

**MINUTES OF THE TOWN COUNCIL MEETING  
BIDDULPH TOWN COUNCIL  
TUESDAY 11 JUNE 2024, 6PM  
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR**

**PRESENT:**

- **Mayor**  
Councillor N R Yates
- **Deputy Mayor**  
• Councillor A C Lawton  
• 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 D Proudlove  
• Councillor A Parkes  
• Councillor W Rogers  
• Councillor J Redfern (6.41pm)  
• Councillor C Smith

Councillors Garvey and Hopkins 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 Partnership Officer
- Mrs Angela Williams – Administration Officer
- Councillor Keith Flunder – Staffordshire Moorlands County Councillor
- Reverend Darren Fraser – St. Lawrence Church
- John Robinson - Biddulph Town Crier
- PCSO Liam Warrilow – Staffordshire Police
- PCSO Sara Staples – Staffordshire Police

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

Reverend Darren Fraser led the Town Council in Prayer.

Councillor Yates recited the disclaimer regarding the recording of the meeting.

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

## 1. PUBLIC PARTICIPATION

Regular attendees:

Staffordshire Police (five minutes)

PCSO Warrilow recited recent statistics of the serious inquisitive crime figures for the local area, he stated that there have been 25 incidents throughout the last 3 months which fall under the category of serious crime.

PCSO Warrilow stated that throughout the whole of the Moorlands area, there have been 109 serious crime incidents, therefore the Biddulph incident number is low in comparison.

PCSO Warrilow reported that in the last 12 months, anti-social behaviour is down by 35% in the local area. Throughout the last 3 months there were 158 incidents in the Moorlands area, of those 44 were in the Biddulph area.

Councillor Yates questioned the best way to report ongoing intelligence to the police. PCSO Warrilow responded that in an emergency it is 999, however for general reporting 111 is the best number to use. He stated that alternatively there is a reporting system on the Staffordshire Police website.

Councillor Jones reported that there are still issues with parking on double yellow lines in the Biddulph Moor area.

Staffordshire County Council representative(s) (five minutes total)

Councillor Flunder

Councillor Flunder reported that recently economic survey results have been released; he stated that the employment rate is 2.9% and he does have some other figures for those who are interested.

Councillor Flunder stated that he had recently attended an online seminar which he felt would answer questions about how the Council does their job regarding highways. He also noted that the seminar detailed how the road service dressing was completed in various stages and thought that it would be useful to share the seminar. Councillor Flunder stated that he is hoping to gain access to the recording and would like to circulate it.

Councillor Flunder reported that there are events upcoming which he hopes people can attend in the Biddulph area.

Councillor Kisicki questioned whether the County Council employ a monitoring officer to check the quality of work on the roads around Biddulph.

Councillor Flunder responded that it is monitored, however, there are several stages that happen before the 'end product', and often people think the road is finished before it is.

### Councillor Yates

Councillor Yates reiterated Councillor Flunder's comments regarding the stages required to complete road service dressing. He also stated that a 10-year warranty is required from the contractors.

Councillor Yates reported that New Street will require a full road closure from 22<sup>nd</sup> July, for 7 days to complete the road surfaces. Councillor Yates stated that he is liaising with Highways to ensure the repairs are being made.

## **2. APOLOGIES**

Apologies and reasons for absence were approved:

- Councillor K Harper
- Councillor Hawley
- Councillor C Brady
- Councillor J Salt
- Councillor C Wood
- Councillor S Rushton (Absent)

## **3. DECLARATIONS OF INTEREST**

**a)** To declare any Disclosable Pecuniary Interests & Dispensations:

Councillors Smith and Rogers declared an interest in the accounts as they were due to receive expenses.

**b)** To declare any Other Disclosable Interests:

Councillors Yates and Hart declared an interest as a member of Moorland Partnership Board.

## **4. MINUTES**

**a)** To **approve and sign** the Minutes of the Annual Meeting of the Town Council on Tuesday 14 May 2024

Proposed by Councillor Smith, seconded by Councillor Hart. All **agreed**.

**b)** To **approve and sign** the Notes of the Annual Town Meeting held on Tuesday 21 May 2024

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

c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 21 May 2024

Proposed by Councillor Garvey, seconded by Councillor Fletcher. All **agreed**.

d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 21 May 2024

Proposed by Councillor Smith, seconded by Councillor Garvey. All **agreed**.

e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 28 May 2024

Proposed by Councillor Rogers, seconded by Councillor Hart. **Agreed**.

Councillor Garvey abstained from the vote on the grounds that he was unhappy about one of the recommendations, which he would reference later in the meeting.

## 5. MAYORS COMMUNICATIONS

Letter to Councillors attached.

The Mayor recited the events he had attended throughout the past month, and future events he would attend.

The Mayor read a letter, received from Mr Frank Harris – Mayor 1996 to 1997, which gave thanks to Council Staff for the event celebrating the 50-year anniversary.

## 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 Town Council Assets

The Chief Officer noted that the mining memorial brick slip project had been launched. Those who wish to remember someone who was involved with mining in North Staffordshire could complete the application form online or a paper version.

*Councillor Jackson requested the opportunity to raise a separate unrelated issue at the end of the meeting; he felt this would be urgent. The Mayor agreed that this would be appropriate.*

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

The Chief Officer reported that since the last meeting, the air conditioning has been serviced and that the Fire extinguisher service had been completed that day. Unfortunately, this has indicated that a number of replacements are needed; this will be considered at the Finance Strategy and Management Committee.

The Chief Officer reported that Councillor Holdsworth (Health and Safety Monitoring Councillor) completed his latest round of reviews, including consideration of risk assessments.

Councillor Smith questioned whether there was any update in relation to RAAC. The Chief Officer responded that there was not.

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

The Chief Officer reported that the next meeting will take place on 3<sup>rd</sup> July. She noted that most groups take a break during this time of year to give their volunteers a rest.

**7. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE APRIL 2024 MEETING** (Updates only from the following meetings: Biddulph in Bloom, Moorlands Assembly, Staffordshire Parish Councils Association, Moorlands Partnership Board, Twinning Association and Fairtrade)

Councillor Hart noted that the Moorland Partnership Board has not met.

Councillor Rogers reported that he attended the recent Staffordshire Parish Council Association, where Biddulph was mentioned a lot in a positive light.

Councillor Jones reported that the de-fibs are now being looked after by AED Donate and reported that the staff at the Biddulph Youth and Community Zone unfortunately had to use one to save a life recently. The Mayor commended the staff at the Zone on behalf of the Town Council.

**8. 2023-24 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.

*Councillor Redfern entered the meeting at 6.41pm.*

Councillor Yates recited item 1: Proposed by Councillor Hart, seconded by Councillor Redfern. All **agreed**.

Councillor Yates recited item 2: Proposed by Councillor Hart, seconded by Councillor Jones. All **agreed**.

Councillor Yates recited item 3: Proposed by Councillor Jones, seconded by Councillor Hart. All **agreed**.

Councillor Yates recited item 4: Proposed by Councillor Hart; seconded by Councillor Garvey. All **agreed**.

Councillor Yates recited item 5: Proposed by Councillor Garvey; seconded by Councillor Redfern. All **agreed**.

Councillor Yates recited item 6: Proposed by Councillor ;seconded by Councillor Hart, Kisicki. All **agreed**.

Councillor Yates recited item 7: Proposed by Councillor ;seconded by Councillor Garvey, Hart. All **agreed**.

Councillor Yates recited item 8: Proposed by Councillor Jones, seconded by Councillor Hart. All **agreed**.

**b) To approve and sign Section 2 of the Annual Return.**

It was proposed by Councillor Garvey to approve on block; seconded by Councillor Proudlove. All **agreed**.

**9. TO CONFIRM THE RECOMMENDATION FROM THE ANNUAL TOWN MEETING**

The Town Council should reply to residents of New Buildings giving the following suggestions regarding their ongoing issues:

- The District Councillor should seek to resolve the missing street name.
- The County Council should seek to resolve the lack of gritting.
- The MP and Police Fire and Crime Commissioner should be contacted regarding the House of Multiple Occupation currently used to accommodate ex-offenders.

Councillor Smith requested that the reference 'ex-offenders' is removed.

The above suggestions were proposed by Councillor Jones; seconded by Councillor Smith. All **agreed**.

**10. TO CONFIRM THE REVISED APPROACH TO PUBLIC PARTICIPATION, AGREED AT THE FINANCE STRATEGY AND MANAGEMENT COMMITTEE MEETING IN MAY 2024:**

- County Councillors should continue with their informal meetings prior to Town Council meeting, and no longer report during the main Town Council session.

The above statement was proposed by Councillor Redfern; seconded by Councillor Jackson. All **agreed**.

- The Police should report to the Town and Community Committee, where further discussion can take place.

Councillor Garvey noted serious concerns that the police report only to the Town and Community meeting; he does not agree to remove this from the Town Council as it is an important process for public participation. Although the written report could be provided beforehand.

Councillor Jones agreed that the Police should report to the full Council.

Councillor Jackson reiterated the content of the minutes and proposed to give a trial of the Police reporting to the Town and Community Committee.

Councillor Smith noted that the Police have a time limit during Town Council and therefore moving it to a committee allows for more discussion. She suggested that the Police could submit a report for Town Council.

*Councillor Flunder left the meeting at 7pm.*

Councillor Garvey proposed to retain the Police in the Town Council meeting as a brief report but create a standing order item for the Committee (if necessary) at the start of the meeting; seconded by Jones.

Councillor Smith proposed to amend the proposal to say that the Police should provide a written submission when they attend Town Council; it can then be decided whether they should attend the Town and Community Committee. Seconded by Councillor Jackson. 8 voted for, 4 against, 2 abstentions. **Agreed.**

- The Public Participation section of the agenda should not include feedback from agencies (this should be added to the main agenda) and should be limited to 20 minutes.

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

**11. TO CONFIRM A CHANGE TO THE STANDING ORDER 4dv., RECOMMENDED AT THE FINANCE STRATEGY AND MANAGEMENT COMMITTEE MEETING IN MAY 2024.**

*One working days' notice will be required in order to nominate a substitute member for a Committee. Notice must be given in writing alongside a formal apology for non-attendance to the Chief Officer, from the member that is unable to attend. This will be approved at the start of each Committee meeting.*

The above statement was proposed by Councillor Jackson; seconded by Councillor Rogers. It was **Agreed** with 1 abstention, 1 Against.

## 12.ACCOUNTS & FINANCE

a) To approve accounts to be paid in June 2024:

<b>Expenditure over £500</b>			
Octopus Energy	Electricity – Town Hall	May	1338.84
Opus Energy	Gas – Town Hall	May	1684.48
Prism	Software Licensing	June	994.10
Sandyford Properties Investments Ltd	Rent & Service Charges – Brownlees Storage Unit	May	624.00
Octopus Energy	Electricity – Visitor Centre	May	569.00
Sovereign	Air Conditioning Service	Town Hall	688.28
SMDC	Business Rates – TH	May	2389.00
SMDC	Business Rates – TH	June	2389.00
Unity Transfer			50,000.00
Sandyford Properties Investments Ltd	Rent & Service Charges – Brownlees Storage Unit	June	648.00
Alliance Environmental Services Ltd	Memorial Testing	Burial grounds	2790.00
Christopher Taylor Design Limited	Garden of Remembrance	Professional Fees Architectural and Consultancy	911.34
R.G.S Lengthsman	Grass Cutting & Verges, Biddulph Garden Festival, Gazebo Set up	Apr 3 <sup>rd</sup> – June 4 <sup>th</sup>	4190.00

<b>Expenditure less than £500</b>			
Tidysite Skip Services	Bin Emptying w/c 28/5	INV 140782	92.58
Moorland Contract Janitorial Ltd	Cleaning Supplies	(missed invoice July 2023 INV 2466)	23.04
Octopus Energy	Electricity – Bus Hub (DD)	May	154.33
Door Maintenance Specialists (S-o-T) Ltd	Main Entrance Auto Door Service	Town Hall	180.00
K. Wood	Window Cleaning	INV KW113	114.00
Prism	Phone Charges	April - INV 5121	265.79
Jodie Hancock	Travel expenses	MAY 9.67 + 31.27	40.89
Tidysite Skip Services	Bin Emptying w/c 13.05	INV 140182	92.58
Culligan	Water Cooler Rental	May	12.47



Toni's treats	50 <sup>th</sup> TC anniversary	Refreshments	66.00
Reliance High Tech Ltd	Lone Worker Devices	May 2024	77.52
Myers & Co Solicitors	Employer Assist	20 <sup>th</sup> May – 19 <sup>th</sup> June	150.00
Tidysite Skip Services	Bin Emptying w/c 20.05	INV 140496	148.86
Tidysite Skip Services	Bin Emptying w/c 03.06	INV 141059	205.14
Hanley Print Services	150 x D Day programmes		318.00
SMDC	Business Rates – Storage Unit - DD	July	182.00
Ken Harper	Mayoral Expenses	2023 – 2024	403.75
Waterplus	Visitor Centre – Water Supply	May ( <i>inc Final old meter reading</i> )	75.92
Moorland Contract Janitorial Ltd	Cleaning Supplies	INV 3319	36.12
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall	INV 3369	335.50
Euro Digital Systems	Printing	May	240.45
Toni's Treats	Future You Event	Refreshments	30.00
Starboard Systems Ltd	Scribe Accounts	2023-24 Year End Health Check	94.80
NatWest	Bank Charges DD	April Charges	26.98
Charlotte Smith	Expenses	Future You Event	18.09
R.E Stevenson	Honorary Freeman Board	Council Chamber	345.00
Joanne Taylor	Internal Audit 23/24	Inv 484	400.00
HEADS (Congleton Chronicle)	Advertising	Future You Event	164.16
Rode Hall Silver Band	D-Day Event	INV SI-131	350.00
Charltons	Professional Fees		360.00
Rebecca Dobson	D-Day Event - Refreshments	Inv 30	48.00
Moorland Contract Janitorial Ltd	Cleaning Supplies (TH & Bus Hub)	INV 3398	84.06
Wayne Rogers	Travel Expenses	SPCA Meeting	30.15
Beartown Soul Promotions	Biddulph's Got Soul Event	DJ, Sound & Lighting, wristbands, design	425.00
Film Bank Media	Public Video Screening License	Annual Fee	159.00

<b>Credit Card</b>			
GiffGaff	Mobile Phones	May	8.00
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Open Spaces	Membership	Annual 24-25	45.00
Sainsburys	Philip Hardaker – BYCZ	Refreshments	12.00
Sainsburys	Meeting Refreshments & cleaning supplies		15.40
Zoom	Annual license	2024-2025	155.88
Gov.uk	Land and Property search		3.00
Gov.uk	Land and Property search		6.00
Sainsburys	50 <sup>th</sup> Town Council Anniversary	Refreshments	33.65
Nisbets	Compostable cups x1000		80.38
Sainsburys	Future You Event	Refreshments	24.85
Family Pizza	Annual Town Meeting	Refreshments	45.50
Yellow Publications Ltd	BTC Stock – Out and About maps	Reception	29.70
GiffGaff	Mobile Phones	June	8.00
GiffGaff	Mobile Phones	June	8.00
GiffGaff	Mobile Phones	June	8.00
Sainsburys	Refreshments	D-Day Event	24.10
Sainsburys	Refreshments	D-Day Event	20.21
Facebook	Advertising	Biddulph Scratch, Biddulph Festival, Future You, D-Day Event	53.70
B&M	Refreshments/Tableware	D-Day Event	37.50
Amazon	Whiteboard magnets/ Disposable Facemasks		11.53
Amazon	Heavy Duty Latex Gloves		3.96
Amazon	Heavy Duty Large Rubber Gloves	(MM Goods LTD)	5.25
Amazon	Ear Plugs		3.69
Amazon	DVD	Community Cinema	9.99
Amazon	DVD	Community Cinema	9.99
Amazon	Coffee Sticks		21.29
Eventbrite	Event Listing Fee	D Day (Ticket Sales)	7.99
Trainline	Film Hub Event	Event Officer – Travel	38.71
Amazon	Portable Air Conditioner venting duct hose extension	Town Hall	32.99
Amazon	Monitor Stand		22.58

Amazon	Air Conditioning Unit ( <i>NOTE, later refunded as not delivered</i> )	Town Hall	229.99
Amazon	D Day Bunting	Town Hall	39.95
Amazon	Wireless Microphone System with Headset Mics	Events	103.99
Amazon	Envelopes x1 pack	Stationery	2.05
Amazon	Lever Arch Files & Laminating Pouches	Stationery	42.56
Amazon	Envelopes x4 packs	Stationery	8.20
Amazon	Duck Tape		15.95
Amazon	50 boxes of Wax Crayons	Future You Event	12.99
Sainsburys	Refreshments	Mayor Making	27.55
Amazon	Oil Lamp Wickes	D Day	6.43
Amazon	Cable Ties / Crayons	Future You Event	27.93
Amazon	Duck Tape		8.48
Amazon	Jumbo Crayons / Card	Future You Event	12.74
Amazon	Pencil Crayons	Future You Event	2.45
Amazon	DYMO Labels		17.38
Amazon	Lamp Oil	D Day	7.99
Amazon	Air Conditioning Unit	Town Hall	239.99
Amazon	Tableware	Future You Event	13.98
Amazon	Bamboo Sticks	Future You Event	16.27
Amazon	Wooden Cutlery Sets	Future You Event	29.99
Amazon	Cocktail Sticks	Future You Event	11.94
Sainsburys	Refreshments	Future You Event	63.88
Eventbrite	Event Listing Fee	Biddulph's Got Soul Event (Ticket Sales)	7.99

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

<b>Expenditure over £500</b>			
Salaries	June		17446.33
HMRC	PAYE		5071.66
Staff Pensions	Pensions	June	6686.49
Moorland Contract Cleaning Ltd	Visitor Centre – Cleaning	May	1703.63
Moorland Contract Cleaning Ltd	Bus Hub– Cleaning	May	1615.45

D&G Buses Ltd	Biddulph Bus Service	May	3507.00
SLCC	Staff Training	INV - MEM249586-1	503.00
Ignite Facilities	Boiler Service – TH	IN600840	582.00
Ignite Facilities	Hot Water Repair - TH	IN600843	576.00
Christopher Taylor Design Limited	Garden of Remembrance	Professional Fees Architectural and Consultancy INV 6413	900.00
Prism	Software Licensing	July	1027.82

### Expenditure less than £500

CASH	Volunteer Expenses (£200.00), Petty Cash (£29.85)	JUNE	229.85
Standard Life	Voluntary Pension Payment	June	200.00
Fifteen Group	Wifi and Telephone Charges	INV 121457	138.21
HEADS (Congleton) Ltd	Community Cinema	Advertising	389.88
HEADS (Congleton) Ltd	Biddulph Scratch	Advertising	389.88
SLCC	Staff Training	Inv BK216330-1	42.00
Tonis Treats	Refreshments	Community Cinema 12/6/24 - Inv 51	114.00
Tonis Treats	Refreshments	Dementia Approach 13/6/24 - Inv 52	30.00
Waterplus	Water Supply – WBG	wp-INV05722149	54.50
Waterplus	Water Supply – TBG	wp-INV05733277	44.32
E.ON Next Energy	Electricity	1 <sup>st</sup> Apr – 31 <sup>st</sup> May INV KI-0D955FF6-0040	19.22
SLCC	Staff Training	INV – BK216302-1	36.00
Filmbankmedia	Biddulph Scratch 07/06 – Wicked Little Letters – screening	INV 06318114	174.00
Electrical Installation Supplies	Lightbulbs – 3x LEDs, 5x Square 4 pins	INV 349893	33.32

### Credit Card

Foxtail Florist	Flowers	D-Day	30.00
Sainsburys	Refreshments	Meetings	9.45
Sainsburys	Biddulph Scratch	Refreshments	6.29

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The accounts were moved on block, proposed by Councillor Hart; seconded by Councillor Parkes. All **agreed**.

***Confidential Item:***

Councillor Jackson raised an issue for future consideration.

*The meeting ended at 7.07pm*

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

DRAFT