



**Town Clerk**

Les Trigg

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15 Station Road  
STONE  
ST15 8JP

11 September 2020

Dear Councillor,

A **VIRTUAL** meeting of the **GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 22 SEPTEMBER 2020** at **7:05pm**, or upon the rising of the Council meeting, if later.

The agenda is set out below, and I trust you will be able to attend.

The meeting will be streamed live on YouTube and members of the public are welcome to observe.

View Meeting: <https://www.youtube.com/channel/UCXHye7pCvT-mVBouN3IUTWQ>

Les Trigg  
Town Clerk

**AGENDA**

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations Received**
4. **To receive the report of the County Councillors**
  - County Councillor Mrs J. Hood
  - County Councillor I. Parry
5. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.

**6. Minutes of Previous Meetings**

- a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 4 August 2020, Minute No's GP20/223 – GP20/238 (attached).
- b) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 11 August 2020, Minute No's GP20/239 – GP20/242 (attached).
- c) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 25 August 2020, Minute No's GP20/243 – GP20/246 (attached).

**7. Minutes of Sub-Committees**

- a) Management Sub-Committee held on 4 August 2020, Minute Numbers MAN20/028 – MAN20/035 (attached).
  - i. To consider the draft minutes.
  - ii. To consider the Recommendations contained in Minute Number MAN20/033.

**8. National Pay Awards 2020-21**

To consider the report of the Town Clerk (attached).

**9. Covid-19 Outbreak**

To consider an update on actions taken following the special meeting of the General Purposes Committee on 11 August 2020 and to determine any actions required as a consequence:

- a) Letter to the Licensing Department at Stafford Borough Council asking for a suspension of late night alcohol and music licences within all Stone public house and entertainment venues for the duration of the COVID-19 pandemic.

A copy of an email from the Licensing Manager at Stafford Borough Council is attached.

- b) Letter to Stafford Borough Council calling for a formal review of the Crown & Anchor Premises Licence for consideration of whether the venue continues to meet the licensing objective relating to 'public safety'.

A copy of an email from the Licensing Manager at Stafford Borough Council is attached.

- c) Letters to Staffordshire Police and Stafford Borough Council's Enforcement team requesting that weekend evening patrols are undertaken in Stone to ensure the laws and guidelines on COVID-19 measures have been respected to help rebuild confidence.

A copy of an email from the Chief Inspector at Staffordshire Police is attached.  
A copy of an email from the Licensing Manager at Stafford Borough Council is attached.

- d) To appoint a Working Group consisting of Town Councillors, local businesses and other interested parties to consider how the town can be promoted through a confidence building campaign that will encourage a return of consumer footfall to the High Street and spending in Stone.

To consider the formal appointment of any non Council members proposed for co-option to the Promotion of Stone Working Group.

- e) Letter to Stafford Borough Council to ask how much it would charge Stone Town Council to provide free Saturday parking in Stone to the end of the year.  
The letter to Stafford Borough Council is still in consultation.

A copy of an email from the Head of Operations at Stafford Borough Council is attached.

- f) Letter to the County Highways Department to ask whether there would be a possibility of extending the duration of the High Street pedestrianised zone each day, and that if permitted by the County, the Town Council first undertakes a consultation exercise with businesses to identify the most appropriate times.

An acknowledgement has been received from Staffordshire County Council but a full response is under consideration.

- g) Letter to the Licensing Department asking whether Stafford Borough Council would be prepared to suspend the fee for Pavement Licence applications from Stone businesses for the rest of the year.

A copy of an email from the Licensing Manager at Stafford Borough Council is attached.

#### 10. **Members Motion**

##### **Councillor Mrs Kerry Dawson**

*"I have recently been contacted by a resident in my ward who expressed concerns about the speed of traffic using Manor Rise, specifically during school drop off and rush hour. He informed me that there had already been several near misses and a few minor incidents and is worried that it is only a matter of time before a child is hurt, given that Manor Rise is used daily by children who attend Manor Hill First School, Pirehill First School and Walton Priory Middle School as their main walking route.*

*I share these concerns, and ask the Committee to agree that the Town Clerk should write to Staffordshire County Council regarding the traffic issues on Manor Rise to ask them to monitor/report on the issue and take action to curb speeding motorists in the area."*

#### 11. **Non-Cheque Payments**

To receive a list of non-cheque payments made by the Council during the period 1 to 31 July 2020 (attached).

**12. Update from Working Groups:**

- a) Neighbourhood Plan Steering Group
- b) Stone Area Parish Liaison Group
- c) Traffic Management in Stone Working Group
- d) Promotion of Stone working Group

**13. To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

Stone ATC – Mayor & J. Davies

Age Concern Stone & District – Cllrs: T. Adamson & C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: Mrs J. Hood, R. Kenney & T. Adamson

Stone Community Hub Liaison Group – Cllrs: Mrs J. Hood, M. Hatton & J. Powell

SPCA Executive Committee – Cllr M. Green

Members of the public are welcome to attend the General Purposes Committee meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of the scheme are displayed in the Council's notice boards and website.

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held virtually, on Tuesday 4 August 2020

**NOTE:** Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom. Members of the public were invited to observe the meeting streamed live on YouTube.

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: T. Adamson, Mrs A. Burgess, Mrs L. Davies, J. Davies, I. Fordham, M. Green, Mrs J. Hood, T. Kelt, P. Leason, J. Powell, C. Thornicroft and R. Townsend.

**ABSENT:** Councillors: K. Argyle, A. Best, Mrs K. Dawson, M. Hatton, J. Hickling

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### **GP20/223     Apologies**

Apologies were received from Councillors: K. Argyle, A. Best, Mrs K. Dawson and J. Hickling

### **GP20/224     Declarations of Interests**

None

### **GP20/225     Requests for Dispensations**

None

### **GP20/226     To receive the report of the County Councillors**

#### **County Councillor Mrs J. Hood**

##### Splitter Island

Councillor Mrs Hood advised the Committee that she had been working tirelessly for more than three years to secure removal of the splitter island to alleviate the daily traffic build up on Christchurch Way and the Longton Road. She had offered the County Highways Department her Divisional Highway Programme money in support of a removal scheme, but this had been declined by Officers.

Councillor Mrs Hood read aloud the General Purposes Committee Minute Number GP0505 (dated 16 March 2011) which confirmed the splitter island had been installed as an experiment, intended only as a temporary arrangement. She advised that a feasibility study had now been received and called on the County to work with her to achieve a solution.

Councillor Mrs Hood expressed her grateful thanks to Town Councillors for forwarding their valuable comments which had been submitted to the County Council.

##### Covid-19 Outbreak in Stone

Councillor Mrs Hood informed the Committee about the messages she had received from residents and business owners concerned about the far reaching

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\* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

negative impact of the Covid-19 outbreak on Stone town and consequences for them personally. The virus has been linked to the Crown & Anchor public house and peoples lives have been put in jeopardy.

Councillor Mrs Hood said the cost of the operation to the County Council would eventually be released. She acknowledged the costs to traders and businesses who had worked hard to prepare for reopening after lockdown only for the town to be treated as a 'no go' area. Out of the thousands of people tested there had been a small number of positive diagnoses with 5 cases in Stone.

Councillor Mrs Hood expressed her hope that people would soon regain their confidence and return to shop and eat out in Stone. The town is safe, social distancing measures are being fully observed and visitors will be very warmly welcomed.

#### Tribute

Councillor Mrs Hood paid tribute to a young man who had tragically taken his own life on Friday night. She said he would be greatly missed by his wider Stone family.

#### Resurfacing of The Avenue

Councillor Mrs Hood advised the Committee that she had received assurances from the County Council that The Avenue was scheduled for pre-surfacing very soon. This would involve a three day programme with a full resurface scheduled for 2023.

#### **County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

#### **GP20/227     Representations from Members of the Public**

None

#### **GP20/228     Minutes**

RESOLVED: That the minutes of the General Purposes Committee meeting held on the 7 July 2020 (Minute Numbers GP20/211 – GP20/222), be approved as a correct record.

#### **GP20/229     Minutes of Sub-Committees**

There were no minutes for consideration.

#### **GP20/230     Stafford Borough Council's Planning Consultation Process**

The Committee considered the reply received from the Development Manager at Stafford Borough Council, in response to a letter sent by the Town Council and other parish councils suggesting improvements to the Borough Council's process for handling planning applications.

The letter to Stafford Borough Council (written by the Town Council and other parish councils) and letter of response (from the Development Manager) had been distributed with the agenda for the meeting.

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The Chairman invited Councillor J. Davies, Chairman of the Stone Area Parish Liaison Group, to share his views on the item.

Councillor Davies expressed his disappointment at both the long delay before receiving a reply and the content of the reply which he did not feel addressed the leading reason for putting the item forward. The Borough Council's published 'Statement of Community Involvement 2018 Update' suggests a commitment to public engagement and active participation but this does not appear to be borne out in practice.

The Committee raised the following points:

- When considering requests for planning permission the application of national and local planning policy is required along with some interpretation and opinion. The Borough Council suggests the Town Council's consideration of weightings/balancing of one factor against another is less important than theirs, even though Town Councillors possess detailed local knowledge of their areas.
- The Borough Council suggests that town and parish councils have the same rights as members of the public to speak in Planning Committee but only one objector and one supporter is permitted on any one application. In reality little or no opportunity is available for Town Councillors to express views in this forum.
- The potential bias that the Borough Council suggests might arise from an unequal number of objectors and supporters ignores the point that Town Council representatives may wish to raise genuine points relating to material planning considerations. Whether those points are in favour or against the application is immaterial.
- The rules around speaking at Planning Committee are embedded in the Borough Council's constitution but this is not immutable and may be amended. There was no acknowledgement that processes can be improved.
- There is just one representative from Stone on the Borough Council's Planning Committee and as local knowledge is a valuable resource, a Town Council spokesman should have an opportunity to support the single Member.

RESOLVED: That Councillor Davies and Councillor Fordham work in tandem to produce a reply to be sent on behalf of Stone Town Council.

#### **GP20/231     BT Payphones**

The Committee considered an email from British Telecom which is consulting on a proposal to remove a payphone in Stone town.

An email from Stafford Borough Council, a letter from British Telecom and a comments form stating the location of the telephone box (which is outside the library PC01 in Market Square) had been enclosed with the agenda for the meeting.

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The Committee expressed the view that although the use of payphones has declined, this payphone is a well used facility located in the centre of town. Not everyone has the use of a mobile phone at all times and the public telephone provides an opportunity for people to call for assistance in the event of an emergency.

RESOLVED: That the Town Council writes to Stafford Borough Council objecting to British Telecom's removal of the payphone in Market Square which is a well used community asset in the centre of town.

**GP20/232     Members Motions**

**Councillor Mrs Kerry Dawson**

*"I have recently been contacted by a resident in my ward who expressed concerns about the speed of traffic using Manor Rise, specifically during school drop off and rush hour. He informed me that there had already been several near misses and a few minor incidents and is worried that it is only a matter of time before a child is hurt, given that Manor Rise is used daily by children who attend Manor Hill First School, Pirehill First School and Walton Priory Middle School as their main walking route.*

*I share these concerns, and ask the Committee to agree that the Town Clerk should write to Staffordshire County Council regarding the traffic issues on Manor Rise to ask them to monitor/report on the issue and take action to curb speeding motorists in the area."*

RESOLVED: As the proposer was not present at the meeting, the motion could not be considered.

**GP20/233     Non-Cheque Payments**

RESOLVED: To note the list\* of non-cheque payments made by the Council during the period 1 February to 30 June 2020.

**GP20/234     Update from Working Groups:**

**Neighbourhood Plan Steering Group**

The Chairman reported that no meetings had taken place.

**Stone Area Parish Liaison Group**

Councillor Davies advised the Committee that the meeting was cancelled due to COVID-19.

**Traffic Management in Stone Working Group**

Councillor Kenney advised the Committee that no meeting had taken place.

**GP20/235     To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

**Stone ATC**

Councillor Davies advised the Committee that no meetings had taken place.

**Age Concern Stone & District**

Councillor Thornicroft advised the Committee that no meeting had taken place.

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**Stafford & Stone Access Group**

Councillor T. Kelt advised the Committee that a meeting had been held with the secretary of the Group to discuss the ongoing development of the website.

**Stone Common Plot Trustees**

It was reported that no meeting of the Trustees had taken place.

**Stone Community Hub Liaison Group**

Councillor Mrs Hood confirmed that no meetings of the Hub Liaison Group had taken place.

**SPCA Executive Committee**

Councillor Green advised the Committee that he had been unable to attend the last meeting of the Executive Committee.

**GP20/236      Exclusion of the Press and Public**

**To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate**

RESOLVED: To exclude the Press and Public from the next item of business.

**GP20/237      Frank Jordan Centre**

The Sub-Committee considered the potential merits of relocating Stone Community Hub from the Walton Suite to the Christchurch Suite which may offer advantages to the Hub, Town Council and other centre hirers.

RESOLVED: It was resolved that the Chairman of the General Purposes Committee and the Chairman of the Tourism & Town Promotion Sub-Committee consult Stone Community Hub for its views on moving its operation from the Walton Suite to Christchurch Suite at the Frank Jordan Centre.

**GP20/238      Staffing Item**

The Committee considered the report\* of the Town Clerk on recruitment to the post of Deputy Town Clerk following the resignation of the current postholder.

RESOLVED: That the Town Council supports recruitment to the post of Deputy Town Clerk in accordance with the proposals in the report.

RESOLVED: That the Town Council gives authority to the Town Clerk to recruit to the post in accordance with the Council's Staffing Guidelines.

RESOLVED: That members of the final interview panel will include the Chairmen of the: General Purposes Committee, Management Sub-Committee and Tourism & Town Promotion Sub-Committee.

RESOLVED: That the closing date will be 17 August 2020 with interviews to be held in the week commencing 24 August 2020.

**CHAIRMAN**

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# Stone Town Council – General Purposes Committee

## Minutes of the meeting held virtually, on Tuesday 11 August 2020

**NOTE: Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom. Members of the public were invited to observe the meeting streamed live on YouTube.**

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: T. Adamson, A. Best, Mrs A. Burgess, J. Davies, I. Fordham, M. Green, M. Hatton (from 7.15pm during Minute number GP20/242), J. Hickling, Mrs J. Hood, T. Kelt, P. Leason and J. Powell

**ABSENT:** Councillors: K. Argyle, Mrs L. Davies, Mrs K. Dawson, M. Hatton (to 7.15pm during Minute Number GP20/242), C. Thornicroft and R. Townsend

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### **GP20/239     Apologies**

Apologies were received from Councillors: K. Argyle, Mrs L. Davies, Mrs K. Dawson, C. Thornicroft and R. Townsend

### **GP20/240     Declarations of Interests**

None

### **GP20/241     Requests for Dispensations**

None

### **GP20/242     COVID-19 Outbreak**

The Chairman informed the Committee that the purpose of the meeting was to discuss the recent COVID-19 outbreak in Stone, to assess what had happened and consider the actions the Town Council could take to support recovery of the town.

The Chairman invited County Councillor Mrs J. Hood and Borough Councillor I. Fordham to address the Committee.

#### **Councillor Mrs Hood**

Councillor Mrs Hood gave an outline of the sequence of events after it became public knowledge that a mass gathering had been allowed to take place in the Crown & Anchor Public House on the 18 July 2020. Some days later, the County Council's Director of Public Health put out a warning on 'A Little Bit of Stone' advising everyone who had been in the venue on that night that they should get tested as soon as possible. The story about the COVID-19 outbreak in Stone reached national news.

Councillor Mrs Hood advised the Committee that a mobile testing centre was set up on the Crown Street Car Park from 29 July to 2 August which on the first day was overwhelmed with more than a thousand people queueing to be tested. On the Thursday the testing centre was taking drive through bookings and people were asked to carry out their own test. Self swabbing unfortunately resulted in a

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number of inconclusive results which required repeat testing. Every individual received a test result and the County Council provided updates via the Incident Management Team (consisting of County Councillors, Officers and Director of Public Health).

Councillor Mrs Hood advised that there had been 22 positive diagnoses of COVID-19, 5 of them were Stone residents and 17 from surrounding areas including Stoke on Trent. Sixty people have been traced as having had direct contact with people who tested positive and these have been told to self isolate for 14 days. The incident team at the County Council has now reported that they have stepped down their test and tracing work.

Councillor Mrs Hood emphasised that the Prime Minister had repeatedly been telling us what we had to do to stay safe and it was disappointing the Crown & Anchor said it didn't understand the importance of social distancing.

Councillor Mrs Hood said she hoped the Committee would be able to find a way to bring our close knit community back. Businesses have put in place robust safety measures and we can be confident that visiting Stone is safe. She communicated to everyone that 'We are safe and we want our economy to recover. Please come out with confidence. The local authorities, businesses, traders and shops have all got your best interests at heart'.

#### **Councillor I. Fordham**

The Chairman invited Borough Councillor I. Fordham to address the Council.

Councillor Fordham thanked Councillor Mrs Hood for giving a very clear explanation of the testing process. He said the events at the Crown and Anchor had been foolish and irresponsible. There had been a clear breach of guidelines which had unacceptably put lives at risk. Several councillors have made representations to the licensing authorities at Stafford Borough Council and Staffordshire Police to request action to prevent any reoccurrence, stepping up enforcement action and restricting late night licensing during the course of the pandemic. A potential tragedy may have been averted by the actions of Public Health England and our local authorities. We are grateful to them and thank them for their response.

Councillor Fordham suggested that now was the time to move forward and he hoped to see the return of consumer and business confidence leading to a rapid recovery to the town. Prior to the outbreak, feedback from businesses was that life had been returning to the town following lockdown – trade had been picking up.

Councillor Fordham advised that businesses have put in place COVID-19 secure arrangements including the necessary social distancing measures. He said they now deserve our support and asked that the following actions be requested:

- A suspension of late night alcohol and music licences for the duration of the pandemic to discourage the assembly of large groups
- A formal review of the Crown & Anchor alcohol licence as a result of the risks caused to public safety.
- Regular weekend evening patrols by police and enforcement to ensure the laws and guidelines have been respected to help build confidence.

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- Local businesses to come together to develop a confidence building campaign to encourage a gradual return of consumer footfall.
- That the Town Council plays its part in helping to build confidence by mounting its own low key informative and factual campaign stressing that businesses have worked hard at COVID security and comply with government guidelines.

### **Committee Member Comments**

The Chairman invited Members to express their views.

The discussion points were wide ranging and the following key themes emerged:

#### Implications of the Crown & Anchor Incident

The Committee acknowledged the following points:

- The incident had undermined the hard work of local businesses in becoming COVID-19 prepared and ready to reopen after lockdown.
- Public confidence had been lost and there was a fear about the safety of the town.
- Businesses have sustained loss of custom and sales.
- There has been a reduced footfall in town.
- A negative image of the town had been portrayed following coverage on national news.
- Late opening (to 3am) had significantly increased the venues popularity by patrons
- Feedback suggests that businesses have felt unsupported as there has been a lack of guidance and business support.
- That hard lessons had been learned and it was time to look to the future

#### Resident and visitor safety

The Committee acknowledged the following points:

- The County Council and Borough Council are working with the Crown & Anchor to make sure safety measures are in place.
- The power of the general public (including residents, visitors shoppers and diners) should not be underestimated in self policing safety measures, raising questions when they feels something is not done in accordance with the required procedures.

The Committee suggested that consideration be given to the following points of action:

- To emphasise that Stone is a safe town to visit, in which to shop, dine and socialise. Standards are high often exceeding the Government's guidelines and strict COVID-19 measures are in operation.
- That support should be given to the test and trace programme.
- That the residents of Stone are protected, particularly the elderly population, as well as its businesses. One view suggested the Town Council should only promote the town to local people and not encourage people to visit from further afield. This could lead to further outbreaks and greater longer term damage.

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- That use is made of local surveillance to identify where management of the guidelines are not meeting the required standards.
- That consideration is given to reaching younger people to identify how they can best communicate their needs.
- That enquiries are made to the County Highways Department about extending closure of the High Street to 8pm.

#### Promoting Stone to restore confidence

The Committee suggested that consideration be given to the following points of action:

- That the Town Council actively welcomes visitors as well as local people who are vital to the economy of the town, impressing on them the safety measures that are in place.
- That the Town Council take the opportunity to promote Stone as people are widely preferring to visit small towns rather than larger towns and cities.
- That the possibility of providing free parking at weekends is explored.
- That the interests of daytime and night time businesses which are equally as important to the town's economy, are protected.
- That support be given to continuation of the Farmers market in Stone.

#### Working with local businesses

The Committee suggested that consideration be given to the following points of action:

- That Radio Stoke be invited to broadcast a live show from Stone, showcasing how Stone has responded to the incident by interviewing businesses to demonstrate that the town is open for business and is a safe place to visit.
- The use of media – radio, press and online social networking to deliver the message that Stone is open for business, safe and a great place to visit.
- The increased use of test, track and trace to local situations. If incidents like this do occur businesses should discuss potential action with peer groups.
- To set up a working group of councillors, traders and other interested parties to work together to promote the town.
- To develop a trader led Certificate of Approval scheme driven by local businesses with the support of Public Health England. \*Any initiative, would require investigation relating to legal implications and the scope/powers of the Town Council.
- To investigate the possibility of the Town Council providing a package of benefits to shops (for example a free on off use of a marquee) to assist individual traders to recover.
- To enquire about free Pavement Licences so that businesses can extend their trading range onto their shop frontages.

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RESOLVED:

That the Town Council:

- Writes to the Licensing Department at Stafford Borough Council asking for a suspension of late night alcohol and music licences within all Stone public house and entertainment venues for the duration of the COVID-19 pandemic.
- Writes to Stafford Borough Council calling for a formal review of the Crown & Anchor Premises Licence for consideration of whether the venue continues to meet the licensing objective relating to 'public safety'.
- Writes to Staffordshire Police and Stafford Borough Council's Enforcement team requesting that weekend evening patrols are undertaken in Stone to ensure the laws and guidelines on COVID-19 measures have been respected to help rebuild confidence.
- Sets up a Working Group consisting of Town Councillors, local businesses and other interested parties to consider how the town can be promoted through a confidence building campaign that will encourage a return of consumer footfall to the High Street and spending in Stone.
- Writes to Stafford Borough Council to ask how much it would charge Stone Town Council to provide free Saturday parking in Stone to the end of the year.
- Writes to the County Highways Department to ask whether there would be a possibility of extending the duration of the High Street pedestrianised zone each day, and that if permitted by the County, the Town Council first undertakes a consultation exercise with businesses to identify the most appropriate times.
- Writes to the Licensing Department asking whether Stafford Borough Council would be prepared to suspend the fee for Pavement Licence applications from Stone businesses for the rest of the year.

**CHAIRMAN**

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# Stone Town Council – General Purposes Committee

## Minutes of the meeting held virtually, on Tuesday 25 August 2020

**NOTE: Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom. Members of the public were invited to observe the meeting streamed live on YouTube.**

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: T. Adamson, A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies,  
I. Fordham, M. Green, Mrs J. Hood, T. Kelt, P. Leason, J. Powell and R. Townsend

**ABSENT:** Councillors: K. Argyle, Mrs K. Dawson, M. Hatton, J. Hickling and C. Thornicroft

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**GP20/243     Apologies**

Apologies were received from Councillors: K. Argyle, Mrs K. Dawson, J. Hickling, and C. Thornicroft

**GP20/244     Declarations of Interests**

None

**GP20/245     Requests for Dispensations**

None

**GP20/246     Promotion of Stone Working Group**

The Committee considered the appointment of members to the Promotion of Stone Working Group, set up at the meeting of the General Purposes Committee on 11 August 2020.

The Chairman invited Committee members to put forward their proposals on internal and external memberships and a number of nominations were given.

The Town Clerk reminded the Committee that the terms of reference for working groups require that proposed members external to the Council would need to be approved by the General Purposes Committee (as the parent body). An agenda item has been included in the agenda for the next meeting for this purpose. On completion of this process, external members will be required to sign the Council's Code of Conduct.

The Committee had some discussion regarding the role of the Working Group, but the Chairman reminded the Committee that the Group's purpose had been determined at the last meeting and the objective of this meeting was to determine membership.

The Chairman reminded Members that the working group would report back to the General Purposes Committee and the Committee would decide whether its recommendations should be supported. The Committee would also give directives to the working group as required.

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RESOLVED: That the membership of the Promotion of Stone Working Group will consist of the following Members:

Town Councillors:

- Councillor Mrs J. Hood
- Councillor Mrs L. Davies
- Councillor Mrs A. Burgess
- Councillor J. Powell

In addition, the Town Mayor and the Chairman of the General Purposes Committee are ex-officio members of all committees, sub-committees and working groups as set out in Standing Orders.

One representative from the following business groups:

- Licencee from Stone Pub Watch
- Stone Traders Group
- Stone Business Network/Hub
- Walton Businesses
- 'A Little Bit of Stone'

**CHAIRMAN**

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# Stone Town Council – Management Sub-Committee

## Minutes of the meeting held virtually on Tuesday 4 August 2020

**NOTE:** Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom. Members of the public were invited to observe the meeting streamed live on YouTube.

**PRESENT:** Councillor J. Davies in the Chair and  
Councillors: Mrs A. Burgess, Mrs L. Davies, I. Fordham, M. Green, T. Kelt and  
R. Kenney

By Chairman's invitation: Councillors: T. Adamson, Mrs J. Hood, J. Powell and  
R. Townsend

**ABSENT:** Councillor: K. Argyle

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**MAN20/028** **Apologies**

Councillor: K. Argyle

**MAN20/029** **Declarations of Interest and Requests for Dispensations**

None received

**MAN20/030** **Representations from Members of the Public**

None received

**MAN20/031** **Minutes**

That the Minutes of the Management Sub-Committee Meeting held on the 17 December 2019 (Minute No's MAN20/022 – MAN20/027), be approved as a correct record.

**MAN20/032** **Service Continuity Plan**

The Sub-Committee was asked by the Chairman to consider the lessons learned during the current COVID-19 emergency in order that detail could be added to the Town Council's Service Continuity Plan currently under development.

The Chairman advised the Committee that an effective Service Continuity Plan will require a detailed review of existing services in light of what has been experienced. The review requires identification of the shortcomings and things done well prior to initiating improvements that will ensure the Town Council is

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\* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

able to continue delivering services to the town.

The Chairman provided a broad outline of the steps that are needed to be taken. These are to:

- Identify where and how the existing arrangements met the challenge
- Identify the arrangements that didn't meet the challenge
- Identify how any new services helped to meet the challenge and identify any areas that were unnecessary
- Identify new services that should be included in future continuity arrangements
- Review risks and how best to manage them
- Make recommendations to the General Purposes Committee

The Sub-Committee agreed that it would prepare COVID-19 emergency recommendations for inclusion in the Town Council's Service Continuity Plan.

The Chairman suggested, and it was agreed, that he would invite (by email) Sub-Committee members to submit their views to him for collation in preparation for consideration at a future Sub-Committee meeting. Recommendations would in due course be submitted to the General Purposes Sub-Committee.

#### **MAN20/033    Planning Committee**

The Sub-Committee was asked by the Chairman to consider the benefits of changing the name of the Town Council's Planning Committee to 'Planning Consultative Committee'.

The Chairman reminded the Sub-Committee that the Planning Committee does not make decisions on planning applications. It is consulted (by the Local Planning Authority and occasionally Staffordshire County Council) and provides recommendations (in line with material planning considerations and a detailed local knowledge of Stone). A name change would deliver a more accurate representation of the work undertaken and would assist people in understanding the limits of its powers.

RECOMMENDED: That the Sub-Committee recommends to the General Purposes Committee that the name of the Town Council's 'Planning Committee' is changed to 'Planning Consultative Committee'.

#### **MAN20/034    Resolutions Progress Report**

The Chairman asked whether an update was available on the Resolutions Progress Report and the Assistant Town Clerk (Democratic) advised that an updated version of the report would be distributed to members.

The Chairman asked that a report also be issued detailing the outcomes of Planning applications and decisions made by the Borough Council.

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The Chairman confirmed that he would like the Resolutions Progress Report to become a standing agenda item in an updated form.

**MAN20/035   Updates**

The Chairman invited feedback from the Sub-Committee on the technical aspects and functionality (not the content) of the Town Council's website and Facebook page:

a.   Website

No feedback was shared on use of the website as a tool.

The Chairman suggested the Sub-Committee keep the website item under review and that other Sub-Committees (for example the Tourism & Town Promotion Sub-Committee) begin looking at how the tool is being utilised.

The Chairman asked that if there are items for the Management Sub-Committee then these should be put forward for consideration.

b.   Facebook

The Town Council's Facebook page is not yet live.

**Chairman**

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\* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

## **Stone Town Council - General Purposes Committee**

**22<sup>nd</sup> September 2020**

### **National Pay Award 2020-21**

#### **Report of Town Clerk**

#### **Purpose of Report**

1. To inform the Committee of the outcome of the 2020-21 national pay award negotiations for local government staff and its impact on the Council.

#### **Background**

2. Pay for local government staff is negotiated nationally. Although the parish council sector is not represented on the negotiating body, salaries at local councils are normally based on the national local government scales.
3. The Council has been informed that the 2020-21 pay negotiations have now been completed. They have resulted in agreement to a 2.75% per annum pay increase, backdated to 1<sup>st</sup> April 2020. In addition, annual leave for new entrants to local government within their first five years has been increased from 21 days to 22 days per annum.
4. The National Association of Local Councils (NALC) has recommended the adoption of the outcome of these negotiations to local councils. The NALC circular setting out the new pay scales for 2020-21 is attached as an appendix to this report.

#### **Employee Pay Scales**

5. Some of the Council's current staff are paid hourly rates that do not relate to the national pay scales. It is suggested that the Council increase their pay rates by 2.75% per annum, in line with other Council staff, subject to the minimum levels required by law.

#### **Implications for the Council**

6. The additional cost of this award to the Council will be around £4,200 in 2020-21. This is higher than the £3,100 anticipated when the Council's budget was prepared, however this should be covered by the savings from the vacancy in the Events and Marketing Assistant post, which has been provided in the budget for the full financial year.

#### **Recommendations**

7. The Committee is recommended to adopt the new salary levels for staff for 2020-21, as set out in this report.

26 AUGUST 2020

## E01-20 | 2020-21 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020.

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2020.

Due to the introduction of the national living wage, the NJC agreement included the introduction of a new pay spine on 1 April 2019. Reference to the former pay scales has been removed. However, if you wish to see how the old spinal column points and scale ranges translated to the new scales, these are set out in E02-18.

	1 April 2019		1 April 2020		Scale ranges
SCP	£ per annum	£ per annum	£ per annum	* £ per hour	Based on SCP
1	£17,364	£9.02	£17,842	£9.27	Below LC Scale (for staff other than clerks)
2	£17,711	£9.21	£18,198	£9.46	
3	£18,065	£9.39	£18,562	£9.65	
4	£18,426	£9.58	£18,933	£9.84	
5	£18,795	£9.77	£19,312	£10.04	
5	£18,795	£9.77	£19,312	£10.04	LC1 (5-6) (below substantive range)
6	£19,171	£9.96	£19,698	£10.24	LC1 (7-12) (substantive benchmark range)
7	£19,554	£10.16	£20,092	£10.44	
8	£19,945	£10.37	£20,493	£10.65	
9	£20,344	£10.57	£20,903	£10.86	
10	£20,751	£10.79	£21,322	£11.08	
11	£21,166	£11.00	£21,748	£11.30	
12	£21,589	£11.22	£22,183	£11.53	LC1 (13-17) (above substantive range)
13	£22,021	£11.45	£22,627	£11.76	
14	£22,462	£11.67	£23,080	£12.00	
15	£22,911	£11.91	£23,541	£12.24	
16	£23,369	£12.15	£24,012	£12.48	

17	£23,836	£12.39	£24,491	£12.73	LC2 (18-23) (below substantive range)
18	£24,313	£12.64	£24,982	£12.98	
19	£24,799	£12.89	£25,481	£13.24	
20	£25,295	£13.15	£25,991	£13.51	
21	£25,801	£13.41	£26,511	£13.78	
22	£26,317	£13.68	£27,041	£14.05	
23	£26,999	£14.03	£27,741	£14.42	LC2 (24-28) (substantive benchmark range)
24	£27,905	£14.50	£28,672	£14.90	
25	£28,785	£14.96	£29,577	£15.37	
26	£29,636	£15.40	£30,451	£15.83	
27	£30,507	£15.86	£31,346	£16.29	
28	£31,371	£16.31	£32,234	£16.75	
29	£32,029	£16.65	£32,910	£17.10	LC2 (29-32) (above substantive benchmark range)
30	£32,878	£17.09	£33,782	£17.56	
31	£33,799	£17.57	£34,728	£18.05	
32	£34,788	£18.08	£35,745	£18.58	
33	£35,934	£18.68	£36,922	£19.19	LC3 (33-36) (below substantive range)
34	£36,876	£19.17	£37,890	£19.69	
35	£37,849	£19.67	£38,890	£20.21	
36	£38,813	£20.17	£39,880	£20.73	
37	£39,782	£20.68	£40,876	£21.25	LC3 (37-41) (substantive benchmark range)
38	£40,760	£21.19	£41,881	£21.77	
39	£41,675	£21.66	£42,821	£22.26	
40	£42,683	£22.18	£43,857	£22.79	
41	£43,662	£22.69	£44,863	£23.32	LC3 (42-45) (above substantive benchmark range)
42	£44,632	£23.20	£45,859	£23.84	
43	£45,591	£23.70	£46,845	£24.35	
44	£46,732	£24.29	£48,017	£24.96	
45	£47,896	£24.89	£49,213	£25.58	LC4 (46-49) (below substantive range)
46	£49,101	£25.52	£50,451	£26.22	
47	£50,318	£26.15	£51,702	£26.87	
48	£51,429	£26.73	£52,843	£27.47	
49	£52,869	£27.48	£54,323	£28.23	LC4 (50-54) (substantive)
50	£54,194	£28.17	£55,684	£28.94	
51	£55,544	£28.87	£57,071	£29.66	
52	£57,397	£29.83	£58,975	£30.65	

53	£59,244	£30.79	£60,873	£31.64	benchmark range)
54	£61,099	£31.76	£62,779	£32.63	
55	£62,967	£32.73	£64,699	£33.63	LC4 (55-62) (above substantive benchmark range)
56	£64,812	£33.69	£66,594	£34.61	
57	£66,679	£34.66	£68,513	£35.61	
58	£68,510	£35.61	£70,394	£36.59	
59	£70,246	£36.51	£72,178	£37.51	
60	£72,019	£37.43	£74,000	£38.46	
61	£73,835	£38.38	£75,865	£39.43	
62	£75,701	£39.35	£77,783	£40.43	

\* Hourly rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours.

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**From:** Julie Wallace <JWallace@staffordbc.gov.uk>  
**Sent:** 24 August 2020 09:56  
**To:** Trudy Williams  
**Subject:** RE: Late Night Alcohol and Music Licences

Dear Mr Trigg

In response to your letter requesting a suspension of late night alcohol and music licences within all Stone public houses and entertainment venues I'm sorry but I cannot grant this request.

Stafford Borough Council as the Licensing Authority cannot impose a blanket ban on the late opening hours of public houses in Stone.

Such measures could only be imposed after a full review of each individual premise licence.

It would be disproportionate and contrary to the statutory guidance to impose such a measure on all premises licences in Stone.

Kind regards

Julie Wallace  
Licensing Manager



Julie Wallace | Licensing Manager  
Stafford Borough Council | Civic Centre | Riverside | Stafford | ST16 3AQ  
01785 619605 | JWallace@staffordbc.gov.uk | [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk)

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HM Government

**CORONAVIRUS  
STAY ALERT TO  
THE SYMPTOMS**

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**NHS**

**STAY ALERT  
CONTROL  
THE VIRUS  
SAVE LIVES**



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**From:** Julie Wallace <JWallace@staffordbc.gov.uk>  
**Sent:** 24 August 2020 13:00  
**To:** Trudy Williams  
**Subject:** FW: Crown & Anchor Premises Licence  
**Attachments:** Premises Licence Review Application.doc

Dear Mr Trigg

Thank you for your letter calling for a formal review of the Crown & Anchor Public House however there is a formal process to follow to consider such a request.

Stafford Borough Council as the Licensing Authority must take a balanced view of these proceedings however there are a couple of things I can advise you on.

If you wish to call for a review, in the first instance, you are required to serve a copy of this letter and the application form for review to the Crown & Anchor and all of the Responsible Authorities as well as Stafford Borough Council at the same time.

You have not indicated in your letter whether you have done this but if not then you must inform everyone properly.

I am assuming that this has not been done therefore please click on the link for the list of responsible authorities which includes their addresses, <https://www.staffordbc.gov.uk/responsible-authorities>

I have also attached a Premises Licence Review Application form for you which you will need to complete and serve at the same time.

Kind regards

Julie Wallace  
Licensing



Julie Wallace | Licensing Manager  
Stafford Borough Council | Civic Centre | Riverside | Stafford | ST16 3AQ  
01785 619605 | JWallace@staffordbc.gov.uk | [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk)

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# **CORONAVIRUS** **STAY ALERT TO** **THE SYMPTOMS**



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**STAY ALERT  
CONTROL  
THE VIRUS  
SAVE LIVES**

**Application for the review of a premises licence or club premises certificate under the  
Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form.  
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

**I** \_\_\_\_\_

*(Insert name of applicant)*

**apply for the review of a premises licence under section 51 / apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)**

**Part 1 – Premises or club premises details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b>	
<b>Post town</b>	<b>Post code (if known)</b>

<b>Name of premises licence holder or club holding club premises certificate (if known)</b>
---

<b>Number of premises licence or club premises certificate (if known)</b>
---

**Part 2 - Applicant details**

I am

Please tick ✓ yes

1) an individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)

☐

2) a responsible authority (please complete (C) below)

☐

3) a member of the club to which this application relates (please complete (A) below)

☐

**(A) DETAILS OF INDIVIDUAL APPLICANT** (fill in as applicable)

Please tick ✓ yes

Mr

☐

Mrs

☐

Miss

☐

Ms

☐

Other title  
(for example, Rev)

**Surname**

**First names**

**I am 18 years old or over**

Please tick ✓ yes

☐

**Current postal  
address if  
different from  
premises  
address**

**Post town**

**Post Code**

**Daytime contact telephone number**

**E-mail address  
(optional)**

**(B) DETAILS OF OTHER APPLICANT**

Name and address

Telephone number (if any)

E-mail address (optional)

**(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT**

Name and address

Telephone number (if any)

E-mail address (optional)

**This application to review relates to the following licensing objective(s)**

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance
- 4) the protection of children from harm

Please tick one or more boxes ✓

☐  
☐  
☐  
☐

**Please state the ground(s) for review** (please read guidance note 2)

**Please provide as much information as possible to support the application** (please read guidance note 3)

Please tick ✓ yes

Have you made an application for review relating to the premises before

☐

If yes please state the date of that application

Day		Month		Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**If you have made representations before relating to the premises please state what they were and when you made them**



Please tick ✓

yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate ☐
- I understand that if I do not comply with the above requirements my application will be rejected ☐

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**Part 3 – Signatures** (please read guidance note 4)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (please read guidance note 5). **If signing on behalf of the applicant please state in what capacity.**

Signature

.....

Date

.....

Capacity

.....

**Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 6)

**Post town**

**Post Code**

**Telephone number (if any)**

**If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)**

**How we use your personal information**

The information that you have provided on this form will be used by Stafford Borough Council, who are the data controller, for the processing of your application and providing you with a licence. We will only share your information with/ or on The Public Register, The Home Office, other Government agencies, Council departments and Enforcement agencies and the National Fraud Initiative when necessary or where the law otherwise requires or allows us to do so. For further information, please see [www.staffordbc.gov.uk/privacynotices](http://www.staffordbc.gov.uk/privacynotices)

## Notes for Guidance

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.

---

**From:** Giles Parsons <Giles.Parsons@staffordshire.pnn.police.uk>  
**Sent:** 21 August 2020 08:09  
**To:** Trudy Williams  
**Subject:** RE: Weekend Police Patrolling in Stone

We have a plan agreed with the Borough Council around the premise concerned. We already do Safer nights patrols at weekends in Stone with a focus on the night time economy.

Please be reassured we are keen working with partners to avoid this re-occurring. If you have any questions feel free to call me. Giles

Giles Parsons  
Ch Insp 4618  
Stafford Borough  
Neighbourhood Policing Commander  
Ext 4060  
Giles.parsons@staffordshire.pnn.police.uk

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**From:** Julie Wallace <JWallace@staffordbc.gov.uk>  
**Sent:** 26 August 2020 09:04  
**To:** Trudy Williams  
**Subject:** RE: Weekend Patrolling in Stone

Good Morning Mr Trigg

Thank you for your letter to which I make the following response.

The Council has a finite resource to use in carrying out its regulatory functions and therefore has to effectively prioritise this resource.

There is a need to be proportional in carrying out regulatory functions to ensure that no undue extra burden is placed on compliant businesses but is targeted at non-compliant businesses. Therefore, we will continue to monitor non-complaint businesses where we have evidence obtained through local intelligence gathering and complaints received.

The Council will work with other enforcement agencies such as the Police, Trading Standards and with the Director of Public Health at the County Council to investigate and monitor those businesses exhibiting greatest risk.

Kind regards

Mrs Julie Wallace

Licensing Manger.



Julie Wallace | Licensing Manager  
Stafford Borough Council | Civic Centre | Riverside | Stafford | ST16 3AQ  
01785 619605 | JWallace@staffordbc.gov.uk | [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk)

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**THE SYMPTOMS**

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**NHS**

**STAY ALERT**  
**CONTROL**  
**THE VIRUS**  
**SAVE LIVES**

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**From:** Robert Simpson <rsimpson@staffordbc.gov.uk>  
**Sent:** 08 September 2020 15:06  
**To:** Trudy Williams  
**Cc:** Steve Allen; Paul Foster  
**Subject:** FW: Car Parks in Stone Town Centre  
**Attachments:** 5. 2020-08-20 SBC Free Parking Saturday.pdf

Dear Les,

Thank you for your letter, a copy of which is attached.

In response to the request: "It was resolved that the Town Council 'writes to Stafford Borough Council to ask how much it would charge Stone Town Council to provide free Saturday parking in Stone to the end of the year'.é"

Stafford Borough Council would charge Stone Town Council the sum of £500 for each Saturday, until the end of 2020. This would be for free parking on "Crown Street and Christchurch Way" .

Please can you advise me as to whether you wish to proceed?

Best wishes,

Robert



Robert Simpson | Head of Operations  
Stafford Borough Council | Civic Centre | Riverside | Stafford | ST16 3AQ  
01785 619411 | rsimpson@staffordbc.gov.uk | www.staffordbc.gov.uk

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**NHS**

**STAY ALERT  
CONTROL THE VIRUS  
SAVE LIVES**

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**From:** Julie Wallace <JWallace@staffordbc.gov.uk>  
**Sent:** 21 August 2020 15:45  
**To:** Trudy Williams  
**Subject:** RE: Applications for Pavement Licences in Stone

Dear Mr Trigg

Thank you for your letter dated 20 August 2020 regarding Applications for Pavement Licences in Stone.

This matter has been discussed with the Cabinet Member, Cllr Jonathan Price, and unfortunately we cannot oblige your request to suspend the payment fee for pavement licences in Stone.

If this was granted then it would have a knock on effect as premises in Stafford and Eccleshall would expect the same.

The one alternative, perhaps, is that Stone Town Council could refund the fee to those that do apply for a pavement licence if you so wish.

Kind regards

Julie Wallace  
Licensing Manager



Julie Wallace | Licensing Manager  
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A black banner with white and yellow text and icons. On the left is the HM Government logo. In the center are four yellow circular icons: a thermometer, a person coughing, a hand with a red 'X' over it, and a nose with a red 'X' over it. On the right is the NHS logo. Below the icons is a yellow box with black text. At the bottom right is a green box with white text.

HM Government

**CORONAVIRUS**  
**STAY ALERT TO THE SYMPTOMS**

**HIGH TEMPERATURE OR  
NEW CONTINUOUS COUGH OR  
LOSS OF TASTE OR SMELL?**  
Find out how to get a test, and how long to isolate, at [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

**NHS**

**STAY ALERT  
CONTROL THE VIRUS  
SAVE LIVES**

## Stone Town Council - Non-Cheque Payments

The table below lists non-cheque payments made by the Council in the period since the last report, for the Committee's information.

The table includes payments by direct debit, telephone banking and online banking. It excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts, which can be seen by any Member on request. All amounts exclude VAT.

Date	Reference	Supplier	Description	Amount	Month
01/07/2020	D/Dbt 009/20	Prism Solutions	Analogue line rental - FJC	£46.69	Jul-20
03/07/2020	D/Dbt 009/20	Stafford Borough Council	Rates - STN - July 20	£225.00	Jul-20
03/07/2020	D/Dbt 009/20	Stafford Borough Council	Rates - MKT - July 20	£52.00	Jul-20
03/07/2020	D/Dbt 009/20	Stafford Borough Council	Rates - FJC - July 20	£434.00	Jul-20
06/07/2020	Virgin Media Bus	Virgin Media Business	Telephone calls - June 20/ rent July 20	£66.90	Jul-20
06/07/2020	Veolia UK	Veolia ES (UK) Ltd	Waste collection STN - June 20	£33.31	Jul-20
06/07/2020	Veolia UK	Veolia ES (UK) Ltd	Waste collection FJC - June 20	£69.92	Jul-20
07/07/2020	Waterlogic	Water Logic	Water cooler rental - office	£11.55	Jul-20
07/07/2020	Waterlogic	Water Logic	Water cooler rental - FJC	£5.00	Jul-20
07/07/2020	Waterlogic	Water Logic	Water cooler rental - STN	£5.50	Jul-20
07/07/2020	D/Dbt 009/20	EE	Caretaker's mobile - FJC	£21.28	Jul-20
07/07/2020	D/Dbt 009/20	EE	Caretaker's mobile - STN	£21.28	Jul-20
09/07/2020	D/Dbt 009/20	Information Commissioner's Office	Registration fee - data protection	£35.00	Jul-20
09/07/2020	M J Plant	M J Plant	Grounds maintenance - June 2020	£1,509.00	Jul-20
09/07/2020	M J Plant	M J Plant	Supply & fit new tap Mt Rd Allot	£66.61	Jul-20
09/07/2020	M J Plant	M J Plant	Removal/ disposal railings carpark FJC	£85.00	Jul-20
10/07/2020	Michael's Civ Robes	Miscellaneous	Black rosettes - project headstone	£46.50	Jul-20
10/07/2020	Stafford Borough Council	Stafford Borough Council	Qtly rent of accom - 15 Station Rd	£150.00	Jul-20
10/07/2020	Home & Colour	Home & Colour	Velcro for signs	£6.72	Jul-20
13/07/2020	Mrs C Shaw	Mrs C Shaw	Velcro for signs	£6.73	Jul-20
13/07/2020	Virgin Media Business	Virgin Media Business	Monthly broadband charge	£51.75	Jul-20
13/07/2020	D/Dbt 009/20	British Gas Lite	Pillar - 30 High St	£8.80	Jul-20
13/07/2020	D/Dbt 009/20	British Gas Lite	Pillar - 61 High St	£11.35	Jul-20
14/07/2020	Black Rose Solutions Ltd	Sandra Morris	Internal Audit 2019 -20	£175.30	Jul-20
14/07/2020	CAM TEC Ltd	CAM-TEC LTD	Call out to CCTV FJC	£80.00	Jul-20
16/07/2020	D/Dbt 009/20	British Gas	Electricity supply - STN	£96.10	Jul-20
17/07/2020	D/Dbt 009/20	Sage Pay Europe	Transaction charges	£15.00	Jul-20
17/07/2020	British Gas	British Gas	Elec supply - FJC	£189.03	Jul-20
17/07/2020	Zoom Video Comm Inc	Zoom Video Comm Inc	Monthly webinars charges	£55.98	Jul-20
20/07/2020	Elec 013/20	Call Handling Services Ltd	WCC renewal (9mths) call ctre	£703.12	Jul-20



Date	Reference	Supplier	Description	Amount	Month
20/07/2020	Elec 013/20	Miscellaneous	Reim for tables not provided	£19.99	Jul-20
21/07/2020	Worldpay	World Pay	Transaction charges	£9.99	Jul-20
21/07/2020	Worldpay	World Pay	Transaction charges	£12.50	Jul-20
22/07/2020	British Gas	British Gas	Gas supply - STN June 20	£119.12	Jul-20
22/07/2020	British Gas	British Gas	Gas supply - FJC June 20	£159.19	Jul-20
27/07/2020	Elec 013/20	Call Handling Services Ltd	Call charges VCC - June 20	£18.25	Jul-20
27/07/2020	Elec 013/20	Staffordshire County Council	Hosting/ manage website	£500.00	Jul-20
27/07/2020	Prism Solutions	Prism Solutions	ICT costs	£714.92	Jul-20
28/07/2020	Elec 013/20	J G Fenn Ltd	Sneeze screen	£116.69	Jul-20
29/07/2020	British Gas	British Gas	Gas supply - FJC July 20 final	£44.46	Jul-20
30/07/2020	Pozitive Energy	Pozitive Energy	Elec supply - FJC - July 20 new supply	£90.78	Jul-20
30/07/2020	Elec 013/20	Trudy Williams	Reimb for hand sanitisers - office	£12.55	Jul-20
30/07/2020	Elec 013/20	Trudy Williams	Reimb for postage	£12.92	Jul-20
31/07/2020	Elec 013/20	R Mountfords	Wood filler & finish	£17.48	Jul-20
31/07/2020	British Gas	British Gas	Gas supply STN -July 20 final	£44.42	Jul-20
31/07/2020	D/Dbt 011/20	NatWest	Bank charges	£25.55	Jul-20