

**MINUTES OF THE TOWN COUNCIL MEETING  
BIDDULPH TOWN COUNCIL  
TUESDAY 11 NOVEMBER 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 J I M Garvey
- Councillor M A Hopkins
- Councillor D Hawley
- Councillor D Proudlove
- Councillor J Jones
- Councillor K J Jackson
- Councillor C Kisicki
- Councillor A C W Parkes
- Councillor J Redfern
- Councillor W Rogers
- Councillor N R Yates
- 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
- PCSO Scott Parry – Staffordshire Police
- PCSO Georgina Cantrall – Staffordshire Police
- Reverent Darren Fraser
- Two members of public

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

Reverend Drain led the Town Council in Prayer.

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

There was a minute's silence for members to remember Councillor Sylvia Rushton who had recently passed away.

## **56. PUBLIC PARTICIPATION**

The Mayor to receive a cheque from the Biddulph Yarnbarms.

Mrs Sue Garvey presented the Mayor with a donation from the recent 'CATE' event, which took place on 1 November 2025. A share of the profits, amounting to £450, were presented on behalf of the Yarnbombs for the Mayor's Charity.

Staffordshire Police (**five minutes**)

Councillor Yates noted that he had received complaints again about Station Road and Craigside parking, which was too close to the traffic lights; he asked police to advise residents that the area is a clearway.

Councillor Garvey requested an update on motorcycle antisocial behaviours. PCSO Parry explained that it is classed as ASB and there are ongoing investigations.

Councillor Jackson noted that there was an ongoing consultation in relation to the reduction of PCSO hours. Councillor Jackson proposed to add to the Town and Community Committee agenda for further discussion; seconded by Councillor Garvey. All agreed.

Councillor Smith requested social media alerts to be sent out to inform parents of the legality of motorcycles on the run up to Christmas.

## **57. TO RECEIVE AN UPDATE FROM COUNTY COUNCIL REPRESENTATIVES**

The Mayor reported that no apologies have been received from County Council representatives.

Councillor Jones had a list of different incidents that had been reported to the County Councillors, which he would have liked to discuss. He has received no via email.

Councillor Yates noted that later on in the agenda, two calming measures will be discussed; the input from the County Councillors would be vital.

There was a discussion regarding the absence of the County Councillors, it was agreed that it was disappointing.

Councillor Wood proposed that the Town Council should write to the leader of the County Council, expressing the Town Council's disappointment and requesting that County Councillors should be encouraged to attend; seconded by Councillor Jackson. All agreed, forthwith.

**58. TO RECEIVE A PRESENTATION FROM SARAH ROBERTS - SUPPORT STAFFORDSHIRE  
'LOCAL HELP MY WAY' PROJECT**

The Mayor introduced Sarah Roberts from Support Staffordshire who gave a presentation regarding the new project, 'Local help my way' funded by the County Council. The project aims to raise awareness about a new local support scheme for micro-providers who will be able to provide tailored local care and support in the home.

Sarah reported that there are two sides to the project: economic development and support for the social care system. It is a 2-year pilot project.

The website will be available from next week. Micro-providers will then be able to join. Following this, people can go online to choose a support provider.

Sarah requested that the information be shared with members of the community to advise them of the website and project. She would update the Chief Officer when the website was live.

**59. APOLOGIES**

- Councillor N Eardley
- Councillor S Fletcher (Absent)
- Councillor A K Harper
- Councillor A H Hart
- Councillor N Lawton
- Councillor J Salt (Absent)

**60. DECLARATIONS OF INTEREST**

- a)** To declare any Disclosable Pecuniary Interests & Dispensations

The Mayor declared an interest in item 66a as a result of travel expenses.

- b)** To declare any Other Disclosable Interests

Nothing to declare.

**61. MINUTES**

- a)** To **approve and sign** the Minutes of the meeting of the Town Council on Tuesday 14 October 2025

<https://biddulph.co.uk/wp-content/uploads/2025/12/Minutes-Town-Council-14-October-2025-DRAFT-inc-confid.pdf>

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

- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting on Tuesday 14 October 2025

<https://biddulph.co.uk/wp-content/uploads/2025/12/Minutes-Recreation-and-Amenities-14-October-2025-Draft-Inc-confid.pdf>

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

- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 21 October 2025

<https://biddulph.co.uk/wp-content/uploads/2025/12/Minutes-Planning-21-October-2025-DRAFT.pdf>

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

- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 21 October 2025

<https://biddulph.co.uk/wp-content/uploads/2025/12/Minutes-Town-and-Community-21-October-Draft-inc-confid.pdf>

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

- e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 28 October 2025

<https://biddulph.co.uk/wp-content/uploads/2025/12/Minutes-Finance-28-October-2025-DRAFT-Inc-Confidential.pdf>

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

## **62. MAYORS COMMUNICATIONS**

The Mayor reported that he attended a number of events, including the funeral of Sylvia Rushton. He looked forward to Christmas activities in the following month.

## **63. TO RECEIVE A RESPONSE FROM THE COUNTY COUNCIL IN RELATION TO THE INSTALLATION OF FLAGS ON COUNTY COUNCIL PROPERTY (ATTACHED)**

The Mayor invited Councillor Garvey to give an update to the response.

Councillor Garvey proposed that the Chief Officer write to both the leader and Chief Executive of Staffordshire County Council, requesting answers to the questions previously raised; seconded by Councillor Jackson. All agreed.

## **64. 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

No updates.

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

No updates.

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

The Chief Officer reported that the Biddulph Works Together leaflet will be circulated this week, full of all the projects offering free food, warm spaces and opportunities for people to reduce social isolation.

The Chief Officer reported that during the previous meeting, the Library had noted a current consultation. Councillor Jackson urged councillors to fill out the survey. Councillor Jackson requested that the survey be put on a future Town and Community Committee agenda. Seconded by Councillor Smith. All **Agreed**.

**65. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE OCTOBER 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 Garvey reported that he attended the Fairtrade Group AGM, where it was reported that fairtrade activities were moving towards supporting farms. The poster competition was very well supported this year. The group hoped that the Homegrown and Handmade event would take place again next year.

Councillor Rogers reported that the AGM for the Staffordshire Parish Councils Association will take place later this month.

**66. ACCOUNTS & FINANCE**

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

<b>Expenditure over £500</b>			
Telford & Wrekin Co-operative Council	Garden of Remembrance – Consultancy Works		1103.34
E-on Energy Solutions	Street Lantern Replacement		821.90
Prism	Software Licensing – 30.10.25 – 29.11.25	Inv 228497	1044.14
Ignite Facilities Ltd	Repairs to Boiler – Inv 602123	Town Hall	6498.86
SMDC	Business Rates – TH	November	2428.00
SMDC	Business Rates – TH	December	2428.00

Sandyford Property Services	Rent and Service Charges – Brown Lees Storage Unit	November	648.00
Moorland Contract Cleaning	Visitor Centre - Cleaning	October	1134.01
Moorland Contract Cleaning	Bus Hub - Cleaning	October	1802.75
Amanda For Blinds	Blinds – Balance	Chamber	581.00
Creative Characters	Panda	Chinese New Year	550.00
Concept Elevators	Lift Repair	Town Hall	502.16

<b>Expenditure less than £500</b>			
Concept Elevators (UK) Ltd	Callout to Lift – Fault	Town Hall	133.56
Ignite Facilities Ltd	Callout to Heating – Police Offices	Town Hall	173.22
Reliance High Tech	Lone Working Devices	October	37.80
SMDC	Business Rates – Storage Unit	November	189.00
SMDC	Business Rates – Storage Unit	December	189.00
Adrian Lawton	Mayoral Travel Expenses	Sep & Oct 2025	67.80
Unity Trust	Bank Charges	September	19.05
Myers & Co	HR Assist	12 <sup>th</sup> Oct – 11 <sup>th</sup> Nov	150.00
Wizard of Arts	Entertainer – Face Painter	Christmas Lights Switch On 2025	150.00
Tidysite Skip Services	Bin Emptying w/c 27/10/25	Inv 160733	108.35
Euro Digital Systems	Printing – 26 Jul to Aug 25	Inv 151179	90.04
The Green Tree House	BWT – Free Soup/Toast Sessions	Oct – Dec 2025	386.50
SPCA	Chairmanship – Training	Councillor Lawton	42.00
SPCA	Councillor Introduction	Training	48.00
Royal British Legion	Wreath	Remembrance	27.50
Filmbankmedia	The Book of Life – Screening	Biddulph Scratch	169.20
2151 Biddulph (RAFAC)	Town Councillor Grant 25-26	Via Cllrs Fletcher & Redfern	150.00
Euro Digital Systems	Printing – 26 Sep to Oct 25	Inv 154832	142.63
Philip Hardaker	Clean & Restore Biddulph Throne	Mosaic Seat	75.00
Linda Roberts	Allotment work completed by contractor – reimbursed to allotment holder		40.00
Unity Trust Bank plc	Bank Charges	October	25.35
Prism	Phone Charges	September	289.25

SMDC	Annual Licensing Fee	Town Hall	295.00
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<b>Credit Card</b>			
GiffGaff	Mobile Phones	November	8.00
GiffGaff	Mobile Phones	November	8.00
GiffGaff	Mobile Phones	November	8.00
Amazon	Sticky Notes		56.70
Amazon	Projector Stand		32.99
Find a Performer Ltd	Entertainer – Lion - Deposit	Chinese New Year	77.00
Sainsburys	Frames – Awards	Town Hall	17.50
B&M	Frames – Awards	Town Hall	4.99
NAS	Annual Membership	Park Lane Allotments	85.00
City B Group	Gazebo	Library of Things	390.00
Sainsburys	Refreshments	Family Film Day / Meetings	22.20
The Purple Guide	Annual Subscription	25-26	30.00
The Institution of Lighting Professionals			88.00
Argos	Laptop – Admin Use	Library of Things	229.00
Nisbets	Mugs, Digital Thermometer, Ant Bac Wipes, Surface Cleaner		130.10
Nisbets	Knives		89.48
Argos	Urn, Carpet Cleaner, Lawn Scarifier, Mouse Sander, Grass trimmer, Pressure Washer, Cordless Drill, Drain Rod Set, Hedge Trimmer, Leaf Blower & Vac.	Library of Things	771.00
Screwfix	Telescopic Ladder, Post Digger, Safety Specs x5, Rigger Gloves x5, Ear Defenders x5	Library of Things	241.28
Amazon	Heavy Duty Padlock	Library of Things	16.91
Amazon	Metal Detector, Paint Scraper Tool Set, Electronic Wall Scanner/stud finder	Library of Things	73.94
Amazon	Cordless Screwdriver	Library of Things	25.00
Amazon	Wallpaper Stripper	Library of Things	29.99
Amazon	Shelving Units	Library of Things	42.98

Amazon	PAT Testing Stickers & Labels	Library of Things	11.99
Amazon	PAT Testing Logbook	Library of Things	5.99
Amazon	XL Storage Box	Library of Things	152.99
Sainsburys	Cleaning Supplies	Office	5.20

It was noted that the Library of Things items listed from Screwfix are a duplicate from the previous month.

Councillor Yates requested numbers to do with the E-on bill.

Proposed by Councillor Garvey; seconded by Councillor Proudlove. **Agreed.**

**b) To approve supplementary accounts (to be tabled)**

<b>Expenditure over £500</b>			
Salaries		November	18057.91
Octopus Energy	Electricity – Town Hall	October	1158.88
HMRC	Staff PAYE	November	5922.64
Staffordshire Pension Fund		November	6472.95
Octopus Energy	Electricity – Visitor Centre	October	570.34
Hanley Print Services	Banners, Posters, Leaflets	BWT, Library of Things	1296.20
<b>Expenditure less than £500</b>			
CASH	Volunteer Expenses (£200.00), Petty Cash (£33.13)	November	233.13
Standard Life	Additional Voluntary Contribution	November	250.00
Waterplus	Storage Unit – Water Supply	1 Oct to 1 Nov	19.76
Waterplus	Moorland Rd Allotments – Water Supply	1 Oct to 1 Nov	90.14
Octopus Energy	Electricity – Bus Hub	October	108.52
Eon Next	Electricity – Storage Unit	October	18.24
Biddulph Local People Group	Refreshment Supplies – Cups	Car Show, Homegrown event, Christmas Switch On	61.43
Waterplus	Visitor Centre – Water Supply	1 Oct to 1 Nov	50.48
Tidysite Skip Services	Bin Emptying w/c 06/10/25	INV 159918	170.24

Tidysite Skip Services	Bin Emptying w/c 13/10/25	INV 160193	108.35
Tidysite Skip Services	Bin Emptying w/c 20/10/25	INV 160463	232.14
Wickes	Black Emulsion Paint	Town Hall Frontage	26.00
Timpsons	Brass Plaque	Sheldon Memorial	54.00
R Simm	Room Hire Overpayment	Return of payment	110.00
Wish Upon a Princess	Grinch & Elf Characters	Christmas Light Switch On	200.00
Jodie Hancock	Reimbursement – Refreshments & Film	Biddulph Scratch	14.76
The University of Manchester	Chinese New Year Workshops	Chinese New Year	200.00
Sarah Haydon	Reimbursement – Glow Sticks	Ride the Lights Event	19.98
Sarah Haydon	Travel Expenses	Meetings Leek & Know Your Place Event	40.35
Royal British Legion	Poppy Wreath	Remembrance Sunday	27.50
Charltons	Professional fees	Library of Things	300.00
Heads (Congleton Chronicle)	Advertising	Mining Memories	426.00
SLCC	Membership Fee	(Increase from last year - Additional amount requested)	2.00
Tidysite Skip Services	Bin Emptying w/c 10/11/25	Inv 161285	108.35
Jasper Van Der Vilt	Photography	Ride The Lights	50.00

<b>Credit Card</b>			
Sainsburys	Refreshments	Remembrance Sunday	31.25
Facebook	Social Media Advertising		30.45
Sainsburys	Meeting Refreshments / Cleaning Supplies		17.15

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

The meeting ended at 7.55pm

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