



**Town Clerk**

Les Trigg

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26 October 2021

Dear Councillor,

A meeting of the **TOWN COUNCIL** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 2 NOVEMBER 2021 at 7:00pm** for consideration of the matters itemised in the following agenda.

Attendees are asked to wear face masks other than when taking part in the meeting.

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 5 October 2021, Minute Numbers C22/044 – C22/052 (attached)**
5. **To receive the draft minutes and decisions of the under mentioned Committees:**
  - a) General Purposes Committee meeting held on 5 October 2021, Minute Numbers GP22/079 – GP22/100 (attached)

- b) Planning Consultative Committee meeting held on 5 October 2021, Minute Numbers PC22/019 – PC22/024 (attached)

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

Information for Quarter ending 30 September 2021 (attached).

7. **To receive the forthcoming Civic Announcements** (attached)

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

9. **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.**

10. **Confidential Minutes**

To approve the confidential minutes of the General Purposes Committee held on 5 October 2021, Minute Numbers GP22/079 and GP22/100.

Members of the public are welcome to attend the Town Council 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

## Minutes of the Meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 5 October 2021

**PRESENT:** Councillor J. Powell in the Chair and  
Councillors: K. Argyle, A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies,  
Mrs K. Dawson, I. Fordham, Mrs J. Hood, T. Kelt, R. Kenney, P. Leason,  
C. Thornicroft, R. Townsend and S. Walley.

**ABSENT:** Councillors: M. Green, M. Hatton and J. Hickling

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Before the meeting began Councillor Mrs Lin Davies led prayers.

**C22/044     Apologies**

Apologies were received from Councillors: M. Green and J. Hickling

**C22/045     Declarations of Interest and Requests for Dispensations**

None received

**C22/046     Representations from Members of the Public**

None

**C22/047     Allotment Awards**

The Town Mayor invited the Town Clerk to share information about the inspection and judging process for the Allotment Competition 2021 which had been provided by Martin Robinson who had unfortunately been unable to attend the meeting.

The Town Clerk informed the Town Council that the judging criteria this year had been increased with an additional section taking into account environmental impact, sustainability and amenity value.

The Town Clerk advised the Town Council that Mr Robinson had found the judging process at Newcastle Road difficult as there had been so many superb plots on the site. He said it had been a pleasure to see such a haven of horticultural activity and the quality and quantity of produce had been inspirational.

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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.

Mr Robinson had found the Mount Road allotment site a pleasure to visit as there were many varied plots with a wide variety of produce being cultivated. In addition to vegetables: soft fruit, apples, pears, artichokes, asparagus and some impressive flowers were noted.

The Town Mayor awarded prizes to the following allotment winners and congratulated each of them on their achievements:

Best Kept Allotment Winner Mount Road – Miss D. Rushton  
Best Kept Allotment Winner Newcastle Road – Mr A. Adams  
Best Kept Allotment Highly Commended Mount Road – Mrs C. Payne  
Best Kept Allotment Highly Commended Newcastle Road –  
Mr & Mrs A. Hollinshead

**C22/048     Minutes**

RESOLVED:

- a) That the minutes of the meeting of the Town Council held on 7 September 2021 (Minute Numbers C22/035 – C22/043), be approved as a correct record.

**C22/049     Draft Committee Minutes**

RESOLVED:

- a) The minutes of the General Purposes Committee Meeting held on 7 September 2021 (Minute Numbers GP22/056 – GP22/078), were noted.
- b) The minutes of the Planning Consultative Committee meeting held on 7 September 2021 (Minute Numbers PC22/013 – PC22/018), were noted.

**C22/050     Conclusion of Audit 2020-21**

RESOLVED:

The Town Council noted the External Auditor's Report\* and Certificate\* for the year ending 31 March 2021.

**C22/051     Civic Announcements**

The Civic Announcements, which had been previously circulated, were noted.

The Town Mayor advised the Town Council that he, the Mayoress and Deputy Mayor were looking forward to attending their respective civic events which included the HMS St Vincent Association AGM and Reunion Dinner and Civic Services at Biddulph, Leek and Eccleshall.

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**C22/052     Town Mayor's and Deputy Town Mayor's Reports of Engagements**

The Town Mayor's and Deputy Town Mayor's reports of engagements, which had been previously circulated, were noted.

**TOWN MAYOR**

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# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 5 October 2021

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: K. Argyle, A. Best, Mrs A. Burgess J. Davies, Mrs L. Davies,  
Mrs K. Dawson, I. Fordham, Mrs J. Hood, T. Kelt, P. Leason, J. Powell,  
C. Thornicroft, R. Townsend and S. Walley

**ABSENT:** Councillors: M. Green, M. Hatton and J. Hickling

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**GP22/079     Apologies**

Apologies were received from Councillors: M. Green and J. Hickling

**GP22/080     Declarations of Interests**

Councillor P. Leason declared a personal interest in agenda item 9 (Minute Number GP22/087) – Grant aid to local organisations: 1<sup>st</sup> Stone Scout Group.

Councillor Mrs K. Dawson declared a personal interest in agenda item 9 (Minute Number GP22/087) – Grant aid to local organisations: 1<sup>st</sup> Stone Scout Group.

**GP22/081     Requests for Dispensations**

None

**GP22/082     To receive the report of the County Councillors**

**County Councillor Mrs J. Hood**

The Chairman invited Councillor Mrs Hood to address the Committee.

Councillor Mrs Hood advised the Committee that she had no report to deliver on this occasion.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP22/083     To receive the report of Borough Councillors**

The Chairman invited Councillor Fordham to address the Committee.

Councillor Fordham advised the Committee that the five Stone Ward Borough Independent Councillors will shortly be meeting with Stafford Borough Council Officers to discuss the next stages and the timing for the development of Westbridge Park.

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**GP22/084     Representations from Members of the Public**

None

**GP22/085     Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 7 September 2021 (Minute Numbers GP22/056 – GP22/078), be approved as a correct record.

**GP22/086     Minutes of Sub-Committees**

Tourism & Town Promotion Sub-Committee held on 31 August 2021 (Minute Numbers TTP22/008 – TTP22/017), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Numbers TTP22/012, TTP22/013 (second recommendation: *That the General Purposes Committee considers the arrangements for a Queen's Platinum Jubilee Working Group*) and TTP22/016 be adopted.

Minute Number TTP22/015 had been adopted at the last meeting.

The Chairman advised the Committee that he had been approached by Councillors J. Davies, Mrs L. Davies and Mrs J. Hood to ask the Committee to reconsider the recommendation contained in Minute Number TTP22/013 (first recommendation: *That the Christmas Lights Switch-On is delivered virtually in 2021 and that the preparations for a live event in the High Street are not progressed*). He had also received a letter from Stone Traders Group in support of a live Christmas Lights Switch-On.

The Chairman invited Councillor Mrs Hood to address the Committee.

Councillor Mrs Hood advised the Committee that she had been contacted by a great many people expressing their strong views about wanting to see a live Christmas Lights Switch-On event take place in the town in 2021.

After also noting that the London Marathon had taken place at the weekend, and also well attended local events (St George's Day and Food & Drink Festival) Councillor Mrs Hood asked the Committee to reconsider its decision not to hold a Christmas Lights Switch-On in the town.

RESOLVED; That Minute Number TTP22/013 (first recommendation) is revoked in favour of a live Christmas Lights Switch-On in the town on Thursday 25 November 2021.

RESOLVED: That the arrangements for a Virtual Christmas Lights Switch-On continue and be held concurrently.

RESOLVED: That the following Members be appointed to the Queen's Platinum Jubilee Working Group (reference TTP22/016): K. Argyle, J. Davies, Mrs L. Davies, Mrs J. Hood, P. Leason, R. Kenney and S. Walley.

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- a) Environment Sub-Committee held on 31 August 2021 (Minute Numbers ENV22/007 – ENV22/013), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Number ENV22/011 be adopted.

**GP22/087      Requests for Grants from Local Organisations**

**1<sup>st</sup> Stone Scout Group**

Having declared personal interests, Councillor Mrs Dawson and Councillor Leason did not speak on this item, or vote.

The Committee considered the grant application from 1<sup>st</sup> Stone Scout Group requesting financial support in respect of the costs of hiring an alternative venue for its meetings while the Pump House receives renovation works and essential repairs to the floor.

RESOLVED: To award to 1<sup>st</sup> Stone Scout Group a grant of an unspecified value which will be equal to the costs of hiring the Frank Jordan Centre for Scout Group meetings for a maximum period of twelve months.

**Douglas Macmillan Hospice**

The Committee considered the grant application from the Douglas MacMillan Hospice requesting £200 towards the costs of providing children's services (that have been taken on from the Donna Louise Trust). The application specifies that the hospice is currently caring for six children and their families in the Stone postcode area.

RESOLVED: To award £200 to Douglas MacMillan Hospice.

RESOLVED: That the Town Council reviews its policies in relation to national and large charities who apply for grant aid.

**GP22/088      Review of Standing Orders**

The Committee undertook to review the Council's Standing Orders\* which had been presented to the last meeting of the Committee and circulated electronically with the agenda for this meeting. The document had been reviewed by the Town Clerk, who had proposed amendments to reflect changes to the arrangements for: the location of meetings, urgent matters during the pandemic, serving notice on Councillors by email, accounts submission deadlines if specified in national regulations and procurement changes to reflect Britain's exit from the European Union.

RESOLVED: That the Committee updates the Council's Standing Orders Related to Council Business in accordance with the proposed revisions contained in the report.

**GP22/089      Review of Financial Regulations**

The Committee undertook to review the Council's Financial Regulations\* which had been presented to the last meeting of the Committee and circulated electronically with the agenda for this meeting. The document had been reviewed by the Town Clerk, who proposed changes to Regulation 5.7b (requirement to produce a report of all payments to each ordinary meeting of the General

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Purposes Committee), Regulation 5.10 (payments using PayPal) and Regulation 10.3 (procurement following Britain's exit from the European Union).

RESOLVED: That the Council's Financial Regulations are updated in accordance with the proposed revisions in the report.

**GP22/090      Code of Conduct**

The Committee considered the revised Code of Conduct which is based on the updated Local Government Association Model.

The revised Code of Conduct had been circulated with the electronic version of the agenda for the meeting.

RESOLVED: That the revised Councillor Code of Conduct (October 2021) is adopted by the Town Council.

**GP22/091      Drinking Water Machines**

The Committee considered whether The Town Council should continue to provide drinking water from cold water drinks dispensers in its offices, Council Chamber and two community centres.

The Committee expressed concerns that water machines are not hygienic and in the current climate present a risk in respect of Covid-19 safety. In addition the water cooling element of the machines are not environmentally friendly.

The Town Clerk advised the Committee that (under Regulation 22 of the HSE Guidance and Approved Code of Practice) the Town Council has obligations as an employer to provide an adequate supply of wholesome drinking water (and drinking vessels) that is readily accessible to all staff.

The water should normally be obtained directly from a suitable public or private mains supply. If a cistern, tank or vessel is used as a supply, it should be well covered, kept clean and tested and disinfected as necessary. If refillable containers need to be used they should be suitably enclosed to prevent contamination and refilled at least once a day. The supply of bottled water does not meet the requirement and may only be provided as a supplementary source of drinking water.

The Town Clerk advised the Committee that the water supplied from the kitchens at each of the Council's sites may well fulfil the requirements of the legislation but this would need to be established before the water coolers (which are out of contact) could be removed.

RESOLVED: That the Town Clerk is asked to identify and implement a hygienic and environmentally friendly method for supplying drinking water to its employees which meet the Town Council's obligations as an employer.

**GP22/092      Gambling Act 2005 – Draft Statement of Principles 2022 to 2025**

The Committee considered a Stafford Borough Council consultation seeking views on the statement of the principles it proposes to apply when exercising its functions under the Gambling Act 2005.

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An email from the Licensing Manager at Stafford Borough Council had been circulated with the agenda and the Gambling Act 2005 Draft Statement of Principles 2022 – 2025 had been attached to the electronic version of the agenda.

The Committee noted the consultation but did not wish to have any input.

**GP22/093      Nominations for SPCA Executive and AGM arrangements**

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 will take place at the Association's AGM on the evening of 6 December 2021.

RESOLVED: To nominate Councillor Mark Green to stand for election as a representative to the SPCA Executive Committee.

**GP22/094      Members' Motion under Standing Order 4**

**Councillor Mrs Kerry Dawson**

*"I've been looking into ways we can get young people more involved in the Council and the things that we do. As part of this research, I have identified a potential role for a number of "Student Advisors" who would support the Council at appropriate meetings by providing advice from the perspective of younger people.*

*I would ask the Council for its support for me to work with the Town Clerk and local schools to put together a proposal which can be considered by this Committee and, if supported, implemented at the Annual Meeting in May 2022."*

Councillor Mrs Dawson advised the Committee that she had had several discussions about how young people might get more involved with the Council and after research had discovered the NALC publication 'Whatever, yeah' containing several case studies on how other councils had been getting their youth involved in their work.

She believed the 'Student Advisors' model championed by Ringwood Town Council would benefit the Stone community, providing a mechanism for young people to have an input into local democracy and decisions relating to the town.

The Committee congratulated Councillor Mrs Dawson on identifying and raising this important issue.

RESOLVED: That the Management Sub-Committee is asked to consider the options for better representing young people and promoting youth engagement in the Town Council's activities.

RESOLVED: That the Management Sub-Committee meets on 19 October 2021 to consider its recommendations to the General Purposes Committee.

The Chairman of the Management Sub-Committee confirmed that any Councillor not on the Management Sub-Committee would be given a dispensation to speak.

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**Councillor Steve Walley**

*"I would like to commence holding surgeries as a Town Councillor, for the residents of Stonefield and Christchurch Ward.*

*An ideal location would be the Frank Jordan Centre, and would propose that the Committee agree to use of the Centre free of charge for this purpose."*

Councillor Walley advised the Committee that he considered it was important for Town Councillors to be as visible as possible and in working towards this wished to propose holding Town Council surgeries in collaboration with fellow ward Councillors. He suggested alternating the venues to ensure accessibility and asked whether the Frank Jordan Centre could be used free of charge for this purpose.

The Town Clerk advised the Committee that the ability to give free use of Council premises was permitted provided its purpose was clearly for the work of the Council and that the work was clearly non political.

The Committee agreed that the idea of holding surgeries was a good one in principle but raised a number of questions about how the sessions would work and how different scenarios would be managed.

The Committee raised the following points for consideration:

- That the project should be open to all so that the service benefits the whole town rather than specific wards.
- Safety and security are key considerations and a minimum of two Councillors should be present at surgeries.
- Ideally many more than two Councillors should be present at surgeries to maximise the collective knowledge that is available from the team.
- Many enquiries are likely to be related to signposting people to the services of other local authorities. Preparations will be necessary to ensure people are directed correctly for further advice and assistance.
- The Frank Jordan Centre is considered a suitable venue in respect of its proximity to the town and CCTV coverage.
- That the need to ensure revenue to the community centre is not missed. For example using the centre at times when it is not otherwise in use.
- Pop up surgeries could be considered such as a stall at a town market.
- Consideration needs to be given to promotion of surgeries, their frequency, a staffing rota, use of an appointment system, managing situations where people don't arrive, and the procedure for following up.
- How Walton would be served with surgeries. Walton North residents may not wish or have the ability to travel across the A34. Walton Ward Councillors wish to explore the options available for their own area. The Fire station community room was suggested as a possible venue.

**RESOLVED:** That the Committee asks Councillor Walley to develop a detailed plan for consideration at a future meeting.

**GP22/096     Town Council Payments**

RESOLVED: To note the list\* of Town Council payments made during the period 1 to 31 August 2021.

**GP22/097     Update from Working Groups:**

**Neighbourhood Plan Steering Group**

Councillor Mrs Hood advised the Committee that no meeting of the Steering Group had taken place.

**Stone Area Parish Liaison Group**

Councillor J. Davies informed the Committee that the next meeting of the Stone Area Parish Liaison Group would be held in two weeks.

**Heritage Centre Steering Committee**

Councillor Kenney advised the Committee that a meeting of the Content Sub-Group of the Heritage Centre Steering Committee was scheduled to take place on Monday next week.

**GP22/098     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 he had attended a Civilian Committee meeting last week and the Squadron was doing very well with numbers increasing. The ATC is now able to parade and should be out in force on Remembrance Sunday.

**Age Concern Stone & District**

Councillor Thornicroft advised the Committee that there had been no meeting.

**Stafford & Stone Access Group**

Councillor Kelt advised the Committee that the next meeting of Stafford & Stone Access Group would be on 25 October 2021. Councillor Kelt is continuing to maintain the Access Group's website.

**Stone Common Plot Trustees**

Councillor Kenney confirmed that a meeting of Stone Common Plot Trustees would be held at the end of the month.

**Stone Community Hub Liaison Group**

Councillor Mrs Hood confirmed that no meetings had taken place.

**SPCA Executive Committee**

Councillor Green was not available to provide a report.

**The meeting was temporarily suspended and then reconvened after the open session of the Planning Consultative Committee meeting had taken place.**

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**GP22/099      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 items of business.

**GP22/100      Christmas Market**

The Committee considered a proposal from the Stone Traders Association to hold a Christmas Market on Sunday 21 November 2021 in the High Street.

RESOLVED: That the Town Council supports Stone Traders Association's proposal to hold a Christmas market in the High Street and to provide financed subsidising to Stone based businesses and regular market traders but asks the Association to consider holding the market on Sunday 28 November (rather than Sunday 21 November 2021) when the Christmas Lights will be on in the town.

**CHAIRMAN**

# Stone Town Council – Planning Consultative Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 5 October 2021

**PRESENT:** Councillor T. Kelt in the Chair, and  
Councillors: K. Argyle, A. Best, Mrs A. Burgess, J. Davies, Mrs K. Dawson,  
Mrs J. Hood, Mrs L. Davies, I. Fordham, R. Kenney, P. Leason, J. Powell,  
R. Townsend, C. Thornicroft and S. Walley

**ABSENT:** Councillors: M. Green, M. Hatton and J. Hickling

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**PC22/019      Apologies**

Apologies were received from Councillors: M. Green and J. Hickling

**PC22/020      Declarations of Interest and Requests for Dispensations**

Councillor Mrs Hood advised the Sub-Committee that, as a member of Stafford Borough Council's Planning Committee, she would not be commenting or voting on the planning applications listed except to say that she had been asked to call in the Starbucks planning applications (21/34338/FUL and 21/34339/ADV).

**PC22/021      Representations from Members of the Public**

None received

**PC22/022      Minutes**

RESOLVED:

- a) That the minutes of the Planning Consultative Committee meeting held on 7 September 2021 (Minute Numbers PC22/013 – PC22/018), be approved as a correct record.

**PC22/023      Planning Applications**

**Application Number** – 21/34455/HOU

**Applicant** – Mr G. Blundell

**Location** – 177 Lichfield Road, Stone

**Development** – Internal alterations including removal of and creation of openings to load bearing walls. Removal of load bearing wall between kitchen and lounge to connect both rooms, installation of new windows, doors and bi-folding doors both internally and externally. External alterations include creation of new extension towards the rear of the building overlooking the garden. The entire building is to be rendered externally, excluding a garage.

**Observations:** No objections

**Application Number** – 21/34503/HOU

**Applicant** – Mr D. Craig

**Location** – 45 St Michaels Mount, Stone

**Development** – Removal of existing porch and side conservatory, new side extension and new front porch along with external works including relocation of front gate.

**Observations:** No objections

**Application Number** – 21/34845/HOU

**Applicant** – Mr E. Wood & Miss L. Evans

**Location** – 2 Ridge Croft, Stone

**Development** – Two storey side extension, single storey rear extension, conversion of part of garage into living space with new roof, front porch and internal alterations.

**Observations:** No objections

**Application Number** – 21/34338/FUL

**Applicant** – Mr Burney (Burney Estates Ltd)

**Location** – Dan's Motorcycle Showroom, The Fillybrooks, Stone

**Development** – Alterations and refurbishment to convert existing showroom to a Starbucks Drive Through, including external layout alterations, new signage and landscaping. In conjunction with 21/34339/ADV

**Observations:** The Town Council resolved not to comment on this planning application.

**Application Number** – 21/34339/ADV

**Applicant** – Mr Burney (Burney Estates Ltd)

**Location** – Dan's Motorcycle Showroom, The Fillybrooks, Stone

**Development** – 4 No. fascia signs, 1 No. totem pole (other 1), 2 No. directional signs (other 2 & 3), and 2 No. menu boards (other 4 & 5). In conjunction with 21/34338/FUL

**Observations:** The Town Council resolved not to comment on this planning application.

**Application Number** – 21/34419/OUT

**Applicant** – Mr M. Preston

**Location** – Land north of Trent Road, Stone

**Development** – Erection of 7no. affordable starter homes

**Observations:** The Town Council wishes to object to this planning application for the following reasons:

- The development site is located outside the settlement boundary as defined by Stafford Borough Council's Adopted Local Plan.
- The development of this greenfield site would be inappropriate and result in the loss of valuable open green space. The Town Council's

reasons for wishing to include the land as Local Green Space (LGS41) in the draft Stone Neighbourhood Plan (prior to its removal by the Inspector) remain valid.

- The planning documents define the land as low quality grass land with some trees and a hedge boundary. The SHLAA defines the land as a brownfield site but historic maps show no evidence of any previous development going back in time. The Town Council challenged the Borough Council on the brownfield designation during the neighbourhood planning process and Borough Officers thought a mistake may have been made but did not come back on the point.
- The housing development is contiguous with an area of green land and it is not clear whether this is one area/site or if under single ownership. Some of the planning documents seem to treat the whole area as one plot – such as the grounds investigation report.
- The Borough Council's housing targets for building affordable homes in Stone are already on target to be met. Stone is meeting the requirements through housing already built and in its plans for the next five years. Stone is not obligated to agree to more unplanned affordable homes.
- The planning application makes no reference to previous uses of the land and the potential for it to be contaminated. Historically, the land was used during the foot and mouth epidemic to bury animal remains. The Town Council would question whether a comprehensive Environmental Assessment has been carried out.
- Concerns about residential amenity as well as traffic and highway considerations.

The Town Council would like to register its support for the comments made by Stafford Borough Council's Health and Housing Manager.

**PC22/024**

**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.**

**Application Number** – 21/34251/FUL

**Applicant** – Dr A. Jilka

**Location** – 15 Lichfield Street, Stone

**Development** – Carry internal alterations to first and second floors forming existing domestic accommodation to dental practice. Provide additional car parking to rear, use existing rear access to existing car parking. Provide signage.

**Amendments** – Various amendments including wall taken down at the rear, changes to the parking area, window replacement with UPVC and plant and machinery (air source heat pump - possibly impacting neighbour amenity). The details are documented on the amended plans, additional information and photographs on the portal.

**Observations:** The Town Council advised Stafford Borough Council on 4 August 2021 that it had no objections to the development proposal subject to the Borough Conservation Officer's approval of the scheme.



The Town Council raises objections to the newly installed uPVC windows which are detrimental to the appearance of this historic asset and inappropriate in the conservation area. The Town Council hopes the Conservation Officer will also reject the uPVC installation and request replacement with windows of suitable design and construction in natural wood material.

The installation of an air flow unit/air source heat pump should be installed in an unobtrusive position and the Borough Council be satisfied that there will be no impact on neighbour amenity.

**CHAIRMAN**

# Stone Town Council

## Local Government Transparency Code 2015

Information for Period Ended 30th September 2021

### Expenditure Exceeding £250

Date	Reference	Supplier	Description	Amount	Month
05/07/2021	16	MJ Plant	June 2021 - Maint of Amphi, C Meadow and Allots	£1,554.00	Jul-21
05/07/2021	15	MJ Plant	May 2021 - Grounds Maint for C Meadow, Amphi, Allots, Old Br	£1,554.00	Jul-21
05/07/2021	Rates July 2021	Stafford Borough Council	FJC Rates July 21	£434.00	Jul-21
13/07/2021	16094	Greenbarnes Ltd	Double sided noticeboard	£3,542.14	Jul-21
16/07/2021	108294	B Hygienic Ltd	Office Air Sanitiser Unit July 21 to June 22	£286.00	Jul-21
26/07/2021	143691	Prism Solutions	Prism Support Service Aug 2021	£622.33	Jul-21
31/07/2021	INV-0561	Current Electrical & Property Services	Marquee Set up July 2021	£1,255.00	Jul-21
03/08/2021	SBC Rates	Stafford Borough Council	SBC Rates Aug 2021 FJC`	£434.00	Aug-21
06/08/2021	Grant Payment	Florence Brass	Grant Award to Florence Brass	£500.00	Aug-21
10/08/2021	508888594	Zurich Municipal	Heritage Centre - Insurance 01/06/21 to 31/05/22	£784.00	Aug-21
17/08/2021	20821	Joules Brewery	Works carried out at Stone Fire Station / Heritage Centre	£66,852.36	Aug-21
25/08/2021	145262	Prism Solutions	Prism Monthly Service Charge Sep 2021	£638.88	Aug-21
26/08/2021	5813476/CE/173748	The Arch Rent Collectors	Station Rent 29/09/21 to 24/12/21	£1,184.25	Aug-21
27/08/2021	42388	Panda Press (Stone) Ltd	Civic Order of Service 2021	£254.00	Aug-21
27/08/2021	INV-0575	Current Electrical & Property Services	Marquees set up Aug 2021	£900.00	Aug-21
03/09/2021	Inv0932	The Secret Kitchen	Civic Sunday Buffet 05/09/21	£1,036.00	Sep-21
03/09/2021	Rates	Stafford Borough Council	SBC Rates Sep 2021 FJC`	£434.00	Sep-21
07/09/2021	8940679	Chubb Fire	Fire Safety Equipment Service	£272.21	Sep-21
07/09/2021	109134	B Hygienic Ltd	Hygiene Services - Sep 21 to Aug 20	£854.50	Sep-21
09/09/2021	24	MJ Plant	Annual Grass Cutting - Crown Meadow	£392.50	Sep-21
09/09/2021	23	MJ Plant	Maintenance of benches and bridges	£608.00	Sep-21
09/09/2021	18	MJ Plant	Aug 21 maint of allots, amphi, C Meadow	£1,554.00	Sep-21
09/09/2021	1906916	Mazars LLP	Limited Assurance Review for YE 31/03/21	£800.00	Sep-21
09/09/2021	22	MJ Plant	Amphitheatre - maint of benches and bridge	£394.00	Sep-21
09/09/2021	INV-1267	IG Stage Hire	Stage Hire 20% Deposit - Jubilee Event 05/06/22	£264.00	Sep-21
09/09/2021	17	MJ Plant	July 2021 Maint - Amphi, C Meadow, Allotments	£1,554.00	Sep-21
10/09/2021	10843	CAM-TEC LTD	CCTV Main Contract 20/9/21 to 19/9/22	£380.00	Sep-21
16/09/2021	4422	Christmas Plus	Hire of Festive Display 2021/22	£6,202.75	Sep-21

16/09/2021	Grant Payment	Christchurch First School	Christchurch First School - Grant Aid	£500.00	Sep-21
16/09/2021	025	C Shingler T/A Hindsight Heritage	Development of Heritage Centre Mission statement and road ma	£450.00	Sep-21
22/09/2021	21004	Simon Meddings Associates Ltd	Heritage Centre - propose design and fit out requirements	£658.00	Sep-21
23/09/2021	7070288763	Stafford Borough Council	Install & remove High Street bollards July to Sep 2021	£398.61	Sep-21
27/09/2021	146822	Prism Solutions	Prism IT Support Service Oct 2021	£631.33	Sep-21
28/09/2021	INV-0585	Current Electrical & Property Services	Marquee set up - Sep 2021	£1,090.00	Sep-21
28/09/2021	INV-0586	Current Electrical & Property Services	St. George Event - crowd barriers and power supply	£481.60	Sep-21
29/09/2021	SEPT21	Staffs Shoe Repair	4 x new shields and engraving for annual allotment competi	£317.96	Sep-21
29/09/2021	5421	Byatt Oliver Associates	Heritage Centre - condition survey and drawings	£1,605.00	Sep-21

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 2021

### 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 2021

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

**STONE TOWN COUNCIL MEETING**  
**2 NOVEMBER 2021**

**CIVIC ANNOUNCEMENTS**

**Town Mayor**

Sunday 14 November	Remembrance Sunday in Stone
Thursday 25 November	Christmas Lights Switch-On in Stone
Sunday 28 November	Crown Wharf Charity Trot – 5km Charity Run
Wednesday 1 December	First Advent Window Opening at Christ Church Window openings will take place every day at 11am up to 24 December, at different locations in the town.
Saturday 4 December	Trafalgar ‘Below Decks’ Evening at Limestone Brewery
Sunday 5 December	Uttoxeter Town Mayor’s Civic Service

**Deputy Mayor**

Tuesday 2 November	Girlguiding Staffordshire Annual Review 2021
Saturday 6 November	Stone Choral Society Concert
Thursday 11 November	Armistice Service in Granville Square
Saturday 20 November	Cheadle Town Council Christmas Lights Switch-On
Wednesday 1 December	First Advent Window Opening at Christ Church Window openings will take place every day at 11am up to 24 December, at different locations in the town.

**TOWN MAYOR**

## **TOWN MAYOR'S REPORT – to 25 October 2021**

### **Sunday 3<sup>rd</sup> October – Cheadle Civic Sunday**

The Mayoress and I attended the Civic Sunday at Cheadle to support Cllr. Sue Walley the new Mayor of Cheadle. It was good to see her town mark the occasion and to meet other civic leaders from the area and hear how their towns and areas deal with the issues and celebrations they have.

### **Saturday 9<sup>th</sup> & Sunday 10<sup>th</sup> October 2021 – HMS St Vincent Association Annual Dinner**

The Mayoress and I attended the annual dinner of the St Vincent Association in Gosport with much excitement, and it did not disappoint. We were made very welcome by the Chairman, President and all the members, and enjoyed a wonderful evening. I spoke briefly outlining the strong regard that Stone has for the history and relationship with the association and the Earl St Vincent and the pride the council has in the items that are housed in the council chambers and St Michael's Church.

### **Sunday 24<sup>th</sup> October 2021 – Leek Civic Sunday**

The Mayoress and I attended the Leek Civic Sunday, supporting Cllr Lyn Swindlehurst as she celebrated becoming Mayor of Leek. Although the weather was slightly damp a lovely afternoon was had, enjoying the hospitality of Leek, and got to chat with new civic leaders I had not been able to meet properly previously.

## **DEPUTY TOWN MAYOR'S REPORT – to 25 October 2021**

### **Sunday 10 October – Eccleshall Parish Council's Civic Service**

I attended Holy Trinity Church in Eccleshall this morning for the Parish Council's Civic Service. It was a good service with a thought-provoking sermon and I even had an interesting conversation with Sir Bill Cash MP about the history of the church and the Battle of Blore Heath in the 1450s. After the service I had the pleasure of sitting with some local ladies while we had refreshments. We talked about the village and how much they enjoy living there. I also met Sylvia Keris who organises the Buddy Bag collections for our area.

### **Wednesday 13 October – Library Opening at Walton Priory Middle School**

I was invited to see the new library at Walton Priory Middle School following its refurbishment over the summer. Cllr Hood and myself officially opened the library and we were given a guided tour and information about the various programmes and reading schemes they have planned for the students. We also had the chance to meet two Year 8 students and find out their favourite things about the new library. There may have also been cake involved...

### **Sunday 17 October – Biddulph Civic Service**

I had the pleasure of attending Biddulph Civic Service and to see the Mayor Making of the marvellous Cllr Sylvia Rushton. It was extra special due to the dedication of the new Standard for Biddulph Royal British Legion, which I have not witnessed before. We were welcomed into Church by the Biddulph Ukelele Group playing Sweet Caroline, which was a wonderful local touch. I met several local dignitaries and representatives of local organisations, including RBL, Guides, Rotary and more.