

**MINUTES OF THE TOWN COUNCIL MEETING
BIDDULPH TOWN COUNCIL
TUESDAY 10 JUNE 2025, 6PM
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR**

PRESENT:

- **The Mayor:**
Councillor A C Lawton
- **Deputy Mayor**
Councillor C Smith
- Councillor C Brady
- Councillor Rev. Y Case
- Councillor S Fletcher
- Councillor D J Hawley
- Councillor A H Hart
- Councillor M A Hopkins
- Councillor K J Jackson
- Councillor J T Jones
- Councillor C Kisicki
- Councillor A C W Parkes
- Councillor D Proudlove
- Councillor J Redfern
- Councillor W Rogers
- Councillor N R Yates

Councillors Kisicki, Smith and Yates 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 Margaret Warman – Compliance and Governance Officer
- Mrs Angela Williams – Administration Officer
- Pastor Mark Holdcroft – Lifestream Church
- PCSO Josh Carter- Staffordshire Police
- Mr John Robinson – Town Crier
- Councillor Egginton – County Council
- 4 members of Public

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

Mark Holdcroft led the Town Council in Prayer.

The Mayor, Councillor Lawton, recited the disclaimer regarding the recording of the meeting.

1. PUBLIC PARTICIPATION

Staffordshire Police (five minutes)

Councillor Yates reported an incident regarding a fire on Dorset Drive. PCSO Carter replied that the area will be included in the 'watch list', but that this had not been reported.

Councillor Jones reported an incident with an e-scooter riding through the Town Centre on the pavement. PCSO Carter explained the difference in the law regarding scooters/ bikes. He agreed to add this to their 'watch list' and noted ongoing investigations.

County Councillors (five minutes)

Apologies were received from Councillor Mike Broom.

Councillor Egginton introduced himself as the new Reform County Councillor for Biddulph South and Endon. He explained that he had recently received his training and is looking forward to working with the Town Council. He would speak to Highways about the issue of e-bikes/ scooters.

Councillor Jackson welcomed Councillor Egginton and offered his congratulations.

Councillor Jones queried whether there were any updates with regard to gas extraction issues and requested an update next month.

Councillor Redfern stated that Colwyn Drive pavements require attention. This may be a project for his Divisional Highways Programme funding.

Councillor Yates stated that footpath work needs to be prioritised, especially those areas of the town with elderly residents; he noted that Lyneside Road and Washington Close are particularly dangerous.

2. APOLOGIES

Apologies and reasons for absence were approved:

- Councillor N Eardley
- Councillor A K Harper
- Councillor J I M Garvey
- Councillor C Wood (Absent)
- Councillor J Salt

3. DECLARATIONS OF INTEREST

a) To declare any Disclosable Pecuniary Interests & Dispensations
Nothing to declare.

b) To declare any Other Disclosable Interests
None to declare.

4. TO RECEIVE TWO PRESENTATIONS FROM CO-OPTION APPLICANTS FOR ONE EAST WARD VACANCY:

- Each candidate will remain outside the Council Chamber whilst the other is presenting.
- A brief verbal presentation will be delivered by each candidate, taking no more than five minutes.
- There should be no discussion of the presentations, but clarification could be sought on particular issues.
- If further discussion is necessary, this may be referred by resolution to a confidential section of the agenda.
- Following presentations by candidates, the Mayor will call for nominations, which should be duly proposed and seconded. This will determine suitable candidates.
- When all the nominations have been received, a vote should be taken.

PLEASE VIEW THE CO-OPTION POLICY FOR FURTHER INFORMATION.

There were two applications. Mr Norris Lawton was in attendance to deliver a presentation; Mrs Nicola Allen Hill was not in attendance; however, the Chief Officer had agreed to read a letter on her behalf.

Following the presentations and brief question for Mr Lawton, the Mayor called for proposals for each candidate.

It was proposed by Councillor Hart to enter into a confidential session (in line with the policy); seconded by Councillor Hawley. All **agreed**.

It was agreed that Mr Norris Lawton would be co-opted to the position of Councillors for Biddulph East.

5. MINUTES

- a) To **approve and sign** the Minutes of the Annual Meeting of the Town Council on Tuesday 13 May 2025

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

- b) To **approve and sign** the Notes of the Annual Town Meeting held on Tuesday 20 May 2025

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

- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 20 May 2025

Proposed by Councillor Jones; seconded by Councillor Hopkins. All **agreed**.
They were **received**.

- d) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 27 May 2025

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

6. MAYORS COMMUNICATIONS

The Mayor reported that he had represented Biddulph at a number of civic functions across the neighbouring parishes.

The Mayor reported that he was in attendance of the unveiling of the garden in memory of Hilda Sheldon, at Wharf Road.

Councillor Proudlove left the meeting at 7.05pm

The Mayor reported that the Mayor's Civic Service will take place on Sunday 15 June, at 10.45am. Followed by light refreshments.

7. 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 reported that the Local Government Reorganisation and Devolution Working Group had met, however there are no updates in relation to the Town Council Assets.

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

The Chief Officer reported that Councillor Harper has not been in attendance due to ill health.

The Chief Officer reported that online training has been started for all staff, provided by the insurance provider.

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

Councillor Jackson stated that it is a privilege to Chair the Biddulph Works Together group, he noted that the meetings are a great opportunity for community groups to share knowledge and expertise.

The Chief Officer reported that the group provided approximately 7000 free meals around the town in 2024-25. She also reported that it was agreed to host a volunteers fair later in the year, to showcase the work of the groups and hopefully recruit more volunteers.

Councillor Redfern stated that it was pleasing to read the report on Biddulph Works Together.

8. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE APRIL 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 Kisicki reported that Biddulph in Bloom recently had a very well attended meeting, he reported that they are considering replacing the street furniture outside B&M and at other locations.

Councillor Jackson advised that the residents need to be consulted if benches are placed outside the shops on Kingsfield Road.

There was a discussion regarding who would need to be contacted regarding the entrance to the Country Park. Councillor Jones thought it might be Staffordshire Wildlife Trust.

Councillor Hart reported that he will attend the next meeting for Moorlands Partnership Board.

Councillor Smith will be presenting to Kingsfield First School as part of her Fairtrade activities.

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

The Chief Officer advised that at the last meeting she had reported that there was an issue with the supply of bricks; the bricks are now on-site.

The Chief Officer reported that there are ongoing discussions regarding the planting schemes, and she is looking into an environment grant to support the planting of trees.

The Chief Officer reported there are no indications of any delays.

Councillor Jackson queried the date of the next meeting with the project team.

10. 2024-25 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.

1. Proposed by Councillor Smith; seconded by Councillor Jones. All **agreed**.
2. Proposed by Councillor Smith; seconded by Councillor Hawley. All **agreed**.
3. Proposed by Councillor Smith; seconded by Councillor Jones. All **agreed**.
4. Proposed by Councillor Smith; seconded by Councillor Yates. All **agreed**.
5. Proposed by Councillor Smith; seconded by Councillor Yates. All **agreed**.
6. Proposed by Councillor Hawley; seconded by Councillor Smith. All **agreed**.
7. Proposed by Councillor Hawley; seconded by Councillor Smith. All **agreed**.
8. Proposed by Councillor Smith; seconded by Councillor Yates. All **agreed**.

It was noted that the Town Council have no trust funds therefore number 9 is not applicable.

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

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

Councillor Rogers gave his thanks to the internal controllers, Councillors Hawley and Eardley, and the Staff.

11. ITEM REQUESTED BY COUNCILLOR JACKSON: TO CONSIDER SENDING DELEGATES TO THE LOCAL GOVERNMENT ASSOCIATION CONFERENCE IN JULY 2025

Councillor Jackson apologised as there was some confusion about which conference the Town Council should attend. He explained that by sending a representative it would be a good opportunity to network, and making connections with other organisations. Councillor Jones was in agreement. The Chief Officer would make further investigations.

It was proposed by Councillor Jackson to send a representative to the conference; seconded by Councillor Jones. All **agreed**.

12. TO CONFIRM THAT COUNCILLORS REDFERN AND YATES WILL BECOME MEMBERS OF THE PLANNING COMMITTEE

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

13. TO CONFIRM A LIST OF POTENTIAL UK SHARED PROSPERITY FUND PROJECTS TO BE SUBMITTED TO THE DISTRICT COUNCIL (TO BE TABLED)

The Chief Officer stated that there is funding available, however, she had been advised that only one grant application would be considered for each tranche. The Chief Officer tabled options. A discussion took place regarding the first priorities and second priorities; these were proposed by Councillor Smith; seconded by Councillor Jones. All **agreed**.

14. AN INTRODUCTION TO THE 'YEAR IN REVIEW' DOCUMENT FOR 2024-25

The Chief Officer advised that this document had been circulated at the Annual Town Meeting. The document summarised the work of the Town Council, and it was evident that there are a significant number of workflows, and interactions with the public. This was **received**.

15. ACCOUNTS & FINANCE

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

Expenditure over £500			
SMDC	Business Rates – TH	June	2428.00
Sandyford Property Services	Rent and Service Charges – Brown Lees Storage Unit	June	648.00
Prism	Software & Licensing	June	1044.14
David B Limited	Professional Fees	Town Hall Frontage	945.20
Prism	Cyber Essentials Upgrade	Town Hall	2748.00
Ctd Architects	Professional Fees	Town hall Frontage	1041.60
Octopus Energy	Electricity – Town Hall (DD)	30 Apr – 01 Jun	1126.14
Npower Business Solutions	Red Phone Box Lighting	Apr 24 – 31 Mar 25	934.43
Npower Business Solutions	Christmas Illuminations Unmetered Supply	Apr 24 – 31 Mar 25	922.87

Expenditure less than £500			
Standard Life	Pension Voluntary Contribution	June	250.00
Waterplus	WBG – water Supply	12 Feb – 12 May	38.56
Waterplus	TBG – water Supply	12 April -12 May	45.86
Scottish Power	Station Road	08 Feb – 09 May	59.25
Clearway	Intruder alarm Callout	Town Hall	119.10

SMDC	Business Rates – Storage Unit	June	189.00
Calbarrie	PAT Testing	Visitor Centre	18.22
Calbarrie	PAT Testing	Town Hall	198.72
B Webster Plumbing & Heating	Plumbing repairs	Town Hall, Bus Hub & Visitor Centre	385.00
Myers & Co	HR Assist	12 th May – 11 th June	150.00
Octopus Energy	Electricity – Bus Hub (DD)	30 Apr – 31 May	107.82
Kingsfield Singers	VE Day Event	Entertainment	100.00
Biddulph Male Voice Choir	VE Day Event	Entertainment	220.00
David Oakes	Returf TBG		470.00
Clearway Fire and Security Ltd	Intruder Alarm Replacements	Visitor Centre	491.32
GWK Structural Solutions Ltd	Structural Engineer Visit	Town Hall Frontage	336.00
Jonathan Whilock	Highland Bagpipes	VE Day Celebration	150.00
Reliance High Tech	Lone Working Devices	May	37.80
Prism	Phone Charges	Apr	294.63
Tidysite Skip Services	Bin Emptying w/c 19/05/25	INV 154583	170.24
Electrical Installation Supplies	LED Lamps	Town Hall	120.39
Euro Digital Systems	Printing – 26 Apr – 25 May		134.23
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall	INV 4237	204.12
Moorland Contract Janitorial Ltd	Cleaning Supplies – Bus Hub	INV 4248	54.18
Cinema For All	Membership renewal	25-26	110.00
Door Maintenance Specialists	Automatic Doors 6 monthly Service	Town hall	180.00
Tidysite Skip Services	Bin Emptying w/c 02/06/25	INV 155092	232.14
Angela Williams	Reimbursement – 3x Watering cans	Burial Grounds	12.00
Tonis Treats	Mayor Making	Refreshments	210.00
Tonis Treats	Feast & Flicks 14/05– BWT	Refreshments	75.00
Tonis Treats	Cakes for Inspirational Women's Event	Victoria Centre	50.00
Tonis Treats	Tea with Town Council	Refreshments	30.00
Susan Booth	Eye Test/ Glass Contribution & Parking Reimbursements	May + 3 Month Pass	149.00
Octopus Energy	Electricity – Visitor Centre (DD)	29 Apr – 31 May	484.45

Tidysite Skip Services	Bin Emptying w/c 26/05	INV 154863	108.35
Eon Next	Electricity – Christmas Lights Supply	May	18.23
Waterplus	Water Supply – May 2025	Storage Unit	19.76
EDF	Gas – Town Hall	1 May – 31 May	282.21
Waterplus	Water Supply – May 2025	Visitor Centre	67.39
Waterplus	Water Supply – May 2025	Moorland Rd Allotment	8.26
Prism	Replacement Docking Station	Chief Officer's Computer	234.77

Credit Card			
GiffGaff	Mobile Phones	June	8.00
GiffGaff	Mobile Phones	June	8.00
GiffGaff	Mobile Phones	June	8.00
Argos	Bluetooth Party Speaker		604.90
Sainsburys	Inspirational Women's Event	Refreshments	35.80
Sainsburys	Tea with Town Council & Meetings	Refreshments	19.45
Sainsburys	Feast & Flicks 14/5	Refreshments	39.10
Facebook	Social Media Advertising		54.36
Castors online	Chair Trolley - Wheels	Town Hall	35.98
Screwfix	Smoke & Heat Alarms	Town Hall	45.98

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

b) To approve supplementary accounts (to be tabled)

Expenditure over £500			
Salaries	June		16773.87
HMRC	PAYE	June	4984.21
Staff Pensions	Pensions	June	5875.36
R.G.S	Lengthsman Work	May/June	2360.00
Ignite Facilities	Boiler Service	Town Hall	611.10
Moorland Contract Cleaning	Cleaning - May	Visitor Centre	1134.01
Moorland Contract Cleaning	Cleaning - May	Bus Hub	1743.32
Halfen Limited	Town Hall Frontage		29818.93

Expenditure less than £500			
CASH	Volunteer Expenses (£160.00), Petty Cash (£39.63)	June	199.63
Sarah Haydon	Reimbursement	Plants for St Johns Road	44.02
Ignite Facilities	Boiler Service	Visitor Centre	308.70
Filmbankmedia	Biddulph Scratch Screening	"Twisters" (June)	164.40
K Wood	Window Cleaning (June)	INV KW126	70.00
NatWest	Bank Charges	May	2.10
Oldham Council	CCIN Membership Fees	2024/25	250.00
Adrian Lawton	Mayoral Travel Expenses	May	28.35
Gary Smith's Electrical Ltd	Lighting Repairs	Town Hall	320.00
AES	Transport of Gazebos		183.00
Jodie Hancock	Travel Expenses	Monthly Parking and travel station	38.81
Jodie Hancock	Travel Expenses	Community Cinema Training	9.90

Credit Card			
Land Registry	Searches	Ref: 1000007759436	14.00
Land Registry	Searches	Ref: 1000007759343	14.00
Land Registry	Searches	Ref: 1000007759309	14.00
Land Registry	Searches	Ref: 1000007759248	14.00
Land Registry	Searches	Ref: 1000007759088	14.00
Land Registry	Searches	Ref: 1000007758126	14.00
Land Registry	Searches	Ref: 1000007758315	14.00
Land Registry	Searches	Ref: 1000007758240	14.00
Land Registry	Searches	Ref: 1000007758634	14.00
Land Registry	Searches	Ref: 1000007758536	14.00
Land Registry	Searches	Ref: 1000007758473	14.00
Land Registry	Searches	Ref: 1000007758126	14.00

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

The meeting ended at 7.56pm.

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