MINUTES OF THE TOWN COUNCIL MEETING
BIDDULPH TOWN COUNCIL
TUESDAY 8 SEPTEMBER 2026, 6PM
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR

PRESENT:

- **The Mayor:**
  Councillor C Smith
- **Deputy Mayor:**
  Councillor J Jones
- Councillor C Brady
- Councillor Rev. Y Case
- Councillor J I M Garvey
- Councillor M A Hopkins
- Councillor A H Hart
- Councillor C Kisicki
- Councillor N Lawton
- Councillor A C Lawton
- Councillor A C W Parkes
- Councillor J Redfern
- Councillor W Rogers
- Councillor J Salt
- Councillor N R Yates

IN ATTENDANCE:

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Ms Jodie Hancock – Events and Partnership Officer
- Mrs Angela Williams – Administration Officer

The Mayor recited the disclaimer regarding the recording of the meeting.

36. PUBLIC PARTICIPATION

Staffordshire Police (**five minutes**)

No officers were in attendance.

37. TO RECEIVE AN UPDATE FROM COUNTY COUNCIL REPRESENTATIVES

The Chief Officer tabled the update on activities undertaken, which had been sent from the County Councillors. County Councillors did not intend to attend meetings.

The Chief Officer requested that any issues that required a resolution should be raised directly with the County Councillors.

Councillor Yates explained that the County Councillors' update is usually an opportunity for the Town Councillors to obtain information regarding their activities in the town.

The Mayor noted that this could include a list of policy changes, and meetings that they have attended.

Councillor Redfern proposed to note the report. As far as he was concerned, Gunn Battery Lane is unadopted, so it would be interesting to know what had been done with that.

Councillor Parkes would rather not see a list; he would prefer to know what the County Councillors had done in relation to each activity. There were some actions on this list that had been completed by others.

Councillor Hart requested details on what Councillor Councillors are doing.

Councillor Salt questioned whether the grass verge on Duke Street is County Council land. This remained unresolved.

38. APOLOGIES

The following apologies were received:

- Councillor N Eardley
- Councillor S Fletcher
- Councillor A K Harper
- Councillor D Hawley
- Councillor K Jackson

39. DECLARATIONS OF INTEREST

a) To declare any Disclosable Pecuniary Interests & Dispensations

Councillor Salt declared an interest in item 49b; Councillor Smith in relation to 49a.

b) To declare any Other Disclosable Interests

Councillor Wood declared an interest in item 46.

40. MINUTES

a) To **approve and sign** the Minutes of the Meeting of the Town Council held on Tuesday 14 July 2026

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

b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on Tuesday 14 July 2026

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

c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 21 July 2026

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 July 2026

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

41. MAYORS COMMUNICATIONS

The Mayor reported that July and August had been very busy, with attendance at a wide range of events across Biddulph and further afield. She reported attending a number of local events, including performances by Staged, Tribe, the Friends of BRIC Family Fun Day, and the opening of Bedlam 3.0. She also attended the Civic Service of the Mayor of Newcastle-under-Lyme and visited Springbank Nursing Home to celebrate the manager receiving a Chief Nursing Officer Gold Award.

The Mayor attended a remembrance and reconciliation event on Cannock Chase, involving young people from Staffordshire and Germany, and highlighted the achievements of Biddulph High School student Lexie Carr, who was appointed as a cadet to the High Sheriff of Staffordshire.

She also reported on the successful Town Crier Championships, thanking Town Crier John, Sue, Officers, volunteers and all those involved in organising the event.

The Mayor reported that Homegrown and Handmade event had recently taken place at the Town Hall and had been very well attended. A hamper raffle raised £167 for the Mayor's Youth Activity Fund.

The Mayor thanked all the organisations, volunteers and Council Officers involved in the events and noted the wide range of activities taking place across Biddulph.

Upcoming events include the Classic Vehicle Show, a fundraising event at Biddulph Grange on 19th September and a charity zipline challenge on 1st October, with funds raised supporting the Mayor's Youth Activity Fund.

42. 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 stated that a consultation took place during the Homegrown event, which sought the community's views on local government reorganisation. The transfer of assets had been viewed positively.

Councillor A Lawton manned the stall for most of the event and reported that he had had some very worthwhile conversations.

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

The Chief Officer reported that the fire risk assessment had been completed for the Town Hall. The Chief Officer requested that if Councillors require another Town Council lanyard, they let Jodie know.

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

The Chief Officer reported that the next meeting will be held on 16th September; the focus will be the autumn/ winter timetable.

43. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE JULY 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 Salt queried whether there had been a meeting for Biddulph in Bloom; there had not.

Councillor Smith reported that Fairtrade had been part of the Homegrown and Homemade event.

Councillor Salt left the meeting at 6.33pm.

44. TO CONFIRM THAT THE TOWN COUNCIL HAS BEEN AWARDED GOLD IN THE LOCAL COUNCIL AWARD SCHEME

The Chief Officer reported that the Town Council had been awarded Gold in the Local Council Award Scheme, which takes place every 4 years. This update was received.

45. TO CONSIDER THE 'CALL FOR EVIDENCE: SHAPING THE FUTURE OF LOCAL GOVERNMENT IN STAFFORDSHIRE' EMAIL FROM STAFFORDSHIRE PARISH COUNCILS ASSOCIATION (ATTACHED)

Councillor Wood stated that due to the announcement yesterday relating to delayed Local Government Reorganisation (LGR), there is an alarming issue with the Fire Service. Police and Fire Commissioner's recommendation that the Staffordshire Fire and Rescue Service HQ could be sold off and the service's training and learning and development functions outsourced. Councillor Wood has a resolution at the District Council and would like the Town Council to raise the concern and request that stalling until decisions have been made regarding LGR.

It was proposed by Councillor Wood, that this issue is added to the LGR working group agenda; seconded by Councillor Jones. All **agreed**.

Councillor Yates gave further detail relating to the government review that will be conducted relating to LGR, and noted his support for this.

46. TO APPROVE A RESPONSE TO THE STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL DRAFT LICENSING POLICY (ATTACHED)

The Chief Officer had circulated the draft Licensing Policy, she noted all changes were in red.

Councillor Yates agreed with the changes.

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

47. TO APPROVE A RESPONSE TO THE STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL DRAFT PAVEMENT LICENSE POLICY (ATTACHED)

The Chief Officer had circulated the Policy, which is new. Councillor Yates reported that he is happy to see this policy; it removed ambiguity around use of the pavement. This benefits the High Street contributing to a vibrant town centre.

Councillor Jones agreed and does not see any issues.

Proposed by Councillor Jones; seconded by Councillor Garvey. All **agreed**. A link would be added to the Town Council website when this has been agreed.

48. TO APPROVE THE 2026-27 NATIONAL SALARY AWARD, BACKDATED TO APRIL 2026 (ATTACHED)

The Mayor stated that the National Salary Award was agreed and is backdated to April 2026.

Proposed by Councillor Brady; seconded by Councillor Wood. All **agreed**

49. ACCOUNTS & FINANCE

a) To **approve** accounts to be paid in August and September 2026:

Expenditure over £500			
SALARIES	August		17699.75
HMRC	PAYE	August	5912.10
Staffordshire Pension Fund	Staffs Pensions	August	5539.25
SMDC	Business Rates – TH	August	2368.00
SMDC	Business Rates – TH	September	2368.00
Prism	Software Licensing – September	INV 247486	1073.88
Prism	Software Licensing – August	INV 245631	1073.88
Octopus Energy	Electricity – Town Hall	30 Jun to 31 Jul	856.58
Moorland Contract Cleaning	Cleaning – Bus hub	Inv 13694	1907.23
Moorland Contract Cleaning	Cleaning – Bus hub	Inv 13697	1907.23
Moorland Contract Cleaning	Cleaning – Visitor Centre	Inv 13695	1221.83
Moorland Contract Cleaning	Cleaning – Visitor Centre	Inv 13698	1221.83
Sandyford Properties Investments Ltd	Brown lees Storage Unit – Rent & Service charges	September	655.66
Garden Plus	Burial Ground Maintenance - July	Inv 1399	2085.50
Garden Plus	Burial Ground Maintenance - August	Inv 1439	2085.50
Door Maintenance Specialists	Town Hall Front Entrance Automatic Door Upgrade		6696.00
N&J Tree Services Ltd	Tree Survey	Burial Grounds	954.00
Gary Smith Electrical	Electrical Works – RCD Testing, Emergency Lighting Testing, Call Out	Town Hall & Visitor Centre	570.00
SLCC	Membership Renewal	Annual	532.00
Octopus Energy	Visitor Centre – Electricity	30 June to 30 July	520.15
Concept Elevators (UK) Ltd	Lift Service and Remedial Works		1973.18

Expenditure less than £500			
CASH	Volunteer Expenses (£200.00), Petty Cash (£48.98)	August	248.98
Tidysite Skip Services	Bin Emptying – w/c 20/07/26	Inv OUT-5325	113.77
GA Berrow	Mayors Charity Event - Burns Night	Band Deposit	100.00
HEADS (Congleton Chronicle)	Summer Advertisement		480.00
SMDC	Business Rates – Storage Unit	August	212.00
SMDC	Business Rates – Storage Unit	September	212.00
NWFE Limited	Fire Extinguisher Annual Service – 37 units		194.40
Scottish Power	Electricity – Station Road	09 May to 30 June	36.23
Scribe (Starboard Systems)	Civic.ly Subscription	Inv 21278	151.20
Sandyford Property Investments Ltd	Brown Lees Storage Unit – Service Charges	August	31.66
Tidysite Skip Services	Bin Emptying – w/c 03/08/26	Inv OUT-6827	113.77
Fifteen Group Ltd	Wifi & Office Phones – Aug	Inv 132841	97.58
N&J Tree Services	Tree Survey	Town Hall	270.00
Right Choice Domestics	Handyman – Town Hall		225.00
Jasper Van Der Vilt Photography	Burial Ground Photos	BRAMMS Awards	75.00
Reliance High Tech	Lone Working Devices	July	37.80
Reliance High Tech	Lone Working Devices	August	37.80
Clearway	Fire Alarm Maintenance	Visitor Centre	246.91
Clearway	CCTV Callout	Town Hall	202.80
NatWest	Bank Charges	July	0.35
Unity Trust	Service Charges	July	25.60
Tidysite Skip Services	Bin Emptying w/c 27/07/26	Inv OUT-5977	81.28
Tidysite Skip Services	Bin Emptying w/c 27/07/26	Inv OUT-5950	162.48
Prism	Phone Charges – 1 Jun to 30 Jun	INV 11537	309.65
Waterplus	Water Supply – Burial Ground	12 July to 12 Aug	60.98
Standard Life	Additional Voluntary Contribution	Staff Pension	300.00
Sovereign Planned Services Ltd	Routine Maintenance – Air conditioning system	Town Hall	296.74
Hanley Print Services Ltd	Vinyl Banner		228.00
Ken Wood	Window Cleaning	August	114.00
Fenn Limited	Paper		339.61

Myers & Co	Employer Assist 26-27	15 July to 14 Aug	180.00
Myers & Co	Employer Assist 26-27	15 Aug to 14 Sep	180.00
Vickys Skips	Skip Hire – Clearance of Park lane Allotments Waste		170.00
Eon Next	Electricity – Christmas Lights Supply	1st July to 31st July	18.23
Eon Next	Electricity – Storage Unit	1st July to 31st July	23.32
Euro Digital Systems	Printing – 26 Jun to 25 July	INV 171717	177.80
Moorland Contract Janitorial	Cleaning Supplies – Bus Hub	INV 5238	79.80
Octopus Energy	Bus Hub - Electricity	30 Jun to 31 July	97.45
Darlow Rosettes Ltd	Rosettes		207.80
Applied Logo Services Ltd	High Vis Vests	49534	124.56
Applied Logo Services Ltd	Work Polo Tops	49533	111.06
Tonis Treats	Industrial Alliance Meeting Refreshments – SMDC Funded	Inv 27	180.00
Tonis Treats	Refreshments	Inv 30	125.00
Tonis Treats	Refreshments	Inv 32	15.00
Tidysite Skip Services	Bin Emptying w/c 17/8/26	Inv OUT-8433	113.77
Waterplus	Water Supply – Town Hall	27 June to 27 July	380.34
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town hall	Inv 5224	328.20
Waterplus	Water Supply – Visitor Centre	01 July to 01 Aug	93.71
Waterplus	Water Supply – Storage unit	01 July to 01 Aug	22.83
Waterplus	Water Supply – Moorland Rd Allotments	01 July to 01 Aug	14.04
phs Group	Sanitary Disposal – July to Sep 2026	Bus Hub	42.73
phs Group	Sanitary Disposal – Sep 26 to Sep 27 *(Inv amount £305.92 – credit of £86.11)*	Bus Hub	219.81
phs Group	Sanitary Disposal – Sep 26 to Sep 27 *(Inv amount £281.89 – credit of £36.92)*	Visitor Centre	244.97
phs Group	Sanitary Disposal – Sep 26 to Sep 27 *(Inv amount £353.03 – credits totalling £72.77)*	Town Hall	280.26
phs Group	Sanitary Disposal – July to Sep 2026	Visitor Centre	15.70
phs Group	Sanitary Disposal – July to Sep 2026	Visitor Centre	19.74
Belter	Baldrick	Town Crier	250.00
Garden Plus	Park Lane Allotment Clearance	Inv 1420	420.00

Prism	Phone Charges – 1 Jul to 30 Jul	INV 11660	309.65
Royal British Legion	Remembrance Wreath – SMDC Merchant Navy Day	Deputy Mayor	27.50
Belter	Belt & Sheath	Town Crier	175.00
SMDC	Licensing Fee	TH Frontage	70.00
Charlotte Smith	Mayoral Expenses	August	62.50
Tidysite Skip Services	Bin Emptying w/c 24/8/26	Inv OUT-9184	178.76
Euro Digital Systems	Printing	26 Jul to 26 Aug	62.65
SLCC	Training – Chief Officer	Inv BK227485-1	46.20
Tidysite Skip Services	Bin Emptying w/c 10/8/26	Inv OUT-7569	178.76
SMDC	Mayor Ticket x2 – Last Night of the Proms 2026		20.00
B Webster Plumbing & Heating	Toilet repairs – Town Hall & Bus Hub	Inv 24	220.00
Waterplus	Water Supply – 27 Jul to 27 Aug	Town Hall	402.40
EDF Energy	Gas supply – June	Town Hall	13.21
Tidysite Skip Services	Bin Emptying w/c 01/09/26	Inv OUT-9910	97.49
Tidysite Skip Services	Bin Emptying w/c 01/09/26	Inv OUT-9934	81.28
Waterplus	Water Supply – 01 July to 01 Aug	Town Hall	3.71
NWFE Limited	Fire Extinguisher Remedials	Town Hall	166.80
Jodie Hancock	Reimbursement – Event Supplies	Homegrown & Homemade	11.50

Credit Card			
GiffGaff	Mobile Phone	August	8.00
GiffGaff	Mobile Phone	August	8.00
GiffGaff	Mobile Phone	August	8.00
GiffGaff	Mobile Phone	September	8.00
GiffGaff	Mobile Phone	September	8.00
GiffGaff	Mobile Phone	September	8.00
Amazon	Food Caddy Liners 2x120		10.18
Amazon	Food Caddy Liners		6.29
Amazon	Food Caddy Liners 200		5.99
Amazon	Radar Keys x6 pack		9.89
Sainsburys	Painting Rocks		15.99
Amazon	DVD		14.99
Poveys Oatcakes	SMDC Alliance Meeting Refreshments	(reimbursed by SMDC)	45.00
Sainsburys	SMDC Alliance Meeting Refreshments	(reimbursed by SMDC)	32.90

Land Registry	Searches	1000010153633	14.00
Sainsburys	Refreshments & Office Supplies	Board in Biddulph	
Aldi	Feast & Flicks and Youth Rave Refreshments, Office Supplies		44.15
Sainsburys	Feast & Flicks 12.08.26 refreshments	Plus cleaning wipes	14.55
Sainsburys	High School Visit – Refreshments	Change Your Place	21.63
Sainsburys	Family Party – 'Fiesta'	BWT	48.15
Sainsburys	Family Party – 'Fiesta'	BWT	21.30
Digital ID	Key Fobs		46.73
Royal Mail	Stamps – 2 50 x 2nd Class		91.00
Facebook	Social Media Advertising		25.23
Sainsburys	Board In Biddulph 25.08.26	BWT	50.86
Digital ID	Key fobs		46.73
Timpsons	Trophy Engraving	Car Show	20.00
Premier Print	Signs	Town Hall & Burial Ground	15.49
Land Registry	Land Registry Searches x5		70.00
Land Registry	Land Registry Searches x2		28.00
Amazon	Screen Door Seal Strip	Town Hall	21.43
Amazon	Expandable Garden Hose	Town Hall	55.99
Amazon	Compostable Bin Liners	Town Hall	12.88
Facebook	Social Media Advertising		18.77

Proposed by Councillor Garvey, seconded by Councillor Brady and **agreed**.

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

Expenditure over £500			
SALARIES		September	22844.77
Staffordshire Pension Fund	Staff Pensions	September	7451.43
HMRC	Staff PAYE	September	8639.91
Octopus Energy	Town Hall – Electricity	1 Aug to 31 Aug	1411.57
Octopus Energy	Visitor Centre – Electricity	31 Jul to 31 Aug	621.12
RGS Groundworks	Lengthsman Work 11th July to 4th September	INV 37	1050.00

Gary Smith Electricals	Emergency Lighting and remedial Work / Repairs To lighting	Town Hall, Bus Hub and Visitor Centre	860.00

Expenditure less than £500			
CASH	Volunteer Expenses (£160.00), Petty Cash (£58.93)	September	218.93
Standard Life	Additional Voluntary Contribution	September	300.00
Roll With It Mobile Catering	Pump Track Opening	Refreshments	200.00
Waterplus	Water Supply – Visitor Centre	01 Aug to 01 Sep	57.91
Waterplus	Water Supply – Storage Unit	01 Aug to 01 Sep	22.83
Waterplus	Water Supply – Moorland Rd Allotments	01 Aug to 01 Sep	14.04
Eon Next	Electricity – Christmas Lights Supply	1 Aug to 31 Aug	18.23
Eon Next	Electricity – Storage Unit	1 Aug to 31 Aug	22.29
British Gas	Gas – Town Hall (inv amount 286.80, credit on account)	August	168.06
Adrian Lawton	Travel Expenses – Backpay (re claims from Apr 2026)		7.40
Sarah Haydon	Travel Expenses – Backpay (re claims from Apr 2026)		16.84
Jodie Hancock	Travel Expenses – Backpay (re claims from Apr 2026)		2.40
Scribe (Starboard Systems)	Civic.ly Subscription	Inv 22212	151.20
Octopus Energy	Bus Hub - Electricity	1 Aug to 31 Aug	97.45
Citylocks and Ironmongery	Supply and Install Digital Lock	INV 23222	132.00
Filmbankmedia	Screening – Biddulph Scratch	September	116.40
K Wood	Window Cleaning – Town Hall	KW141	114.00
RGS Groundworks	Gazebo Set Up – Homemade and Homegrown Event	INV 38	370.00
Jasper Van Der Vilt Photography	Photography – Homegrown & Homemade Event	18	75.00
Amy Edwards	*Refund – Room Hire*	*Overpaid and reduced hire duration*	*27.25*

Credit Card			
Sainsburys	Office Supplies & Volunteer Refreshments		49.00
Totally Branded	Printed Mugs		324.00
Amazon	Rosettes	Homegrown & Handmade Event	25.69
Amazon	DVD		9.98
Amazon	Postcards & Spoons	Homegrown & Handmade	16.96
Amazon	Tablecloth – Cut to size 300ft	Homegrown & Handmade	41.50
Amazon	Pens		6.85
Amazon	Clipboards		26.64
Amazon	Small Black Envelopes – Seeds	Homegrown & Handmade	6.59
Amazon	Clipboards		7.58
Amazon	Table Number Holders	Homegrown & Handmade	12.58
Amazon	Computer Mouse, Coloured Card, Disposable Plates, Cable Ties	Computer Equipment and Event Supplies	51.62
Amazon	Blu Tack		5.20
Amazon	DVD		10.99
Amazon	Blu Tack		5.78

Proposed by Councillor Garvey; seconded by Councillor Proudlove and **agreed**.

The meeting ended at 6:56pm

Signed…….. Date……