

**MINUTES OF THE TOWN COUNCIL MEETING  
BIDDULPH TOWN COUNCIL  
TUESDAY 10 MARCH 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 C Brady
- Councillor Rev. Y Case
- Councillor S Fletcher
- 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 D Proudlove
- Councillor J Redfern
- Councillor W Rogers
- Councillor J Salt
- Councillor C Wood
- Councillor N R Yates

*Councillors Case, Fletcher, Garvey, Hawley, Wood and Yates attended the meeting, 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
- John Robinson – Biddulph Town Crier
- PCSO Josh Hargreaves – Staffordshire Police
- Craig Browne – CEO – Citizens Advice
- Communications Officer - Citizens Advice

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

Reverend Darren Fraser led the Town Council in Prayer.

The Mayor led a minute's silence for the late Elaine Baddeley, who served as a councillor for twenty years, working to represent local residents and contributing to the decisions that helped shape our area. Elaine was Mayor on two occasions, and we acknowledge her years of dedication and the contribution she made to our council and to our community.

The Mayor, explained why he hadn't read the usual disclaimer regarding the recording of the meeting; there were technical problems with the recording equipment it would not be published to YouTube.

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

#### **94. PUBLIC PARTICIPATION**

Staffordshire Police (**five minutes**)

PCSO Hargreaves reported that 25 incidents of anti-social behaviour (ASB) had been reported over the past month, which the police are continuing to address.

Councillor Yates commented that the issues appeared to be caused by a relatively small number of individuals and expressed his thanks to the police for their ongoing work.

Councillor Salt asked the Police to liaise with Antony at the Biddulph Youth and Community Zone and make use of the data gathered by the detached youth workers. She noted that the team had been active in the community and engaged with 138 young people over the past month.

Councillor Brady declared an interest, as he serves on the Board of Biddulph Youth and Community Zone, as are Councillor Wood and Parkes.

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

The Chief Officer reported that a response had been received.

Councillor Jackson referred to the email from the County Council requesting an apology, and apologised for not having been more vocal regarding the lack of attendance by County Councillors at Town Council meetings.

Councillor Wood stated that County Councillors are not fulfilling their responsibilities as elected representatives for the town and that it is time they showed greater respect for the Town Council.

Councillor Jones expressed concern that County Councillors do not communicate with the Town Council. He added that, should any of his statements be proven inaccurate, he would be willing to apologise.

## **96. TO RECEIVE A PRESENTATION FROM CRAIG BROWNE, CHIEF EXECUTIVE OFFICER CITIZENS ADVICE STAFFORDSHIRE NORTH & STOKE-ON-TRENT**

Craig Browne introduced the Citizens Advice Communications Officer, who wished to take a photograph for social media purposes, and thanked councillors for the invitation to speak.

He provided an overview of Citizens Advice, including its recent rebranding to Citizens Advice North Staffordshire. The organisation is a charity employing 170 full time staff, supported by approximately 40 volunteers, and is actively seeking additional volunteers.

Craig presented the organisations 'Year in Review', noting that while clients often present with a single issue, they typically have three to five underlying concerns. Over the past 12 months, the charity supported more than 33,000 people across North Staffordshire, dealing with over 115,000 separate advice issues. This represents a 50% increase in unique clients over the past two years, alongside a 10% reduction in income over the same period.

He outlined the key areas of support provided, advising that the charity had assisted 351 Biddulph residents in the last year. The most common issues related to benefits advice and entitlement, followed by debt and financial capability, such as household budgeting.

Craig confirmed that the majority of clients now access services through virtual channels rather than face to face or drop-in sessions.

Two local case studies were presented. The first, referred by the Social Prescriber team, resulted in a successful Attendance Allowance claim. The client was also found to be eligible for the Severe Disability Premium and Pension Credit, securing nearly £10,000 in additional support to assist with living and health costs.

In the second case study, a client suffering from PTSD and receiving Universal Credit and Personal Independence Payment was supported with a homelessness application to Staffordshire Moorlands District Council. The client was subsequently offered local accommodation and was able to better support their family.

Craig concluded by thanking the Town Council for its grant funding in the previous year.

Councillor Smith highlighted the positive impact of the charity on local residents. She asked how the Town Council's grant funding was allocated to ensure value for money for Biddulph residents. Craig confirmed he could provide more detail, explaining that the funding supported a member of staff based at the Town Hall. He also outlined the volunteer recruitment and training process, noting that new volunteers complete six weeks of initial training, followed by approximately six months supporting the advice line before undertaking face-to-face appointments.

Councillor Salt referred to the £20,000 grant awarded by the Town Council and welcomed the reported £315,000 of outcomes generated from that investment. She thanked Citizens Advice for their work in the town.

Councillor Jones noted it was interesting that most clients are not seen face to face, and asked whether the organisation would consider holding a surgery in Biddulph Moor. He also requested promotional materials to help raise awareness of Citizens Advice services.

Councillor Wood expressed his support for Citizens Advice and noted that Staffordshire Moorlands District Council had signed up to its council tax protocol. He raised concerns regarding the end of the Household Support Fund and the lack of information from the County Council about its replacement scheme. He asked whether Citizens Advice could assist or lobby for further information. Craig confirmed he was working with partners, and had raised these concerns with the Chief Executive of Staffordshire County Council, while the discussion had been positively received, no further update had been provided.

Councillor Jackson highlighted the Town Council's strong track record of supporting Citizens Advice and the value generated from its investment. He raised concerns regarding increasing levels of debt linked to fraud and scams. Craig advised that the organisation is currently undertaking a fraud awareness research project, due to complete at the end of the month, and that the findings and recommendations would be shared. He emphasized the importance of helping residents recognise potential scams.

Councillor Brady declared an interest as he is on the Board of the Citizens Advice, and requested a copy of the presentation.

Councillor Garvey also welcomed the work of Citizens Advice and asked whether the organisation could engage more with schools. Craig confirmed that this is an area of development, highlighting the benefits of supporting young people and families with financial awareness and budgeting skills.

Councillor Yates expressed concern about levels of debt and noted that residents may be eligible for Warm Homes grants through Staffordshire Moorlands District Council.

Craig was thanked for his presentation and for the ongoing work of Citizens Advice in the town.

## 97. APOLOGIES

To receive apologies and approve reasons for absence.

- Councillor N Eardley
- Councillor A K Harper

## 98. DECLARATIONS OF INTEREST

- a) To declare any Disclosable Pecuniary Interests & Dispensations:  
Councillor Smith – item 101  
Councillor Smith – Accounts & Finance – Volunteer Expenses
- b) To declare any Other Disclosable Interests: None.

*The two Citizens Advice representatives left the meeting at 7.01pm.*

## 99. MINUTES

- a) To **approve and sign** the Minutes of the meeting of the Town Council on Tuesday 10 February 2026

<https://biddulph.co.uk/wp-content/uploads/2026/03/Minutes-Town-Council-10-FEBRUARY-2026-DRAFT-no-confid-1.pdf>

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

- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting on Tuesday 10 February 2026

<https://biddulph.co.uk/wp-content/uploads/2026/03/Minutes-Recreation-and-Amenities-10-February-2026-Draft-NO-confid.pdf>

Councillor Hawley advised the information with regard to RGS and Garden Plus was the wrong way round and needed to be amended.

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

- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 17 February 2026

<https://biddulph.co.uk/wp-content/uploads/2026/03/Minutes-Planning-17-February-2026-DRAFT.pdf>

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

- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 17 February 2026

<https://biddulph.co.uk/wp-content/uploads/2026/03/Minutes-Town-and-Community-17-February-2026-Draft-no-confid.pdf>

Councillor Salt asked whether, where a councillor declares an interest and abstains from voting as a result, the minutes should record both the councillor's name and the reason.

The Chief Officer confirmed that both the councillor's name and the reason for abstaining can be recorded and advised that councillors should request that their name be specifically noted in the minutes where appropriate.

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

- e) To **note** that the re-arranged meeting of the Finance Strategy and Management Committee meeting held on Monday 16 February 2026 was not quorate.

It was noted.

#### **100. TO CONFIRM THE INSURANCE PROVIDER FOR 2026-27**

The Chief Officer confirmed that an email had been circulated to all councillors confirming the decision to insure with Zurich Insurance. She noted the premium had increased significantly this year; but that the policy now includes additional assets, namely the war memorial, and Town Hall frontage, wheel, railings, etc.

Proposed by Councillor Hart, seconded by Councillor Redfern. All agreed.

Councillor Jones queried whether the insured value in respect of the war memorial was sufficient.

#### **101. TO CONFIRM RECEIPT OF THE MINOR EMPLOYERS POOL VALUATION RESULT, IMPACTING THE EMPLOYER CONTRIBUTION RATE IN THE STAFFORDSHIRE PENSION SCHEME (ATTACHED)**

<https://biddulph.co.uk/wp-content/uploads/2026/03/20251105-Minor-Employers-Pool-Draft-2025-Valuation-Results.pdf>

The Chief Officer explained this item was for information only.

#### **102. TO CONFIRM THE INTERNAL AUDITOR FOR 2025-26 AND ARRANGEMENTS IN PLACE (AGREEMENT ATTACHED)**

<https://biddulph.co.uk/wp-content/uploads/2026/03/Confirmation-of-Internal-Auditor-March-2026.pdf>

The Chief Officer explained that the council's previous internal auditor would not be continuing and that JDH Business Services Ltd had been appointed as the new internal auditor. She further advised that the auditor had recommended seeking tax advice in relation to the Town Hall frontage project. The Chief Officer confirmed that she would report back to the Town Council with further information in due course.

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

### **103. MAYORS COMMUNICATIONS**

The Mayor reported that the council's Chief Officer had been awarded 'Clerk of the Year' by the National Association of Local Councils (NALC) and had recently attended a parliamentary reception at the House of Lords. He advised that he was present at the Town Hall when the news was received and noted the genuine delight among staff, reflecting positively on the team, the Town Council and the town as a whole. The Mayor conveyed his congratulations to the Chief Officer.

Councillor Jackson endorsed the Mayor's comments, describing the award as a significant achievement for the Chief Officer and the team supporting her at the Town Hall, and a source of pride for Biddulph. This sentiment was echoed by Councillor Rogers.

The Mayor further reported on recent engagements, including his attendance at Biddulph in Bloom's AGM and Pancake Day. He had also supported the council's Lunar New Year event, noting it was a pleasure to welcome everyone.

Additional engagements included attendance at the Knypersley Pool charity event, the council's Civic Awards and Thank You celebration, where he recognised the valuable contributions of volunteers, the Newcastle Borough Mayor's Civic Mass and the 58<sup>th</sup> Rotary Group Charter Anniversary dinner at Congleton Golf Club.

Councillor Smith reported that she had attended an International Women's Day event on the 8 March, and suggested that a similar event could be organised in Biddulph in the future.

### **104. 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 there is ongoing discussion with the District Council regarding the ownership and management of the toilets on Wharf Road car park. She advised that an energy bill totalling £10,000 had been received, however she had advised Staffordshire Moorlands District Council that Biddulph Town Council is not responsible for these costs, as the lease agreement had never been finalised.

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

The Chief Officer advised that Councillor Salt is the council's Deputy Health and Safety Councillor in the absence of Councillor Harper.

She confirmed that a meeting had taken place with representatives from the Health and Safety Executive regarding the management of asbestos; their report had not yet been received. It is anticipated that the report will include recommendations for the District Council's Asset Team.

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

Councillor Jackson confirmed that he had submitted his notice as Chair at the previous meeting and expressed his gratitude to the volunteers for their dedication. He commented that they are a wonderful group who give generously of their time with little recognition or remuneration, and he hoped that the group would continue to achieve greater success.

The Mayor echoed Councillor Jackson's sentiments and thanked him for his service as Chair. .

**105. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE FEBRUARY 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 Garvey reported that he had attended Biddulph in Bloom's AGM. He described the meeting as an excellent summary of the group's events and noted that it is financially stable. They had received a significant grant from Biddulph Town Council, funding from Staffordshire Moorlands District Council, and various smaller donations. He added that their Pancake Day event had raised over £1,000. The group is planning to make better use of their allotments, upgrade planters, and improve their engagement with local schools.

Councillor Hart advised that due to his health condition, he'd been unable to attend Moorlands Partnership Board meetings and didn't feel he could fulfil the role effectively. He expressed his wish to step down from the position. The Mayor thanked Councillor Hart for his efforts over the years.

Councillor Salt echoed the thanks, highlighting the investment Councillor Hart had helped bring to Biddulph.

Councillor Rogers confirmed that he'd received the agenda for the upcoming meeting of the Staffordshire Parish Council Association, scheduled for the following week.

**106. TO CONSIDER RECOMMENDATIONS FROM THE LOCAL GOVERNMENT REORGANISATION AND DEVOLUTION WORKING GROUP MEETINGS ON 11 FEBRUARY 2026, REGARDING THE FIRST DRAFT OF AN EXPRESSION OF INTEREST FOR COMMUNITY ASSET TRANSFER**

Councillor Garvey advised that last month the Town Council had received Staffordshire Moorlands District Council's formal policy regarding asset transfer. The Working Group had met to review the asset list, and all councillors should now have received a proposed list. He explained that the next stage of the process is to formally express an interest in the assets. He also noted the special district charge, which could be transferred to the Town Council to support the management of some of the acquired assets.

Councillor Proudlove confirmed he supported the council's asset transfer proposals with the exception of the Wharf Road depot, which is currently part of a local planning review. A District Cabinet meeting was scheduled for the following Friday to consider this project.

Councillor Hawley highlighted that Biddulph Moor Village Green was missing from the proposed list. He noted it is currently under the control of the District Council and should be transferred to Biddulph Town Council. The suggestion was seconded by Councillor Jones.

The Chief Officer advised that the Village Green was not included on the District Council's asset list. Councillor Proudlove noted that he'd come across several anomalies. Councillor Garvey suggested adding Biddulph Moor Village Green to the expression of interest list.

Councillor Salt raised a query regarding the ATC building, noting that the RAF think they have ownership. Councillor Proudlove responded by saying that the District Council may own the land.

Councillor Yates commended the working group for their work, but highlighted that care is required in taking on assets due to potential costs and liabilities.

Councillor N Lawton raised Victoria Industrial Estate as a large plot of interest. The Chief Officer confirmed it is not currently identifiable on the District Council's asset register and requires investigation.

Councillor Salt sought clarification regarding the vote and expressed concern about taking responsibility for certain assets. The Chief Officer clarified that the current stage is only an expression of interest. Councillor Salt queried whether Victoria Business Park could generate rental income. Councillor Yates responded that each plot was sold with a 999-year lease, limiting potential income.

Councillor Garvey confirmed that this stage is the second in a 14-stage process. To progress, he proposed that the council leave the Wharf Road depot aside and add expressions of interest for Biddulph Moor Village Green and the Brown Lees Village Green to the proposed list. Councillors were asked to approve the expression of interest, subject to the amendments.

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

## 107. ACCOUNTS & FINANCE

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

<b>Expenditure over £500</b>			
SMDC	Business Rates – TH	March	2428.00
Prism	Software Licensing – 28.02 – 29.03	Inv 235856	1054.48
Octopus Energy	Visitor Centre – Electricity	Feb	523.32
Moorland Contract Cleaning	Cleaning – Bus hub	Feb	1802.75
Moorland Contract Cleaning	Cleaning – Visitor Centre	Feb	1134.01
Sandyford Properties Investments Ltd	Brown lees Storage Unit – Rent & Service Charges	March	648.00
EDF Energy	Gas – Town Hall	February	2686.04
E-on Energy Solutions Ltd	Street Lighting Maintenance and Energy Charges	2025-26	5160.23
Biddulph Churches Together Foodbank	Councillor Grant Scheme 2025-26	Via Cllr Redfern, Cllr Case, Cllr Eardley & Cllr Hopkins	550.00
Toni's Treats	Civic Awards – Refreshments	INV 77	675.00

<b>Expenditure less than £500</b>			
St Lawrences Church	Councillor Grant Scheme 2025-26	Via Cllr Harper	250.00
Biddulph District Community Orchestra	Councillor Grant Scheme 2025-26	Via Cllr Kisicki and Cllr Case	250.00
Chartered Institute of Housing	CIH Chartered Member Renewal	2026	418.0
Hanley Print Services	Compliment Slips	INV 15034	30.00
Tonis Treats	Chinese New Year Event – Refreshments	INV 71	85.00
Waterplus	Water Supply – TBG	12 Jan to 12 Feb	26.25
Sarah Haydon	Travel Expenses	February	24.84
SMDC	Business Rates – Storage Unit	March	189.00
K.Wood	Window Cleaning	Feb	114.00
NALC	Annual Conference Ticket SH		102.00
Jodie Hancock	Biddulph Scratch & Feast & Flicks movies - FEB	Reimbursement	9.98

Tonis Treats	BLPG – Refreshments – BWT 10.02.26	INV 68	75.00
Tonis Treats	Feast & Flicks – Refreshments - BWT – 11.02.26	INV 69	75.00
Eon Next	Electricity – Storage Unit	January	32.31
Fifteen Group Ltd	Wifi & Office Phones	INV 130108	94.80
Tidysite Skip Services Ltd	Bin Emptying w/c 16/02/26	INV 164655	108.35
Scottish Power	Station Rd Electricity	5 Nov 25 to 1 Feb 26	54.72
Prism	Phone Charges – January	INV 10353	302.32
The National Allotment Society	Membership Fee – Renewal 2026-27		84.00
Jasper Van der Vilt Photography	Chinese New Year – Photography	Inv 008	150.00
Reliance High Tech	Lone Working Devices – Feb		37.80
Sarah Haydon	Travel Expenses – Feb 2026		66.71
Waterplus	Water Supply – Town Hall	27 Jan to 27 Feb	372.63
Fenn	Paper		255.84
Moorland Contract Janitorial Ltd	Cleaning Supplies	Inv 4781	165.60
Time Assured Limited	St Lawrences Clock – Callout		336.00
Euro Digital Systems	Printing – Feb	Inv 162424	188.82
Tidysite Skip Services	Bin Emptying – w/c 23/02/26	Inv 164923	170.24
Scribe (Starboard Systems)	Year End Health check Report	Inv 16252	154.80
Octopus Energy	Bus Hub - Electricity	Feb	92.72
Octopus Energy	Bus Hub - Electricity	01 March	2.73
Garden Plus	Hedge cutting and tree pruning	Moorland Rd Allotments	384.00
Waterplus	Water Supply – Visitor Centre	01 Jan to 01 March	117.62
Waterplus	Water Supply – Storage Unit	01 Feb to 01 March	17.86
Waterplus	Water Supply – Moorland Rd Allotments	01 Feb to 01 March	10.19
Tidysite Skip Services	Bin Emptying – w/c 02/03/26	Inv 165191	108.35
Unity Trust	Bank Charges	February	22.16
Unity Trust	Transaction Stop Fee – Cancelled Cheque		8.00
Evolve It Support	Annual Renewal Web Hosting	10 Apr 2026 – 10 Apr 2027	276.00

Douglas Macmillan Hospice	Mayors Civic Awards – Entertainment (Singer’s request Donation for services)		100.00
NatWest	Bank Charges	31 <sup>st</sup> Jan to 27 Feb	0.95
Tonis Treats	BLPG – Refreshments 03.03.26	INV 78	50.00

<b>Credit Card</b>			
Sainsburys	Chinese New Year Event	Refreshments	6.64
Sainsburys	Chinese New Year Event	Refreshments	4.65
Sainsburys	Chinese New Year Event	Refreshments	2.50
Sainsburys	Chinese New Year Event	Refreshments	21.50
Sainsburys	Feast & Flicks Refreshments	11 <sup>th</sup> Feb	2.50
Amazon	Sellotape & Envelopes		24.87
Amazon	Multipurpose Labels and Strong Tape		16.53
Amazon	Lever Arch File		8.87
Amazon	Seal Labels		3.38
Amazon	Ear Plugs		11.98
Amazon	Rubber Doorguards		9.94
Amazon	Industrial Cleaning Rubber Gloves		7.50
GiffGaff	Mobile Phone	March	8.00
GiffGaff	Mobile Phone	March	8.00
GiffGaff	Mobile Phone	March	8.00
Chells Building Supplies	Gravel Stones for Car Park	Moorland Road Allotments	51.00
Sainsburys	Meeting Refreshments & BWT Thank you Chocolates		26.60
Sainsburys	BLPG 24.02 & Board In Biddulph – Refreshments		83.10
Foxtail Florist	Congratulatory Gift – Clerk of The Year	NALC Star Council Awards	50.00
Facebook	Social Media Advertising		21.51
Aldi	Civic Awards–Refreshments		50.02
Sainsburys	Civic Awards – Refreshments		22.50
Sainsburys	Civic Awards – Refreshments		10.70
Canva	Annual membership Renewal		99.99
Sainsburys	Civic Awards – Refreshments		58.30

Amazon	Cellophane Bags	Mayors Civic Awards – Gift Bags	13.98
Amazon	Tissue paper, Ribbons & Tags	Mayors Civic Awards – Gift Bag Supplies	13.98
Amazon	Thermocouple for Digital Thermometer	Town Hall	19.99
Amazon	Phone Screen Protectors	Caretaker Phones	6.98
Amazon	USB C Plug Fast Charger		9.49

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

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

<b>Expenditure over £500</b>			
SALARIES		March	18085.10
Staffordshire Pension Fund	Staff Pensions	March	6582.33
HMRC	Staff PAYE	March	6109.62
Octopus Energy	Electricity – Town Hall	February	1297.74
<b>Expenditure less than £500</b>			
CASH	Volunteer Expenses (£160.00), Petty Cash (£53.57)	March	213.57
Standard Life	Additional Voluntary Contribution	March	250.00
Tonis Treats	BLPG – Refreshments 10.03.26	Inv 19	90.00
Jasper Van Der Vilt Photography	Civic Awards Photography	Inv 10	125.00
Eon Next	Electricity - Storage Unit	February	55.91
Filmbankmedia	Biddulph Scratch – Screening “I Swear”	Inv 06355989	166.80
K Wood	Window Cleaning	KW136	114.00
RGS	Lengthsman Work – Jan to beginning of March	Inv 6	476.00
Moorland Contract Janitorial	Cleaning Supplies – Bus Hub	Inv 4797	49.50
Eon Next	Electricity – Christmas lights Supply	February	16.46

Clearway	CCTV Callout		190.80
Tidysite Skip Services	Bin Emptying w/c 09/03	INV 165485	154.74

Councillor Salt abstained from the vote.

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

*The meeting ended at 19.55pm*

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