

**MINUTES OF THE TOWN COUNCIL MEETING  
BIDDULPH TOWN COUNCIL  
TUESDAY 10 FEBRUARY 2026, 6PM  
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR**

**PRESENT:**

- **The Mayor:**  
Councillor A C Lawton
- **Deputy Mayor**  
Councillor C Smith
- Councillor Rev. Y Case
- Councillor J I M Garvey
- Councillor M A Hopkins
- Councillor D Hawley
- Councillor A H Hart
- Councillor J Jones
- Councillor K J Jackson
- Councillor C Kisicki
- Councillor N Lawton
- Councillor A C W Parkes
- Councillor W Rogers
- Councillor C Smith
- Councillor C Wood
- Councillor N R Yates

**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
- John Robinson – Biddulph Town Crier
- PCSO Liam Warrilow – Staffordshire Police

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

Councillor Reverend Case led the Town Council in Prayer.

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

The Mayor confirmed attendees will be named in the minutes, unless otherwise instructed.

**80. PUBLIC PARTICIPATION**

Staffordshire Police (**five minutes**)

PCSO Warrilow reported that there have been new incidents of anti-social behaviour (ASB) at Sainsbury's and at the Mow Cop lay-bys. He reported that the issues relating to motorbikes remain ongoing; however, the overall incident rate has declined.

Councillor Jones referred to a recent burglary in Biddulph Moor and asked whether there was any update. PCSO Warrilow advised residents to upgrade key safes to more robust alternatives, as current models are easily compromised.

Councillor Parkes reported noticing the smell of cannabis in the area and asked how the Police issue warnings in such cases. PCSO Warrilow explained that officers can issue a CR1 and confiscate the substance. This also acts as a diversionary measure, with individuals being referred to the Substance Misuse Team. He further clarified that where cannabis is used for medical purposes, a valid prescription must be produced as proof.

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

The Chief Officer reported that no apologies have been received.

## **82. APOLOGIES**

To receive apologies and approve reasons for absence.

- Councillor C Brady
- Councillor N Eardley
- Councillor S Fletcher
- Councillor A K Harper (Absent)
- Councillor D Proudlove
- Councillor J Redfern
- Councillor J Salt

## **83. DECLARATIONS OF INTEREST**

a) To declare any Disclosable Pecuniary Interests & Dispensations  
Councillors Case, Rogers and Jackson declared an interest in item 93.

b) To declare any Other Disclosable Interests.  
Nothing to declare.

## **84. MINUTES**

a) To **approve and sign** the Minutes of the meeting of the Town Council on Tuesday 13 January 2026

<https://biddulph.co.uk/wp-content/uploads/2026/02/Minutes-Town-Council-13-JANUARY-2026-DRAFT-inc-confid.pdf>

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

b) To **receive** the Minutes of the Recreation and Amenities Committee meeting on Tuesday 13 January 2026

<https://biddulph.co.uk/wp-content/uploads/2026/02/Minutes-Recreation-and-Amenities-13-January-2026-Draft-NO-confid.pdf>

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

- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 20 January 2026  
<https://biddulph.co.uk/wp-content/uploads/2026/02/Minutes-Planning-20-January-2026-DRAFT.pdf>

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 20 January  
<https://biddulph.co.uk/wp-content/uploads/2026/02/Minutes-Town-and-Community-20-January-2026-Draft-NO-confid.pdf>

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

- e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 27 January 2026  
<https://biddulph.co.uk/wp-content/uploads/2026/02/Minutes-Finance-27-January-2026-DRAFT-No-Confidential.pdf>

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

## 85. MAYORS COMMUNICATIONS

The Mayor reported that, following the Christmas period, the past few weeks have been relatively tranquil. He attended the Biddulph in Bloom Pea Supper, where certificates were distributed, and noted that he also received a certificate.

The Mayor further reported that he was invited back to Springbank Nursing Home to attend a performance by a singer, which he thoroughly enjoyed. He also attended Biddulph Rotary's 'Youth Speaks' event.

Upcoming engagements include the Biddulph in Bloom AGM and the Chinese New Year celebration on Saturday.

Councillor Smith reported that she attended a Burns Night Ceilidh hosted by Councillor Parkes and described it as an enjoyable event. Councillor Parkes added that approximately £3,000 was raised for local charities and expressed thanks to the Town Council for its support.

## 86. 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 a local reorganisation meeting will be held shortly and will report back at the next meeting.

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

The Chief Officer noted that there is nothing to report.

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

The Chief Officer reported that there is an upcoming meeting; she will report back next meeting.

The Chief Officer reported that the recent event of 'Board in Biddulph' was well attended

**87. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE JANUARY 2026 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 had attended a meeting of the Staffordshire Parish Councils Association.

As part of the Twinning Association update, Councillor Garvey reported that many members of the community came together to learn how to make pasta, which was an enjoyable event.

**88. TO CONSIDER A TOWN COUNCIL RESPONSE TO THE PEAK CLUSTER CONSULTATION (EMAIL ATTACHED)**

Councillor Yates reported that he had submitted a response with his District Councillor 'hat' on. He explained that the consultation seeks to safeguard the cement industry by reducing carbon emissions.

The Chief Officer advised that the consultation is currently in Phase 1 (information stage) and that the Council must determine whether it wishes to submit a response at this stage.

Councillor Garvey noted that the proposed route would run across the north of Biddulph.

Members discussed the proposed timeline and the anticipated future stages of the consultation process.

Councillor Yates proposed that the Council respond by thanking Peak Cluster for the information provided and requesting that the Chief Officer be notified of any future webinars or meetings, enabling Councillors to attend; seconded by Councillor Smith. All agreed.

**89. BIDDULPH TOWN COUNCIL SIGNED THE CIVILITY AND RESPECT PLEDGE IN OCTOBER 2022.**

**BIDDULPH TOWN COUNCIL CONTINUES TO BE COMMITTED TO UPHOLDING THESE VALUES IN OUR DAILY WORK AND INTERACTIONS.**

**THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) HAS RECENTLY PUBLISHED THE COUNCILLOR'S STATEMENT OF ASSURANCE (ATTACHED).**

**BIDDULPH TOWN COUNCILLORS ARE COMMITTED TO THE PRINCIPLES WITHIN THIS DOCUMENT.**

<https://biddulph.co.uk/wp-content/uploads/2026/02/Councillors-Statement-of-Assurance.pdf>

The Chief Officer explained that in 2022 a motion was agreed by the Council to sign the Civility and Respect pledge, confirming the Council's understanding of and commitment to the stated principles.

It was noted that the Council should formally reaffirm this commitment to the principles, and extend this support by agreeing to sign the Councillor's Statement of Assurance.

Councillor Garvey proposed that the Council agree to commit to the principles and sign the document; seconded by Councillor Hart. All **agreed**.

**90. TO CONFIRM AN INSURANCE PROVIDER (TO BE TABLED) FOR THE PERIOD 28 FEBRUARY 2026 FOR THE FOLLOWING 12-MONTHS, BASED ON THE ASSESSMENT OF RISK AND REVIEWED RISK MANAGEMENT POLICY (BOTH ATTACHED).**

The Chief Officer presented the risk assessment and policy, which are reviewed annually.

It was proposed by Councillor Garvey to receive the risk assessment and associated policy. The Chief Officer stated that the Finance Strategy and Management Committee would be required to approve the insurance provider; there were still a number of queries that were being worked through.

Seconded by Councillor Hart. All **agreed** with this approach.

**91. PRECEPT**

**To confirm the recommendations from the Finance Strategy and Management Committee meeting:**

**a)** Committee budgets for 2026-27 (spreadsheet attached)

The Chief Officer highlighted the budgets agreed at the Finance Strategy and Management Committee meeting.

Councillor Jackson requested that the Efficiency Working Group consider tenant income as the first item for review.

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

**b)** Fees and charges for 2026-27 (attached- with additional information about potential Town Hall increases)

<https://biddulph.co.uk/wp-content/uploads/2026/02/Room-Hire-from-01.04.26.pdf>

<https://biddulph.co.uk/wp-content/uploads/2026/02/Fees-2026-27.pdf>

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

c) Precept requirement for 2026-27 of £548,785, based on tax base of 6373.

Proposed by Councillor Jones; seconded by Hart. All in favour with 1 Abstention.

It was proposed by Councillor Rogers to move item 92 into the confidential section of the agenda, as this required further consideration; seconded by Garvey. All **agreed**.

### 93. ACCOUNTS & FINANCE

a) To **approve** accounts to be paid in February 2026:

<b>Expenditure over £500</b>			
SMDC	Contested Election Charges -3 <sup>rd</sup> Instalment	04.05.2023	4382.93
David B Limited	Quantity Surveyor	Garden of Remembrance	1360.00
Telford & Wrekin	Garden of Remembrance – Consultancy Works	Final Instalment	1158.42
SMDC	Business Rates – Town Hall	February	2428.00
Find A Performer	Chinese New Year 2026 – lion Dance Performers (UK SPF Funded)	Balance	515.00
Scribe	Accounts Renewal 2026	INV 15272	1490.40
Sandyford Property Investments	Brown Lees Storage Unit – Rent	February	624.00
Prism	IT Software & Support	February	1045.46
B Webster Plumbing & Heating	Replace macerator Rm B – Town Hall	INV 14	700.00
HEADS (Congleton Chronicle)	Chinese New Year Event (UK SPF Funded)	Advertising	578.40
Wain Marsh	Lime Trees	Burial Ground	1100.00
EDF Energy	Gas – Town Hall	5 <sup>th</sup> Jan to 31 <sup>st</sup> Jan	2884.01
Octopus Energy	Electricity – Visitor Centre	January	664.42
Charltons	Legal Fees		1200.00
Moorland Contract Cleaning	Bus Hub – Cleaning	January	1802.75
Moorland Contract Cleaning	Visitor Centre – Cleaning	January	1134.01
CCLA Transfer			20000.00

<b>Expenditure less than £500</b>			
Sovereign Planned Services Ltd	Air Conditioning Service – Town Hall	INV 33018	296.74
Waterplus	Water Supply – TBG	12 Dec to 12 Jan	26.25
Fifteen Group Ltd	Wifi & Office Phones	INV 129661	94.80
NatWest	Bank Charges	29 Nov to 2 Jan	2.00
K Wood	Town Hall – Window Cleaning	KW134	114.00
Gracy Peng	Chinese New Year 2026 – Entertainment (UK SPF Funded)	YL68	260.00
Unity Trust Bank plc	Bank Charges	01/12/25 – 31/12/25	58.80
Prism	Phone Charges – DEC	INV 9916	289.25
Tonis Treats	Refreshments – BLPG 20.01	INV 60	90.00
Gary Smith Electrical	Installation of Reception TV and 6 Monthly flick testing		485.00
Cath Brandall	Reimbursement – Replacement Padlocks	Visitor Centre	225.99
Tonis Treats	Refreshments – BLPG	INV 64	75.00
Euro Digital Systems	Printing	26 Dec to 25 Jan	91.95
The Green Tree House	Biddulph Works Together – Warm Spaces	02/01/26 to 27/03/26	332.60
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall	INV 4678	5.40
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall & Bus Hub	INV 4684	195.96
Sandyford Property Investments	Brown Lees Storage Unit – Service Charges	February	24.00
Wayne Rogers	SPCA Meeting Travel Expenses	January	26.40
University of Manchester	Chinese New Year Workshops – Travel Costs	Chinese New Year Event (UKSPF Funded)	50.00
Alison Nicklin	Christmas Lights Switch On	Entertainment	250.00
Louise Billington Hargreaves	Christmas Lights Switch On	Entertainment	250.00
Dunwood Community First Responders	Christmas Lights Switch On	First Aid Support	100.00

E. Heap (On Tap)	Christmas Lights Switch On	Donation for Power	75.00
A Wright (Sophias Kitchen)	Christmas Lights Switch On	Donation for Power	75.00
Amber Ho-Pike Tai Chi balls & Qigong	Chinese New Year – Entertainment (UKSPF Funded)	INV 00109	100.00
Reliance High Tech	Lone Working Devices	January	37.80
Evolve IT	Annual Domain Renewal	26-27	27.59
Waterplus	Water Supply – Town Hall	27 Dec to 31 Jan	367.90
SMDC	David Owen Health & Safety Visit 21.01.26		209.45
Tidysite Skip Services	Bin Emptying w/c 26.01.26	INV 163857	201.19
E-on Next	Electricity – Christmas Lights Supply	January	35.60
Octopus Energy	Electricity – Bus Hub	January	116.69
Moor First PTFA	Town Councillor Grant Scheme 2025-26	Via Cllr Hawley	75.00
Chapel Crafts	Town Councillor Grant Scheme 2025-26	Via Cllr Hawley	50.00
Biddulph Library (SCC)	Cheesy Oatcake Mornings – Jan to March 2026	BWT	410.00
CEF Electrical	Batteries – Emergency Lighting	Town hall	37.08
Tonis Treats	BLPG Refreshments 03/02 -BWT	INV 66	75.00
Tidysite Skip Services Ltd	Bin Emptying w/c 02/02/26	INV 164117	77.40
NALC	Local Council Award Scheme – Registration Fee		60.00
SMDC	Business Rates – Storage Unit	February	189.00

<b>Credit Card</b>			
Temu	Backdrop	Chinese New Year Event (UKSPF Funded)	25.57
Temu	Decorations and Tableware	Chinese New Year Event (UKSPF Funded)	85.49
Argos	Flash Drive – TV Reception	Town Hall	17.99
Sainsburys	Learners Forum 20.01.26	Refreshments	22.25
SMDC	Planning Portal Application	Woodhouse Burial Ground	383.00
Biddulph Post Office	Postage	Know Your Place Data	20.75
Sainsburys	Meeting Refreshments		6.15
SurveyMonkeyCore	Annual Subscription		408.00
Amazon	Chopsticks	Chinese New Year Event (UKSPF Funded)	11.49
Amazon	Chopsticks	Chinese New Year Event (UKSPF Funded)	1.99
Nisbets	Food/Drink Containers & Lids	Chinese New Year Event (UKSPF Funded)	183.50
Amazon	Biodegradable Plates	Chinese New Year Event (UKSPF Funded)	73.98
Amazon	Biodegradable Cutlery	Chinese New Year Event (UKSPF Funded)	23.45
Amazon	Table Covers	Chinese New Year Event (UKSPF Funded)	68.60
Amazon	Cooking Foil Trays	Chinese New Year Event (UKSPF Funded)	24.20
Baker Ross	Children’s Activities - Craft Kits	Chinese New Year Event (UKSPF Funded)	60.80
Bannerfi	Chinese New Year Flag	Chinese New Year Event (UKSPF Funded)	44.00
Argos	2x Caretaker Replacement Mobiles		119.98
GiffGaff	Mobile Phones	January	8.00
GiffGaff	Mobile Phones	January	8.00
GiffGaff	Mobile Phones	January	8.00
Argos	Reception Shredder & Kettle	Town Hall	54.99
Trainline	Travel – Chief Officer	NALC Star Council Awards	98.77

Sainsburys	Board in Biddulph & Meeting Refreshments		53.67
Biddulph Fish Bar	Volunteer Refreshments	Christmas Lights Switch On 2025	105.40
Land Registry	Searches	1000009212586	14.00
Land Registry	Searches	1000009209062	7.00
Facebook	Social Media Advertising		24.09
Argos	Caretaker – Mobile Phone		59.99
HEADS (Congleton Chronicle)	3x Photos – opening of new Town Hall for Archives		18.00
Amazon	Laminating Pouches		29.60
Amazon	Batteries & Envelopes		50.15
Amazon	Flipchart paper		23.54
Amazon	Storage Boxes		31.60
<i>Mind</i>	<i>Mental Health Literature</i>	<i>(Funded via Mayors Charities KH 23-24)</i>	<i>109.99</i>

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

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

<b>Expenditure over £500</b>			
SALARIES		February	17067.83
Staffordshire Pension Fund	Staff Pensions	February	6069.83
HMRC	Staff PAYE	February	5286.53
Octopus Energy	Electricity – Town Hall	January	1523.87
Moorland Contract Cleaning	Bus Hub – Cleaning	January	
Moorland Contract Cleaning	Visitor Centre - Cleaning	January	

<b>Expenditure less than £500</b>			
CASH	Volunteer Expenses (£160.00), Petty Cash (£38.06)	February	198.06
Standard Life	Additional Voluntary Contribution	February	250.00
Filmbankmedia	Film Screening – The Roses	Biddulph Scratch	106.80
CEF Electrical	Electrical Parts	STO/339300	13.14
CEF Electrical	Electrical Parts	STO/339300	13.14
Lifestyle Windows	Reseal Window – Police Area	Town Hall	50.00
Biddulph Moor Evergreen Club	Councillor Grant Scheme 2025-26	Via Cllr A Lawton	100.00
Staged	Councillor Grant Scheme 2025-26	Via Cllr A Lawton	150.00
Biddulph Green fingers	Councillor Grant Scheme 2025-26	Via Cllr N Lawton	250.00
Biddulph Senior Snooker Club	Councillor Grant Scheme 2025-26	Via Cllr W Rogers	250.00
Unity Trust	Bank Charges	January	20.10
Concept Elevators	Annual Service Contract – Town Hall lifts	2026-27	234.65
Waterplus	Water Supply – Storage Unit	January	19.76
Waterplus	Water Supply – Moorland Road Allotments	January	13.72
Tidysite Skip Services	Bin Emptying w/c 09/02	INV 164401	232.14
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall	INV 4501	57.60
Moorland Contract Janitorial Ltd	Cleaning Supplies – Bus Hub	INV 4506	49.50

Proposed by Councillor; seconded by Councillor . 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.*

## 92. TENDER APPROVAL

Following recommendations from the shortlisting panel, to **approve** providers for:

### a) **Biddulph Burial Grounds/ Springfield Road**

The Mayor stated that from the shortlisting panel, two tenders could be possibilities; the names/ organisations had been redacted.

Garden Plus were **agreed** as the next grounds maintenance contractor.

### b) **Biddulph Town Hall Bar**

Councillor Jackson gave a brief report from the shortlisting panel. There was a discussion relating to the benefits to both.

Graham Robertson (ST8 Bars) would be the next provider; **agreed**.

*The meeting ended at 8.07pm*

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