



Town Clerk

Les Trigg

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STONE
ST15 8JP

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26 October 2020

Dear Councillor,

A **VIRTUAL** meeting of the **TOWN COUNCIL** will be held on **TUESDAY 3 NOVEMBER 2020** at **7:00pm** for consideration of the matters itemised in the following agenda.

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 and Requests for Dispensations**
3. **Representations from Members of the Public**
4. **To confirm as a correct record the minutes of the meeting of the Town Council held on 6 October 2020, Minute Numbers C20/130 – C20/136 (attached)**

5. **To receive the draft minutes and decisions of the under mentioned Committees:**

a) General Purposes Committee meeting held on 6 October 2020, Minute Numbers GP20/260 – GP20/274 (attached)

b) Planning Consultative Committee meeting held on 6 October 2020, Minute Numbers P20/115 – P20/120 (attached)

6. **Local Government Transparency Code 2015
Openness of Public Bodies Regulations 2014**

Information for Quarter ending 30 September 2020

7. **To receive the forthcoming Civic Announcements**

There are no civic announcements.

8. **To receive the Town Mayor's and Deputy Town Mayor's Reports of Engagements**

There are no reports from the Town Mayor and Deputy Town Mayor on this occasion due to the COVID-19 pandemic and Government requirements on social distancing and mass gatherings.

Members of the public are welcome to attend the virtual Meeting as observers.

Stone Town Council

Minutes of the meeting held virtually on Tuesday 6 October 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 M. Green in the Chair and
Councillors: J. Davies, Mrs L. Davies, I. Fordham, J. Hickling, Mrs J. Hood, T. Kelt,
R. Kenney, J. Powell, C. Thornicroft and R. Townsend

ABSENT: Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, Mrs K. Dawson,
M. Hatton and P. Leason

C20/130 Apologies

Apologies were received from Councillors: K. Argyle, Mrs K. Dawson and P. Leason

C20/131 Declarations of Interest and Requests for Dispensations

None received

C20/132 Representations from Members of the Public

None

C20/133 Minutes

RESOLVED:

That the minutes of the meeting of the Town Council held on the 22 September 2020 (Minute Numbers C20/123 – C20/129), be approved as a correct record.

C20/134 Committee Minutes

RESOLVED:

- a) The minutes of the General Purposes Committee meeting held on the 22 September 2020 (Minute Numbers GP20/247 – GP20/259), were noted.
- b) The minutes of the Planning Committee meeting held on the 22 September 2020 (Minute Numbers P20/109 – P20/114), were noted.

* 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.

C20/135 **Civic Announcements**

There were no Civic Announcements due to the Coronavirus pandemic.

C20/136 **Town Mayor's and Deputy Town Mayor's Reports of Engagements**

There were no reports from the Town Mayor and Deputy Town Mayor on this occasion due to the COVID-19 pandemic and Government requirements on social distancing and mass gatherings.

TOWN MAYOR

* 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

Minutes of the meeting held virtually, on Tuesday 6 October 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: J. Davies, Mrs L. Davies, I. Fordham, M. Green, J. Hickling, Mrs J. Hood,
T. Kelt, J. Powell, C. Thornicroft and R. Townsend

ABSENT: Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, Mrs K. Dawson,
M. Hatton and P. Leason

GP20/260 Apologies

Apologies were received from Councillors: K. Argyle, Mrs K. Dawson and
P. Leason

GP20/261 Declarations of Interests

Councillor J. Davies declared a personal interest in item 8 (Minute Number
GP20/267) - Requests for grants from local organisations: 2352 (Stone) Squadron
ATC

Councillor R. Kenney declared a personal interest in item 8 (Minute Number
GP20/267) - Requests for grants from local organisations: Crown Wharf Theatre

Councillor R. Kenney declared a personal interest in item 10 (Minute Number
GP20/269) - Town Centre Christmas Trees

Councillor Mrs J. Hood declared a personal interest in item 8 (Minute Number
GP20/267) - Requests for grants from local organisations: Crown Wharf Theatre

Councillor Mrs J. Hood declared a personal interest in item 10 (Minute Number
GP20/269) - Town Centre Christmas Trees

Councillor I. Fordham declared a personal interest in item 10 (Minute Number
GP20/269) - Town Centre Christmas Trees

Councillor M. Green declared a personal interest in item 8 (Minute Number
GP20/267) - Requests for grants from local organisations: Stone Lions Club

Councillor M. Green declared a personal interest in item 10 (Minute Number
GP20/269) - Town Centre Christmas Trees

GP20/262 Requests for Dispensations

None

GP20/263 **To receive the report of the County Councillors**

County Councillor Mrs J. Hood

Nitrous Oxide

Councillor Mrs Hood advised the Committee that at the last full County Council meeting a question had been raised about the County's strategy to help tackle the misuse of nitrous oxide in communities across Staffordshire. She said that there was a problem in all areas of Stone.

Councillor Mrs Hood informed the Committee that there was an increase in crime in Stone and CCTV coverage of properties being broken into suggests that many burglars are drug fuelled.

Councillor Mrs Hood said that she would be writing to Sir Bill Cash, MP, and will be working with County Councillor J. Price in arranging to work with the Criminal Justice Service and the Staffordshire Constabulary. She expressed her opinion that Police officers in Stone and Staffordshire are stretched and under resourced to deal with this issue.

Free Parking in Stone

Councillor Mrs Hood advised the Committee that she had spent most of Saturday in the High Street talking to traders, visitors and residents who were thrilled that parking was free on Saturdays and would continue to be, on the run up to Christmas. The B & M and Crown Hotel car park is not free and arrangements need to be made to ensure this is very clear. She was disappointed that many people are still paying for their parking and hopes that Stone Town Council will speak to Stafford Borough Council to sort the problem out.

Councillor Mrs Hood thanked Stone Town Council for funding the free town parking which will encourage more visitors and spending power to Staffordshire and Stone, where traders are working hard to keep everyone safe and provide a great experience for all.

Farmers Market

Councillor Mrs Hood informed the Committee that on Thursday she and Councillor Kenney were able to meet with the Borough Council and arrange for the Farmer's Market to come back into the High Street.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP20/264 **Representations from Members of the Public**

None

GP20/265 **Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 22 September 2020 (Minute No's GP20/247 – GP20/259), be approved as a correct record.

GP20/266 **Minutes of Sub-Committees**

RESOLVED:

- a) Management Sub-Committee held on 22 September 2020 (Minute Numbers MAN20/036 – MAN20/040), that the draft minutes be noted.

GP20/267 **Requests for Grants from Local Organisations**

2352 (Stone) Squadron Air Training Corps

The Committee considered the grant application from 2352 (Stone) Squadron Air Training Corps requesting £500 towards the cost of purchasing air rifles for cadet Weapon Training.

RESOLVED: To award £500 to 2352 (Stone) Squadron Air Training Corps.

Crown Wharf Theatre

This application had been withdrawn by Crown Wharf Theatre prior to the meeting.

Douglas Macmillan Hospice

The Committee considered the grant application from Douglas Macmillan Hospice requesting £200 to provide specialist nursing care to patients, either at home or in the In Patient Unit.

RESOLVED: To decline the award of a grant to Douglas Macmillan Hospice.

Kibblestone District Scout Council

The Committee considered the grant application from Kibblestone District Scout Council requesting £500 towards the costs of maintaining and running Kibblestone International Scout Camp.

RESOLVED: To award £500 to Kibblestone District Scout Council.

Stafford Samaritans

The Committee considered the grant application from Stafford Samaritans requesting £200 to cover the costs of recruiting, training and retention of new volunteers.

RESOLVED: To award £200 to Stafford Samaritans.

Stone Lions Club

The Committee considered the grant application from Stone Lions Club requesting £500 for prostate screening which this year due to the Coronavirus pandemic has involved subsidising the purchase of Home Test Kits as an alternative to a Prostate Screening event.

RESOLVED: To award £500 to Stone Lions Club.

Stone Radio

The Committee considered the grant application from Stone Radio requesting £220 to support a gap in its finances following the Covid-19 pandemic and inability to undertake traditional fundraising activities.

* 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.

RESOLVED: To award £220 to Stone Radio.

GP20/268 **Budget Review**

The Committee considered the report* of the Town Clerk which considers the Council's budget for the current year and the impact of any significant changes since the precept was approved in February 2020.

RESOLVED: That the Council's current financial position for 2020-21, outlined in the Town Clerk's report, is noted and kept under review.

RESOLVED: That the Town Clerk is authorised to make the necessary adjustments to the approved budget to reflect the figures in the report.

GP20/269 **Town Centre Christmas Trees**

Councillor J. Davies took the chair for this item as the Chairman and Deputy Chairman had declared interests at the start of the meeting.

Councillor Davies reminded the Committee about the usual arrangements for decorating the High Street at Christmas and that this year would be different as a consequence of the Covid-19 pandemic.

The Committee agreed that it would like to see the town appropriately festooned with lights and considered a proposal to pay for the purchase of all Christmas trees to be installed in the High Street. Stone in Bloom would install them and provide the LED batteries.

RESOLVED: That the Town Council agrees to pay up to £1,500 to Stone in Bloom for the purchase (and installation) of 90 to 100 Christmas trees during the festive season 2020.

Councillor Kenney resumed his role in the Chair.

GP20/270 **Nominations for SPCA Executive Committee**

The Committee considered an invitation to nominate a representative to stand for election to Staffordshire Parish Councils Association's Executive. It was noted that the election would be taking place at the Association's AGM on the evening of 7th December.

RESOLVED: That no nomination be made as Councillor Green is already a representative (and a second representative would only be appointed from Stone if no nominations are received from other parishes in the Stafford Borough).

GP20/271 **Speed Limit Near Schools**

The Committee considered the need to request that a 20mph speed limit is imposed on roads serving schools in Stone.

Members expressed their concerns about the daily traffic and safety issues that occur at school start and finish times and agreed that although the problems are far reaching, a lower speed limit would be helpful.

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RESOLVED: That the Town Clerk writes to Staffordshire County Council asking the authority to consider introducing a 20 mph speed limit across schools in Stone (who don't already have the lower speed limit) at start and finish times.

GP20/272 Non-Cheque Payments

RESOLVED: To note the list* of non-cheque payments made by the Council during the period 1 to 31 July 2020.

GP20/273 Update from Working Groups:

Neighbourhood Plan Steering Group

Councillor Mrs Hood confirmed that there had been no meeting.

Councillor Kenney advised that the Town Council is waiting for the referendum to be arranged but it was not known if elections would be held in May 2021.

Stone Area Parish Liaison Group

The Chairman of the Liaison Group, Councillor Davies, advised that the next meeting would be held virtually next week. Items on the agenda included policing issues, how town and parish councils have dealt with the Covid-19 crisis and Stafford Borough Council's planning consultation process. A full report will be given to the Committee in November 2020.

Traffic Management in Stone Working Group

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

Promotion of Stone Working Group

Councillor Kenney advised the Committee that a meeting would be held as soon as the paperwork for co-opted working group representatives had been received.

GP20/274 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 meeting had taken place.

Age Concern Stone & District

Councillor Thornicroft advised the Committee that no meeting had taken place but a meeting was scheduled for Monday 16 October.

Stafford & Stone Access Group

Councillor T. Kelt advised the Committee that no meeting had taken place but a meeting was planned for next week.

Stone Common Plot Trustees

Councillor Kenney confirmed that a meeting was scheduled for tomorrow.

Stone Community Hub Liaison Group

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

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SPCA Executive Committee

Councillor Green advised the Committee that there had been no meeting of the Executive Committee.

Prior to the close of the meeting Town Councillors gave thanks and expressed their appreciation to Christine Parton who is retiring from her Assistant Town Clerk (Business and Finance) role after 23 years of dedicated and conscientious service.

CHAIRMAN

Stone Town Council – Planning Consultative Committee

Minutes of the meeting held virtually on Tuesday 6 October 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 L. Davies, I. Fordham, M. Green, J. Hickling, Mrs J. Hood, T. Kelt,
R. Kenney, J. Powell, C. Thornicroft and R. Townsend

ABSENT: Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, Mrs K. Dawson,
M. Hatton and P. Leason

P20/115 Apologies

Apologies were received from Councillors: K. Argyle, Mrs K. Dawson and P. Leason

P20/116 Declarations of Interest and Requests for Dispensations

Councillor Mrs Hood abstained from voting on all items.

Councillor Mrs Hood said that she would be commenting on the WM Morrison Supermarket PLC planning application (reference 20/3297/FUL) but would not comment on the remaining two planning applications as she is a member of Stafford Borough Council's Planning Committee.

P20/117 Representations from Members of the Public

None received

P20/118 Minutes

RESOLVED:

- a) That the minutes of the Planning Committee meeting held on 22 September 2020 (Minute Numbers P20/109 – P20/114), be approved as a correct record.

P20/119 Planning Applications

Application Number – 20/32927/FUL

Applicant – WM Morrison Supermarkets PLC

Location – Junction at Christchurch Way, Stone

Development – To increase the capacity of the A520 Christchurch Way/Mill Street junction by adding an additional westbound lane on the Mill Street east arm approach and signalling the crossroad junction.

Observations: The Town Council welcomes the proposed development and gives its full support to the project.

Application Number – 20/32249/FUL (Amended Plans)

Applicant – Mr A. Stewart (Persimmon Homes West Midlands)

Location – Walton Hill Residential Development West of Longhope Drive

Development – Full application for the erection of 60 no. dwellings including access, open space and associated infrastructure

Observations: No objections

Application Number – 20/33000/HOU

Applicant – Ms M. Szpejna

Location – 24 Redfern Road, Stone

Development – First storey front extension and bay window

Observations: No objections

P20/120

To note the following items considered under delegated powers where no objections were forwarded to Stafford Borough Council due to no Member asking for the item to be considered by a special meeting of the Committee.

None

CHAIRMAN

Stone Town Council

Local Government Transparency Code 2015

Information for Period Ended 30th September 2020

Expenditure Exceeding £250

Date	Reference	Supplier	Description	Amount	Month
03/07/2020	D/Dbt 009/20	Stafford Borough Council	Rates - FJC - July 20	£434.00	Jul-20
09/07/2020	M J Plant	M J Plant	Grounds maintenance - June 2020	£1,509.00	Jul-20
20/07/2020	Elec 013/20	Call Handling Services Ltd	WCC renewal (9mths) call centre	£703.12	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
03/08/2020	D/Dbt 012/20	Stafford Borough Council	Rates - FJC	£434.00	Aug-20
05/08/2020	Elec 014/20	Current Electrical & Property Services	Installation of marquees - July 20	£475.00	Aug-20
07/08/2020	Elec 015/20	West Midlands Employers	Employment services	£500.00	Aug-20
14/08/2020	Elec 017/20	M J Plant	Grounds maint July 20	£1,509.00	Aug-20
14/08/2020	Elec 017/20	M J Plant	Crown Meadow - annual grass cutting/ removal	£381.00	Aug-20
24/08/2020	Elec 017/20	B Hygienic Ltd	Air sanitizer - office	£286.00	Aug-20
25/08/2020	Elec 017/20	Reach Publishing	Advert - Dep TC	£400.00	Aug-20
25/08/2020	D/Dbt 012/20	Prism Solutions	ICT costs	£714.92	Aug-20
25/08/2020	Elec 017/20	Christmas Plus	Christmas lights - installation charge	£6,202.75	Aug-20
27/08/2020	Elec 018/20	Miscellaneous	Grant to cover costs of presenting petition to House of Lord	£1,000.00	Aug-20
02/09/2020	Elec 019/20	Current Electrical & Property Services	Setting up of marquees - Aug 20	£280.00	Sep-20
03/09/2020	D/Dbt 013/20	Stafford Borough Council	Rates - FJC	£434.00	Sep-20
10/09/2020	Elec 021/20	M J Plant	Grounds maintenance - Aug 20	£1,509.00	Sep-20
10/09/2020	Elec 021/20	CAM-TEC LTD	Annual maint con - CCTV - FJC	£380.00	Sep-20
23/09/2020	Elec 023/20	J G Fenn Ltd	Printer cart - Les	£279.86	Sep-20
24/09/2020	Elec 023/20	Christmas Plus	Christmas Lights - Walto Roundabout	£4,323.00	Sep-20
25/09/2020	D/Dbt 015/20	Prism Solutions	ICT costs	£714.92	Sep-20

28/09/2020	Elec 024/20	Stafford Borough Council	Inst & remov bollards Jul-Sep 20	£398.61	Sep-20
29/09/2020	Elec 024/20	B Hygienic Ltd	Annual Hygiene Services/ maint - FJC	£932.50	Sep-20
29/09/2020	D/Dbt 015/20	The Arch Rent Collectors	Rent of Stone Station	£1,087.50	Sep-20
30/09/2020	Elec 025/20	Current Electrical & Property Services	Setting up of marquees - Sept 20	£690.00	Sep-20

NOTE: The table above excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts.

Stone Town Council

Local Government Transparency Code 2015

Information for Period Ended 30th September 2020

Procurement Information

1. Invitations to Tender for Contracts Exceeding £5,000

None

2. Contracted Agreements Exceeding £5,000

None

Stone Town Council

Openness of Public Bodies Regulations 2014

Information for Period Ended 30th September 2020

Decisions that would otherwise have been taken by the Town Council or one of its Committees that have been delegated to an officer:

1. Under a specific express authorisation; or
2. Under a general authorisation to officers to take such decisions and, the effect of the decision is to:
 - a. grant a permission or licence;
 - b. affect the rights of an individual; or
 - c. award a contract or incur expenditure which, in either case, materially affects the Town Council's financial position.

None