relates to the period 1st May - 31st May 2023 not April 2023</i>	<i>1407.14</i>
Salaries	June	14456.88
Staffordshire Pension Fund	Pensions	5775.58
HMRC	HMRC	3604.00
D&G Bus Ltd	No93 Bus Service - May	3340.00
Moorlec Electrical Services Ltd	Town Hall Electrical Works – Emergency Lighting Testing & Electrical condition report	1710.00
Garden Plus Landscaping Ltd	Burial Ground Resurfacing Work – Balance	7600.00
Expenditure less than £500		
Standard Life	Voluntary Pension Payment	150.00
Moorland Contract Janitorial Ltd	Cleaning Supplies INV 2337	61.05
Fifteen Group	Telephones inv 116453	115.29
NatWest	Bank Charges (May)	69.70
Waterplus	Cemetery St Lawrence Water Supply INV02357104	24.79
Tidysite Skip Services	Bin Emptying w/c 05/06 INV 126356	202.35

Sarah Haydon	Purchase of Fans from Argos– Reimbursement	114.00
Credit Card		
GiffGaff	Mobile Phones - June	8.00
GiffGaff	Mobile Phones - June	8.00
GiffGaff	Mobile Phones - June	8.00
RoSPA	RoSPA Health & Safety Awards 2023	685.20
LED Bulbs	Bulbs x 212	269.03
Sainsbury's	Refreshments for Groups & office kitchen supplies	14.60
Sainsbury's	Feast&Flicks refreshments 07/06	18.70
Darwin's Pet Supplies	Big Green Week -Compost Poop Bags	20.97
Sainsbury's	Funding Fair - Refreshments	47.45

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

The Meeting ended at 7.58pm

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