

**MINUTES OF THE TOWN COUNCIL MEETING
BIDDULPH TOWN COUNCIL
TUESDAY 11 MARCH 2025, 6PM
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR**

PRESENT:

- **Mayor**
Councillor N R Yates
- **Deputy Mayor**
Councillor A C Lawton
- Councillor J I M Garvey
- Councillor K Harper
- Councillor Hawley
- Councillor K J Jackson
- Councillor J Jones
- Councillor C Kisicki
- Councillor A Parkes
- Councillor D Proudlove (18.19)
- 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 Angela Williams – Administration Officer
- Pastor Liz Holdcroft – Life Stream Church
- PCSO Liam Warrilow - Staffordshire Police

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

Pastor Liz Holdcroft 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.

83. PUBLIC PARTICIPATION

Staffordshire Police (**five minutes**)

PCSO Warrilow reported that unfortunately due to technical issues he has not been able to run a full report and can only report on the previous month: 1st February 2025 to 1st March 2025.

PCSO Warrilow reported that the most reported crime has been vehicle crime, which includes damage to vehicles and break ins. Mainly in the Biddulph Moor area; all are being investigated.

PCSO Warrilow reported that anti-social behaviour has decreased from 22 incidents in the previous month to 18 incidents this month.

Councillor Parkes questioned whether the vehicle crime is one group, or multiple incidents. Councillor Jones questioned what progress has been made in relation to recent break ins. PCSO Warrilow stated that the Officer is continuing with the investigation.

PCSO Warrilow reiterated that that all crimes must be reported; Facebook is not monitored by the Police. He stated that online reporting is available and that this is the same as phoning 101, with a shorter waiting time.

Councillor Harper questioned when it comes to recording vehicle crime, what are the guidelines. PCSO Warrilow explained that both a small chip in the paint and a smashed windscreen would be recorded as criminal damage.

It was discussed that Councillors raise their questions before the meeting, to enable PCSOs to prepare the correct statistics and information.

Councillor Proudlove joined the meeting.

84. APOLOGIES

To receive apologies and approve reasons for absence.

- Councillor C Brady
- Councillor N Eardley
- Councillor S Fletcher
- Councillor M A Hopkins
- Councillor A H Hart
- Councillor C Smith

85. DECLARATIONS OF INTEREST

a) To declare any Disclosable Pecuniary Interests & Dispensations
Councillors Rogers and Salt declared an item 98.

b) To declare any Other Disclosable Interests
Councillor Harper declared an interest in item 98.

86. MINUTES

- a) To **approve and sign** the Minutes of the Town Council meeting on Tuesday 11 February 2025

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

- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on Tuesday 11 February 2025

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

- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 18 February 2025

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

- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 18 February 2025

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

87. MAYORS COMMUNICATIONS

The Mayor reported that he had attended a number of events in the previous month.

The Mayor gave his congratulations to the Biddulph in Bloom Pancake day fundraising event, it was very well organised and extremely busy.

The Mayor stated that he had the pleasure of raising the commonwealth flag at the Flash, which was a tradition in Staffordshire Moorlands. It was a fantastic day and a lovely event.

The Mayor reported that the Police Crime Commissioner will be in attendance at Sainsburys this Saturday from 12.15pm.

The Mayor stated that the Civic Ball is upcoming.

The Mayor questioned whether members were happy to suspend Standing Orders to enable a short presentation to take place; this was a surprise. All agreed.

The Mayor presented a medal to the Town Crier for 30-years service and stated:

On behalf of Biddulph Town Council, I would like to thank you for your 30 years of service as the town's Town Crier. We had hoped to recognise this at the end of 2024, but we waited for a Town Council meeting so that we could all celebrate together.

You have served with passion, pride, and a sense of tradition for the past 30 years. You have been the voice of our town, delivering news, proclamations, and announcements, not just with a loud voice, but with heart and dedication.

Through every proclamation, every cry, and every gathering, you have brought us together, helping to preserve the spirit and history of our beloved town.

John, we thank you for your unwavering commitment to our community, for your enthusiasm, and for the years of service you have provided. It has been an absolute pleasure to work with you, and we look forward to many more years.

Councillors joined the Mayor in offering their congratulations.

Standing Orders were reinstated.

88. 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
There was nothing to report.

b) To **receive** an update on health and safety activities (inc. risk management)
The Chief Officer reported that health and safety compliance activity is currently up to date and ongoing. She stated that it had been agreed to add the Health and Safety deputy recruitment to a future Finance Strategy and Management agenda.

Councillor Salt questioned whether there was an update on RAAC. The Chief Officer reported that there had been no communications received.

c) To **receive** an update on 'Biddulph Works Together' project.
Councillor Jackson reported that during the last meeting, he gave thanks to the volunteers for all the work that they do.

89. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE FEBRUARY 2025 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 reported that the Moorlands Parish Assembly main topic of conversation was devolution.

Councillor Garvey reported that he attended the Annual General Meeting for Biddulph in Bloom; he reported that there is now new officers and that the key item was the agreement in principal from Staffordshire Moorlands District Council assets team to create a memorial for Hilda Sheldon, at the entrance to Wharf Road car park.

Councillor Garvey reported that he attended the Annual General Meeting of Biddulph Yarnbombs who offered their thanks to the Biddulph Councillors for the funding received.

90. TO CONSIDER A REQUEST IN RELATION TO THE SAFETY OF LITHIUM-ION BATTERIES (EMAIL ATTACHED)

The Mayor stated that this campaign should be supported.

Councillor Wood agreed that this campaign should be supported; he stated that the fire services struggle to put a fire out that involves these batteries.

Councillor Jackson suggested that Councillors approach the Police and Crime Commissioner when he attends in Sainsburys; Biddulph Town Council should support this campaign.

Proposed by Councillor Garvey to support this campaign; seconded by Councillor Wood. It was **agreed**.

Councillor Salt abstained from the vote.

91. TO RECEIVE AN UPDATE ON THE 'GET OUT. STAY OUT' FIRE SAFETY CAMPAIGN (EMAIL ATTACHED)

The Mayor explained an email regarding the fire safety campaign.

Proposed by Councillor Garvey; seconded by Councillor Proudlove to support the campaign. Councillor Salt abstained from the vote. It was **agreed**.

92. TO RECEIVE AN UPDATE ON THE TOWN HALL FRONTAGE DEVELOPMENT

The Chief Officer noted that work had commenced at the end of February 2025. She had circulated an email to advise Councillors that the contract documents were available to review. This was a large pile of paper; she encouraged Councillors to work through the papers; this includes copies of the plans in a large scale, which are too large to send via email. If there were no questions, she would sign the documents on behalf of the Council. The solicitor, although advising he was not a construction specialist, had given some pointers for issues to consider. The Quantity Surveyor, acting on behalf of the Town Council, had created these documents.

The Chief Officer reported that the next meeting of the project group will take place on the 25th March, where the architect, contractor and Quantity Surveyor will be available to answer questions.

The Chief Officer noted that there is an amount shown on the supplementary accounts for the frontage work; this funding will be reimbursed by the UK Shared Prosperity fund.

Councillor Jackson questioned the memorial bricks deadline, the Chief Officer confirmed that they are on schedule.

93. TO CONFIRM ARRANGEMENTS WITH REGARD TO ENHANCED CCTV PROVISION AT STATION ROAD

The Chief Officer reported that a Grant had been offered from Staffordshire Moorlands District Council for an additional camera at Station Road; a specification is currently being developed regarding this.

94. TO RECEIVE AN UPDATE IN RELATION TO UK SHARED PROSPERITY FUND PAYMENTS BEFORE THE END OF THE FINANCIAL YEAR

The Chief Officer stated that invoices have been submitted for every project where funding has been granted from the UK Shared Prosperity Fund,

Councillor Jackson requested a detailed list of projects which have been funded from Shared Prosperity. He stated that the District Council should complete the same report.

The update was **received**.

95. TO CONFIRM THE OUTCOME OF THE ADVERTISEMENT FOR THE COUNCILLOR VACANCY IN THE EAST WARD

The Chief Officer reported that no one had requested an election should be called for this vacancy. Therefore, the Town Council could co-opt.

96. TO AGREE CO-OPTION OPPORTUNITIES SHOULD BE ADVERTISED AND CO-OPTION FOR TOWN COUNCILLOR VACANCIES SHOULD TAKE PLACE ON 8 APRIL 2025

Councillor Salt suggested training for all Councillors to clarify the process.

Councillor Jackson requested that the Chief Officer print off information for those who want to apply.

It was agreed to advertise the positions on Wednesday 12 March 2025.

It was proposed by Councillor Salt to schedule a half an hour session prior to the co-option meeting, for training; seconded by Councillor Garvey. All **agreed to move forward with co-option.**

97. TO AGREE THAT A WORKING GROUP SHOULD BE ESTABLISHED TO CONSIDER LOCAL GOVERNMENT REORGANISATION AND DEVOLUTION; THIS GROUP WILL REPORT DIRECTLY TO THE TOWN COUNCIL

There was a general discussion about the current reorganisation timescales.

Proposed by Councillor Garvey; seconded by Councillor Harper to establish a group. All **agreed.**

98. ACCOUNTS & FINANCE

a) To **approve** accounts to be paid in March 2025:

Expenditure over £500			
Octopus	Electricity – Town Hall	January	1320.90
SMDC	Business Rates – TH	March	2389.00
Sandyford Properties Investments Ltd	Rent & Service Charges – Brownlees Storage Unit	March	648.00
EDF	GAS – Town Hall	December	3738.36
Prism Solutions	Software Licensing, Security & Support	March	1044.14
R.G.S	Repair Works Long Valley Way		2930.00
InfoTrack	Visitor Centre	Searches	968.08
Octopus Energy	Electricity – Visitor Centre	February	589.55
EDF	GAS – Town Hall	01.01.25 – 07.02.25	5251.04
Gallagher – Hiscox Insurance Company	Town Council Insurance	28/02/25 – 27/02/26	3121.04
BPA (Services) Limited	CDM Principal Designer	Town Hall Frontage	3060.00
EDF	Gas – Town Hall	08.02.25 – 01.03.25	2782.58
AV Parts Master Ltd	Sound Screens	Town Hall	834.00
Thomann GmbH	Sound Speakers	Town Hall	659.00
Easy Panels (UPC & Roofing Ltd)	Sound Panelling	Town Hall	1309.08
Muffle Acoustics Ltd	Acoustic Panels	Town Hall	1294.27
Moorland Contract Cleaning	Visitor Centre – Cleaning	February	1073.63
Moorland Contract Cleaning	Bus Hub – Cleaning	February	1670.53
Octopus Energy	Electricity – Town Hall	February	1233.84

C J Skelhorne Jewellers	Retired Shields from Mayors Chain reworked and Framed		3082.12
C J Skelhorne Jewellers	Mayors Chain Work	4 new pins and Town Crier Jewel	487.51

Expenditure less than £500			
Standard Life	Pension Voluntary Contribution	March	200.00
HSL Compliance Limited	Legionella Risk Assessment	Visitor Centre	330.00
HSL Compliance Limited	Legionella Risk Assessment	Bus Hub	330.00
HSL Compliance Limited	Legionella Risk Assessment	Town Hall	474.00
B.Webster Plumbing & Heating	Town Hall	Toilet repair	220.00
Bullock Bosson		2x Office Chairs	525.60
Waterplus	Town Hall – water Supply	12 Nov – 12 Feb	48.58
SMDC	Business Rates – Storage Unit	March	182.00
TEAM (Energy Auditing Agency Ltd)	DEC Certificate	Town Hall	211.20
Unity Trust	Services Charges	February	19.95
Tidysite Skip Services	Bin Emptying w/c 10/02/25	Inv 150907	205.14
Tidysite Skip Services	Bin Emptying w/c	Inv 151698	92.58
Octopus Energy	Electricity – Bus Hub (DD)	February	103.89
NatWest	Bank Charges DD	January Charges	3.15
Myers & Co	HR Assist	12 th Feb – 11 th March	150.00
Waterplus	TBG – Water Supply	12 Jan – 12 Feb	26.03
Waterplus	Brown Lees Storage Unit – Water Supply	12 Jan – 12 Feb	20.88
Waterplus	Moorland Rd Allotments – Water Supply	01 Feb – 01 March	9.15
Concept Elevators (UK) Ltd	Annual Service Contract 2x units – Town hall	01/02/25 – 31/01/26	213.70
K. Wood	Window Cleaning – TH	February	114.00
Reliance High Tech Ltd	Lone Worker Devices	Feb	77.52
Euro Digital Systems	Printing	26 Jan – 25 Feb	99.97
Tidysite Skip Services	Bin Emptying w/c 24/02/25	INV 151416	148.86
Tidysite Skip Services	Bin Emptying w/c 17/02	Inv 151151	92.58
Unity Trust	Service Charges	January	15.45
The National Allotment Society	Annual Membership		84.00
Tonis Treats	BLPG Refreshments 11/2	INV 72	50.00

Tonis Treats	Feast & Flicks Refreshments 12/2	INV 73	60.00
Tonis Treats	BLPG Refreshments 18/2	INV 75	50.00
David. B Limited	Town hall Frontage	Quantity Surveying Services INV 20060/2	472.60
Moorland Contract Janitorial Ltd	Cleaning Supplies – Bus Hub	INV 4054	22.50
TJB Pest Control	Rat Treatment	WBG	150.00
Right Choice Domestic	Plaque Repairs	Gillow Heath Old Railway Station / Well on Tower Hill Road	50.00
Biddulph Library (Payment to Barewall for Artwork reframing)	Town Councillor Grant Scheme 24-25	Via Cllr Lawton	250.00
Squirrel Hayes 1 st School	Town Councillor Grant Scheme 24-25	Via Cllr Harper	250.00
Value Products Ltd	Safety Sign – Danger Deep Water	Butterfly Garden	82.61
Ignite Facilities	Boiler Callout	Town Hall	200.22
Waterplus	Brown Lees Storage Unit – Water Supply	12 Feb – 1 March	32.33
Waterplus	Visitor Centre – Water Supply	04 Feb – 01 March	33.13
Eon Next	Christmas Lights Supply	01.02.25 – 28.02.25	16.46
Heaton House Farm	Christmas Tree Delivery		72.00
Heaton House Farm	Christmas Tree	Biddulph Moor	576.00
Heaton House Farm	Christmas Tree	Town Hall	588.00

Credit Card			
GiffGaff	Mobile Phones	March	8.00
GiffGaff	Mobile Phones	March	8.00
GiffGaff	Mobile Phones	March	8.00
Sainsburys	Feast and Flicks 12/02/25	Refreshments	13.30
Sainsburys	Emergency Food – Resident		12.44
Sainsburys	Dementia Approach	Refreshments	14.00
Sainsburys	Councillor - Get Well Gift		20.70
MMU	Associate Membership		96.00
Sainsbury's	Refreshments		6.40
Canva	Annual Subscription		99.99
Amazon	Plant nourishing pellets		47.94
Amazon	Multipurpose Scissors		5.38
Amazon	Batteries & coffee		24.44

Amazon	Notebooks		16.99
Amazon	Vacuum Brush attachment		6.38
Amazon	Microphone Adaptor		6.49
Amazon	Microphone Holder		7.87

b) To approve supplementary accounts (to be tabled)

Expenditure over £500			
Salaries	March		16518.04
HMRC	PAYE	March	4188.47
Staff Pensions	Pensions	March	5982.56
D&G Buses	93 Bus Service	February	3173.00
Staffordshire Wildlife Trust	Fishing Ticket Sales Payout	Apr 2024-March 2025	630.00
Christopher Taylor Design Limited	Architects Fee	Town Hall Frontage	610.80
RGS	Cleaning	Burial Ground	850.00
RGS	Grass cutting	1 st Payment 2025	9850.00
RGS	Lengthsman Work	7 th Feb – 7 th March	1340.00
Halfen Building Contractors	Interim Valuation 1	Town Hall Frontage	67138.34
Expenditure less than £500			
CASH	Volunteer Expenses (£200), Petty Cash (£48.65)	March	248.65
BYCZ	BWT Warm Spaces		400.00
Right Choice Domestic	Fitting Sound Boards	Town Hall	450.00
J Hancock	Travel Expenses	Totally Stoked training	4.50
J Hancock	Parking Expenses	Sainsburys - Feb	31.75
S Haydon	Travel & Parking Expenses	Feb/March	31.74
Concept Elevators (UK) Ltd	Service Annual Contract	Town Hall x2 units	213.70
W Rogers	Travel Expenses	SPCA Meeting Feb / Day of reflection Leek	17.10
M Warman	Reimbursement	Paint – Town Hall	36.00
Rolux UK Ltd	Roller Shutter – Service	Bus Hub	144.00
Tidysite Skip Services	Bin Emptying w/c 10/03/25	INV 151953	205.14

Maximon Solutions	Radio Battery packs & Charger	(Market Grant Funded)	233.99
Hanley Print Services	Leaflets	(Market Grant Funded)	305.00
A Williams	Travel Expenses	1 Aug 24 – 3 March 25	16.65
Clearway	CCTV repair		179.40
P F Cusack	Traffic Cones	(Market Grant Funded)	172.50

Credit Card			
Sainsburys	Emergency Food Parcel – Resident	BWT	22.33
IKEA	Bookcase/Shelving & Lights	(Market Grant Funded)	248.00

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

The meeting ended at 7.20pm

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