



**Town Clerk**

Les Trigg

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15 Station Road  
STONE  
ST15 8JP

1 February 2022

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 8 FEBRUARY 2022 at 7:05pm**, or on the rising of the Council meeting, if later.

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

Les Trigg  
Town Clerk

**AGENDA**

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations Received**
4. **To receive a report from County Councillors representing Stone Town**
  - County Councillor Mrs J. Hood
  - County Councillor I. Parry
5. **To receive a report from Borough Councillors representing Stone Town**
6. **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.

**7. Minutes of Previous Meetings**

- a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee held on 25 January 2022, Minute No's GP22/139 – GP22/146 (attached).

**8. Minutes of Sub-Committees**

- a) Estates Sub-Committee held on 4 January 2022, Minute Numbers EST22/018 – EST22/027 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Numbers EST22/022 and EST22/027
- b) Management Sub-Committee held on 4 January 2022, Minute Numbers MAN22/024 – MAN22/030 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Numbers MAN22/028 and MAN22/029
- c) Tourism & Town Promotion Sub-Committee held on 4 January 2022, Minute Numbers TTP22/026 – TTP22/035 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Number TTP22/034
- d) Environment Sub-Committee held on 18 January 2022, Minute Numbers ENV22/021 – ENV22/030 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Numbers ENV22/025, ENV22/026, ENV22/027 and ENV22/030

**9. Annual Review of Risk Management**

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

**10. To consider the following requests for grants from local organisations:**

- **Aston Lodge Residents Association**
- **Stone & District Stroke Club**
- **Stone & District Swimming Club**

**11. Meeting Schedule for 2022-23**

To determine the Council's Meeting schedule for the Year 2022-23 (attached).

**12. Fishing Rights on the River Trent**

To consider a letter from Bibby's Stone & District Angling Club (attached).

**13. High Street Traffic safety.**

To consider the recent awareness campaign by Stafford Borough policing team urging drivers to avoid driving down the High Street and to determine any actions to be taken by the Town Council.

A copy of the Staffordshire Police press release “Drivers Urged to Avoid Stone High Street” is attached.

**14. Boundary Commission Review - Public Hearings**

To appoint a Councillor to speak on behalf of the Council at the public hearing.

An extract from the Boundary Commission’s website is attached. The full page can be accessed at <https://boundarycommissionforengland.independent.gov.uk/2023-review/public-hearings/>

NOTE: Whilst only one Councillor can speak on behalf of the Council, this does not preclude other Councillors speaking at the hearings in a private capacity.

**15. Town Council Payments**

To receive a list of payments made by the Council during the period 1 November to 31 December 2021 (attached).

**16. Update from Working Groups:**

- a) Neighbourhood Plan Steering Group
- b) Stone Heritage Centre Steering Committee
- c) Engagement with Young People

**17. To receive reports from Town Councillors on attendance at meetings as a representative of the Town Council**

Stone Area Parish Liaison Group – J. Davies (notes attached)

Stone ATC – Town Mayor & J. Davies

Age Concern Stone & District – Cllrs J. Davies and C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: Mrs L. Davies, Mrs J. Hood, T. Kelt and R. Kenney

Stone Community Hub Liaison Group – Cllrs: Mrs L. Davies, Mrs J. Hood & J. Powell

SPCA Executive Committee – Cllr M. Green

Any other meetings

**18. 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.**

19. **To consider the Confidential Minutes and recommendations of the undermentioned Sub-Committee:**
- a) Estates Sub-Committee Meeting held on 4 January 2022, Minute Numbers EST22/018, EST22/026 and EST22/027 (attached)
    - i. To consider the Minutes
    - ii. To consider the Recommendations contained in Minute Number EST22/027

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 in the Council Chamber at 15 Station Road, Stone, on Tuesday 25 January 2022

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

Officers: L. Trigg and Mrs T. Williams

**ABSENT:** Councillors: A. Best, Mrs A. Burgess, Mrs K. Dawson, M. Green, M. Hatton,  
J. Hickling and R. Kenney

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**GP22/139     Apologies**

Apologies were received from Councillors: A. Best, Mrs A. Burgess, Mrs K. Dawson,  
M. Green, J. Hickling and R. Kenney

**GP22/140     Declarations of Interest, Requests for Dispensations, and Declarations under  
Section 106 of the Local Government Finance Act 1992**

None

**GP22/141     Requests for Dispensations**

None

**GP22/142     Representations from Members of the Public**

None

**GP22/143     Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 7  
December 2021 (Minute Numbers GP22/123 – GP22/138), be approved as  
a correct record.

**GP22/144     2022-23 Budget Recommendation to the Council**

The Committee considered the report of the Town Clerk\* (which had been  
circulated with the agenda for the meeting) examining the budget and precept  
level for the financial year 2022-23 for recommendation to the Council.

The Chairman advised the Committee that the budget was being considered  
against the background of considerable recent investment made to improve the  
town. Crown Wharf will soon house the Town Council's new heritage centre and  
substantial improvements made to the Frank Jordan Centre and to town centre  
street furniture with more planned. The Town Council is also seeking to upgrade

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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.

Crown Meadow nature reserve, refresh the Christmas lighting and arrange a celebration of Her Majesty's Platinum Jubilee.

In contrast to positive investment, the Town Council has also been faced with substantial unexpected bills for the refurbishment of the Stone Station roof and the costs of a recent by-election.

The Town Clerk advised the Committee that in considering the budget recommendations to Council it also needed to consider the level of general reserves held which, if accepted, would be much lower than in previous years.

The Town Clerk advised the Committee that the Town Council normally aim to retain reserves that are about 6 months of annual spend but the budget proposal reduces the balance in the short term to the equivalent of three months spending. The reserves will however build back up again (to the equivalent of 4.5 to 5 months spending) at the end of the three-year period and continue to climb.

The Town Clerk advised the Committee that, on the basis that plans were being made to replenish reserves, he would be happy to certify that, despite being much tighter than in previous years, the reserves were adequate for the Council's purposes.

The Town Clerk advised the Committee that his report sets out the position as it stood prior to the recent round of sub-committee meetings.

The Chairman asked that hard copy documents entitled 'Revenue Budget 2022-23 to 2024-25 – Proposal to General Purposes Committee'\* and 'Sub-Committee Budget Recommendations 2022-23'\* be distributed at the meeting.

The Town Clerk referred the Committee to the 'Sub-Committee Budget Recommendations 2022-23' which contained a list of the recommendations (as extracts from the draft minutes) made by each of the sub-committees at the last round of meetings.

The Town Clerk also referred the Committee to the 'Revenue Budget 2022-23 to 2024-25' containing the Chairman's proposal that the Council adopt the standstill budget (summarised in paragraph 9 of the Town Clerk's report) with the amendments set out in the paper. Amendments a., b., and c. add to the budget all recommendations made by the sub committees.

Recommendation d. had not been discussed by the sub-committees and suggests making a one-off reduction to the Grants budget in the current year due to underspendings, without affecting the proposed Grants budget for future years.

The Town Clerk advised that a budget based on the recommendations outlined incorporating a reserves balance reduction to around three months spend (to thereafter be built back up) would result in a Council Tax for Town Council purposes of £56.51 in 2022-23 for a band D property.

After a motion, in favour of recommending to the Council on 8 February 2022 that the budget set out in the circulated paper be adopted by the Council, had been proposed and seconded a request was made for a named vote:

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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.

Councillors:

K. Argyle	For
J. Davies	For
Mrs L. Davies	For
I. Fordham	For
Mrs J. Hood	For
T. Kelt	For
P. Leason	For
J. Powell	For
C. Thornicroft	For
R. Townsend	For
S. Walley	For

RESOLVED: To recommend to the Council that:

1. The Town Council's standstill budget for 2022-23 to 2024-25 should be as set out in the Clerk's report supplemented by the following additions/amendments:
  - a. Estates: Additional sums in 2022-23 of £500 for the provision of a new bench to be installed on the Uttoxeter Road and £500 for street furniture in the town are added. In addition, a provision of £28,000 is made in 2022-23 for repairs to the Station roof, and the Building Maintenance Reserve reduced by £30,000.
  - b. Environment: Additional budgetary provision in 2022-23 of £1,800 for Covid-19 commemoration, £1,500 for the provision of an additional information board by the bridge, £2,000 for the amphitheatre steps and accessibility ramp, and a contingency of £3,240 for the split tree at the amphitheatre, Walton roundabout lock gate, town border planting, refurbishment/replanting of Walton roundabout and improvements to the scrapes. This contingency would need to be the subject of further consideration by the Environment Sub-Committee before a recommendation is made to this Committee to go ahead with spending.
  - c. Tourism and Town Promotion: Additional budget of £5,000 in 2022-23 for the Queen's Platinum Jubilee Celebrations.
  - d. Management: Removal of unspent sum of £12,000 from the Grants budget in the current year.
2. As a consequence of the above, the 2022-23 Council Tax for this Council's purposes should be £56.51 for a Band D property, an increase for the year of £3.45, with indicative Council Tax levels of £58.15 and £59.84 for the following two years. This would result in a precept on Stafford Borough

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Council for 2022-23 of £355,843. Local Council Tax Support Grant of £21,419 would be added to this.

The Committee thanked the Town Clerk for his work on the budget recommendations.

**GP22/145      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.

**GP22/146      Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 7 December 2021, Minute Numbers GP22/123, GP22/136 and GP22/137 (attached).

**CHAIRMAN**

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## Stone Town Council – Estates Sub-Committee

### Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 4 January 2022

**PRESENT:** Councillor Mrs L. Davies in the Chair and  
Councillors: A. Best, Mrs J. Hood and C. Thornicroft

Officers: Mr L. Trigg and Mrs T. Williams

By Chairman's invitation: Councillor J. Davies

**ABSENT:** Councillors: I. Fordham, M. Hatton, R. Kenney, J. Powell and R. Townsend

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**EST22/018     Apologies**

Councillors: I. Fordham, R. Kenney and J. Powell

**EST22/019     Declarations of Interest, Requests for Dispensations, and Declarations under Section 106 of the Local Government Finance Act 1992**

None received

**EST22/020     Representations from Members of the Public**

None received

**EST22/021     Minutes of Previous Meeting**

That the minutes of the Estates Sub-Committee meeting held on the 16 November 2021 (Minute Numbers EST22/009 – EST22/017), be approved as a correct record.

**EST22/022     Budget 2022-23 – 2024-25**

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 25 January 2022 for the services under its control.

The Town Clerk reminded the Sub-Committee that Town Markets no longer formed part of the Estates Sub-Committee budget as the Council had resolved last year to make this service the responsibility of the Tourism and Town Promotion Sub-Committee.

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The Sub-Committee reviewed the standstill budget and the amounts included for each service. It also considered other areas of growth or savings to be taken into account when setting the budget for 2022-23 and future years.

The Town Clerk advised the Sub-Committee that section 5 included information that needed to be borne in mind when considering the budget, but this did not include the cost of repairs to Stone Station roof. He advised the Sub-Committee to recommend that the General Purposes Committee consider the required budget for this item.

The Sub-Committee confirmed that a recent audit/review of the street furniture in the High Street had been undertaken which highlighted the need to identify other organisations that are responsible for some assets, in addition to making its own budget recommendation.

The Sub-Committee confirmed that it wished to make provision for the installation of a bench on the Uttoxeter Road to support Aston Lodge residents wishing to take the long walk into town.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted by the General Purposes Committee, with the additional sums of £500 for the provision of a new bench to be installed on the Uttoxeter Road and £500 for street furniture in the town.

RECOMMENDED: That the General Purposes Committee gives due regard to the budget recommendation for repairs to Stone Station Roof.

#### **EST22/023      Use of Frank Jordan Centre and Stone Station Working Group**

The Sub-Committee considered whether the Use of Frank Jordan Centre and Stone Station Working Group should continue or be dissolved.

The Chairman advised the Sub-Committee that the Working Group had not met since before the Covid-19 pandemic and believed that following completion of its work on the installation of Wi-Fi there wasn't a need presently for it to continue.

Other members of the Sub-Committee expressed the view that there may be a need for the Working Group to continue in the near future with the comeback following the Covid-19 pandemic and to respond to opportunities that might be available as a result of the Government's 'Levelling Up' agenda.

Following a vote where two Members were in favour of retaining the Working Group and two members were against retaining it, the Chairman used her casting vote against retaining the Group (with the view that a new one could be created as necessary, in the future).

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RESOLVED: That the Use of Frank Jordan Centre and Stone Station Working Group is dissolved.

**EST22/024      Reports of Working Groups**

**Use of Frank Jordan Centre and Stone Station**

The Chairman advised the Sub-Committee that no meeting of the Community Centres Working Group had taken place and there was nothing to report.

**The Estates Sub-Committee meeting was adjourned and then reconvened after the Management Sub-Committee and the Tourism & Town Promotion Sub Committee meetings had taken place.**

**EST22/025      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.

**EST22/026      Confidential Minutes**

RESOLVED:

That the Confidential minutes of the Estates Sub-Committee meeting held on the 16 November 2021 (Minute Numbers EST22/009, EST22/016 and EST22/017), be approved as a correct record.

**EST22/027      Update on Stone Station**

The Chairman invited the Town Clerk to update the Sub-Committee on the current position on Stone Station Community Centre.

The Town Clerk updated the Sub-Committee on progress.

RECOMMENDED: That the Town Clerk further progresses his enquires.

**Chairman**

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# Stone Town Council – Management Sub-Committee

## Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 4 January 2022

**PRESENT:** Councillor J. Davies in the Chair and  
Councillors: K. Argyle, Mrs L. Davies and T. Kelt

Officers: Mr L. Trigg and Mrs T. Williams

By Chairman's invitation: Councillor Mrs K. Dawson

**ABSENT:** Councillor: Mrs A. Burgess, I. Fordham, M. Green, R. Kenney and J. Powell

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**MAN22/024** **Apologies**

Councillor: Mrs A. Burgess, I. Fordham, M. Green, R. Kenney and J. Powell

**MAN22/025** **Declarations of Interest, Requests for Dispensations, and Declarations under Section 106 of the Local Government Finance Act 1992**

None received

**MAN22/026** **Representations from Members of the Public**

None received

**MAN22/027** **Minutes**

That the Minutes of the Management Sub-Committee Meeting held on the 16 November 2021 (Minute Numbers MAN22/015 – MAN22/023), be approved as a correct record.

**MAN22/028** **Budget 2022-23 – 2024-25**

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 25 January 2022 for the services under its control.

The Sub-Committee reviewed the standstill budget and the amounts included for each service. It also considered other areas of growth or savings to be taken into account when setting the budget for 2022-23 and future years.

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The Town Clerk advised the Sub-Committee that the administration budget was overspent this year due to an IT refresh but the overspend would be rolled forward to the new year (2022-23).

He also confirmed that the figure for the by election in 2020 had been received from Stafford Borough Council and the cost was £7,800 (in round figures).

The Town Clerk asked the Sub-Committee to consider whether it wished to retain the grants budget at its current level as there had been very little demand for funding from charities and community groups recently.

The Sub-Committee concluded that it would like to recommend retention of the grants budget at the current level and encourage organisations to apply for the funding opportunity.

Councillor Mrs Dawson asked whether the Town Council's budget would include provision for youth engagement and the Town Clerk confirmed that the project had not been included within the budget but there was some margin in the miscellaneous budget as the costs were anticipated to be small in scale.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted by the General Purposes Committee.

#### **MAN22/029    Grants Policy**

The Sub-Committee considered the report of the Town Clerk\* which had been distributed with the agenda for the meeting. The current grants policy had also been enclosed with the agenda.

The Chairman reminded the Sub-Committee that it had at a previous meeting considered its policy for the payment of grants to larger organisations after identifying unintentional ambiguity and had asked the Town Clerk to undertake an analysis exercise based on experience of previously agreed grant applications to produce some proposals for revised criteria.

RECOMMENDED: That the proposals in the Town Clerk's report are accepted as revisions to the Grant Aid Policy for the 2022-23 financial year.

#### **MAN22/030    Updates**

The Chairman invited the Town Clerk to provide updates on the following:

a.    Website/Facebook

The Town Clerk advised the Sub-Committee that a number of changes

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had been made to the Town Council's website over the previous two years (in the form of new content), but due to a number of issues and insufficient maintenance by the County, the time may have come to consider a review.

The Town Clerk advised the Sub-Committee that it may wish to consider the development of a new website over the coming year.

The Sub-Committee suggested that at the relevant time the Town Clerk produces some proposals for a review of the website with associated costs.

b. Service Continuity Plan

The Town Clerk advised the Sub-Committee that the IT update had taken place in December and the new equipment was operational. He said that the system was much easier to use remotely, and the security much improved. There are some features which are not yet up and running and it will be some time before all parts of the old system have been set up on the new system.

The Town Clerk confirmed that the IT updates should considerably improve continuity as they provide the ability to work from anywhere.

The Town Clerk advised the Sub-Committee that the telephone system was fully operational, and all staff have been taking calls from the office and home (on mobile phones) with no difference to the customer/caller experience. There are some details that need to be improved but the system is versatile and leading-edge technology.

The Sub-Committee concluded that it was good for the people of Stone to know that the investment made in the Town Council's IT systems would pay dividends in efficiency and provide resilience to challenges that might come along.

The Town Clerk was thanked for his work on the IT advancements.

**Chairman**

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# Stone Town Council – Tourism & Town Promotion Sub-Committee

## Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 4 January 2022

**PRESENT:** Councillor Mrs J. Hood in the Chair and  
Councillors: A. Best, J. Davies, Mrs L. Davies, J. Powell and C. Thornicroft

Officers: Mr L. Trigg and Mrs T. Williams

By Chairman's invitation: Councillor T. Kelt

**ABSENT:** Councillors: I. Fordham, M. Green, R. Kenney and P. Leason

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**TTP22/026** Apologies

Councillor: I. Fordham, M. Green, R. Kenney and P. Leason

**TTP22/027** Declarations of Interest, Requests for Dispensations, and Declarations under Section 106 of the Local Government Finance Act 1992

None received

**TTP22/028** Representations from Members of the Public

None

**TTP22/029** Minutes of Previous Meeting

The minutes of the Tourism & Town Promotion Sub-Committee meeting held on the 19 October 2021 (Minute Numbers TTP22/018 – TTP22/025), were approved as a correct record.

**TTP22/030** Christmas Lights 2021

The Chairman informed the Sub-Committee that the Town Council's Christmas Lighting contractor, Christmas Plus, had done a fantastic job and the lights in the town were successful.

Walton residents were disappointed that the switching on of the lights at the shops had been delayed. This had mostly been down to storm Arwen which had hindered the work of Christmas Plus (who work countrywide) preventing a swift response following receipt of planning approval.

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The Chairman reported on the Christmas Lights Switch-On which went very well and everyone appeared to enjoy themselves. The event was well supported and the three schools who attended were fabulous, producing a fantastic sound. Sam the compere was brilliant, and the night went very smoothly given the concerns about Covid-19.

The Walton Lights provided a pretty display in the end and the Town Council did its absolute best. The boarding around the shops was so fragile that Christmas Plus was unable to fix anything too heavy or demanding on the structure.

Councillor Mrs Hood informed the Sub-Committee that she was disappointed that at Walton Roundabout the trees in front of Kenilworth Court had not been dressed as they had been over the previous two years. She said the High Street however looked magnificent and thanked all the people who assisted in putting the Christmas trees up. The Town Council's markets/electrical contractor was also acknowledged as having done a great job.

The Town Clerk advised the Sub-Committee that Christmas Plus was keen to get feedback on what people thought about Walton Lights. He said that a review meeting would be held in the near future. The plans for next year would need to include re-wrapping the Plane tree.

The Sub-Committee considered whether more Christmas lights were needed and concluded that there wouldn't be room to install more lights at Walton but it was hoped that additional balls/baubles could be installed on the Plane tree.

#### **TTP22/031 Calendar of Events 2022**

The Sub-Committee considered its plans for Town Council events in 2022 which included confirming the dates for longstanding annual events and looking at new events that could be developed.

The current arrangements for events are:

- St Georges Day – 23 April 2022
- Christmas lights – 17 November 2022
- Music Festival – 9 July 2022
- Stone by the sea – Provisionally in mid-August (date to be set)

The Chairman advised the Sub-Committee that this was the time for Stone to come back from the pandemic, marking the beginning of a new era and an opportunity to give local people and visitors something new. She asked Members if they would give consideration to ideas for new events that could be held in the town.

The Sub-Committee acknowledged the Queen's Platinum Jubilee celebrations in June and the opening of Crown Wharf theatre and Heritage Centre later this year.

The Sub-Committee also acknowledged that it was important not to divert all attention to the opening of the theatre but to maintain some focus on events in the High Street. It

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was agreed that exciting times were ahead as a lot of people were keen to enjoy themselves.

**TTP22/032 Signage**

The Sub-Committee considered the retitling of the craft and collectables market and noted that this item was in accordance with minute TTP22/024 where Alleyne's Academy should be approached regarding the design of a new promotional sign.

The Chairman advised the Sub-Committee that there was a need to have smart and correct market signs and to dress the town in readiness for future events, including the upcoming Queen's Platinum Jubilee Celebrations.

The Town Clerk advised the Sub-Committee that he would prefer to engage with Alleyne's Academy when it had been decided whether the Craft & Collectibles market would be retitled.

The Chairman suggested briefing the school on what the sign is for and asking students to come up with their design(s) along with any suggestions for renaming the market.

Although no prize will be awarded for the winning design (as more than one idea might be used in combination) the Town Council would offer the winners publicity.

**TTP22/033 Markets**

The Sub Committee considered matters related to the Town Markets.

The Sub-Committee reported that the markets were improving and stallholders were enjoying coming to Stone. The benefits of markets in adding atmosphere and vibrancy to a town were acknowledged.

The Sub-Committee suggested that a campaign be developed to get new market traders to come in to town and acknowledged the good work the Assistant Town Clerk was doing in recruiting new people and getting publicity out there.

Following the pandemic it was suggested a lot of people now working from home are looking to sell their wares on a market.

The Town Clerk advised the Sub-Committee that the Town Council operated a lower wind speed threshold to the Borough Council and the merits of this were discussed.

**TTP22/034 Budget 2022-23 – 2024-25**

The Sub-Committee received a report of the Town Clerk\* (issued with the agenda for the meeting) which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 25 January 2022 for the services under its control.

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The Sub-Committee reviewed the standstill budget and the amounts included for each service. It also considered other areas of growth or savings to be taken into account when setting the budget for 2022-23 and future years.

The Sub-Committee considered whether it wished to recommend to the General Purposes Committee an additional budget specifically for the Queen's Platinum Jubilee following the advice of the Town Clerk that there was no specific provision in the budget and costs would otherwise need to be met from the existing Tourism & Town Promotion events budget (which would limit the Town Council's funding to do other things).

RECOMMENDED: That the budget figures included in the Clerks report are accepted by the General Purposes Committee with the additional budgetary provision of £5,000 made available for the Queen's Platinum Jubilee Celebrations.

#### **TTP22/035 Reports from Working Groups**

The Chairman invited the Working Groups to address the Sub-Committee:

##### **Remembrance Plaques Working Group**

Councillor J. Davies advised the Sub-Committee that Oak Tree Farm was not quite back to operating as normal.

Councillor Davies advised the Sub-Committee that he had received a very kind offer from another researcher to assist him in finding the addresses of the soldiers (commemorated on the war memorial) who served in World War 2.

Councillor Mrs Davies advised the Sub-Committee that she has monitored the condition of some of her ceramics that have been outdoors (in the garden) over three winters and noted the paint hadn't degraded.

##### **Promotion of Stone Working Group**

The Chairman advised the Sub-Committee that the Working Group had not met.

##### **Queen's Platinum Jubilee Working Group**

The Chairman advised the Sub-Committee that the Working Group would be arranging a meeting in the near future.

##### **Market Strategy (Market Pricing & Strategy)**

The Town Clerk advised the Sub-Committee that this working group had been transferred from the Estates Sub-Committee.

The Chairman said that a working group meeting would be arranged to establish that the group still had a useful purpose.

**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 – Environment Sub-Committee

## Minutes of the meeting held in the Council Chamber, 15 Station Road, Stone, on Tuesday 18 January 2022

**PRESENT:** Councillor P. Leason in the Chair and  
Councillors: Mrs K. Dawson, and R. Townsend

Officers: L Trigg

**ABSENT:** Councillors: K. Argyle, Mrs A. Burgess, M. Hatton, T. Kelt, R. Kenney and J. Powell

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**ENV22/021 Apologies**

Councillors: K. Argyle, Mrs A. Burgess, T. Kelt, R. Kenney and J. Powell

**ENV22/022 Declarations of Interest, Requests for Dispensations, and Declarations under Section 106 of the Local Government Finance Act 1992**

None received

**ENV22/023 Representations from Members of the Public**

None

**ENV22/024 Minutes of Previous Meeting**

The minutes of the Environment Sub-Committee meeting held on the 19 October 2021 (Minute Numbers ENV22/014 – ENV22/020), were approved as a correct record.

**ENV22/025 Covid-19 Commemoration**

The Sub-Committee noted the cost of trees at £703.20, and of a bench at between £350 and £1,000. The Council's grounds maintenance contractor has offered to plant the trees and install the bench at no cost to the Council as his contribution to the project.

The question was raised whether a contribution could be made from the Richard Vernon Trust towards the cost of the bench.

RECOMMENDED: That the cost of the Covid-19 Commemoration area be included in the Sub-Committee's budget bid for 2022-23 (See minute ENV22/026 below), and that the Richard Vernon Trust be asked to consider a contribution towards the proposed bench.

**ENV22/026    Budget 2022-23 – 2024-25**

The Sub-Committee received a report of the Town Clerk\* (issued with the agenda for the meeting) which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 25 January 2022 for the services under its control.

The Sub-Committee reviewed the standstill budget and the amounts included for each service. It also considered other areas of growth or savings to be taken into account when setting the budget for 2022-23 and future years.

The Sub-Committee considered whether it wished to recommend to the General Purposes Committee any additional sums for inclusion in the budget, including proposals put forward by the Council's grounds maintenance contractor.

The Sub-Committee requested that a meeting be set up with the grounds maintenance contractor for him to show them the proposed improvements and explain why they were being proposed. The Sub-Committee acknowledged, however, that if they did not put forward financial proposals now for inclusion in the budget there would be no funding available. It was therefore agreed to put forward contingency sums for inclusion in the budget, to require further consideration by the Sub-Committee before final recommendation to the General Purposes Committee.

RECOMMENDED: That the budget figures included in the Clerks report are accepted by the General Purposes Committee with the additional budgetary provision in 2022-23 of £1,800 for Covid-19 commemoration, £1,500 for the provision of an additional information board by the bridge, £2,000 for the amphitheatre steps and accessibility ramp, and a contingency of £3,240 for the split tree at the amphitheatre, Walton roundabout lock gate, town border planting, refurbishment/replanting of Walton roundabout and improvements to the scrapes. This contingency would need to be the subject of further consideration by the Sub-Committee before a recommendation is made to go ahead with spending.

**ENV22/027    Crown Meadow Improvements**

Earlier discussion related to the budget had dealt with the majority of this item, but further discussion took place regarding a potential grant of £500 from the County Council's Climate Change Fund for hedge planting, and the need for repainting of a number of Council benches.

RECOMMENDED: That, subject to receipt of the grant, £500 is spent on hedge planting in accordance with the grant application.

**ENV22/028   Reports of Working Groups**

- a) Plastic Free Community/Single Use Plastics Working Group
- b) Environmental Issues Working Group

A verbal update was provided by Councillor Townsend as set out below.  
The update covered both working groups, as they had met jointly:

- A proposal will be brought forward to a future Sub-Committee meeting that the two working groups should be merged permanently.
- Arrangements had been made for the working groups to meet with representatives of Stafford Borough on 15<sup>th</sup> February 2022.
- They were supportive of the proposals re energy audits
- Councillor Kelt had joined Stafford Borough Council's Environment Panel
- A follow up letter should be sent to schools
- The Parish Online mapping software currently being trialled by the Council should be examined for any potential benefits to support environmental work.
- Councillor Burgess had reported on a meeting with Roots in Stafford
- A proposal to take a stall at some Council markets was considered, and it was clarified that a stall could not be sub-let to any third parties.

**ENV22/029   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.

**ENV22/030   Energy Audits**

The Sub-Committee considered a proposal to conduct energy audits at the Frank Jordan Community Centre and the Stone Station Community Centre. It noted that permission had been obtained from the landlords of both properties to undertake the audits, but that their further permission may be required to implement the audits' recommendations.

RECOMMENDED: To proceed with the proposed audits at a cost of £1,200, to be met from the Environmental Initiatives budget.

**Chairman**

### **Purpose of Report**

1. To undertake an annual review of the Council's Risk Management Policy, Strategy and Risk Register.

### **Background**

2. Attached to this report is the Town Council's:
  - a. Risk Management Policy
  - b. Risk Management Strategy
  - c. Risk Register
3. Members are asked to consider the documents and make comments or updates as appropriate.

### **Recommendations**

4. The Committee is recommended to consider and review the Council's Risk Management Policy, Strategy and Risk Register.

# Stone Town Council

## Risk Management Policy

### Introduction

1. Stone Town Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy to protect the Council from avoidable losses.

### Responsibilities

2. This Policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

### Definition

3. The Audit Commission (2001) defined “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated and controlled**.
4. It is good business practice that risk management processes should be supportive rather than restrictive, and should be embedded in the culture of the Council and embraced by all staff and Members.

### Aims

5. The Council’s aims with respect to risk management are as follows:
  - a. To integrate risk management into the culture of the Council.
  - b. To raise awareness of the scope of risk management including business risk, the identification of opportunities as well as threats and that the process supports innovation.
  - c. To manage risk in accordance with best practice.
  - d. To minimise losses, injury and damage and reduce the cost of risk.
  - e. To ensure appropriate actions are taken to address identified risks.
  - f. To ensure that risks are monitored and that an appropriate reporting mechanism exists to support the annual assurance statement on the effectiveness of the Councils’ system of internal control.
  - g. To ensure appropriate actions are taken to identify and pursue opportunities.

6. These aims will be achieved through the Council's risk management strategy which details the roles, responsibilities and actions necessary for successful implementation.
7. The co-operation of all Members and officers is essential to ensure the Council's resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

**Relevant Legislation**

8. Stone Town Council will implement its Risk Management Policy in accordance with the current legislation governing local authorities and the associated codes of practice.

# Stone Town Council

## Risk Management Strategy

### Introduction

1. This strategy sets out the framework on which risk management processes at Stone Town Council are based. This framework ensures a consistent approach is taken across the Council and provides for an element of independent oversight by Council Officers.

### Objectives

2. The objectives of this strategy are:
  - a. To clearly identify roles and responsibilities for managing risk,
  - b. To follow a structured framework for the identification, assessment and evaluation of risks,
  - c. To ensure a corporate approach is adopted across the Council which facilitates the prioritisation of risks and avoids duplication of mitigating action,
  - d. To ensure risk management principles are embedded in all systems and processes to help demonstrate openness, integrity and accountability in all the Council's activities,
  - e. To ensure the risk management process contributes to the development of a more robust internal control framework, providing assurance to senior officers and Members that appropriate levels of control exist, and
  - f. To provide a framework for ensuring actions are proportionate to identified risks thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.

### Definitions

3. Key definitions within this strategy are:
  - a. **Risk:** an event or action which will adversely affect an organisation's ability to achieve its objectives, projects, plans or processes and thus to successfully execute its strategies.
  - b. **Risk Management:** the process by which risks are identified, evaluated and controlled, which includes the following approaches:
    - i. **Treat the Risk** - Improve the controls to reduce the probability or impact to acceptable limits
    - ii. **Transfer the Risk** - Insure against risk / outsource / design & build option for contracts
    - iii. **Tolerate the Risk** - Live with it, the risk is acceptable and additional controls would not be cost-effective

- iv. **Terminate the Risk** - Do not pursue the course of action, the risk is unacceptable and cannot be economically mitigated to an acceptable level

### **Categories of Risk**

4. The risks facing the organisation can be split into two main categories:
  - a. **Strategic** - Risks which may threaten the achievement of the Council's objectives, and,
  - b. **Operational** - Risks which members and staff may encounter in the daily course of their work.
5. These categories can also be further analysed to identify the types of risk that would be included under each as follows:

STRATEGIC	OPERATIONAL
<p><b><u>Political:</u></b></p> <p>failure to deliver key objectives or policies of other levels of Government</p> <p><b><u>Economic:</u></b></p> <p>the Council's ability to meet its financial commitments</p> <p><b><u>Social:</u></b></p> <p>the effects in changes in demographic, residential or socio-economic trends on the Council's ability to deliver its objectives</p> <p><b><u>Technological:</u></b></p> <p>the Council's capacity to deal with technological change or its ability to use technology to meet changing demands</p> <p><b><u>Legislative:</u></b></p> <p>current or potential changes in national or European law.</p>	<p><b><u>Professional:</u></b></p> <p>professional competences of staff</p> <p><b><u>Financial:</u></b></p> <p>financial planning and control and the adequacy of insurance cover</p> <p><b><u>Legal:</u></b></p> <p>possible breaches of legislation</p> <p><b><u>Physical:</u></b></p> <p>fire, security, accident prevention and health &amp; safety</p> <p><b><u>Contractual:</u></b></p> <p>the failure of contractors to deliver services or goods to agreed costs and specifications</p>

STRATEGIC	OPERATIONAL
<p><b><u>Environmental:</u></b></p> <p>the environmental consequences of service delivery ( in terms of energy efficiency, pollution, re-cycling, landfill needs, emissions etc.)</p> <p><b><u>Competitive:</u></b></p> <p>the competitiveness of the service/ the ability to deliver best value.</p> <p><b><u>Customer:</u></b></p> <p>failure to recognise the changing needs and expectations of the community</p>	<p><b><u>Technological:</u></b></p> <p>reliance on operational equipment (IT systems or equipment and machinery)</p> <p><b><u>Environmental:</u></b></p> <p>pollution, noise or energy efficiency of on-going service operation.</p>

### **Processes**

6. In line with best practice, the Council has adopted a seven-step process to support the implementation of risk management and help maintain impetus.

	Steps	Actions
1	Identifying risk	Risks will be identified during the service delivery planning process and cross-referenced, where possible, to key tasks and to the achievement of corporate objectives.
2	Analysing risk	Risks will be assessed against likelihood and impact of the identified risks using the Council's approved evaluation criteria to give a risk score.
3	Profiling risk	The evaluation exercise will result in a risk score from which significant risks can be established.
4	Prioritising action	Risks will be entered in the risk register detailing the inherent risk score, existing controls and residual risk score.
5	Determining action	Further actions required to reduce the threat of the risk occurring or minimise its impact will be stated in the risk register. Target dates and assignment of responsibility will also be stated.
6	Controlling risk	The specified actions will be carried out as stated in the risk register.

7	Monitoring	The Town Clerk will keep the risk register under review and progress against actions identified will be regularly monitored. The register will be updated as actions are achieved and risk scores amended as appropriate. The identification of risks is a continual process and risks emerging throughout the year will be evaluated and, where necessary, added to the register.
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### Risk Management Matrix

- The risk management matrix set out below categorises risks using colour ratings to focus the Council's attention in the right place. A red risk indicates an area where the Council should focus its attention, with that level of attention descending through amber, yellow, and through to green, where it is likely that no action could be justified.
- Each risk is allocated a risk score by multiplying the likelihood of the identified situation occurring by the impact that its occurrence would have on the Council.
- This assessment is undertaken twice. Firstly to assess the gross risk, which is the raw risk if no controls were in place, then secondly to assess the net risk, which is the residual level of risk after taking the existing controls into account. Only the net risk is shown in the register.
- As identified in paragraph 3.b above, the Council will need to determine whether it wishes to treat, transfer, tolerate or terminate the risk, and the actions required, if any, to achieve that outcome.

### Stone Town Council – Risk Matrix

Impact	Major				
	Significant				
	Serious				
	Minor				
		Unlikely	Possible	Likely	Almost Certain
		Likelihood			

# Stone Town Council

## Strategic Risk Register – January 2021

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Failure to comply with legislation, regulations or Codes of Practice	Possible legal action against Council or individuals.	Access to legal bulletins, advice and information via NALC, SLCC and Borough Council.	1	4	4	
Failure to maintain a robust and legal decision making process	Challenge to decisions, possible legal action.	Up to date standing orders, code of practice etc. reflecting current legal practices. Access to legal bulletins, advice and information via NALC, SLCC and Borough Council.	1	4	4	
Failure of financial processes and reporting	Decisions taken without full information, Members and officers not properly informed on financial resource matters, potential threat to council resources, reserves and/or reputation.	Annual financial statements prepared by responsible financial officer and, checked by internal and external auditors. Budget monitoring reports provided regularly to Members. Budget consideration annually with forward plan and information on reserves. Town Clerk is qualified and experienced accountant.	1	3	3	
Failure of internal controls	Potential for fraud/theft, procedures not followed leading to possibility of higher costs /need for additional other resources.	Insurance cover - subject to certain requirements being met, internal audit, systems and division of responsibilities. Some limitation due to small number of staff.	1	3	3	
Failure to comply with Covid safety rules	Potential for spreading of virus, plus exposure of Council to fines and severe reputational damage.	Regular review of rules and commitment to their implementation.	2	4	8	

## Stone Town Council

### Operational Risk Register (Resource Management) – January 2022

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Planning applications and other consultations not responded to within timescale	Views of the Council not taken into consideration resulting in developments/projects etc. not being amended/refused as requested for the benefit of residents.	Planning Committee meets monthly. Timetables negotiated with Borough Council if necessary. Delegated arrangements in place for emergency decisions.	1	2	2	
Breach of confidentiality	Confidential documents in the public domain. Possible third party claims/loss of public faith in the Council.	Staff and Members clear about need for confidentiality. Private items clearly indicated on agendas. Media protocol adopted.	1	2	2	
Legal proceedings against the Council	Reputation of the Council put at risk, officers / Members personally accountable, possible significant resource implication.	Access to legal advice through NALC, SLCC, Borough Council and independent solicitors. Insurance cover gives some financial protection. Council protocols and procedures designed to prevent actions outside the law.	2	3	6	
Insufficient available resources to meet the Council's needs and priorities	Aims and objectives unable to be met. Interruption or termination of services	Budget prepared over three forward years. Regular budget monitoring by members and officers. Reserves at adequate level.	2	3	6	Risk increased due to reduced reserves and large Heritage Centre project.
Major budget overspend	Interruption or termination of services, including services not subject of overspend.	Financial assessment of new developments as part of reporting to Members. Regular budget monitoring by members and officers. Reserves at adequate level. Internal controls re ordering and payments.	2	2	4	Risk increased due to reduced reserves and large Heritage Centre project.

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Loss of trading income	Increase in net costs. Interruption or termination of services, including services not subject of income loss. Longer term threat to service where income has fallen.	Planned budget, prudent estimates for income, regular monitoring by officers and Members allows review of costs or opportunity to expand income to reduce impact where possible.	2	2	4	
Failure of IT systems	Unable to carry out day to day administrative and financial work. Unable to prepare minutes, reports or agendas. Unable to respond to queries from Members or the public.	Professional IT support under contract to provide support to the Council. All key IT equipment replaced in 2021. Full review of security systems recently undertaken as part of IT refresh. Planned updating of IT hardware and software to maintain currency, compatibility and reliability.	1	3	3	IT support contract now operating successfully.
Serious breach of IT security	Confidential data compromised throughout system. Possible data corruption/destruction. Failure of IT systems.	Limited personal and confidential data held. Domain level network security control. Separate guest access to internet with no access to STC data. Security of network, data, etc. reviewed as part of IT support contract. Improvements to security recently implemented as part of IT refresh.	2	3	6	
Loss of key staff skills for significant period (e.g. illness or resignation)	Reduced performance or reliability in some or all aspects of the Council's work.	Some posts within the organisation can be covered to provide basic service continuation but due mainly to the small size it is not possible for full crossover of skills and knowledge. A small staff base also means there is not the capacity to significantly increase workload without increasing staffing.	2	3	6	Insurance cover increased from June 2019 to cover accidents to key staff outside work (accidents to staff in work already covered)
Major failure related to health and safety legislation	Injury to or death of a member of staff, Councillor or member of the public. Possibility of legal action by Health and Safety Executive.	Appointed external consultants to support Council's health and safety work. Up to date health and safety policy and strategy. Risk assessments for Council premises and activities. Staff properly trained. NOTE: Some of these controls are not yet fully in place following the implementation of the support contract.	1	4	4	Undertake full set of risk assessments Continue programme of staff training

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Major staffing issue resulting in industrial tribunal or legal action.	Resource implications, poor press, impact on workforce and council during tribunal	Existing HR experience. Access to Borough or County HR/Legal staff for support (at a cost). Members of West Midlands Employers' Organization.	1	3	3	
Fraud/Theft	Resource implications, poor press, loss of Council assets, impact on Council reputation.	Internal controls, internal audit, fidelity insurance cover. The effectiveness of internal control is, however, severely restricted in a small organisation with limited scope for separation of duties.	1	3	3	
Economic impact of Covid-19 on the Council's activities.	Loss of income from trading activities. Additional demands due to Covid impact on community. Reduced spending on public events etc..	There is a degree of self balancing with event expenditure reducing to partially compensate for lost income and additional demands.	4	2	8	Continue to monitor

## Stone Town Council

### Operational Risk Register (Service Delivery) – January 2022

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Failure to review and/or collect charges	Reduced income to the Council and non-competitive charges.	Charges reviewed annually as part of budget process. Income levels compared to budget by month as part of budget monitoring processes. Casual hirers pay in advance, regular bookings invoices. Market traders pay in cash on day of market. Booked traders who do not turn up are expected to pay on their next visit	1	1	1	Markets to move to payment in advance. Credit and Debit cards to be accepted for payment. Use of cheques to be restricted from April 2020 (LT)
Lack of adequate insurances	Claims against the Council would could result in expenditure in excess of the budget.	Regular review of insurances. Use of insurer's tool to determine level of insurance required. . Requirement for market traders to have their own indemnity insurance, which is checked before a stall is allocated.	1	3	3	
Vandalism	Loss of bookings, additional expenditure, poor image.	Users, caretaker or cleaner report any problems to ATC(BR), who takes action accordingly. Terms and conditions of hire for FJC updated to make responsibilities or hirer re damage to premises or equipment clear.	2	3	6	Terms and conditions of hire for Stone Station to be updated along the lines of FJC terms (LT)
Inadequate budget provision	Routine and essential maintenance not undertaken or equipment not replaced resulting in reduced bookings and health and safety issues. Deterioration in leased buildings which would need to be reinstated under lease. Open spaces may become unsafe.	Budgets reviewed yearly. Condition of buildings, equipment and open spaces regularly reviewed.	1	4	4	

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Inappropriate terms for leased buildings	Council unable to meet obligations under lease, or restrictions prevent Council from making optimum use of asset.	Legal advice sought for new leases, and financial and other implications reported to Members before signing.	2	3	6	
Buildings and equipment not maintained	Fabric of building deteriorates, resulting in less attractive building for hirers and failure to meet lease obligations.	Building maintenance budget in place for planned and reactive work. Periodic building inspections.	2	3	6	Regular buildings inspections (ATC(BR)) Planned preventative maintenance programme (TC)
Lack of Security	Theft and damage resulting in possible loss of assets, cancelled bookings, reduced income and higher insurance premiums.	Regular banking, insurance, buildings alarmed, on-site caretaker at Stone Station, key codes at civic office, and office space shared with police. CCTV installed at Frank Jordan Centre.	1	3	3	
Availability of sufficient marquees for market	Market traders turned away	Council has stock of marquees, which are regularly maintained. Access is available to additional marquees for hire. Refresh of Council marquees undertaken in March 2019.	1	2	2	
Allotment tenancy agreements not in place	Lack of control of tenancies and income. Tenants not clear on terms of their agreement	Signed tenancy agreements in place with all allotment holders.	1	2	2	
Japanese Knotweed at allotments	Allotment revenue lost, Damage to reputation if spreads.	Regular monitoring and prompt treatment of any Knotweed presence. NOTE: Current treatment of Knotweed in progress.	3	2	6	
Fly tipping at open spaces or car parks	Unsanitary and possibly hazardous resulting in increased expenditure to remove and possible claims against the Council.	Rubbish removed as and when required.	2	2	4	
Illegal encampment	Unsanitary, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	Access partially restricted by gates and fences. Police to be informed as soon as illegal encampment is identified and dealt with by them.	1	3	3	

Risk	Impact/Consequences	Controls in Place	Net Risk Score			Additional Controls/Actions Required
			Likelihood	Impact	Total	
Litter/dog mess in open spaces	Unightly, health and safety issue resulting in complaints and poor image.	Dog bins provided, areas litter-picked regularly.	2	2	4	
Unable to provide services due to Covid restrictions.	Resource impact (see above). Loss of service to residents. Loss of town centre activity (events and markets). Possible closure of offices.	Plans in place to facilitate remote working if office closed. Regular review of regulations to ensure service provision is maximised within legal requirements.	4	2	8	

# Application for Grant Aid



Name of organisation:

Aston Lodge Residents Association

Purpose of organisation:

A community organisation for the residents of Aston Lodge estate in Stone. ALRA's aim is to develop community cohesion and to improve Aston Lodge as a place to live. This is achieved through volunteering, community work groups, social events and community action on issues that affect the residents.

Amount of grant requested:

£500

Total cost of project (if appropriate):

£600

Reason for grant request:

The Aston Lodge estate has several miles of footpaths, the majority of which are unadopted by the authorities. Many of the footpaths are bordered by scrub land that is predominantly made up of brambles and nettles. There are also 10 large sections of hedgerow that were planted by the developers over 20 years ago but are also unadopted and not maintained by the authorities.

Over the last three years, the ALRA volunteers have worked hard to restore overgrown footpaths by cutting back the brambles and nettles which had invaded the footpaths as well as successfully 'taming' the massively overgrown pyracantha hedgerows. This work continues year on year to keep the pathways open and safe.

The volunteers cannot do their work without the use of a strimmer and hedgecutter. These have so far been provided by one volunteer who brings his own power tools and PPE. This volunteer is now not able to commit as much time to the team, also his strimmer and hedgecutter are getting worse for wear.

Therefore, ALRA needs to buy a durable strimmer and hedgecutter that the volunteers can use whenever they need to. The tools get a lot of use with heavy scrub and shrubs so they have to be robust. Without these tools ALRA will not be able to keep the pathways clear and safe.

We also need to buy appropriate PPE for the person using the tools. Only 2 volunteers will be permitted to use the tools and they will be trained to do so by a local specialist.

NB: The volunteers work hard to protect the natural environment. They only remove growth that impedes the pavements and they build insect habitat with the hedge cuttings. Other green waste is bagged and removed by Streetscene, which is big help to the group.

#### Benefits to Stone residents:

It is essential to keep the pathways clear so that residents can use them safely. This is important for preventing residents getting injured by overgrown hedges, nettles and brambles. Clear pathways encourages walkers and joggers as well as families and dogwalkers to get outsidegg

The longest path is the main route to Lichfield Road and one of only two ways on/off Aston Lodge. It is used by many, ncluding schoolchildren, to walk to town. Unkempt pathways deter people from walking.

Keeping the paths clear also benefits the whole estate by generating a community spirit. The volunteer group benefits from the exercise and friendship.

#### Other sources of funding secured or being explored (with amounts where known):

ALRA recently asked the residents for donations specifically for the volunteer team. We raised £400 which has paid for our liability insurance insurance (£180) and new basic tools (£100). The remaining balance will be used towards the necessary power tools and PPE.

Is this an “exceptional” request (see notes)? If so, please explain why the Council should treat it as an exception:

I don't think this is an exceptional request because the last grant we received was from the Council's 20/21 financial year.

Grants awarded by the Council in the last two years, and the uses made of the funding:

ALRA was granted £250 in early 2021 to fund a speed awareness campaign. The grant was used to produce laminated signs of childrens artwork that was designed to deter speeding. The signs were positioned around Aston Lodge for 2 months to raise awareness and have been put away to be used again when needed.

Statement of support from Council appointed representative (if applicable):

Click or tap here to enter text.

## ALRA Statement of Accounts for 2021

### Donations

Balance brought forward from 2020	£475.24
Donations received	£2,153.33
<b>Total</b>	<b>£2,628.57</b>

Including :-

Stone Town Council £250 for speed awareness campaign

Hanley Economic Building Society Interest £1.31

### Expenditure

£2,000.00	Richard Buxton Solicitor
£159.04	Liability Insurance
£115.74	Gardening Equipment
£216.00	Speed Awareness Printing
<b>£2,490.78</b>	<b>Total Expenditure</b>

<b>£137.79</b>	<b>Account Balance</b>
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# Application for Grant Aid



Name of organisation:

Stone and District Stroke Club

Purpose of organisation:

Stone and District Stroke Club offers social facilities for members of the community who have suffered strokes. The club meets weekly and provides an opportunity for stroke sufferers to do exercises, socialise, play games, have talks and entertainment. A major facility of the club is outings to a variety of venues for meals and sightseeing. Stone Green Bus and Copelands' Coaches are the essential transport for these trips.

Amount of grant requested:

£500

Total cost of project (if appropriate):

Click or tap here to enter text.

Reason for grant request:

The application is to subsidise specialist coach hire for two planned club outings which form an important part of the club's work.

The other expenses of the club come through community donations and from the members.

Benefits to Stone residents:

Strokes can have a devastating effect on sufferers' lives. The club offers the opportunity for local residents to meet and socialise in a safe and secure setting. The Stone community benefits from having voluntary self-help groups like the Stroke Club for people who suffer from debilitating conditions.

Other sources of funding secured or being explored (with amounts where known):

The other expenses of the club come through community donations and from the members' subscriptions.

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

Visits and outings for the club are expensive because of the need for specialised (wheelchair accessible) transport. The grant would fund two visits which are outside the normal activities centred around the club's meeting place. (Little Stoke Cricket Club)

Grants awarded by the Council in the last two years, and the uses made of the funding:

2018-19 £500 grant which subsidised a outings to Carsington Water and Wolseley Bridge.

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Statement of support from Council appointed representative (if applicable):  <a href="#">Click or tap here to enter text.</a>
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**Stone and District Stroke Club**  
**2019 - 2020 Final Account**

Cash in hand	£ 16.70	Meals	£ 1,777.69
Current Account	£ 3,369.76	Green Bus	£ 1,182.77
Deposit Account	£ 338.97	Rent	£ 1,170.00
Meals	£ 2,521.90	Outings	£ 1,598.55
Subs	£ 349.00	Tips	£ 90.00
Outings	£ 1,262.50	Coach	£ 755.00
Bank Interest	£ 0.68	Stroke Association	£ 30.00
Donations	£ 1,467.11	Insurance	£ 205.40
Adjustment	£ 1.00	Xmas Party	£ 150.00
		Petty Cash	£ 50.00
		Cheque 2018-19	£ 150.00
		In Bank	£ 1,828.56
			£ 339.65
	<b>£ 9,327.62</b>		<b>£ 9,327.62</b>
<b>Income</b>	<b>£ 5,601.19</b>	<b>Expenditure</b>	<b>£ 7,159.41</b>

## Stone and District Stroke Club

### Statement of Account 2020-21

Current Account	£	1,828.56
Deposit Account	£	339.65

#### Income

Donations	£	560.00
Refund	£	180.00
Interest	£	0.20

#### Expenditure

Green Bus	£	48.16
Insurance	£	213.02

Current Account	£	2,307.38
Deposit Account	£	339.85

£	2,908.41
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£	2,908.41
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# Application for Grant Aid



Name of organisation:

Stone and District Swimming Club (SADSC)

Purpose of organisation:

SADSC is Stone's not for profit, volunteer run Swimming Club. We offer Learn to Swim Levels 7 to 10 and Swim England (SE) clubs levels. We aim to give our children the very best swimming experience and tuition whilst having fun throughout the process. All of our teachers are qualified to SE level 2 / level 1, with many years of experience. In 2022 we enter our 52nd year and have taught 1000's of local Stone adults and children to be confident, strong and enthusiastic swimmers. Unfortunately the Covid epidemic closed the club twice in 2020.

Amount of grant requested:

£500

Total cost of project (if appropriate):

£1800

Reason for grant request:

Triband Care Services Ltd, our generous local sponsor of the club for the last 3 years, has unfortunately had to cease their financial support for SADSC. This will mean an annual shortfall in our club finances of £1800, this is a sizeable and difficult loss for our not for profit, volunteer run club. Along with previous Stone Town Grants and Triband sponsorship, we have been able to pay for the training of 4, level one Assistant Swim Teachers (Swim England/Institute of Swimming qualified), and 1 Level two Swim Teacher qualification. The training of new volunteer teachers is vital to the continuation of SADSC. Without knowledgeable, experienced and qualified teachers, and a continuing commitment to their personal development of skills and knowledge, a swimming club cannot exist. With additional funding in the form of the Stone Town Grant, we would be able to add additional swim coaching experience, as part of that teacher development. It was fantastic to see Olympic swimmers Adam Peaty and Tom Daley, shortlisted for the BBC Sports Personality of the Year Award, and as Stone's local swimming club, we are committed to nurturing the next generation of swimming greats. Even though the last couple of years have been very difficult and challenging at times, with closures of Stone Leisure Centre, and therefore of the club, we have managed to increase our numbers of swimmers, and also to extend our club sessions on a Monday evening, by an extra hour. This will allow us to teach up to 140 young people, every Monday, between 6pm - 9 pm to be fit, confident and happy swimmers. Our expansion though has put additional financial pressures on the club (pool hire/Lifeguard hire) and with the loss of our only sponsor, we desperately hope we can continue our growth. The Stone Town Fund, would help us on the way to achieve these goals in 2022, as we enter our 52nd year.

Benefits to Stone residents:

In England, among year 6 pupils, who are aged 10 and 11, obesity prevalence increased from 21.0% in 2019-20 to 25.5% in 2020-21, possibly due to the influences of Covid lockdowns and reduced school attendance. Many studies clearly state that our children need to be more active. Swimming is a great way of exercising.

Being an active member of SADSC can provide a sense of pride and belonging, and within that safe and friendly atmosphere, children are more inclined to exercise regularly amongst their peers. This can only benefit the wellbeing and health of our town's young people, and their understanding of the importance of community.

SADSC, draws its members mainly from Stone town, but also from further afield, including Tittensor, Eccleshall and Trentham. Stone has always been a friendly and welcoming place, and we try to encourage in our children, an open and welcoming attitude to others.

Other sources of funding secured or being explored (with amounts where known):

Currently, as of January 2022 all pool hire/Lifeguard hire/equipment expenditure comes from membership fees.

During our last set of accounts August 2020-July 2021 we received in total £1,175.26 from Swim England, to help the club over the Covid closure and for developing, expanding provision and advertising, in promoting the club.

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

SADSC would consider this to be of exceptional importance for our future. Losing our only sponsor, has made it increasingly difficult to finance the activities of the club. Our only option would be to increase our monthly membership fees, which would add to the financial burden on some of our already struggling parents.

Grants awarded by the Council in the last two years, and the uses made of the funding:

We received £500 from the Stone Town Fund in 2019. With the generous support of Stone Town Council, we were able to pay the IOS (Institute of Swimming) costs, to train 4 Level 1 Teaching Assistants, which has allowed the club to increase our swimming membership in the last 2 years, even through the Covid epidemic.

Statement of support from Council appointed representative (if applicable):

Not Applicable

Date	Particulars	Entrance Fees	Subs	Badge Sales	Galas / Discos	Donations	Total	Medals	Galas discos	Pool Hire	Equip not for resale	Purchase Costumes	Purchase Badges	Affiliation Fees	Insurance	Merchandising	Print, Stationary	Other	Total Expenditure	Comm Accountns	B P Accounts	Petty cash	
Forward 31.07.20																					2007.27	1323.56	
10.08.20	Subs Square		70.20				70.20													0.00			
10.08.20	Subs Square		101.40				101.40													0.00			
10.08.20	Subs Square		139.22				139.22													0.00			
11.08.20	Subs Square		140.40				140.40													0.00		1323.56	
13.08.20	Institute of Swimming Training						0.00											50.00	50.00				
13.08.20	Subs Square		70.20				70.20													0.00			
17.08.20	Subs Square		76.05				76.05													0.00			
18.08.20	Subs Square		351.00				351.00													0.00			
25.08.20	Mark Dally (Website)						0.00										215.86		215.86				
25.08.20	Subs Square		70.20				70.20													0.00			
26.08.20	Subs Square		70.20				70.20													0.00			
01.09.20	Subs Square		70.20				70.20													0.00		1323.74	
10.09.20	Subs PayPal		485.33				485.33													0.00			
16.09.20	Swim England						0.00							54.00						54.00			
16.09.20	JS Sports						0.00									135.00				135.00			
16.09.20	Ian Hall (see email)						0.00											261.88	261.88				
16.09.20	Stone Gazette						0.00										768.00		768.00				
16.09.20	Subs Square		210.60				210.60													0.00			
16.09.20	Subs PayPal		295.92				295.92													0.00			
17.09.20	Subs Square		70.20				70.20													0.00			
17.09.20	Grant (ASA)					342.57	342.57													0.00			
18.09.20	Subs Square		140.40				140.40													0.00			
21.09.20	Subs Square		70.20				70.20													0.00			
21.09.20	Subs Square		140.40				140.40													0.00			
24.09.20	Subs Square		140.40				140.40													0.00			
30.09.20	Sub Square		140.40				140.40													0.00			
05.10.20	Freedom Leisure						0.00			1153.92										1153.92			
05.10.20	Subs Square		140.40				140.40													0.00			
05.10.20	Subs PayPal		189.41				189.41													0.00			
07.10.20	Subs Square		87.75				87.75													0.00			
13.10.20	Subs Square		278.85				278.85													0.00		1323.74	
14.10.20	Subs Square		298.35				298.35													0.00			
16.10.20	Subs Square		70.20				70.20													0.00			
20.10.20	Swim England						0.00							36.00					36.00				
27.10.20	Mark Dally (Swim Awards)						0.00											195.68	195.68			1323.74	
29.10.20	Ian Hall (swim caps)						0.00												304.80				
18.11.20	Triband Sponsorship					900.00	900.00													0.00			
23.11.20	Swim England						0.00							18.00					18.00				
24.11.20	Freedom Leisure						0.00			811.94										811.94		1323.77	
08.03.21	Swim England						0.00							146.60					146.60			1323.80	
17.03.21	Covid Grant ASA					200.00	200.00													0.00			
18.03.21	Growth Grant ASA					114.18	114.18													0.00			
18.03.21	CD Growth Grant ASA					518.51	518.51													0.00			
12.04.21	Stone Gazette						0.00											216.00	216.00			1323.80	
16.04.21	Subs Square		345.30				345.30													0.00			
19.04.21	Subs Square		102.02				102.02													0.00			
19.04.21	Subs Square		311.95				311.95													0.00			
20.04.21	Freedom Leisure						0.00			1217.90										1217.90			
20.04.21	Subs Square		51.01				51.01													0.00			
22.04.21	Subs Square		102.02				102.02													0.00			
26.04.21	Subs Square		88.29				88.29													0.00			
27.04.21	Swim England						0.00							189.20					189.20				
27.04.21	Subs Square		102.02				102.02													0.00			
28.04.21	Subs Square		70.63				70.63													0.00			
04.05.21	Subs Square		510.10				510.10													0.00			
05.05.21	Subs Square		204.04				204.04													0.00			
06.05.21	Subs Square		153.03				153.03													0.00			
07.05.21	Subs Square		102.02				102.02													0.00			
10.05.21	Subs Square		51.01				51.01													0.00			
11.05.21	Subs Square		204.04				204.04													0.00			
12.05.21	Subs Square		156.96				156.96													0.00		1323.80	
13.05.21	Swim England						0.00							120.40					120.40				
13.05.21	Swim England						0.00							240.80					240.80				
13.05.21	Subs Square		119.68				119.68													0.00			
14.05.21	Subs Square		68.67				68.67													0.00			
17.05.21	Subs Square		102.02				102.02													0.00			
18.05.21	Subs Square		51.01				51.01													0.00			
19.05.21	Swim England						0.00							258.00					258.00				
19.05.21	Subs Square		68.67				68.67													0.00			

19.05.21	Triband Sponsorship				150.00	150.00												0.00	4720.92		
20.05.21	Subs Square		102.02			102.02												0.00	4822.94		
21.05.21	Subs Square		51.01			51.01												0.00	4873.95		
24.05.21	JS Sports					0.00								120.00				120.00	4753.95		
24.05.21	Subs Square		51.01			51.01												0.00	4804.96		
24.05.21	Subs Square		447.32			447.32												0.00	5252.28		
25.05.21	Subs Square		280.56			280.56												0.00	5532.84		
08.06.21	Swim England					0.00						275.20						275.20	5257.64	1323.83	
15.06.21	Institute of Swimming Training					0.00										765.00		765.00	4492.64		
15.06.21	Freedom Leisure					0.00			835.62									835.62	3657.02		
15.06.21	Triband Sponsorship				150.00	150.00												0.00	3807.02		
17.06.21	Subs (David Guo)		70.00			70.00												0.00	3877.02		
05.07.21	Subs Square		42.18			42.18												0.00	3919.20		
06.07.21	Subs Square		24.52			24.52												0.00	3943.72		
08.07.21	Subs Square		95.16			95.16												0.00	4038.88		
12.07.21	Subs Square		14.62			14.62												0.00	4053.50		
13.07.21	Swim England					0.00						68.80						68.80	3984.70	1323.83	
14.07.21	Institute of Swimming Training					0.00										300.00		300.00	3684.70		
14.07.21	Cadnet (Email services)					0.00										434.16		434.16	3250.54		
14.07.21	Freedom Leisure					0.00			835.62									835.62	2414.92		
15.07.21	Subs Square		24.52			24.52												0.00	2439.44		
20.07.21	Subs Square		98.09			98.09												0.00	2537.53		
21.07.21	Swim England					0.00						27.40						27.40	2510.13		
21.07.21	Mark Dally (Website)					0.00									115.06			115.06	2395.07		
21.07.21	Triband Sponsorship				150.00	150.00												0.00	2545.07		
22.07.21	Subs Square		24.52			24.52												0.00	2569.59		
23.07.21	Subs Square		66.71			66.71												0.00	2636.30		
26.07.21	Subs Square		24.52			24.52												0.00	2660.82		
26.07.21	Subs PayPal		328.93			328.93												0.00	2989.75		
27.07.21	Subs Square		24.52			24.52												0.00	3014.27		
29.07.21	Subs Square		17.66			17.66												0.00	3031.93	1323.83	
			0.00	8670.24	0.00	0.00	2525.26	11195.50	0.00	0.00	4855.00	0.00	0.00	0.00	1434.40	0.00	559.80	1314.92	2006.72	10170.84	

Income	Annual	Actual		
	Income (subs)	£	8,670.24	
	Sponsorship	£	1,350.00	
	Grants	£	1,175.26	
	Total Income	£	11,195.50	check £ -
Outgoing	Costs			
	Pool Hire PA	£	4,855.00	
	Aqua Passport			
	ASA Membership fees	£	1,434.40	
	ASA Membership Teachers			
	Awards Evening	£	195.68	
	Teacher Training	£	1,115.00	
	Badges & Certificates			
	Contingency Fund			
	Marketing	£	984.00	
	Gala Medals			
	Merchandise Cost	£	821.68	
	Emails & Website Cost	£	765.08	
	Total Costs	£	10,170.84	check £ -
	Profit/Loss	£	1,024.66	

## Proposed Programme of Meetings and Events in 2022-23

**The first meeting on each evening will commence at 7:00pm**

Month	First Tuesday		Third Tuesday		Other	
May 2022	10th	Council – Mayor Making	17th	General Purposes Committee Planning Consult. Committee		
June 2022	7th	Council General Purposes Committee Planning Consult. Committee Town Hall Charity	21st	Tourism & Town Promotion Sub Environment Sub Mayor's Charity		2nd - 5th June - Queen's Platinum Jubilee
July 2022	5th	Council General Purposes Committee Planning Consult. Committee Richard Vernon Charity Grants	12th	Estates Sub Management Sub	9th 10th	Music Festival Civic Sunday
August 2022	2nd	Council General Purposes Committee Planning Consult. Committee	16th	Tourism & Town Promotion Sub Environment Sub		Stone by the Sea - date to be confirmed
September 2022	6th	Council General Purposes Committee Planning Consult. Committee	20th	Estates Sub Management Sub		
October 2022	4th	Council General Purposes Committee Planning Consult. Committee	18th	Tourism & Town Promotion Sub Environment Sub	22nd	Trafalgar Dinner

Month	First Tuesday		Third Tuesday		Other	
November 2022	1st	Council General Purposes Committee Planning Consult. Committee	15th	Estates Sub Management Sub	13th 17th	Remembrance Sunday Christmas Lights Switch-On
December 2022	6th	Council General Purposes Committee Planning Consult. Committee	20th	Tourism & Town Promotion Sub Environment Sub	11th	Civic Carol Service
January 2023	3rd	Planning Consult. Committee Estates Sub Management Sub	17th	General Purposes Committee		
February 2023	7th	Council General Purposes Committee Planning Consult. Committee Grants				
March 2023	7th	Council General Purposes Committee Planning Consult. Committee	21st	Tourism & Town Promotion Sub Environment Sub		
April 2023	4th	Council General Purposes Committee Planning Consult. Committee	25th	Estates Sub Management Sub	20th 22nd	Annual Public Meeting Civic Dinner St. George's Day Event (to be confirmed)

Ref Fishing Rights River Trent.

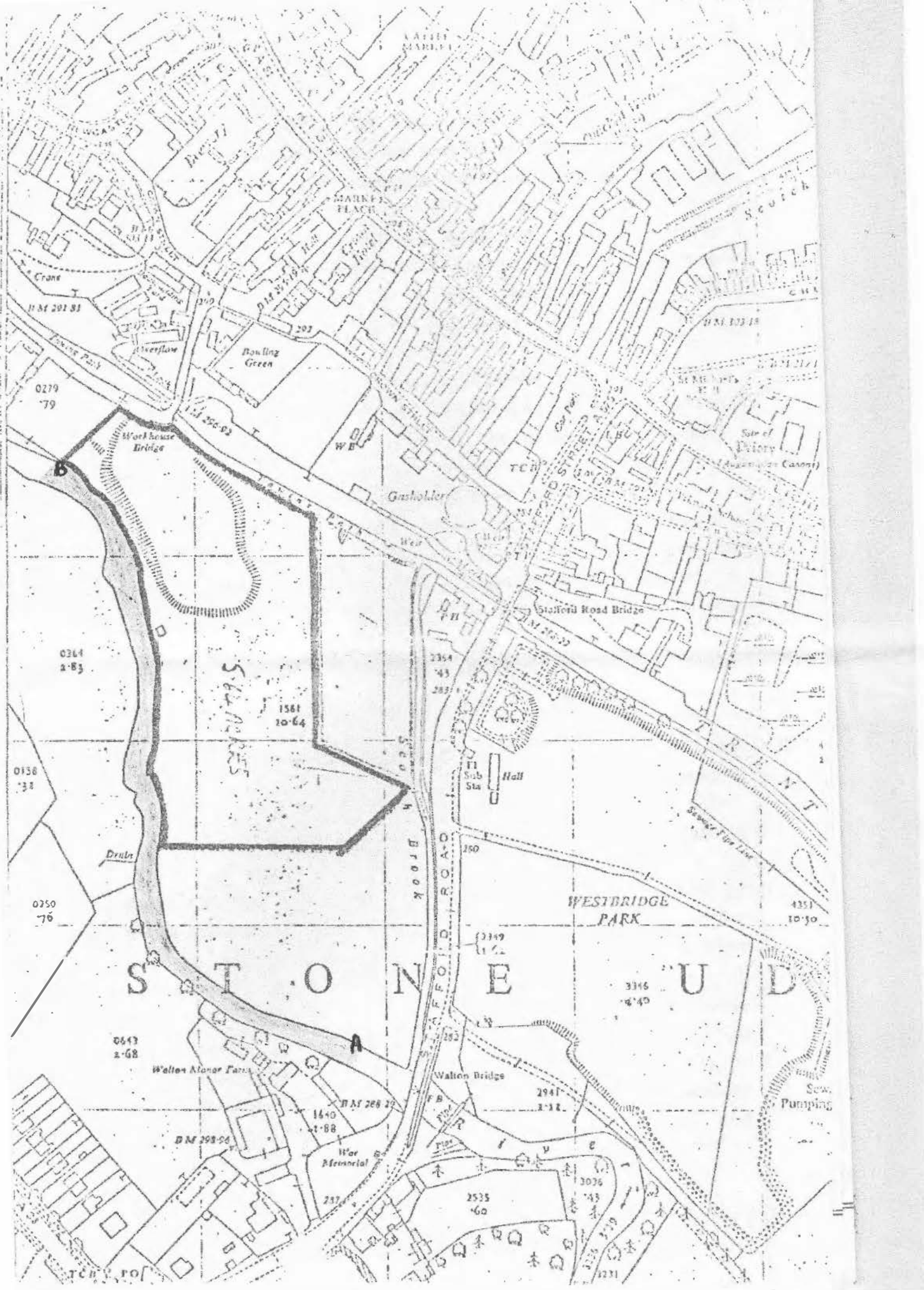
Dear Stone Town Council,

I am writing to you on behalf of Bibbys Stone & District Angling Club with regards to the fishing rights on the River Trent. In 2017 Stone Town Council kindly agreed to a lease for 5 years rent free. This was based upon an original agreement made in 1990 between the Council and Stone District Angling Society. SDAS and Bibby's Angling Club (Stone) have since amalgamated and continue to work to improve fishing and environmental opportunities for the community of Stone. In particular we encourage the participation of young people in the sport and offer free membership to all young people under 16. We participate annually in the Stone festival offering a family day to Stone residents, as well as running junior events. We have also worked proactively with the Environment Agency with regards to individuals fishing out of season and without licences. The club also have a litter pick both on the canal and river although members are asked to clear any litter they find when fishing. As the 5 year lease is now coming to an end we are asking if Stone Town Council would be willing to extend that agreement. Enclosed documents include the agreement template, map and correspondence.

Yours faithfully

Kim Jones (secretary)

Bibbys Stone District Angling Club



## **Memorandum of Agreement regarding fishing on River Trent at Stone**

Agreement for the lease of River Trent between Stone Town Council (landlord) and Stone & District Angling Society / Bibby's Angling Club (tenant) c/o kim Jones  
Staffordshire.

1. The stretch of the River Trent as indicated between points A & B as shown on the map.
2. SDAS/ Bibby's A/C to have exclusive fishing rights to the aforementioned area of the river for 5 years from June 16<sup>th</sup> 2017 until June 15<sup>th</sup> 2022.
3. SDAS/ Bibby's Obligations
  - To pay all rates, taxes, outgoings in respect of the fishing rights.
  - To recognise fishery bye laws such as the close season.
  - To bailiff and supervise the river ensuring that trespassers are challenged.
  - To notify the Council and Environment Agency of any illegal removal of fish.
  - Ensure that members only fish the designated area.
  - To report any incidents of pollution.
  - To remove from the river and report any illegal methods of catching fish e.g. nets, traps.
  - To endeavour to maintain the stretch of river free from litter.
  - Not to sublet the fishing rights.
  - To give the Council three months' notice if the Club is dissolved.
  - No night fishing to be allowed
  - The Club to have relevant insurance / indemnity cover.
4. The Council reserves the right to give the Club 6 months' notice if there are breaches of the obligations.
5. If the Club wishes to extend the lease after the 5 year lease it will need to put its request in writing 6 months before termination. This will be subject to agreement by the Council.
6. Regarding any dispute that cannot be negotiated the Council will have the final decision

Signed



## Drivers urged to avoid Stone High Street

🕒 12:26 21/01/2022

Drivers are being urged to avoid Stone High Street, which is closed to most vehicles, after more than 40 were stopped travelling on the street yesterday (20 January).

Officers were carrying out patrols in the area as part of national neighbourhood policing week of action when they spotted the motorists entering the High Street, despite a public space protection order being in place.

The order prohibits vehicles from accessing the street other than for loading or unloading and in emergencies.

If you are found to be driving along the street, in breach of the order, you risk being fined £100.

On Thursday, in the space of two hours from 4pm to 6pm, officers warned a total of 43 drivers who appeared to be planning to enter the street in breach of the order.

Chief Inspector Giles Parsons, of Stafford Borough NPT, said: "We are working with the local council to raise awareness of the order being place and respond to local residents' concerns over the dangers relating to the number of drivers travelling along the High Street.

"Unfortunately, if the problem persists, we may have to conduct enforcement action."

To report issues affecting your area, visit: <https://www.staffordshire.police.uk/a/your-area/>

To find out more about the neighbourhood policing week of action, visit:  
<https://www.staffordshire.police.uk/news/staffordshire/news/2022/january/neighbourhood-policing-teams-prepare-for-week-of-action-across-the-force/>

# Public hearings

Our secondary consultation on the proposed new map of constituencies in England will take place from Tuesday 22 February to Monday 4 April 2022. During this consultation, you will be able to provide your feedback on the proposed new constituencies via our consultation website, [bcereviews.org.uk](https://www.bcereviews.org.uk) [<https://www.bcereviews.org.uk/>], by email or letter, or in person during a public hearing. We intend to hold 32 public hearings across the country during the secondary consultation. Evidence at public hearings must be given in person (for example, you cannot ask a member of Commission staff to speak on your behalf). The evidence you provide at a public hearing must also concern the changes proposed for the region in which the hearing is taking place.

**You can now book a 10 minute speaking slot through the table below to guarantee your chance to speak about the boundary changes at a public hearing in your region. Read our [Guide to public hearings](https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-public-hearings/) [<https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-public-hearings/>] for the full information about how the hearings will take place.**

We're looking forward to listening to your views on how we can improve our proposed boundary lines and constituency names. You will also be able to comment on the responses we received during our first consultation. The Commission intends to publish these responses on our consultation website during the week commencing 7 February, to give you the opportunity to take others' views into account when providing your own feedback.

To keep up to date with news about the 2023 Boundary Review, you can follow us ([@BCEReviews](https://twitter.com/BCEReviews)) on [Twitter](https://twitter.com/BCEReviews) [<https://twitter.com/BCEReviews>], [Facebook](https://www.facebook.com/BCEReviews) [<https://www.facebook.com/BCEReviews>] and [Instagram](https://www.instagram.com/bcereviews/) [<https://www.instagram.com/bcereviews/>].

## Covid-19

The Commission asks that attendees wear a face mask and practice social distancing throughout the hearing. We also encourage you to take a lateral flow test prior to attending a hearing. We expect those making representations will be able to remove their face mask when speaking, unless not permitted by the venue. **If you have tested positive for coronavirus, or have any coronavirus related symptoms, please do not attend any of the public hearings under any circumstances.** The

## News

**Secondary consultation: Dates and locations of public hearings now available**  
[\[https://boundarycommissionconsultation-dates-and-locations-of-public-hearings-now-available/\]](https://boundarycommissionconsultation-dates-and-locations-of-public-hearings-now-available/)

20 December, 2021

**Assistant Commissioners selected to support the 2023 Boundary Review**  
[\[https://boundarycommissioncommissioners-selected-to-support-the-2023-boundary-review/\]](https://boundarycommissioncommissioners-selected-to-support-the-2023-boundary-review/)

6 October, 2021

**Our consultation has closed: What happens next?**  
[\[https://boundarycommissionconsultation-has-closed-what-happens-next/\]](https://boundarycommissionconsultation-has-closed-what-happens-next/)

3 August, 2021

**Initial proposals for the 2023 Boundary Review now published**  
[\[https://boundarycommissionproposals-for-the-2023-boundary-review-now-published/\]](https://boundarycommissionproposals-for-the-2023-boundary-review-now-published/)

8 June, 2021

**Guide to the 2023 Review now published**  
[\[https://boundarycommissionto-the-2023-review-now-published/\]](https://boundarycommissionto-the-2023-review-now-published/)

10 May, 2021

Commission reserves the right to change any of its plans for the secondary consultation, including the public hearings.

#### Attending a public hearing

- Click on the date you wish to attend from the table below. You will be taken to the booking platform Eventbrite to complete your registration. Our [Step-by-step guide to booking with Eventbrite \(PDF document\)](#) [<https://boundarycommissionforengland.independent.gov.uk/wp-content/uploads/2022/01/2022-01-18-Step-by-step-guide-to-booking-with-Eventbrite-.pdf>] provides clear instructions on the registration process.
- If attending a public hearing just to listen in rather than provide your views, you do not need to register.
- Please be aware that the Commission will be making a video and audio recording of each hearing. We will make a copy of these recordings available after each hearing, and in due course we will also publish a written transcript of each hearing.
- Please familiarise yourself with the Covid-19 guidance above.
- For further information, please see our [Guide to public hearings](#) [<https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-public-hearings/>].

If you're having trouble booking, or have any questions, please [get in touch](#)

[<https://boundarycommissionforengland.independent.gov.uk/contact-us/>].

Region	Location	Day 1 (10am to 8pm)	Day 2 (9am to 5pm)
West Midlands	Stafford	<a href="#">Book 3 March</a> [ <a href="https://www.eventbrite.co.uk/e/stafford-public-hearing-day-1-tickets-225202987197">https://www.eventbrite.co.uk/e/stafford-public-hearing-day-1-tickets-225202987197</a> ]	<a href="#">Book 4 March</a> [ <a href="https://www.eventbrite.co.uk/e/stafford-public-hearing-day-2-tickets-225206728387">https://www.eventbrite.co.uk/e/stafford-public-hearing-day-2-tickets-225206728387</a> ]

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## Stone Town Council - Payments

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

The table includes payments by cheque, direct debit, PayPal, 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.

Payment Date From : 01/11/2021

Payment Date To : 31/12/2021

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
08/11/2021	25	MJ Plant	Sep 21 Grounds Maint - amphi, CM, MR Allots, Old	1,554.00
18/11/2021	INV-1212	IG Stage Hire	50% final payment for stage hire and face lights	375.00
08/11/2021	26	MJ Plant	Oct 21 Grounds Maint - Amphi, CM, MR Allots, Old	1,554.00
08/11/2021	INV-0614	Current Electrical & Property Services	Oct 21 Marquee set up and table hire	895.00
05/11/2021	126697	Printdesigns LTD	2 x Banners for Christmas Lights Switch On Event	100.40
04/11/2021	10798	Cress Security	Call out to re-set FJC Security Alarm	75.00
05/11/2021	995462551	British Gas	Amphi Elec Supply - Standing Charge Oct 21	9.97
25/11/2021	25112021	J & S Security Services	2 x Event Security at Lights Switch On	126.50
17/11/2021	1161676	Crown Gas & Power	Heritage Centre Gas Supply - Standing Charges 25/0821	148.35
18/11/2021	14902	Call Handling Services Ltd	Helpline Call Handling Oct 21	12.79
23/11/2021	INV-0617	Current Electrical & Property Services	.Hire of 17 x 2.4m Security Barriers	227.96
23/11/2021	INV-0617	Current Electrical & Property Services	Call out to unfurl flags.	40.00
08/11/2021	033684	MEB Total Ltd	Qtr Fire Alarm Test FJC	90.00
05/11/2021	7070289012	Stafford Borough Council	Supply and water 105 hanging baskets	5,250.00
17/11/2021	SINV00528079	J G Fenn Ltd	A4 Gold Frame - Station artwork dedication	7.59
17/11/2021	SINV00529207	J G Fenn Ltd	A3 Copier Paper	9.43
17/11/2021	SINV00529207	J G Fenn Ltd	Heavy Duty Batteries for Christmas Trees on High Street	156.00
17/11/2021	SINV00527571	J G Fenn Ltd	Various stationery - A4 paper, envelopes, notebooks	74.19

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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
15/11/2021	Inv1000	The Secret Kitchen	Remembrance Sunday Buffet 14/11/21	630.00
25/11/2021	18112021	Steve's Sound Systems	Hire of public address systems 11/11 & 14/11	280.00
22/11/2021	7070288967	Stafford Borough Council	Road Closure Order & Notice 25/11/21 for Lights Switch	117.70
02/11/2021	14747	Call Handling Services Ltd	Helpline - Call Handling - Sep 21	5.09
08/11/2021	0029	R Mountfords	Balance due - creosote	3.14
05/11/2021	22864	Stone Gazette Ltd	Gazette Ad for Switch On Event	350.00
02/11/2021	993448733	British Gas	Elec Supply to Heritage Centre - Standing Charges	14.30
23/11/2021	051121	BMA Window Cleaner	Monthly Window Clean	65.00
23/11/2021	051121	BMA Window Cleaner	Monthly Window Clean	25.00
19/11/2021	177904954	World Pay	Worldpay safer payments programme fee	5.00
29/11/2021	713412021124785	Pozitive Energy	Gas Usage Oct 2021	217.43
19/11/2021	177869804	World Pay	Worldpay managed service fee Oct 21	12.50
01/11/2021	66654	Prism Solutions	Line Rental	46.69
01/11/2021	66654	Prism Solutions	Line Rental	44.45
17/11/2021	INV117920383	Zoom Video Comm Inc	ZOOM Subscription 141121 to 131221	47.96
29/11/2021	VEO1085649	Veolia ES (UK) Ltd	Waste Collections Oct 21	58.21
08/11/2021	V01927261158	EE	EE Mobile Phones	21.53
08/11/2021	V01927261158	EE	EE Mobile Phones	21.90
08/11/2021	V01927261158	EE	EE Mobile Phones	22.99
04/11/2021	23067	Open Spaces	Open Spaces Society - Annual Membership from	45.00
09/11/2021	2137939	British Gas	Elec Supply - Feeder Pillar 1 30 High St	8.52
29/11/2021	713382021124812	Pozitive Energy	FJC Elec Supply Oct 2021	188.66
24/11/2021	743014903/001/11	Virgin Media Business	Broadband Monthly Charge Nov / Dec 2021	50.00
03/11/2021	BI522821	Pitney Bowes	Franking Machine - replenish balance	200.00
23/11/2021	MEM236994-1	Society of Local Council Clerks	SLCC Annual Membership from 01/01/22	234.00
19/11/2021	INV-458434	AutoEntry	AutoEntry Monthly Subscription Nov 21	9.00

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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
09/11/2021	stw-INV05447358	Water Plus	Water Supply 23.7.21 to 23.10.21 NR Allots	42.93
29/11/2021	VEO1085648	Veolia ES (UK) Ltd	FJC Waste Collection Oct 21	70.21
23/11/2021	713392021124181	Pozitive Energy	Station Elec Supply - Oct 21	216.69
25/11/2021	149700	Prism Solutions	Prism IT Support Services - Nov 2021	686.15
17/11/2021	EU-02040660	Opayo by Elavon	Opayo Credit Card System = Oct 21	15.00
29/11/2021	713402021124785	Pozitive Energy	FJC Gas Supply - Oct 21	237.45
26/11/2021	6586408	Water Logic	Water Cooler Rental Nov 2021	12.71
26/11/2021	6586407	Water Logic	Water Cooler Rental Nov 2021	6.05
26/11/2021	6566118	Water Logic	Water Cooler Rental Nov 2021	5.50
18/11/2021	2149407	British Gas	Elec Supply - 61 High St 281020 to 281021	35.47
03/11/2021	SBC Rates	Stafford Borough Council	SBC Rates Nov 2021	434.00
03/11/2021	SBC Rates	Stafford Borough Council	SBC Rates Nov 2021	225.00
03/11/2021	SBC Rates	Stafford Borough Council	SBC Rates Nov 2021	35.00
10/11/2021	Grant Aid	Doughlas MacMillan Hospice	Grant to Douglas McMillan Hospice	200.00
17/11/2021	Florence Brass	Florence Brass	Brass Band Remembrance Sunday 14.11.21	200.00
23/11/2021	Allots Comp 21	Miscellaneous	AH Allot Copm 21 Runner Up Prize	15.00
08/11/2021	Allots Comp 21	Miscellaneous	CP Allot Cop 21 Runner Up Prize	15.00
05/11/2021	Allots Comp 21	Miscellaneous	DR Allot Comp 21 Winner	25.00
05/11/2021	Allots Comp 21	Miscellaneous	AA Allot Comp Winner 21	25.00
05/11/2021	Xmas Lights Switch	Miscellaneous	Mr Hadley Santa Suit Contribution 2021	50.00
16/11/2021	Xmas Lights Infra	Miscellaneous	HM Land Registry Fee re Walton Lights Installation	3.00
26/11/2021	7070289107	Stafford Borough Council	SBC Annual Office Service Charge	4,208.18
01/12/2021	66791	Prism Solutions	Line Rental	46.69
01/12/2021	66791	Prism Solutions	Line Rental	44.45
16/12/2021	EU-02072043	Opayo by Elavon	Opayo Service Nov 21	15.00
29/12/2021	151093	Prism Solutions	IT Support Services - Jan 2022	748.77

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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
17/12/2021	28	MJ Plant	Annual Weed Control - Amphi, C Meadow &	300.00
17/12/2021	29	MJ Plant	Canoe Club hedge cutting & removal - 3 visits per year	300.00
17/12/2021	30	MJ Plant	Maintenance of War Memorial and display stand	487.00
17/12/2021	31	MJ Plant	Weed control and misc jobs	300.00
22/12/2021	21012	Simon Meddings Associates Ltd	Prepare summary of catering options for Heritage Centre	630.00
10/12/2021	43197	Panda Press (Stone) Ltd	Christmas Cards - no mayor	115.00
20/12/2021	7070289269	Stafford Borough Council	Qtr Charge for Litterbin Emptying - Amphi	46.55
17/12/2021	27	MJ Plant	Annual Maint of Walton Roundabout and Town Borders	4,124.00
01/12/2021	17112021	Stone in Bloom	100 Christmas trees and use of lights	2,000.00
17/12/2021	654370ALTO	Altodigital Networks Ltd	Photocopier Usage Sep to Dec 21	30.21
02/12/2021	978585277	British Gas	Amphi Elec Supply - standing charge Nov 21	11.00
20/12/2021	15061	Call Handling Services Ltd	Call Handling Service - Stone Helpline Nov 21	10.28
20/12/2021	SIN1933545	PPL PRS Music Rights	Annual Music Licence 2021/22	1,041.00
03/12/2021	982556417	British Gas	HC Elec Supply - standing charge Oct/Nov 21	14.78
14/12/2021	652372ALTO	Altodigital Networks Ltd	Photocopier annual parts warranty	184.20
21/12/2021	244/22/0035487	Siemens Ltd	Photocopier Rental 21/12/21 to 20/3/21	150.00
07/12/2021	INV-0626	Current Electrical & Property Services	Marquees set up - Nov 21	1,000.00
01/12/2021	493	Hazzard Promotions	Hire of sound system for Lights Switch On 2021	350.00
22/12/2021	4593	Christmas Plus	Install and dismantle Walton lights canopy	510.00
22/12/2021	4593	Christmas Plus	Purchase canopy of lights and clusterline	1,382.00
14/12/2021	713412021127196	Pozitive Energy	Station Gas Usage Nov 21	378.49
14/12/2021	713392021128005	Pozitive Energy	Station Elec Usage Nov 21	220.12
14/12/2021	713402021127196	Pozitive Energy	FJC Gas Usage Nov 21	396.65
14/12/2021	713382021127191	Pozitive Energy	FJC Elec Usage Nov 21	226.09
28/12/2021	VEO1086857	Veolia ES (UK) Ltd	Station Waste Collection Nov 21	69.92
03/12/2021	INV-0621	Current Electrical & Property Services	Hire of lighting and power to marquees	80.00

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
03/12/2021	INV-0621	Current Electrical & Property Services	Install / hire of power to stage	300.00
03/12/2021	INV-0621	Current Electrical & Property Services	Provided 60m of barriers (charged for 40m)	222.40
10/12/2021	43196	Panda Press (Stone) Ltd	Christmas Cards - with mayor	125.00
20/12/2021	7070289271	Stafford Borough Council	Install & removal of High Street bollards Oct to Dec 2021	398.61
20/12/2021	7070289270	Stafford Borough Council	Empty 6 bins along canal - Oct to Dec 21	138.54
20/12/2021	SINV00534115	J G Fenn Ltd	FJC Toilet Cleaner	12.90
06/12/2021	4583	Christmas Plus	Install festive display 2021 (70%)	3,979.50
06/12/2021	4583	Christmas Plus	Install, hire & dismantle Thai Festoon Xmas 2021	2,100.00
09/12/2021	SI-157881	Mailing room	Ink for franking machine	47.95
21/12/2021	182320498	World Pay	Worldpay Managed Service Fee Nov 21	12.50
14/12/2021	stw-INV05566360	Water Plus	FJC Water Supply & Usage Sep to Nov 2021	238.94
24/12/2021	743014903/001/12	Virgin Media Business	Broadband Usage 06/01/21 to 05/01/22	50.00
14/12/2021	stw-INV05568036	Water Plus	Mount Road - Water Usage - Sep to Nov 2021	249.42
21/12/2021	182414674	World Pay	Worldpay safer programmes fee Nov 21	5.00
10/12/2021	2247285	British Gas	Pillar 1 30 High St - Elec standing charge 21/10/21 to	8.80
20/12/2021	INV-135772-44124	AutoEntry	AutoEntry Monthly Subscription - Dec 2021	9.00
17/12/2021	INV122918380	Zoom Video Comm Inc	ZOOM Subscription 14/12/21 to 13/01/22	47.96
29/12/2021	VEO1086858	Veolia ES (UK) Ltd	Waste Collection Nov 2021	33.31
14/12/2021	93645380	Water Plus	Station Water Supply & Usage 28/08/21 to 28/11/21	237.52
07/12/2021	V01936904586	EE	Mobile Phone	21.53
07/12/2021	V01936904586	EE	EE	21.53
07/12/2021	V01936904586	EE	EE	22.99
07/12/2021	26112021	Wish Upon a Princess Parties	Entertainment at Xmas Lights Switch On 2021	100.00
01/12/2021	25112021	Samantha Lloyd Music	Compere / perform Xmas Lights Switch On 2021	200.00
21/12/2021	SI-408	BClean Supplies Ltd	FJC Hand Sanitiser Service Sep 21 to Aug 22	156.00
20/12/2021	INV-21749	Warks & West Mids Assoc Local Councils	WALC Annual Conference 22/10/21 - T Kelt	10.00

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## Stone Town Council - Payments

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<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
10/12/2021	2248205	British Gas	Elec charge 61 High St - Nov 2021	2.85
03/12/2021	SBC Rates	Stafford Borough Council	SBC Rates - Dec 2021	434.00
03/12/2021	SBC Rates	Stafford Borough Council	SBC Rates - Dec 2021	225.00
03/12/2021	SBC Rates	Stafford Borough Council	SBC Rates - Dec 2021	35.00
29/12/2021	CE/220228	The Arch Rent Collectors	Station Rent 25/12/21 to 24/03/22	1,184.25
01/12/2021	QL200666-1	Society of Local Council Clerks	CiLCA Qualification Fee - RM	410.00
17/12/2021	034280	MEB Total Ltd	Emergency light testing - every 6 months	124.50
30/12/2021	Dec 21 DD	Water Logic	Water Cooler Rental - correction	5.50
30/12/2021	Dec 21 DD	Water Logic	Water Cooler Rental - correction	6.05
30/12/2021	Dec 21 DD	Water Logic	Water Cooler Rental - correction	12.71
				<u>46,595.05</u>

# Stone Area Parish Liaison Group

## Notes of the meeting held Virtually (on Zoom) on Wednesday 27 October 2021

**PRESENT:** Councillors: J. Davies (Stone Town Council & Hilderstone Parish Council) in the Chair and B. Fletcher (Stone Rural Parish Council), S. Amison (Swynnerton Parish Council), Mrs G. Wyatt (Sandon & Burston Parish Council), Mrs S. Hughes (Yarnfield & Cold Meece Parish Council), P. Banks (Standon Parish Council) and P. Jones (Eccleshall Parish Council) to agenda item 7a. (Minute Reference L22/016 a).

Also:

Mr L. Trigg (Town Clerk to Stone Town Council)

Mrs S. Stokes (Parish Clerk to Chebsey Parish Council)

Ms K. St Leger (Parish Clerk to Barlaston Parish Council)

Trudy Williams (Assistant Clerk to Stone Town Council)

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### **L22/010    Apologies**

Apologies were received from Councillor B. Eyre (Yarnfield & Cold Meece Parish Council) and P. Jones (Eccleshall Parish Council) from Minute Reference L22/016 b.

Also:

Mrs K. Ong (prospective Parish Clerk to Swynnerton Parish Council)

Mr J. Fraser (Parish Clerk to Yarnfield & Cold Meece Parish Council)

### **L22/011    Declarations of Interest**

None received.

### **L22/012    Notes of the previous meeting**

The notes of the meeting held on 21 July 2021 were agreed as a correct record subject to the following correction:

L22/005 (Road Sweeper section) – The statement ‘It was understood that companies such as Biffa offered a road sweeper for hire and the costs were around £250 a day’ was inaccurate as £250 was the cost Biffa was paying to hire a road sweeper from the local authority.

### **L22/013    Environmental Issues**

The Chairman invited the Liaison Group to share updates on environmental work/activity.

Yarnfield & Cold Meece Parish – Are having an Autumn Clean-up Day on Sunday 31 October 2021 involving 2 x two-hour sessions to undertake litter

picking, daffodil planting and tidying of communal garden areas in the village. A monthly litter pick was also starting up and people working individually in the parish will have the opportunity to come together as a group.

Stone – Stone in Bloom do a lot of good work in the town.

Hilderstone – There is a team that is regularly seen out and about.

Barlaston – A local group called the 'Barlaston Womblers' do excellent work keeping the village clean, tidy and free from litter. They coordinate their work with Streetscene (leave bags in designated areas) and deal with fly tipping. Volunteers also work in a non organised way – litter picking when going for a walk etc. The Womblers (who have their own Facebook page) supply bags and other equipment to volunteers as well as offering tea/coffee and cake at the end of the sessions. The parish council has supported their work by providing some of the equipment.

Stone Rural – There are some individuals who regularly go litter picking independently from the parish council and these people are appreciated and thanked.

Standon – There are individuals and self-motivated groups who work in the parish. Parish Council litter picks have been organised in the past which have initially been successful and then died away. The ad hoc groups seem more successful than the organised groups. The Parish Council is pleased to thank them and encourage them with their work.

Eccleshall – has a successful group of 22 litter pickers who are looked after by one of the Parish Councillors.

The Liaison Group considered its learning and good practice that could be adopted by parish councils:

- Facilitating litter picking work is more effective in many areas than trying to over organise.
- Encouraging ad hoc or semi ad hoc arrangements and providing people with the means to be self-sufficient and spontaneous in their activity can prove better.
- To always recognise and thank people for the work they do is crucial.
- Publishing photographs of group activity is very effective in promoting the work of litter picking/voluntary groups.
- Providing and facilitating the supply of bags and other equipment.
- Streetscene are a very helpful resource. They will assist by providing tools, delivering and collecting bags at drop off/collection points, emptying bins and offering support with dog fouling issues (including the running of public campaigns).
- Barlaston Womblers is a great example of a model that could be adopted by other parish councils.
- Be aware of plastic contamination.

The Liaison Group concluded that local communities coming together to undertake environmental work was extremely valuable and tackled issues that would not be addressed by the Borough and County Council. The

resulting achievement promotes a sense of pride in the community and develops community cohesion.

**L22/014     School Transport for over 16s**

The Chairman advised the Liaison Group that his attention had been drawn to the County Council's sudden suspension of the school transport vacant seat scheme by a resident of Hilderstone. The County has suggested parents source alternative transport options to ensure their children can access education but as the majority of families affected live in rural areas there was no public transport available.

A local action group called the 'Rural School Transport Action Group Staffordshire' has been set up to look at this matter as parents rely on the transport service and need to fill the gap.

Councillor Jones advised the Liaison Group that the Action Group had contacted the County Councillor and Cabinet Member responsible for the service. There is a national issue linked to the policy change, but Staffordshire is one of only two County Councils in the country that has denied 16-year-olds the use of vacant seats on school buses.

There is also no statutory obligation to support over 16s in getting to school although there is a very strong moral imperative.

The issue has been raised with a local newspaper and there has been an announcement but that was the only publicity.

The Liaison Group agreed that suspension of the service was discriminatory and an abdication of the County's responsibility to children who by law have to stay in education to age 18 (except in limited circumstances).

The Liaison Group explored options for supporting rural families on the issue and concluded that it needed to do everything possible to assist.

The Chairman reminded members that the Liaison Group could not speak as a group because it doesn't have the constitutional position but each parish council could submit their individual representations.

The Chairman said that he would share with the Group a template referring to the various regulations he had found. The Group also suggested that Sir Bill Cash, MP be made aware of the issue.

The Liaison Group agreed that updates/progress would be shared at the next Liaison Group meeting.

**L22/015     Heritage Centre**

The Chairman reminded the Liaison Group that Stone Town Council was working to create a heritage centre in the old fire station on the Crown Wharf development, owned by Joules Brewery.

The Town Clerk advised the Liaison Group that the Town Council had agreed the lease with Joules Brewery and consultants were providing advice on how

the museum should work. An architect has been appointed to draw plans for the layout of the building and when the design has been chosen the project will get properly underway.

A builder will need to be appointed and this isn't expected to be an easy task. The Council hopes the Heritage Centre will be up and running in the late summer/early autumn of 2022 but will depend on finding a good builder whose schedule can accommodate the work.

The Liaison Group suggested making recommendations of suitable companies as there is a wealth of knowledge held in the local council sector, in addition to Borough or County approved lists of contractors.

The Town Council has received offers from people wishing to donate artifacts and is asking them to hold on to the items until a collection policy has been drafted.

The Chairman called for information about other outlying collections and small museums that exist locally as it would be nice for the Stone Heritage Centre to link with these.

Barlaston could put out a call as there are Firemen with their own heritage museum and items that could be linked.

Eccleshall is working with the Rotary Club in the library to create a hub/collection of artifacts that could be linked with Stone Heritage Centre. There are lots of people who have items to display but firstly there is a need for display cabinets.

The Chairman advised the Liaison Group that experts on the workings of heritage centres are giving valuable advice to the Town Council as it does not want a standard museum or resource only for school children. The Centre needs to have wider appeal and celebrate interactively and with energy the history of Stone and surrounding area.

This item will continue to appear as a feature on the agenda where progress reports will be shared.

## **L22/016     Ongoing Items of Interest**

### **a.     Planning including Neighbourhood Plans**

The Chairman invited the Liaison Group to provide updates on progress with representative Councils' neighbourhood plans:

Yarnfield & Cold Meece – is getting ready to have the village consultation and housing needs survey which is under preparation. Urban Vision has been very helpful in their consultative role.

Barlaston – has issued a FOI Request to Stafford Borough Council asking for information on its processes for dealing with new planning applications and how information about the Barlaston Neighbourhood Plan is imparted to the applicant. An email has since been sent to the Development Manager pointing out that a breach

had occurred on the timescale for responding.

Barlaston Parish strongly believe that Stafford Borough are still not giving regard to made neighbourhood plans.

Stowe by Chartley is beginning the Neighbourhood Planning process and has suggested it would be helpful if quarterly information sharing meetings could be arranged between local councils who have gone through the neighbourhood planning process or are in it currently. Urban Vision would be willing to set aside a day (at a cost of £525 plus vat) to attend the meetings and answer questions.

Karen St Leger asked if anyone had attended the recent CPRE planning training as it featured the planning application in Barlaston for 42 affordable homes in the Green Belt. See planning application 21/33687/FUL (land between Trent Canal and Old Road, Barlaston) for a rural exception housing development for the erection of 42 affordable dwellings including access onto Old Road, a SUDS attenuation basin and equipped children's play area.

Urban Vision and CPRE have conversed on the training material and analysed how many houses have been built over and above the Borough's quota set in the Local Plan. They have estimated that if the level of development continues at the same rate there will be a delivery that is 287% above the housing allocation target.

In the Local Plan 2020 to 2040 Barlaston does not appear in the Key Service Village List, of which there were 11 villages, now reduced to 7. With 'windfall' housing development not counted in the planned housing figures and the fact that the Borough has exceeded its house building requirement, there is no need to build on Green Belt in Barlaston, strengthening the argument to refuse the application.

The advice given by Urban Vision is available to view should any Council be challenging development in the Green Belt. The advice given by barristers on another parish council challenge in the High Court against the development of affordable homes in the Green Belt (after the LPA awarded permission) is also in the public domain.

Barlaston is also challenging the Wedgwood Memorial College case. The Borough Council is not recognising the 'Lichfield Plan' as part of its policy (saying the Plan had not gone through the Borough Council's Cabinet process) despite having been included as a supplementary document in the Barlaston Neighbourhood Plan (and going through Regulation 14, Regulation 16 and Referendum).

Barlaston Parish Council believe Stafford Borough Council has got to comply with the Lichfield Plan but despite this TPO trees are being removed and a battle is ongoing to save the heritage trees and hedges in the arboretum.

Karen St Leger reminded the Liaison Group of the two legal challenges that Barlaston Parish Council has made in relation to the development of its Neighbourhood Plan.

The Borough Council wanted to delay the process which the Parish Council said it couldn't do. Secondly the Borough Council appointed their own examiner which is illegal.

The Borough Council had wanted to discard a number of things in the Draft Barlaston Neighbourhood Plan and the Parish Council challenged this stating that it was up to the Examiner to decide whether they were appropriate or not (which would have left them weak in the Regulation 16 process if they had amended things that hadn't gone through Regulation 14) and the Examiner came back and said there was no fault with anything and the full plan was published.

Swynnerton – The Draft Swynnerton Neighbourhood Plan is with the Borough Council waiting for Regulation 16 and then Referendum.

Chebsey Parish reported that it had asked the Borough Council (because of ongoing issues with getting connected to the internet) if it could have hard copies of plans for planning consultations but has been refused as the plans are available online.

The Borough Council advised Chebsey that after stopping the issuing of hard copies it had seen a huge reduction in time and cost from no longer completing the task. Paperless working has always been their goal and the pandemic has escalated this part of the process.

Yarnfield and Cold Meece – confirmed that it had also had problems getting onto the Borough Council's planning portal and experienced a situation where Councillors had tried unsuccessfully to access planning documents for a period of more than a week.

Swynnerton – has noticed issues possibly when using the latest version of Windows and on mobile devices. There is a means of reporting issues on the Borough Council's website (accessed via a link in the footer).

The Liaison Group suggested keeping a record of issues as an audit trail.

b. HS2

The Chairman invited updates on HS2:

An information booklet containing a new map has been issued in Yarnfield and Cold Meece. It has been noted that neither Yarnfield nor Swynnerton, the villages most affected by the HS2 project, are mentioned on the map, confirming the view that the areas are of no significance to HS2 Ltd.

The Liaison Group noted that there had been a debate in Westminster which Sir Bill Cash, MP had contributed to. A large number of MPs have expressed concerns about the escalating costs of the project.

The Liaison Group reported that Stone Railhead Crisis Group had been doing a terrific amount of work behind the scenes to encourage HS2 to accept alternative plans (most of it not in the public domain).

Councillor Amison informed the Liaison Group that he had been in contact with the Phase 2a - Stakeholder and Community Engagement Manager (Community Areas 2 & 3) about arranging a one-to-one meeting in Swynnerton which has a good population of elderly people. HS2 hasn't responded positively to the request and hasn't been in touch for some months.

Mr Trigg advised the Liaison Group that he had received an offer of a virtual or face to face meeting with HS2 Ltd to discuss a two-way program and HS2 activity. The email was passed to individuals for response.

In Yarnfield and Cold Meece the Parish Council has met with the Stakeholder and Community Engagement Manager. Questions had to be submitted beforehand and written answers were returned with no useful information and vague caveats proving the information meaningless.

Councillor Fletcher expressed the view that it was time to stop all the complaints about HS2 and to focus on mitigation matters relating to construction and post construction. He said that Stone Rural was focussing on this element and would be having a one-to-one meeting with HS2 Ltd on Tuesday.

He expressed disappointment that reports about HS2 Ltd were negative as his connections had been fruitful. He had been able to get answers to questions and would have expected the hot spots of objection to be recognised and communication targeted there on mitigation matters.

As far as Stone Rural is concerned most of the mitigation is connected with highways and with access to the HS2 site.

The Liaison Group confirmed that Stone Railhead Crisis Group were not an anti HS2 group but want HS2 Ltd to take responsibility for the problems they are going to cause.

At Swynnerton a notification was fixed to a fence near the pond about pending land investigation works by HS2 Ltd on land behind the post office. Residents of the Post Office hadn't been notified.

Councillor Fletcher expressed surprise that HS2 wasn't dealing with the Crisis Group which is a local focus of interest where a lot could be achieved through engagement with its members rather than independent councillors and individuals.

Stone Rural Parish Council is going to be talking about the grants system and hopes HS2 Ltd will support a scheme in Aston village valued at about £5,000.

The Liaison Group agreed that it would continue monitoring what was happening with HS2.

c. Highways, Traffic and Parking

The Chairman invited updates on highways, traffic and parking matters:

Traffic Calming

In Sandon the Parish Council is still waiting for gateways to be installed on the A51. It is expected there will be a need to have traffic management control.

The positioning of the gateways will be before the Burston turn off when approaching Sandon from Stone.

Access

The Chairman informed the Liaison Group that Stafford and District Access Group was very keen to recruit new members from around the parishes. He asked that those who are interested refer to the website.

d. Policing

The Chairman informed the Group that Chief Inspector Parsons had made a presence in Stone on one of the evenings with his new Inspector, Police Constables and PCSOs. This demonstrated to members of the public a Police visibility in the town.

e. Leisure and Recreation

The Chairman invited updates on matters relating to leisure and recreation. He informed the Liaison Group that there was a lot of talk about the future development of Westbridge Park and a consultation was coming up about that.

The Town Clerk advised the Liaison Group that the consultation had technically closed but the Town Council as an important contributor had obtained an extension to the Borough Council's timetable until after the Town Council's General Purposes Committee meeting next week.

The Cabinet Member for Leisure, Councillor Trowbridge, will be presenting to the Council on the development proposals for the park and the Council will have the opportunity to discuss the consultation with her. Two members of the public have also expressed a wish to speak.

It was reported in the newspaper that the Borough Council was not going to support any further work on the sporting facilities at Alleyne's Academy (resurfacing the Astroturf pitch) because the

available funding would be spent on Westbridge Park.

In Barlaston at the back of Meadow Road there is a designated Green Space the parish would like to convert into a park and a play area and just before the pandemic the Borough Council were looking at gifting it to the parish.

Enquiries have been made by Barlaston Parish Council about where the Borough were up to and were told the Borough were taking the matter to Cabinet. Since then, the project hasn't progressed and suspicions are raised that the Green Spaces will be developed.

f. Commercial and Retail Activity

The Chairman invited updates on commercial and retail activity:

The Chairman reported that the old Victoria Wine shop had been turned into a chocolate shop.

He said that everything in the town seemed to be going along smoothly. There are a few empty shops, but a number had also changed hands after the lockdown.

In Swynnerton the post office and shop have closed (today). The Village still has a pub (and a pond).

The Christmas Lights Switch-On and late-night shopping in Stone will be taking place physically in November.

The Town Clerk advised the Liaison Group that new lights were due to be installed at Walton, subject to approval of a planning application. The public consultation period ends next week.

g. Future Governance

The Chairman shared his observations that the Borough Council is sharing more of its services with Cannock Chase Council and asked whether there was any noticeable impact on Stafford Borough so far.

The Town Clerk wasn't able to comment on whether the sharing of services would be positive or negative.

**L22/017    Joint Calendar of Events**

The Chairman advised the Liaison Group that when there is something useful to share in respect of a joint calendar of events the dates will be distributed to the parishes.

The Chairman said that he would like to drop in to some of the areas local parish council meetings as a member of the public/observer. He has already attended a parish meeting at Fulford and found it an interesting and useful exercise. He will be in touch with the councils he is able to visit, ahead of the date.

It was reported that Sandon and Burston Parish Council was holding a social afternoon on Saturday 13 November 2021 to improve links in the villages. Most Councillors live in Burston and people tend to know how to report issues there but in Sandon there is less contact from residents. People are invited to join Councillors and suggest three ideas for improvement in the villages. Speeding on the A51 is likely to be one of the main issues raised.

**L22/018     Schedule of Future Meeting Dates**

The Chairman suggested the Liaison Group continues to take the meetings one at a time at present (rather than devise a schedule).

**L22/019     Date of Next Meeting**

The date of the next meeting is Wednesday 26 January 2022 at 3pm, via Zoom.

The Chairman thanked everyone for their attendance before closing the meeting.