

MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 22 JUNE 2021

PRESENT

- The Mayor – Councillor Rushton
- Deputy Mayor – Councillor Garvey
- Councillor Brady
- Councillor Davies
- Councillor Hall
- Councillor Hart
- Councillor Jackson
- Councillor Jones
- Councillor Perkin
- Councillor Redfern
- Councillor Rogers
- Councillor Salt
- Councillor Sheldon
- Councillor Smith

1. PUBLIC PARTICIPATION

To receive verbal or written representations from :

- ***Staffordshire Police***

PSCO Peacock gave an update on behalf of Staffordshire Police. Anti-Social Behaviour is down 14% over the last 12 months - a reduction from 380 to 327 incidents. The biggest increase is in antisocial behaviour related to vehicles, up 40%. Trespass has increased 33% and neighbourhood disputes 15%. The neighborhood dispute increases are likely linked to Covid restrictions. There has been no change in street drinking figures and drug related incidents have reduced by 67%. There is good level of compliance with Covid regulations across Staffordshire Moorlands.

Councillor Jones asked what had led to reductions and what could have helped prevent increases.

Councillor Rogers said he had noted an increased in taxi touting, and problematic parking on the High Street, particularly at lunch time.

Councillor Jackson said that the figures are useful but asked if they could be provided prior to the meeting in written format.

- ***Staffordshire County Council representatives***

Councillor Flunder gave an update from Highways and said that he had previously raised concerns about speeding along High Lane going toward Norton Green and was saddened to hear of the accident which resulted in a 6 year old girl being killed on the road last weekend. Councillor Flunder said that he has allocated funds to working groups for highways in the area.

Councillor Flunder has been investigating damage at the Aldi roundabout. Any action to be taken is will be considered once work at the sites on either side of the roundabout has been completed.

Councillor Rogers asked if Aldi would be picking up the cost of the roundabout. Councillor Flunder said it was hard to establish who was responsible for the damage, and Highways will be working to resolve it. Councillor Flunder said he was trying to tread carefully due to ongoing negotiations between the Town Council and Aldi. Councillor Sheldon said she had observed Aldi site traffic causing damage at the roundabout. Councillor Flunder asked that she send an email as supporting evidence.

Councillor Jones asked about traffic calming at New Street and Rudyard Road in Biddulph Moor as traffic is still speeding. Councillor Flunder said that he will refer the matter to Councillor Lawson when he is able to respond.

Councillor Flunder updated that the Family Improvement Board meets tomorrow to agree how services can be further enhanced. Libraries are opening up more widely, and increasing the number of services that they deliver. Community funding will restart soon, and Councillor Flunder will be looking at supporting children's activities related to schools.

Councillor Flunder said he plans to make himself available along with Councillor Lawson quarterly for meeting with the Town Councillors.

Councillor Jones asked for an update regarding the Rural Bus Fund and why Biddulph and Cheadle have been excluded. Councillor Flunder said he had made enquiries and will provide an update when he gets a response.

Councillor Redfern said he had frustrations about the meeting he was trying to arrange regarding the green at Conway Road and asked for a commitment to a date.

Councillor Jackson said that the bidding war that took place with regard to the Aldi site would have led to extra income for the County Council and asked that Councillor Flunder seek to have this 'extra money' allocated to Biddulph.

2. APOLOGIES

Councillor Baddeley

Councillor Harper

Councillor Hawley

Councillor McLoughlin

Councillor Yates

Apologies and reasons for absence were received and accepted.

3. DECLARATIONS OF INTERESTS

a) Disclosable pecuniary interests and dispensations.

Councillor Sheldon declared an interest in any matter relating to Biddulph in Bloom.

b) Other interests.

None declared.

4. MINUTES

a) The Minutes of the Annual Meeting of the Town Council held on 4 May 2021 were approved. Moved by Councillor Hall, seconded by Councillor Hart. All voted in favour.

b) The Minutes of the Finance Strategy and Management Committee meeting held on 15 June 2021 were approved. Moved by Councillor Hall, seconded by Councillor Hart. All voted in favour.

c) The Minutes of the Finance Strategy and Management Committee meeting held on 17 June 2021 were approved. Moved by Councillor Hall, seconded by Councillor Hart. All voted in favour.

The Chief Officer clarified that as the Co-option Policy is approved, she will commence the co-option proceedings, in line with the recommendation from this Committee. Councillors voted in favour.

5. MAYOR'S COMMUNICATION

Councillor Rushton said that she had booked a Rock'n'Roll night for 4th September.

6. STANDING AGENDA ITEM – COVID REPOSE UPDATE

The Chief Officer said that some small vaccine clinics were continuing to run at the Town Hall. The doctors surgery have said that they are only doing second vaccinations now.

There is quite a lot of interest in groups restarting within the Town Hall, and new groups are now interested in using the rooms available. Risk assessments are being updated.

Lateral Flow Tests are expected to arrive at the Town Hall shortly, which will be available to staff and Councillors; these can also be obtained from local pharmacies.

Councillor Rogers said that there seems to be a bit of disparity in whether people are invited to the Town Hall for the first vaccine or to the national vaccine centres. Councillor Smith said that she understands that there are two different vaccination systems operating, which may have some overlaps. Councillor Jones confirmed that this was also his understanding.

7. STANDING AGENDA ITEM – TO RECEIVE AN UPDATE ON THE MANAGEMENT OF BIDDULPH TOWN HALL

The Chief Officer informed Councillors that outstanding fees due from Staffordshire Moorlands District Council had now been received.

Health and Safety compliance activity has been reviewed and a process has been undertaken to approve new contractors.

The Chief Officer said that there will need to be a process for writing off old and broken machinery, as such items have been identified in the asset register.

Councillor Jackson thanked the team for all the work carried out. He asked for a comparison between how the finances of the Town Hall during a more 'normal' year under Biddulph Town Council compared with a year under management of Staffordshire Moorlands District Council.

Councillor Salt asked if the Town Hall was a licensed wedding venue and asked for an update regarding the mosaic from the Twinning Committee.

The Chief Officer updated that the mosaic is ready to be repositioned. The charges for the wedding venue application will be considered at the July Finance Strategy and Management Committee meeting.

8. STANDING AGENDA ITEM – UPDATE ON HEALTH AND SAFETY

The Chief Officer updated that the Finance Strategy and Management Committee meeting approved a new Health and Safety Policy. A large amount of staff training on health and safety has been undertaken and policies will be developed as a result. The most significant priority at present is managing risks related to lone working.

Councillor Salt asked if the new elected Health and Safety Councillor had been involved in the relation to the health and safety policies and risk assessments. The Chief Officer confirmed she had been in discussions with Councillor Harper.

9. 2021-21 ANNUAL RETURN

- 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 read each statement of the Annual Return in order.

Councillor Perkin moved and Councillor Hall seconded that statements 1-8 of section 1 of the Annual Governance Statement be marked with a 'yes'. All voted in favour.

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

Councillor Perkin moved, Councillor Hall seconded. All in favour.

10. TO NOTE THAT THE ANNUAL TOWN MEETING WILL TAKE PLACE ON 6 JULY 2021 AND TO RECEIVE AN UPDATE FROM THE CHIEF OFFICER ON THE PROPOSED FORMAT OF THIS MEETING

The Chief Officer updated that it is the requirement that a group of electors, or the Mayor, call the Annual Town Meeting. This is not a Council meeting but an opportunity for the members of the public to ask any questions they may have. The Chief Officer suggested that a number of recorded presentations will be

conducted during the day with local groups, then in the evening a meeting will take place which includes a summary of earlier activities and the presentation of the Annual Report.

Councillor Jackson said that a new format of the Annual Town Meeting was very welcome as there had been poor attendance historically. Councillor Garvey proposed to accept the new format of the Annual Town Meeting; seconded by Councillor Perkin. All councillors voted in favour.

11. ACCOUNTS & FINANCE

a) The following accounts were paid in **June 2021**:

Expenditure over £5000

Staff Salaries	£11994.18
June 2021	

Moorlec Electrical Services Ltd	£6580.80
Electrical Works, Visitor Centre, Biddulph Grange Country Park	

Expenditure between £5000 and £500

Charltons Solicitors	£4656.40
Purchase of Station Road land	

Staffordshire Pension Fund	£4886.40
Staff Pensions June 2021	

HMRC	£3657.72
Staff PAYE June 2021	

D&G Bus Ltd	£3076.00
93 Bus April 2021	

D& G Bus Services	£2922.20
93 Bus May 2021	

Staffordshire Moorlands District Council Business Rates, Town Hall - May	£2027.00
Staffordshire Moorlands District Council Business Rates, Town Hall - June	£2027.00
Moorland Contract Cleaning Bus Hub Cleaning, April 2021	£1315.32
Moorland Contract Cleaning Bus Hub Cleaning, May 2021	£1315.32
Moorland Contract Cleaning Visitor Centre Cleaning, April 2021	£1178.63
Moorland Contract Cleaning Visitor Centre Cleaning, May 2021	£1178.63
R G Standell Lengthsman Work April 2021	£684.00
Rialtas Year End Closedown 25/05/2021	£672.00
Prism IT Support May - June 2021	£534.37
Ash Waste Services Town Burial Ground Bins June 2021	£515.88
Expenditure below £500	
Npower BT Kiosk Electricity Supply 04.2020-03-2021	£485.43
Brian Webster Plumbing and Heating Installation of Water Heater, Visitor Centre	£470.00

Rialtas Annual Support and Maintenance 21/22	£464.40
Applied Logo Services Fleeces, Trousers, Poloshirts	£390.54
Sovering Planned Services Ltd Routine AirCon Maintenance	£280.99
Moorlands Contract Janitorial Cleaning Products	£198.90
Prism Telephone Costs April 2021	£189.77
Prism Telephone Costs May 2021	£189.77
Cash Market Stall Erection June 2021	£180.00
Staffordshire Moorlands District Council Business Rates, Bus Hub Toilets	£166.00
Staffordshire Moorlands District Council Business Rates, Bus Hub Toilets	£166.00
Business Products Paper	£150.00
Myers and Co Employer Assist May-June 2021	£150.00
Myers and Co Employer Assist Jun -Jul 2021	£150.00

Fifteen Group Wifi and Mobile phone costs, Jun 2021	£102.00
Fifteen Group Wifi and Mobile phone costs, May 2021	£102.00
Business Products Photocopier Usage May 2021	£100.87
Moorside Memorials Returfing, St Lawrences Church Yard	£80.00
Brian Carter Volunteer Expenses, April 2021	£80.00
Katelyn Ball Volunteer Expenses, June 2021	£80.00
SLCC Staff Training	£78.00
Tidysite 24/05/2021 Town Hall Bin Empties	£70.50
Countrywide Grounds Maintenance Springfield Road Grass Cutting June 2021	£61.40
Water Plus Water charges Bus Hub toilets	£61.40
Countrywide Grounds Maintenance Springfield Road Grass Cutting May 2021	£61.40
Water Plus Water Supply, Town Burial Ground	£59.52

Clarke's Safety Mirrors Stainless Steel Mirror	£58.08
Jodie Hancock Reimbursement, frames, cutlery	£35.00
TidySite Town Hall Bin Empties 01/06/2021	£26.70
Tidysite Town Hall Bins 17/05/2021	£26.70
Water Plus Water Supply, Woodhouse Burial Ground	£22.89
Tidysite Town Hall Bin Empty 30/04/2021	£20.70
Moorside Memorials Rodding	£18.00
Scottish Power Electricity, Station Road	£17.62
E.On Next Electricity, Town Hall Christmas Lights Acc April 2021	£8.44
WaterLogic Cooler Rental May 2021	£6.00
Sarah Haydon Reimburse: Meter Cabinet Keys	£5.28
Susan Booth Travel Expenses	£2.15

Natwest – Credit Card May 2021**£587.05**

Staffordshire County Council Highways Search - Station Road	£92.40
Amazon Stationery	£87.96
Amazon Desk equipment - Monitor Risers	£61.47
Shelter Training - Universal Credit	£60.00
OpenSpaces 2021/22 Subscription Cost	£45.00
Stationery Office Health and Safety Posters	£45.00
Amazon DSE equipment - back supports	£41.06
SP Services First Aid Refills	£40.72
Amazon DSE equipment - back supports	£28.99
Post Office Counter Agenda Postage	£21.51
Shuttershock Subscription Cost	£19.00
192.com 192.com search credits	£17.94

Giff Gaff Office Mobile Phone	£8.00
Giffgaff Caretakers Mobile phone	£8.00
Land Registry Title Search	£6.00
Facebook Advert boost	£4.00
Natwest – Credit Card June 2021	£910.98
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HSQE Staff Training - Health & Safety	£384.00
Zoom Annual Subscription	£143.88
A J Philpott Timber and Steel	£129.43
SLCC Enterprisses Staff Training	£90.00
Eventbrite NALC Training	£38.93
Amazon Varnish	£37.59
Spvices First Aid Refills	£27.54

Arco Respirator	£22.61
Shutterstock Monthly Subscription May 2021	£19.00
Giffgaff Caretaker Mobile Phone May 21	£8.00
Giffgaff Office Mobile	£8.00
Facebook Advert	£2.00
Petty Cash	£45.69
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Snelsons Keysafe	£21.95
Pound Store Stationery	£8.99
Sainsbury's Cleaning Supplies	£7.25
Sainsbury's Gardening Gloves	£5.00
Sainsbury's Cleaning Supplies	£2.50

To note that the following payments will be issued to address a shortfall in payments already approved, in April 2021; to include VAT.

ADT	£336.04
Payment to cover shortfall of Intruder Alarm Contracts	

ADT	£59.65
Payment to cover shortfall of CCTV Maintenance Contract	

ADT	£228.03
Payment to cover shortfall of Fire Alarm Maintenance Contract	

To note the following payment approved in May 2021 will be paid this month due to delays in receiving the application form.

Biddulph Cannons	£225.00
Councillor Grant, Cllr McLoughlin Councillor Harper.	

Councillor Perkins, Councillor Hart seconded. All voted to approved the accounts paid in June 2021

b) To approve **additional accounts**

Expenditure greater than £500

ADT	£564.32
Grange Country Park Visitor Centre Intruder Alarm	

ADT	£542.93
CCTV repair attendance 10/05 and 14/05/2021	

Expenditure below £500

Rob Standell	£459.00
Lengthsman Work may - Jun 2021	

Prism Telephones, May 2021	£192.25
Market Stall Erectors Market Stall Erection July 2021	£180.00
William Freer Attendance for boiler error	£149.40
Broxap Replacement Straps for Benches	£144.90
Staffordshire Moorlands District Council Premises License 23/06/2021 - 22	£70.00
Tidysite Town Hall Bin Empty 10/05/2021	£47.40
Tidysite Town Hall Bin Empty 07/06/2021	£47.40
Moorland Contract Janitorial Cleaning Products	£7.80
Matthew Hall Reimbursement for hinges	£7.00
Reimbursement for timber supplies	£30.60

To note a corrected amount for the following invoice

Applied Logo Services Branded clothing	£392.62
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- c) To approve payment of grants as awarded at the Finance Strategy and Management Committee, Thursday 17 June 2021.

Organisation applying for grant	Amount Awarded
1st Biddulph Moor Rainbows	250
First Biddulph Moor Scout Group	1500
Biddulph in Bloom	25000
Biddulph Ladies Afternoon Club	300
Brown Lees and District Community Association	400
Biddulph Lifeline	2000
Biddulph Local People's Group	690
Biddulph Royal British Legion	1500
Friends of Biddulph Valley Way	500
Citizens Advice Staffordshire North and Stoke-on-Trent	25000
Christ Church Community Hub	2000
Churnet Sound Radio	1750
Chatterley Victoria Football Club	1330
Douglas Macmillan Hospice	2000
Friends of Bric	978
Knypersley Bowling Club	1000
The Green Tree House	1500
Biddulph & District Youth and Community Orchestra	600

Councillor Perkin moved; Councillor Garvey seconded. All approved.

Meeting ended 7.06pm

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