

**MINUTES OF THE TOWN COUNCIL MEETING
BIDDULPH TOWN COUNCIL
TUESDAY 12 NOVEMBER 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 S Fletcher
- Councillor J I M Garvey
- Councillor M A Hopkins
- Councillor Hawley
- Councillor J Jones
- Councillor K J Jackson
- Councillor C Kisicki (6.07pm)
- Councillor A Parkes
- Councillor W Rogers
- Councillor C Smith

IN ATTENDANCE:

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Ms Jodie Hancock – Events and Partnership Officer
- Mrs Angela Williams – Administration Officer
- John Robinson – Biddulph Town Crier
- Reverend Yanyan Case – Biddulph Methodist Church

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

Reverend Yanyan Case 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.

43. PUBLIC PARTICIPATION

Regular attendees:

Staffordshire Police (five minutes)

The Chief Officer reported that the police were unable to attend due to an emergency.

Councillor Jackson requested whether the police could investigate the alleged incident and false reporting on Biddulph Chatter.

44. APOLOGIES

Apologies and reasons for absence were approved:

- Councillor C Brady
- Councillor N Eardley
- Councillor K Harper
- Councillor F A Holdsworth
- Councillor A H Hart
- Councillor D Proudlove
- Councillor J Redfern
- Councillor S Rushton (Absent)
- Councillor J Salt
- Councillor C Wood (Absent)

45. DECLARATIONS OF INTEREST

a) To declare any Disclosable Pecuniary Interests & Dispensations:

None.

b) To declare any Other Disclosable Interests

Councillor Smith declared an interest in item 51.

46. MINUTES

a) To **approve and sign** the Minutes of the Town Council meeting on Tuesday 8 October 2024

Councillor Jones noted that he did not agree with an item discussed in the Mayor's communication; the minutes should be amended to reflect this. Proposed by Councillor Jones with the above amendment; seconded by Councillor Jackson. All **agreed**.

b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on Tuesday 8 October 2024

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

c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 15 October 2024

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

d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 15 October 2024

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

e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 22 October 2024

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

47. MAYORS COMMUNICATIONS

The Mayor reported that the Health and Wellbeing Fair took place at Biddulph Town Hall, which was attended by many community members; he reported that the event was a huge success and gave his thanks to the Town Council Staff.

The Mayor noted that the Remembrance Sunday service and Armistice event were both well attended.

The Mayor reported that there are a number of events upcoming throughout Christmas which he looks forward to attending.

48. 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 there are no updates.

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

The Chief Officer explained that statutory testing works are continuing. There is nothing significant to report.

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

The Chief Officer reported that the brochure which details all of the projects involved with warm spaces with food offers, will be delivered within the *Biddulph Times* shortly.

Councillor Jackson reiterated how well the volunteers and groups work together to bring the community the support required.

49. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE OCTOBER 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 Garvey reported on the Biddulph Fairtrade group; a new banner is being sourced. The annual school competitions are currently taking place for Fairtrade Fortnight in 2025. Councillor Garvey noted that they would like to be involved with the next Ethical Fair, if there is one.

The Chief Officer explained that the Big Clothes Movement have been in attendance at the Town Hall, but this could be considered.

50. TO RECEIVE AN UPDATE ON THE TOWN HALL FRONTAGE DEVELOPMENT AND TO APPROVE ACTIONS:

- a) To confirm the tender process will commence on Monday 11 November and conclude on Friday 13 December 2024.

It was **confirmed**.

- b) To confirm an additional Town Council meeting will be called on Tuesday 17 December to approve the successful contractor.

It was **confirmed**.

- c) To approve that contractors will be appointed in line with the Town Council's Financial Regulations.

It was **agreed**.

- d) To confirm that the inscribed bricks will be purchased by the Town Council in advance of the commencement of the project due to a long lead-in.

The implications of the chosen contractor purchasing the bricks rather than purchasing the bricks beforehand was discussed.

It was proposed to move on block 50a, b, c and d by Councillor Garvey; seconded by Councillor Jackson. All **agreed**.

51. TO APPROVE THE LOCAL GOVERNMENT PAY AWARD FOR TOWN COUNCIL STAFF (ATTACHED)

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

Councillor Smith did not vote and declared an interest as a local authority employee.

52. ACCOUNTS & FINANCE

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

Expenditure over £500			
Octopus	Electricity – Town Hall	30 Sep – 28 Oct	1247.18
SMDC	Business Rates – TH	November	2389.00
Sandyford Properties Investments Ltd	Rent & Service Charges – Brownlees Storage Unit	November	648.00
Prism Solutions	Software Licensing, Security & Support	November	1027.82
Approved Inspectors Ltd	Access Ramp Installation & Fees	Town Hall	960.00

Prism Solutions	Replacement Laptop	Customer Support Assistant – SB	973.91
Hanley Print Services	Older Peoples Project – UKSPF	INV 14580	989.00
Protech Electrical Ltd	Christmas Lights	Lamp holders and connections	4586.40
Protech Electrical Ltd	Christmas Lights	LED Lamps	1440.00
CEF Electrical	Hand Dryer	Bus Hub	575.94
Profab uk ltd	Plaques	Miners’ lamps	1080.00
GWK Structural Solutions Ltd	Town hall frontage	Provision of structural engineering	1122.00
Broxap	Town Burial Ground	Replacement Memorial Bench	1269.60
Moorland Contract Cleaning Ltd	Visitor Centre – Cleaning	October	1073.63
Moorland Contract Cleaning Ltd	Bus Hub– Cleaning	October	1670.53
<i>Moorland Contract Cleaning Ltd</i>	<i>Bus Hub – Cleaning - September</i>	<i>Note: On Oct Approvals- (amount reduced, credit applied)</i>	<i>1615.45</i>

Expenditure less than £500			
Standard Life	Pension Voluntary Contribution	November	200.00
GT Security	Security	Biddulph’s Got Soul Event	252.00
Tidysite Skip Services	Bin Emptying w/c 07/10	INV 146275	148.86
Tidysite Skip Services	Bin Emptying w/c 29/10	INV 147110	92.58
M&G Building Services	Barriers – Station Road	Hire 12 weeks – Inv 17/10/24	205.00
EDF Energy	Gas – Town Hall	16 Aug – 30 Sep 2024	470.00
Octopus Energy	Electricity – Bus Hub (DD)	26 Sep – 31 Oct 24	155.39
Octopus Energy	Electricity – Visitor Centre	30 Sep – 31 Oct 24	455.10
NatWest	Bank Charges DD	31 Aug – 4 Oct 2024	9.80
Waterplus	TBG – Water Supply	12 Sept – 12 Oct 2024	25.63
K. Wood	Window Cleaning – TH	October	114.00
Prism	Phone Charges	September	266.05
Fifteen Group Limited	Phone Charges (DD)	October	94.80
Reliance High Tech Ltd	Lone Worker Devices	October	77.52
Euro Digital Systems	Printing	26 Sep – 25 Oct	101.92
Moorland Contract Janitorial	Cleaning Supplies – Town Hall	INV 3755	28.32

Moorland Contract Janitorial	Cleaning Supplies – Town Hall	INV 3773	6.00
Tidysite Skip Services	Bin Emptying w/c 14/10	INV 146870	205.14
Moorland Contract Janitorial Ltd	Cleaning Supplies – Bus Hub	INV 3749	98.12
Tidysite Skip Services	Bin Emptying w/c 14/10	INV 146525	92.58
J.S. Trophies Ltd	Memorial Plaque		46.80
Toni's Treats	Dementia Café	Refreshments	30.00
Toni's Treats	Community Cinema	Refreshments	37.50
TJB Pest Control Ltd	Pest Treatment x3	Park Lane Allotments	150.00
Cinema For All	Biddulph Scratch	"Perfect Days" Screening	97.00
Philip Hardaker	Film – Station Road Project		187.50
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall	INV 3748	160.61
Gary Smith's Electrical Limited	Hand Dryer Replacement installation	Bus Hub	140.00
Toni's Treats	Health & Wellbeing Event	Refreshments	75.00
Rode Hall Silver Band	VE Day 2025 – Band	Deposit	50.00
Christ Church Biddulph Moor	Brunch Club	BWT 2024-25	200.00
Christ Church Biddulph Moor	St Johns	BWT 2024-25	200.00
Biddulph Library (SCC)	Coffee Morning – 04/10/24 – 13/12/24 – Inv 1000136307	BWT 2024-25	380.00
Children's Centre/Family Hub	Little Bees, Back 2 basics, Breakfast Club, Breastfeeding group	BWT 2024-25	200.00
B Webster Plumbing & Heating	Visitor Centre	Repairs to Toilets	140.00
Jackie Menzies	Reimbursement – Stock Pot x2	BWT 2024-25	71.98
The Green Tree House	Soup/Toast Wednesday 25/9/24 – 24/12/24	BWT 2024-25	346.50
Toni's Treats	BLPG Group	Refreshments 5/11/24	50.00
Prism	Domain renewal		159.25
Biddulph and District RBL	2x Poppy Wreaths	Remembrance Day	55.00
<i>Nettlebank Memorials</i>	<i>Overpayment – return</i>		<i>158.00</i>
<i>E-on Next</i>	<i>October 2024</i>	<i>Christmas Lights Supply No Payment Due – Credit on account</i>	<i>(18.23)</i>

Credit Card			
GiffGaff	Mobile Phones	November	8.00
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TSSC	Town Hall	Caretaker - PPE	10.86
Sainsburys	Community Cinema	Refreshments	26.05
CPC	Phono Leads	Hearing Loop – Town Hall	6.78
First Aid 4 Less	Fire Door/exit signs	Town Hall	35.19
Facebook Meta	Social media Advertising		39.40
Argos	Printer Ink		24.78
Sainsburys	Community Cinema	Refreshments	24.40
SLCC	Training – VE DAY 80	Events and Community Officer	42.00
SLCC	Training – Community Engagement Psychology	Events and Community Officer	42.00
SLCC	Training – Crisis Communications	Events and Community Officer	60.00
SLCC	Training – Organising safe and successful community events	Events and Community Officer	180.00
Nisbets	Food Containers	Events	567.50
Majestic Metals Ltd	Memorial Plaques	Overton Trough	58.57
Gov.uk	Land and Property Search		6.00
Gov.uk	Land and Property Search		6.00
Gov.uk	Land and Property Search		6.00
Nisbets	Tableware		158.36
Sainsburys	Health & Wellbeing Event	Refreshments	7.20
Sainsburys	Health & Wellbeing Event	Refreshments	121.43
Royal Mail Online	Stamps		48.59
B&Q	Cistern Lever & Door Latches		31.93
Nisbets	Toilet Tissue Dispensers		34.77
Amazon	DVD		14.99
SMDC	Garden Sacks		80.00
Gov.uk	Land and Property Search		6.00
Amazon	Window Privacy Film		3.88
Royal Mail	Stamps		85.00
Trade Paint Direct	Visitor Centre	Fireproof paint	73.88
Meta Facebook	Social Media Advertising		68.75
Sainsburys	Family Film Day	Refreshments	21.15

b) To approve supplementary accounts (to be tabled)

Expenditure over £500			
Salaries	November		22011.01
HMRC	PAYE	November	7931.25
Staff Pensions	Pensions	November	8743.50
D&G Buses Ltd	Biddulph Bus Service	October	3841.00
RH Traffic Management	Traffic Management	Overton Road	650.89
David B Limited	Chartered Quantity Surveyor Fees	Town Hall Frontage	2126.70
Mazars	Limited Assurance Review		2016.00
Glynn Barnacle	Overton Trough	Supply & Fix replacement trough, central finial and right-hand cap and other works	4440.00
NM Furze	Overton Troughs	Bricklayer	590.00
Expenditure less than £500			
CASH	Volunteer Expenses (£200.00), Petty Cash (£59.48)	November	259.48
Myers & Co Solicitors	Employer Assist	October	150.00
Waterplus	Visitor Centre	Water Supply 01 Oct – 01 Nov 2024	42.28
Toni's Treats	Refreshments w/c 11/11/24	BLPG, Community Cinema, Bereavement Group & Dementia Cafe	195.00
Fifteen Group Limited	Phone Charges (DD)	November	94.80
John Spruce	Visitor Centre	Café - Fireproof Paint	350.00
K. Wood	Town Hall	Window Cleaning	114.00
HEADS (Congleton) Limited	Remembrance Sunday	Advertising	164.16
Tidysite Skip Services	Bin Emptying	w/c 4/11/24 INV 147428	148.86
E-on Next	Brown Lees Storage Unit	October 2024	18.23
Dyno Rod	Call out to Bus hub Toilets	Blockage	216.00
Sarah Haydon	Travel Expenses	Oct & Nov	19.03

Credit Card

Sainsburys	Remembrance	Refreshments	35.20
Chell's Building Supplies	Overton Trough	Pointing Materials	31.97
SMDC	Garden Sacks	Nov	80.00
B&M	Office Cleaning Supplies		16.11
Sainsburys	Community Cinema	Refreshments	28.75

To be moved on block, proposed by Councillor Jones; seconded by Councillor Jackson. All **Agreed**.

CONFIDENTIAL ITEMS

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.

53. TO CONFIRM THE NEXT STEPS WITH REGARD TO A LONG-TERM COUNCILLOR ABSENCE.

Councillor Jackson proposed to grant a dispensation of three months to enable a conversation with the Councillor in question; seconded by Councillor Jones. It was agreed to revisit this item in February 2025. All **agreed**.

The meeting ended at 6.44pm

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