

**MINUTES OF THE TOWN COUNCIL MEETING  
BIDDULPH TOWN COUNCIL  
TUESDAY 8 OCTOBER 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 C Brady
- Councillor S Fletcher
- Councillor J I M Garvey
- Councillor F A Holdsworth
- Councillor M A Hopkins
- Councillor J Jones
- Councillor K J Jackson
- Councillor C Kisicki
- Councillor A Parkes
- Councillor D Proudlove
- Councillor J Redfern
- Councillor W Rogers
- Councillor J Salt
- Councillor C Wood

**IN ATTENDANCE:**

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Ms Jodie Hancock – Events and Partnership Officer
- Mrs Margaret Warman – Compliance and Governance Officer
- Mrs Angela Williams – Administration Officer
- Caroline Wolfe – Stoke-on-Trent Foodbank representative
- PCSOs Scott Parry and Georgina Contrell – Staffordshire Police

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

Councillor Jones 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.**

### **34. PUBLIC PARTICIPATION**

Regular attendees:

Staffordshire Police (five minutes)

PCSO Parry reported that recent issues regarding the motorbikes driving around the town have been dealt with, and further investigation is ongoing.

PCSO Parry reported that the road traffic team started in October.

Councillor Jackson questioned whether a drone could be used.

### **35. TO RECEIVE A PRESENTATION FROM STOKE ON TRENT FOODBANK ON CURRENT PROJECTS**

Caroline Wolfe gave a short presentation detailing the Foodbanks values and how it supports the community.

Caroline provided figures for the local area, she noted that the Biddulph Town Hall issued 239 vouchers; supporting 375 adults and 207 children.

Caroline detailed the figures for the 2 local Foodbanks:

- St Johns Knypersley fulfilled 163 vouchers; supporting 263 adults and 163 children.
- English Martyrs 411 vouchers; supporting 661 adults and 412 children.

The Chief Officer agreed to circulate the presentation to Councillors.

### **36. APOLOGIES**

Apologies and reasons for absence were approved:

- Councillor Hawley
- Councillor N Eardley
- Councillor K Harper
- Councillor A H Hart
- Councillor C Smith
- Councillor S Rushton (Absent)

### 37. DECLARATIONS OF INTEREST

- a) To declare any Disclosable Pecuniary Interests & Dispensations:  
Councillor Rogers declared an interest in the accounts for expenses.
- b) To declare any Other Disclosable Interests:  
None were declared.

### 38. MINUTES

- a) To **approve and sign** the Minutes of the Town Council meeting on Tuesday 10 September 2024.

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

- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on Tuesday 10 September 2024

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

- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 17 September 2024

Proposed by Councillor Proudlove; seconded by Councillor Salt. All **agreed**.

- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 17 September 2024

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

- e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 24 September 2024

Proposed by Councillor Rogers; seconded by Councillor Salt. All **agreed**.

### 39. MAYORS COMMUNICATIONS

The Mayor detailed the list of events that he attended throughout the past month:

- Leek Mayors Civic Service
- Biddulph Classic Car Show – The Mayor gave special thanks to all volunteers.
- Unveiling of Mosaic Bench
- Civic Service for The Mayor of Ashbourne
- Volunteer Civic Awards at the Town Hall – The Mayor gave his thanks to the staff
- Curry night fundraiser event in Leek
- Pop up market at the Methodist Church and Craft Market at the Town Hall
- Male Voice Choir at Biddulph High School
- Civic Service for Cheadle Mayor

Upcoming Events:

- Still Standing performing in support of Christ Church on 15<sup>th</sup> November
- 1<sup>st</sup> and 2<sup>nd</sup> November – ‘Biddulph Live’ event.

The Mayor sent his best wishes to Councillor Hart.

The Mayor wished to bring forward an emergency item in relation to Leek Hospital and the current Integrated Care Board consultation, which considers its closure. The deadline for the consultation is 11 October.

Proposed by Councillor Salt to consider this at this point on the agenda; seconded by Councillor Jackson. All **agreed**.

Councillor Jones did not agree.

Councillor Salt noted the issues and encouraged Councillors to complete the consultation online.

#### **40. 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 lease for the Visitors Centre is now with the solicitor; more information would be brought to a future meeting.

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

The Chief Officer stated that there is nothing to report.

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

The Chief Officer reported that groups are currently compiling the list of projects to be included in the Biddulph Works Together brochure.

Councillor Jackson stated that it is a pleasure to Chair the group, and would like to give thanks to the members of the groups.

#### **41. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE JULY 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 Rogers provided an update on the Moorlands Assembly meeting.

## 42. ACCOUNTS & FINANCE

a) To **approve** accounts to be paid in October 2024:

<b>Expenditure over £500</b>			
Octopus	Electricity – Town Hall	August	1052.09
Octopus	Electricity – Town Hall	September	1296.47
SMDC	Business Rates – TH	October	2389.00
Sandyford Properties Investments Ltd	Rent & Service Charges – Brownlees Storage Unit	October	648.00
Prism Solutions	Software Licensing, Security & Support	October	1027.82
Acorn Occupational Health		Functional Capacity Assessment	756.00
Westland Environmental Safety Ltd	Asbestos Management Survey	Visitor Centre	540.00
Profab uk Ltd	Manufacture of Miners Lanterns	<i>(£8000 to be reimbursed by the Moorlands Partnership Board)</i>	28320.00 inc. VAT
Profab uk Ltd	Installation of Miners Lanterns	<i>(to be funded entirely by SMDC)</i>	4494.00 inc VAT
ctd Architects Ltd	Professional fees	Town Hall Frontage	3605.40
Gary Smith Electrical Ltd	Electrical Work	Miners Lanterns & Repairs at Visitor Centre	1625.00
R.G.S	Lengthsman Work	6/9/24 – 1/10/24	3340.00
Fifteen Group	Wifi Upgrade		969.60

<b>Expenditure less than £500</b>			
Standard Life	Pension Voluntary Contribution	October	200.00
Tidysite Skip Services	Bin Emptying w/c 16/09/24	INV 145322	92.58
Octopus Energy	Electricity – Bus Hub (DD)	September	97.36
Octopus Energy	Electricity – Visitor Centre	September	325.49
Myers & Co Solicitors	Employer Assist	12 <sup>th</sup> September – 11 <sup>th</sup> October 2024	150.00
SMDC	Business Rates – Storage Unit - DD	October	182.00

Unity Trust Bank	Bank Charges- cash & cheques	4 June – 3 Sep 2024	47.20
Unity Trust Bank	Bank Charges- account fee & debit transactions	4 June – 3 Sep 2024	61.50
Unity Trust Bank	Bank Charges- account fee & debit transactions	4 Sep – 30 Sep 2024	17.55
NatWest	Bank Charges DD	August Charges	5.60
Waterplus	TBG – Water Supply	12 Aug – 12 Sep 2024	26.02
K. Wood	Window Cleaning – TH	September – INV KW117	114.00
Prism	Phone Charges	August – INV 6181	265.98
Fifteen Group Limited	Phone Charges (DD)	September	94.80
Reliance High Tech Ltd	Lone Worker Devices	September	77.52
Euro Digital Systems	Printing	September	88.88
CEF Electrical		Miners Lanterns	53.64
Sophias Kitchen	Car Show	Volunteer Refreshments	40.00
B&M	Car Show	Volunteer Refreshments	9.64
Sainsburys	Car Show	Volunteer Refreshments	6.00
Grenkeleasing Ltd	Copier Lease	Quarterly Period 01/10/24 – 31/12/24	165.60
Grenkeleasing Ltd	Copier Lease	Quarterly Period 01/07/24 – 30/09/24	165.60
Grenkeleasing Ltd	Copier Lease	Document Fee	168.00
Hanley Print Services	A1 Foamex Board	Station Road Bench Open Day	105.60
Cornerstone Projects Ltd	Utilities Searches	Town Hall Frontage	438.05
Jodie Hancock	Travel Expenses	September	18.80
HEADS (Congleton) Limited	Classic Car Show	Advertising	246.24
Wayne Rogers	Travel Expenses	SPCA September	8.10
Moorland Contract Janitorial	Cleaning Supplies – Bus Hub	INV 3658	54.18
Hanley Print Services	A1 Foamex Board	Classic Car Show	352.80
Hanley Print Services	200x registration forms	Classic Car Show	96.00
Hanley Print Services	A0 Plans	Burial Ground Project	60.00
Hanley Print Services	A1 Plans	Burial Ground Project	18.00
TJB Pest Control Ltd	Wasp Nest Treatment	Moorland Rd Allotments	60.00

Sarah Haydon	September	Travel Expenses/ Reimbursement	60.68
CEF Electrical	Cabling, parts	Miners Lanterns	112.74
CEF Electrical	Electrical Repairs	Visitor Centre	189.53
Cornerstone Projects Ltd	Coal Search	Town Hall Frontage	176.62
Moorland Contract Janitorial Ltd	Cleaning Supplies	Town hall	28.80
Time Assured Ltd	Clock Servicing	TBG, Tow Hall, Knypersley	420.00
Mayors Volunteer & Community Awards	Prizes	15x cheques	350.00
Zurich Municipal	Inspection Contract	Insurance	59.53
SMDC	Lease of Land	Congleton Road	90.00
Clearway	Intruder Alarm Maintenance	INV 84283	342.00
ICCM	Training – Cemetery management	Admin Officer	174.00
Brian Porter	Return of Memorial Brick payment	Ref Humphries	25.00
Tidysite Skip Services	Bin Emptying w/c 23/09	INV 145621	205.14
Tidysite Skip Services	Bin Emptying w/c 30/09	INV 145931	92.58
Toni's Treats	Refreshments	Dementia Café / Community Cinema w/c 02/10	60.00
Toni's Treats	Refreshments	Mayors Civic Awards	350.00

<b>Credit Card</b>			
GiffGaff	Mobile Phones	October	8.00
GiffGaff	Mobile Phones	October	8.00
GiffGaff	Mobile Phones	October	8.00
Amazon	Wireless Microphone system		78.00
Amazon	Thermal Gloves		10.92
Amazon	Vacuum Power Cable	Replacement part	19.99
Amazon	USB Computer Mouse		8.89
Amazon	Privacy Window Film		12.98
Amazon	DVD		14.99
Amazon	DVDs		17.98
Amazon	Notebooks		22.49
Sainsburys	Mayors Civic Awards	Refreshments	5.50
Gov.UK	Land Registry Search	1000006016689	6.00

B&M	Town Hall Supplies	Cleaning products, spoons	16.49
Argos	Printer Ink		27.18
Value Products Ltd	First Aid Supplies		78.42
First Aid 4 Less	Bleed Control Kit	Town Hall	57.60
First Aid 4 Less	Bandages / Eye Dressings	Town Hall	8.34
First Aid 4 Less	Bandages	Town Hall	12.48
Digital ID	Proximity Key Fobs		44.58
Sainsburys	Refreshments	Mental Health Training	13.80
Nisbets	Urn – Pump	Town Hall	29.97
Microsoft		License	70.56
The Purple Guide	Subscription Renewal	Oct 24 – Oct 25	30.00
Facebook Meta	Social media Advertising	Open Arts Meeting	0.02
Screwfix	Toilet Seats & Cabling	Bus Hub	80.55
Facebook Meta	Social media Advertising	Biddulph Scratch, Classic Car Show, Miners Lanterns, Open Arts Meeting, Biddulph Calendar, Health & Wellbeing Fair, Feast & Flicks	50.32
Iceland	Mayor’s Civic Volunteer Awards Evening	Refreshments	50.50
Sainsburys	Mayor’s Civic Volunteer Awards Evening	Refreshments	16.00
Asda	Mayor’s Civic Volunteer Awards Evening	Refreshments	52.14
Aldi	Mayor’s Civic Volunteer Awards Evening	Refreshments	79.83
Nisbets	Toilet Seat	Bus Hub	60.43

**b) To approve supplementary accounts**

<b>Expenditure over £500</b>			
Salaries	October		16870.40
HMRC	PAYE	October	4640.18
Staff Pensions	Pensions	October	6419.74



Moorland Contract Cleaning Ltd	Visitor Centre – Cleaning	September	1073.63
Moorland Contract Cleaning Ltd	Bus Hub– Cleaning	September	1670.53
D&G Buses Ltd	Biddulph Bus Service	September	3507.00
Prism	Replacement Laptop	Compliance & Governance Officer	973.91
<b>Expenditure less than £500</b>			
CASH	Volunteer Expenses (£160.00), Petty Cash (£55.09)	October	215.09
Waterplus	Visitor Centre – Water Supply	September	36.73
E-on Next	Brown Lees Storage Unit – Electricity	4/9/24 – 30/9/24	15.88
Ignite Facilities Ltd	Call out to Boiler	Town Hall	200.22
Good News	Biddulph Times	Oct/Nov	375.00
Wain Marsh	Tree Work	Moorland Rd Allotments	90.00
ICCM	Training - Admin Officer	Garden of Remembrance	108.00
Prism	Additional Phone – Office	Inc Installation	65.58
Rebecca Dobson	Mayors Civic Volunteer Award Evening	Refreshments	16.00

<b>Credit Card</b>			
Gov.uk	Land Registry – Search	1000006160151	6.00
Gov.uk	Land Registry – Search	1000006157156	6.00
Spinney	Miners Lantern Batteries		524.84
Amazon	Car Ribbons	Car Show	7.89
Amazon	Microphone Headset & Speaker	Events	27.19
Amazon	Visitors Book	Data Protection - Reception	25.94
Amazon	Tableware		14.69
Amazon	Paper/Card		7.58
Amazon	Tableware	Events	46.11
Amazon	Tableware	Events	37.98

Amazon	Tableware	Events	48.88
Amazon	Tableware	Events	15.67
Amazon	Tableware	Events	36.94
Sainsburys	Meeting refreshments	& well wishes card – Cllr	10.55

To be moved on block, proposed by Councillor Salt; seconded by Councillor Jones.

1 Abstention. **Agreed.**

*The meeting ended at 7.03pm*

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