



Town Clerk

Les Trigg

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15 Station Road
STONE
ST15 8JP

28 March 2022

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 5 APRIL 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 1 March 2022, Minute No's GP22/166 – GP22/180 (attached).

8. Minutes of Sub-Committees

- a) Tourism & Town Promotion Sub-Committee held on 15 March 2022, Minute Numbers TTP22/036 – TTP22/042 (attached)
 - i. To consider the draft minutes
- b) Environment Sub-Committee held on 15 March 2022, Minute Numbers ENV22/031 – ENV22/038 (attached)
 - i. To consider the draft minutes
 - ii. To consider the Recommendations contained in Minute Numbers ENV22/034 b) and ENV22/038

9. Appointment of Town Mayor and Deputy Town Mayor Elect

To consider the appointment of a Town Mayor and Deputy Town Mayor Elect and the arrangements for Mayor Making.

10. Town Council Surgeries

To receive a follow up report on Town Council Surgeries from Councillor Walley (attached).

Reference: General Purposes Committee Meeting 5 October 2021, Minute Number GP22/095 (Members' Motions under Standing Order 4).

11. National Pay Award 2021-22

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

12. Town Council Payments

To receive a list of payments made by the Council during the period 1st to 28 February 2022 (attached).

13. Update from Working Groups:

- a) Neighbourhood Plan Steering Group
- b) Stone Heritage Centre Steering Committee
- c) Engagement with Young People
- d) Queen's Platinum Jubilee Steering Group

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

Stone Area Parish Liaison Group – J. Davies
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

15. 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.

16. National Pay Award 2021-22

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

17. Staffing Matters

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

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 1 March 2022

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

Officers: L. Trigg and Mrs T. Williams

ABSENT: Councillors: Mrs A. Burgess, M. Green, M. Hatton and R. Townsend

GP22/166 **Apologies**

Apologies were received from Councillor M. Green.

GP22/167 **Declarations of Interests**

None

GP22/168 **Requests for Dispensations**

None

GP22/169 **To receive the report of the County Councillors**

County Councillor Mrs J. Hood

Councillor Mrs Hood advised the Committee that she had received the road resurfacing programme from the County (which looked encouraging) and will be forwarding a copy to all Town Councillors for information.

Councillor Mrs Hood advised the Committee that she had asked the Town Clerk to investigate some issues with the bollards in Mill Street as they are not being routinely installed in the road to prevent traffic from accessing the High Street.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP22/170 **To receive the report of Borough Councillors**

The Chairman invited Councillor Fordham to address the Committee.

Councillor Fordham congratulated Councillor Leason on his appointment as Mayor Elect of Stafford Borough Council for 2022-23 which he said was a great honour for both Philip personally and for Stone town.

Councillor Fordham advised the Committee that the Stafford Borough Council budget for 2022-23 had now been approved.

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The Chairman invited Councillor Leason to address the Committee.

Councillor Leason advised the Committee that he had attended the Borough Council's Economic Development and Planning Scrutiny Committee meeting on 8 February 2022 where an update had been given on Section 106 agreements in respect of process and securing developer contributions to key projects.

Councillor Leason explained what Section 106 agreements are in that they are legally binding planning obligations between developers and the local planning authority to release funding to deliver projects within an area to ease or compensate for the impact of a new development on the local community. Contributions are often made towards education and highways, with the Borough Council being particularly focused on providing open space, sport, play facilities and affordable housing.

Councillor Leason advised the Committee that after Borough Councillors (Councillors Fordham and McKeown in particular) had raised concerns about the allocation of Section 106 monies and the progress of the various agreements, improvements had been implemented including the appointment of a Leisure, Policy and Implementation Officer to compile a data base of Section 106 agreements and enter it onto XCOM.

The Economic Development and Planning Scrutiny Committee had been given various figures in relation to the year 2020-21, the most significant of which was that a total of £4,604,600 of Section 106 monies remained unspent (with £1,401,000 of this money allocated to projects and £3,203,600 in the pipeline).

Councillor Leason said the Committee had resolved to ask officers from the Strategic Planning Placemaking Team to contact all members in the wards where Section 106 monies were in the pipeline to seek further information on potential environmental and leisure prospects which could be eligibility assessed as future projects. If the money wasn't spent, it would be returned to the developer.

The Chairman advised the General Purposes Committee that the Borough Scrutiny Committee had set up a Task and Finish Group to scrutinise the process for S.106 monies.

GP22/171 Representations from Members of the Public

None

GP22/172 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 8 February 2022 (Minute Numbers GP22/147 – GP22/165), be approved as a correct record.

GP22/173 Minutes of Sub-Committees

There were no draft minutes for consideration.

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The Chairman welcomed Tim Hodson and Richard West (members of Stone Community Speed Watch) and Michelle Shaker (Community Engagement Coordinator at Staffordshire Police), who had kindly agreed to address the Committee on their work and how the group could support the Town Council.

Michelle Shaker introduced herself and advised the Committee that she worked for Staffordshire Safer Roads Partnership on the Police side of the partnership and looked after the Community Speed Watch service for the whole of the County.

Tim Hodson and Richard West introduced themselves and advised the Committee that as lifelong residents of Stone had become involved in Community Speed Watch after seeing articles in the press.

Richard has recently taken over the Chairmanship from Tim, but their work is a real team effort.

Michelle provided an overview of Community Speed Watch advising the Committee that the initiative falls under the educational remit of Policing. Their work involved sending warning letters to drivers who travel over the speed limit with an escalation process that goes from a written to a verbal warning and thereafter targeted enforcement towards repeat offenders. They are very much about education and engagement rather than enforcement, where possible.

Data is compiled by volunteers which forms part of the Safer Roads Partnership enforcement strategy which includes the safety camera vans, roads policing, local policing, and the Special Constabulary.

Michelle advised the Committee that she is managing 78 groups (420 volunteers) at present which covers 88 different towns, villages, and wards within the County. These numbers are growing, and it is estimated that there will be around 100 groups by the end of the year.

Why do we do Community Speed Watch?

Tim Hodson advised the Committee that Stone Community Speed Watch does not set out to criminalise people but operates to increase motorists' awareness of vehicle speeds. Most are unaware they are speeding and generally have no wish to exceed the limit, drifting into excess speed through distraction.

Enhancement of safety is a very important factor in their work and the group want to engage with the community to achieve this. The volunteers get more thumbs up and thanks than abuse and pedestrians tell them they are doing a good job.

Tim said his personal mantra was that if in one year they prevent one child from getting knocked off a bike, injured or worse, they have succeeded.

Richard West advised the Committee that if the Community Speed Watch team is present and visible, drivers respond by slowing down and are also minded to be aware of their speeds on journeys thereafter. He acknowledged that driving can be mundane and people drive on familiar routes without a conscious awareness. The

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presence of Community Speed Watch therefore makes a huge difference to the speed of traffic.

How we do Community Speed Watch?

Richard West advised the Committee that six volunteers form part of the team in Stone and aim to work one Speed Watch session per week for about an hour. The weather conditions must be dry with good visibility. The team operate at several sites (listed on the handout distributed at the meeting). These are busy roads such as the Eccleshall Road, Newcastle Road, Lichfield Road, often near to schools. The team respond to requests from councillors or the media. Through 'A Little Bit of Stone' they often note concerns and if there is a place that needs to be looked at Michelle will undertake a risk assessment so the site can be added to their list.

Staffordshire Police must be informed of their plans a few days before the session and they liaise with the local Police Community Support Officers who often visit volunteers on site, giving extra visibility. Upon arrival at the site volunteers place warning signs on either side of where they are standing. They have to have a training session which everyone undertakes and have to go through a vetting process to be accepted on to the group. They must test the speed radar device before and after the session to check that it has calibrated correctly and in a team of three, one person will operate the radar device, another will log the required vehicle details (speed, colour registration number, make and the time) on the template sheet and a third person keeps a count of the total number of vehicles. They also check to see whether anyone is using their mobile phone. They often swap roles and at the end of the hour the log sheet is sent to Staffordshire Police for further action.

They carry a letter from Staffordshire Police which states they are acting on behalf of the police service. This is used as back up should anyone stop and talk to them.

Most drivers are logged between 35 and 40 miles per hour (although there have been drivers travelling at over 50 miles per hour in a 30mph zone) and they feel that their presence on the roadside works positively as most drivers slow down to the legal speed limit. They again reinforced their observations that speeding motorists are often distracted and not aware of their speed or the environment they are in. Some drivers however don't care.

Staffordshire Police have been very supportive in providing them with County data and the data for the Stone sites, which will now be issued regularly.

What Next?

Michelle reminded the Committee that being present at the side of the road makes a huge difference to the speed of traffic and for this reason more Community Speed Watch volunteers were needed.

She asked whether the Town Council's outlet could be used to support and promote Community Speed Watch (with the aid of statistics which can be supplied regularly) in slowing down traffic and saving lives.

Community Speed Watch would later like to attract funding for permanent Speed Watch signs (with the Police badge printed on them for the first time) to reduce

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the need to lug temporary signs around. The benefits of permanent signs are said to be amazing.

Michelle Shaker, Tim Hodson and Richard West took questions and noted comments from Town Councillors

The Committee thanked Michelle, Tim and Richard for an informative presentation. Members were pleased that Stone had public spirited people prepared to volunteer their time to improving the safety of residents.

The Committee raised concerns about specific roads in the town where it was hoped Community Speed Watch could assist. A concern was raised about the speed of traffic on the Oulton Road despite several initiatives taken by highways and the police over the past four years following the involvement of the county councillor and ward councillors. These included modified signage, road markings and parking restrictions.

The Committee said that speed Indicator devices (as installed by Hilderstone Parish Council) had seemed to be having a positive effect on vehicle speeds.

The Committee expressed the view that it was difficult to prove the success of prevention when the occurrence hadn't happened and hadn't been logged. If there are statistics to illustrate the effectiveness of Community Speed Watch before and after an intervention it would be useful to see the difference it makes.

Michelle was asked whether the Community Speed Watch and 20's Plenty for Staffordshire campaign could work together (as the Counties who engaged with the 20's Plenty scheme had seen their accident data decline) and she advised that the Police force are not able to offer support on the enforcement of speeds less than 30 miles per hour although some roads may justify lower speeds. She said that people as a rule tend to drive 5 to 10mph above the speed limit.

Michelle advised the Committee that speed limits can be promoted with wheelie bin stickers (30 and 40) which are supplied free of charge. They do have a limited stock of 20's which is the only help available for this speed.

She said the Speed Watch sessions although just one day a week (along with the wheelie bin stickers) had a psychological effect on motorists and made a dramatic difference to their driving behaviour.

The Committee identified school traffic as another big issue that needed to be addressed, particularly at school finish times. The traffic around Pirehill First School was given as an example and Tim Hodson and Richard West said they would absolutely respond to local need, confirming that Pirehill Lane and Eccleshall Road were already on their visit list (Tilling Drive was not).

Eccleshall Road was also raised as being in need of a Speed Watch visit after residents had previously asked for a Lollipop man/lady (which after a mini survey was not considered a safe enough place to operate).

It was acknowledged that a proportion of residents who are concerned about issues near their homes may be willing to become volunteers. With a greater number of volunteers, it would be possible to do more, more often.

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Richard and Tim said that they had a brief ready to go to 'A Little Bit of Stone' and asked for the support of the Town Council.

The Committee expressed its support for the scheme and confirmed that it would be prepared to offer a venue for training, free of charge, if the publicity results in new volunteers coming forward.

Michelle, Tim and Richard were thanked for their time before leaving the meeting.

GP22/175 Grant Aid to Local Organisations

The Committee considered the following requests for a grant:

STONE LIONS CLUB

The Committee considered the grant application received from Stone Lions Club requesting £500 to contribute towards a PSA Screening Event at the Stone House Hotel on Tuesday 26 April 2022. The event will provide men with the opportunity to have a PSA test to identify prostate problems.

RESOLVED: To award £500 to Stone Lions Club.

KIBBLESTONE DISTRICT SCOUT COUNCIL

The Committee considered the grant application received from Kibblestone District Scout Council requesting £500 to support Girlguiding Staffordshire's International Guide Camp (Unity) at Kibblestone in August 2022.

The Committee suggested the Scout Council be asked to include a note in their publicity to acknowledge that Stone Town Council had supported the event.

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

GP22/176 Queen's Platinum Jubilee

The Committee considered the report* of the Town Clerk.

The report considered the governance arrangements for the Queen's Platinum Jubilee project and recommended an appropriate structure to the Committee. It also presented the initial report of the Queen's Platinum Jubilee Working Group for the Committee's consideration and approval.

The report had been presented to the General Purposes Committee, rather than the Tourism and Town Promotion Sub-Committee, with the agreement of the respective Chairmen.

The Town Clerk informed the Committee that in view of the limited time available until the Jubilee celebrations and the working group mechanism working very slowly, the report proposed that the Queen's Platinum Jubilee Working Group became a steering group to allow preparations to be made more speedily.

RESOLVED:

- a. To replace the current Queen's Platinum Jubilee Working Group with a steering group.

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- b. To adopt the terms of reference annexed to the Town Clerk's report for the steering group.
- c. To appoint Councillor Mrs J. Hood as the Chairman and Councillor R. Kenney as the Vice Chairman of the Queen's Platinum Jubilee Steering Group.
- d. To approve the Working Group recommendations attached to the report.

GP22/177 Stone Heritage Centre

The Committee considered the report* of the Town Clerk.

The report considered the recommendations of the Stone Heritage Centre Steering Group for the design and approach to contracting for works for the Heritage Centre and sought approval from the Committee to proceed.

The Chairman advised the Committee that the finances had been approved for the build project at the Heritage Centre and now it was time to put the plans into action.

He said that the Steering Group had recommended approval of Version 4 of the plans in the report. The version 4 plans had been included in the Town Clerk's report (with the first three sheets showing the current layout of the building).

RESOLVED:

The Committee agreed to:

- a. Support the design of the Heritage Centre as proposed by the Steering Group.
- b. Support the approach to contracting proposed by the Steering Group.
- c. Receive regular reports from the Steering Group regarding project progress and consider decisions on any matters of policy, or significant changes to the project.
- d. Appoint contractors to undertake works on the Heritage Centre after considering the recommendations of the Steering Group.
- e. Authorise the Town Clerk, in consultation with the Chairman of the Steering Group and within the budget established by the Council to:
 - i. Make minor design changes or any clarifications necessary to deliver the project.
 - ii. Appoint suitable professionals to support the contracting process.
 - iii. Determine and tender suitable works contracts, based on the advice of the Steering Group, Staffordshire Purchasing and any other appropriate professionals.

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- iv. Undertake the evaluation of tenders and make recommendations to the Steering Group regarding contractors to be appointed.
- v. Regularly report to and take advice from the Steering Group.

GP22/178 Town Council Payments

RESOLVED: To note the list* of Town Council payments made during the period 1 to 31 January 2022.

GP22/179 Update from Working Groups:

Neighbourhood Plan Steering Group

Councillor Mrs Hood reported that the Neighbourhood Plan Steering Group had not met.

Heritage Centre Steering Committee

Councillor Kenney advised the Committee that the outcome of the Heritage Centre Steering Committee meeting had been discussed earlier in the meeting (above).

Engagement with Young People

Councillor Mrs Dawson informed the Committee that although the Working Group had not met this month, the Town Clerk had drafted a letter to be sent out to schools to ask their opinions on the scheme.

GP22/180 To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

Stone Area Parish Liaison Group

Councillor Davies advised the Committee that the next meeting of the Liaison Group would take place in April 2022.

Stone ATC

Councillor Davies advised the Committee that the last meeting of Stone ATC had taken place on the evening of the last General Purposes Committee meeting, and he hadn't yet seen the minutes.

Age Concern Stone & District

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

Stafford & Stone Access Group

Councillor Kelt advised the Committee that no meetings had taken place since the last report, but a recruitment article had been published in the Newsletter.

Stone Common Plot Trustees

Councillor Kelt advised the Committee that a meeting had taken place, but it was inquorate. There was some informal discussion on the finances, progress with the Plot cottage and moles.

Stone Community Hub Liaison Group

Councillor Mrs Hood advised the Committee that no meeting had been held since the last report.

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SPCA Executive Committee

Councillor Green was not available to provide a report.

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 15 March 2022

PRESENT: Councillor Mrs J. Hood in the Chair and
Councillors: R. Kenney, P. Leason, J. Powell and C. Thornicroft

Officers: Mr L. Trigg and Mrs T. Williams

By Chairman's invitation: No Councillors

ABSENT: Councillors: A. Best, J. Davies, Mrs L. Davies, I. Fordham and M. Green

TTP22/036 Apologies

Councillor: A. Best, J. Davies, Mrs L. Davies, I. Fordham and M. Green

TTP22/037 Declarations of Interest and Requests for Dispensation

None received

TTP22/038 Representations from Members of the Public

None

TTP22/039 Minutes of Previous Meeting

The minutes of the Tourism & Town Promotion Sub-Committee meeting held on the 4 January 2022 (Minute Numbers TTP22/026 – TTP22/035), were approved as a correct record.

TTP22/040 Calendar of Events 2022

The Sub-Committee considered its plans for Town Council events in 2022 which included the arrangements for the following events:

- St George's Day
The Town Clerk confirmed that the arrangements for St George's Day on Saturday 23 April 2022 had been put into motion but confirmation of the time was awaited.

He also confirmed that schools had been contacted to find out whether they were interested in taking part, with one response received so far.

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- Concert in Stonefield Park

The Sub-Committee considered the idea of holding a concert in Stonefield Park and suggested it take place on Sunday 14 August 2022 at 1:00pm (subject to the availability of Florence Brass Band).

The Sub-Committee suggested:

- Asking the Florence Band to play music that fitted in with the Queen's Platinum Jubilee Celebrations.
- Ordering a couple of marquees for the band, an ice cream van and a quantity of chairs (for the band and for spectators).
- That the pavilion be used for serving tea, coffee, cake and perhaps an afternoon tea.
- That volunteers are invited to transport attendees to the park in their own vehicles. Stone Helpline could be asked to support the arrangements.
- Stone Lions, Age Concern, WI and Town Councillors are asked to support the event. The Lions may be willing to look after the catering arrangements.
- Asking Morrisons if they would donate some scones, jam, and clotted cream.
- Asking the Burma Star Committee/Organiser whether the Burma Star Commemoration will be taking place this year as it could tie in with the day.
- Contacting Borough Care to see whether the new care home in Stone would like to be involved.

- Stone by the sea

The Sub-Committee considered holding a Stone by the Sea event again this year – towards the end of August, which is a lot of fun and very popular with families.

It was suggested that donkey rides and buckets and spades are available again as an important feature of the day.

A Punch and Judy show was suggested but this may not be appropriate this year.

- Open Day in Council Chamber

The Chairman advised the Sub-Committee that she had suggested holding an open day in the Council Chamber towards the end of the year on a Saturday.

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People will enjoy looking at the artifacts which could be tied in with National Heritage Day in October.

The Sub-Committee suggested a tidy up and finding homes for pictures that are not currently hung.

TTP22/041 Markets

The Sub Committee considered matters related to the Town Markets.

The Chairman expressed her view that the Town Council could not complain about cars entering the High Street when market traders are parking their vehicles alongside marquees and ignoring requests to remove them once unloaded.

The Sub-Committee agreed that this situation should not be occurring and the Town Clerk said that he would follow the matter up.

The Chairman asked whether it would be possible to have a contingency plan to deal with situations where the Town Council's market is cancelled because high winds are forecast, which then do not occur on the day.

There have been a small number of days where the Borough market has gone ahead with very little wind and the Town Council's market hasn't. The Committee acknowledged that Stafford Borough Council uses a higher wind speed threshold than the Town Council.

The Committee agreed that the Town Council had to rely on the Met Office and BBC weather forecast data and if the forecast involves gusts of wind higher than the Council's threshold there would be no other option than to cancel the market. If the wind speeds are borderline, consideration could be given to the positioning of the marquees and whether they are sheltered or exposed.

The Committee acknowledged that at some point a decision has to be taken and market traders need sufficient notice particularly with goods such as food which may require 2 days' notice as a minimum. For other goods, asking people to attend last minute would probably not work as alternative arrangements will have been made.

The Sub-Committee concluded that allowing a market to go ahead in inclement weather can be a difficult call. The Town Council want traders to benefit from the footfall the market brings but public and trader safety is paramount.

The Town Clerk advised the Sub-Committee that he was looking at purchasing more weights to secure the marquees.

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TTP22/042 Reports from Working Groups

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

Remembrance Plaques Working Group

Councillor J. Davies and Councillor Mrs Davies were not available to provide a report.

Promotion of Stone Working Group

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

Market Strategy (Market Pricing & Strategy)

The Town Clerk advised the Sub-Committee that this working group was there if needed but usually only meets when there is a major issue.

Chairman

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Stone Town Council – Environment Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 15 March 2022

PRESENT: Councillor P. Leason in the Chair and
Councillors: T. Kelt, R. Kenney and J. Powell

Officers: L Trigg and Mrs T. Williams

By Chairman's Invitation: Councillor Mrs J. Hood

ABSENT: Councillors: K. Argyle, Mrs A. Burgess, Mrs K. Dawson, M. Hatton and
R. Townsend

ENV22/031 Apologies

Councillors: Mrs K. Dawson

ENV22/032 Declarations of Interest and Requests for Dispensations

None received

ENV22/033 Representations from Members of the Public

None

ENV22/034 Minutes of Previous Meeting

- a) The minutes of the Environment Sub-Committee meeting held on the 18 January 2022 (Minute Numbers ENV22/021 – ENV22/030), were approved as a correct record.

The General Purposes Committee noted Minute Number GP22/154 (d) which reads:

Environment Sub-Committee held on 18 January 2022 (Minute Numbers ENV22/021 – ENV22/030), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Numbers ENV22/025, ENV22/026 and ENV22/030 be adopted. The Sub-Committee were asked to reconsider minute ENV22/027 and the recommendation was consequently not agreed at this stage.

- b) The Minute Number ENV22/027 was considered by the Sub-Committee and approved with understanding that the word 'hedge' had been incorrectly used and should have been documented as 'hedgerow'.

RECOMMENDED: That the General Purposes Committee considers the amended recommendation originally proposed at Minute number ENV22/027 as follows:

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

ENV22/035 Covid-19 Commemoration

The Chairman advised the Sub-Committee that he and Councillor Mrs Hood would be meeting separately with the Grounds Maintenance Contractor (over the next number of days) to discuss the specific positioning of the tree planting on Crown Meadow (somewhere near to the Peace Pole) for the Covid-19 Commemoration.

The Chairman advised the Sub-Committee that the outcome of the meetings will be reported to the General Purposes Committee.

ENV22/036 Crown Meadow Improvements

- a) The Sub-Committee noted the update on the work being undertaken by the Council's Grounds Maintenance Contractor.

The Town Clerk advised the Sub-Committee that in the tree re-planting row of the update (which had been enclosed with the agenda for the meeting) 'hedge' should read 'hedgerow'.

The Sub-Committee noted that the anticipated completion date for the tree re-planting would be after the anticipated date of March 2022 as some of the work first required approval by the General Purposes Committee.

- b) The Sub-Committee noted the update on the Sub-Committee's budget proposals (Minute Number ENV22/026).

ENV22/037 Merger of Working Groups

Councillor Kelt advised the Sub-Committee that the Single Use Plastics Working Group and the Environmental Issues Working Group had always met together and most members of each working group were the same people.

The Town Clerk advised the Sub-Committee that the merged working group would be a new one but with the terms of reference of both of the old groups. The co-opted member would have to be co-opted again by the Environment Sub-Committee and also approved again by the General Purposes Committee.

RESOLVED: That the Single Use Plastics Working Group and the Environmental Issues Working Group merge into one group called the 'Environmental Issues Working Group'.

RECOMMENDED: That the current co-opted member of the Single Use Plastics Working Group be co-opted to the new combined group.

ENV22/038 Reports of Working Groups

The Chairman invited Councillor Kelt to address the Sub-Committee.

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

Councillor Kelt advised the Sub-Committee that he would provide a verbal update to cover both working groups as the issues were merged.

Councillor Kelt reported that he had attended the first meeting of the Stafford Environment Panel on Microsoft Teams. He confirmed that the terms of reference were agreed, joint Chairmen had been elected, and work streams defined. The next meeting will be held on 28 March 2022 (which Councillor Kelt will be unable to attend).

Councillor Kelt reported on a productive meeting of the Working Groups where the next steps were agreed as community engagement. The meeting was attended by the Stafford Borough Council Climate Change Officer who has confirmed the Borough Council's agreement to provide bins free of charge (as many as are needed) for the collection of non-recyclable waste. There will be a need to agree the non-recyclable items to be collected and the number of bins required.

The Working Group discussed a stall at the Farmer's Market (possibly in May) to publicise the Group's activity and promote interest.

Councillor Kelt advised the Sub-Committee that he had attended the No Planet B Stafford Green Art Exhibition which was interesting with good ideas from local schools.

Councillor Kelt advised the Sub-Committee that he had sought agreement from the Editor of the Stone & Eccleshall Gazette for the publication of an article on environmental matters, which he hoped could become a regular two-page feature. He suggested that the article could be documented as having been written by him, either as an individual or as a Council representative.

The Town Clerk advised the Sub-Committee that if an article was written in the name of the Council, or in the name of a particular role within the Council, it would need to go through Council processes for its approval.

The Sub-Committee agreed that when the article Councillor Kelt was writing had been completed, it should be forwarded to the Town Clerk for consideration.

Chairman

In October 2021 at the GP meeting, Councillor Steve Walley put forward a member's motion to ask councillors to approve the FOC use of the Frank Jordan Centre to hold Town Council surgeries. The motion attracted lots of debate and generated a wide range of opinions from various councillors. During the debate, it became clear that whilst there was appetite for holding surgeries, further discussion was required to get the motion into a position where it could be properly considered and subsequently voted on. It was therefore agreed that councillor Steve Walley would withdraw the motion and compile a detailed plan that could be voted on in the future.

Original Motion

Members' Motions under Standing Order 4

Councillor Steve Walley

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

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

Items raised for consideration by other councillors

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

Revised Proposal.

Starting in May 2022 and running for a period of 6 months, town councillors to hold a series of monthly “Resident Engagement Events” The events will be outdoor and held at Stone High St, Walton Shops, Whitebridge estate, Old Rd, Newcastle Rd and Lichfield Rd. The purpose is to offer residents a means of meeting town councillors face to face in an informal setting so that they can gather views on local issues and increase engagement with residents.

Explanation of Proposal

Taking into consideration all the points raised by councillors at the October GP meeting, it is now proposed to market the events as “Resident Engagement Events” and instead of holding the events in fixed locations such as the Frank Jordan Centre or Stone Station, the events are held in a “pop-up” format at various locations across the town.

It is proposed that the “Resident Engagement Events” will run monthly for an initial six-month trial period starting in May 2022.

Proposed locations: Stone High St, Walton Shops, Whitebridge estate, Old Rd, Newcastle Rd, Lichfield Rd.

It is not proposed that any kind of marquees are used as this would increase the cost and organisational element of the events. Not having marquees raises the risk of events being cancelled due to weather which is a risk to the reputation of the town council but this could be the case for any type of outdoor event, so the possibility of cancellation due to bad weather should not be a reason to not trial these events

Holding street events at various locations across the town ensures that all residents have a reasonable opportunity to attend.

The safety of councillors was highlighted as a key concern and the tragic the murder of Sir David Aimes MP at a constituency surgery in South Essex on October 15th, elevates this concern. To address this, it is proposed that any planned events should only go ahead based on a minimum of 3 councillors in attendance and that all councillors in attendance should wear body cameras provided from a Town Council pool of 4 purchased devices. It is further advised that there should be a reserve councillor lined up to attend, in-case one of the designated councillors is unable to attend. It is preferable that at least one ward councillor is in attendance at every event.

Holding the events in outdoor locations reduces the safety risk because councillors will have more opportunity to evade would be attackers as opposed to if they were based inside an office or building.

The staffing rota for the events should be managed by the clerk team.

It was recognised that a large proportion of the output from the events would be in “signposting” people towards the services provided by other local authorities. It is proposed to create a printed infographic that details the responsibilities of the various local authorities. This can be handed out to residents who attend the events.

Holding the events in outdoor locations eliminates the need to manage any diary clashes with other activities at the Frank Jordan Centre or Stone Station and reduces the workload for the office team. Holding outdoor events also eliminates the possibility of missing out on potential revenue opportunities for council managed locations such as the Frank Jordan Centre or Stone Station.

It is proposed that the events will be promoted on the A Little Bit of Stone website and Facebook page and the Stone Town Council website. A sandwich advertising board should also be printed to advertise the events to passers-by.

The fact that the events are now “pop up” removes the need for appointments to be made and both the flexibility and visibility of holding the events in the street should encourage more attendance and make it more likely to meet and engage with passing residents who in other circumstances might not consider getting involved and/or were not even aware that an event was taking place.

Enquiry forms should be printed out and any enquiries should be logged and earmarked for follow up by the most appropriate person.

Proposal.

Starting in May 2022 and running for a period of 6 months, town councillors to hold a series of monthly “Resident Engagement Events” The events will be outdoor and held at Stone High St, Walton Shops, Whitebridge estate, Old Rd, Newcastle Rd and Lichfield Rd. The purpose is to offer residents a means of meeting town councillors face to face in an informal setting so that they can gather views on local issues and increase engagement with residents.

Purpose of Report

1. To inform the Committee of the outcome of the 2021-22 national pay award negotiations for local government staff and its impact on the Council.

Background

2. Pay for local government staff is negotiated nationally. Although the parish council sector is not represented on the negotiating body, salaries at local councils are normally based on the national local government scales.
3. The Council has been informed that the 2020-21 pay negotiations have now been completed. They have resulted in agreement to a 1.75% per annum pay increase, backdated to 1st April 2021.
4. The National Association of Local Councils (NALC) has recommended the adoption of the outcome of these negotiations to local councils. The NALC circular setting out the new pay scales for 2021-22 is attached as an appendix to this report.

Employee Pay Scales

5. Some of the Council's current staff are paid hourly rates that do not relate to the national pay scales. The impact of the pay award on these staff is dealt with in a separate report in the confidential part of the agenda.

Implications for the Council

6. The Council's budget for the current year anticipated a pay increase of 2%. This 1.75% increase should therefore result in a small saving of around £350 in 2021-22 and a similar amount in 2022-23.

Recommendations

7. The Committee is recommended to adopt the new 2021-22 salary levels for staff on national pay scales, as set out in this report.

2 MARCH 2022

E01-22 | NATIONAL SALARY AWARD 2021/22

The National Association of Local Councils has been informed that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021. They state:

Pay Agreement has been reached on rates of pay applicable from 1 April 2021.

Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2021

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2021 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of www.lgpsregs.org.

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be applied from 1 April 2021.

Annex 1

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£17,842	£9.27	£18,333	£9.53	Below LC Scale (for staff other than clerks)
2	£18,198	£9.46	£18,516	£9.62	
3	£18,562	£9.65	£18,887	£9.82	
4	£18,933	£9.84	£19,264	£10.01	
5	£19,312	£10.04	£19,650	£10.21	
5	£19,312	£10.04	£19,650	£10.21	LC1 (5-6) (below substantive range)
6	£19,698	£10.24	£20,043	£10.42	
7	£20,092	£10.44	£20,444	£10.63	LC1 (7-12) (substantive benchmark range)
8	£20,493	£10.65	£20,852	£10.84	
9	£20,903	£10.86	£21,269	£11.05	
10	£21,322	£11.08	£21,695	£11.28	
11	£21,748	£11.30	£22,129	£11.50	
12	£22,183	£11.53	£22,571	£11.73	
13	£22,627	£11.76	£23,023	£11.97	LC1 (13-17) (above substantive range)
14	£23,080	£12.00	£23,484	£12.21	
15	£23,541	£12.24	£23,953	£12.45	
16	£24,012	£12.48	£24,432	£12.70	
17	£24,491	£12.73	£24,920	£12.95	
18	£24,982	£12.98	£25,419	£13.21	LC2 (18-23) (below substantive range)
19	£25,481	£13.24	£25,927	£13.48	
20	£25,991	£13.51	£26,446	£13.75	
21	£26,511	£13.78	£26,975	£14.02	
22	£27,041	£14.05	£27,514	£14.30	
23	£27,741	£14.42	£28,226	£14.67	
24	£28,672	£14.90	£29,174	£15.16	LC2 (24-28) (substantive benchmark range)
25	£29,577	£15.37	£30,095	£15.64	
26	£30,451	£15.83	£30,984	£16.10	
27	£31,346	£16.29	£31,895	£16.58	
28	£32,234	£16.75	£32,798	£17.05	

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
29	£32,910	£17.10	£33,486	£17.40	LC2 (29-32) (above substantive benchmark range)
30	£33,782	£17.56	£34,373	£17.87	
31	£34,728	£18.05	£35,336	£18.37	
32	£35,745	£18.58	£36,371	£18.90	
33	£36,922	£19.19	£37,568	£19.53	LC3 (33-36) (below substantive range)
34	£37,890	£19.69	£38,553	£20.04	
35	£38,890	£20.21	£39,571	£20.57	
36	£39,880	£20.73	£40,578	£21.09	
37	£40,876	£21.25	£41,591	£21.62	LC3 (37-41) (substantive benchmark range)
38	£41,881	£21.77	£42,614	£22.15	
39	£42,821	£22.26	£43,570	£22.65	
40	£43,857	£22.79	£44,624	£23.19	
41	£44,863	£23.32	£45,648	£23.73	LC3 (42-45) (above substantive benchmark range)
42	£45,859	£23.84	£46,662	£24.25	
43	£46,845	£24.35	£47,665	£24.77	
44	£48,017	£24.96	£48,857	£25.39	
45	£49,213	£25.58	£50,074	£26.03	LC4 (46-49) (below substantive range)
46	£50,451	£26.22	£51,334	£26.68	
47	£51,702	£26.87	£52,607	£27.34	
48	£52,843	£27.47	£53,768	£27.95	
49	£54,323	£28.23	£55,274	£28.73	LC4 (50-54) (substantive benchmark range)
50	£55,684	£28.94	£56,658	£29.45	
51	£57,071	£29.66	£58,070	£30.18	
52	£58,975	£30.65	£60,007	£31.19	
53	£60,873	£31.64	£61,938	£32.19	
54	£62,779	£32.63	£63,878	£33.20	

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
55	£64,699	£33.63	£65,831	£34.22	LC4 (55-62) (above substantive benchmark range)
56	£66,594	£34.61	£67,759	£35.22	
57	£68,513	£35.61	£69,712	£36.23	
58	£70,394	£36.59	£71,626	£37.23	
59	£72,178	£37.51	£73,441	£38.17	
60	£74,000	£38.46	£75,295	£39.13	
61	£75,865	£39.43	£77,193	£40.12	
62	£77,783	£40.43	£79,144	£41.14	

* Hourly Rates

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

Date: 28/03/2022

Time: 17:00:01

Stone Town Council - Payments

Page: 1

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 : 01/02/2022

Payment Date To : 28/02/2022

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
24/02/2022	743014903/001/02	Virgin Media Business	Broadband Usage 06/02/21 to 05/03/22	50.00
28/02/2022	VEO1090503	Veolia ES (UK) Ltd	Waste Collection Jan 2022	60.67
28/02/2022	VEO1090502	Veolia ES (UK) Ltd	Waste Collection Jan 2022	72.67
15/02/2022	713392022150794	Pozitive Energy	Station Elec Usage Jan 22	207.95
15/02/2022	713382022150794	Pozitive Energy	FJC Elec Usage Jan 22	243.53
21/02/2022	INV-135772-47427	AutoEntry	AutoEntry Monthly Subscription - Feb 22	9.00
14/02/2022	2478118	British Gas	Elec charges 61 High St to 21/01/22	6.73
08/02/2022	stw-INV05745540	Water Plus	Water Usage - NR Allots 23/10/21 to 23/01/22	105.09
04/02/2022	979599318	British Gas	Amphi Elec Supply - standing charge Jan 22	9.97
11/02/2022	INV-1310	IG Stage Hire	Stage Hire 30% Deposit - Jubilee Event 05/06/22	396.00
18/02/2022	1000081184	Staffordshire County Council	Web Site Hosting 2021	150.00
25/02/2022	034996	MEB Total Ltd	Qtr Fire Alarm Testing FJC	127.61
09/02/2022	436538	KSV Vending	Paper Cups for drinks machine	57.72
25/02/2022	11298	Cress Security	Intruder Alarm Monitoring 01/02/22 to 31/01/23	234.60
25/02/2022	15443	Call Handling Services Ltd	Stone Helpline Charges Jan 22	7.57
11/02/2022	4584	Christmas Plus	Dismantle Festive Display for 2021	1,705.50
10/02/2022	025225	R Mountfords	Key Cutting	7.48
25/02/2022	034870	MEB Total Ltd	Annual Boiler Service FJC and STN	385.00

Date: 28/03/2022

Time: 17:00:01

Stone Town Council - Payments

Page: 2

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
25/02/2022	11297	Cress Security	Maint Contract - Intruder Alarm 01/01/22 to 31/01/23	129.54
11/02/2022	110762	B Hygienic Ltd	Bottles of Hand Sanitiser for events / meetings	64.00
01/02/2022	66954	Prism Solutions	PSTN Line Rental	46.69
01/02/2022	66954	Prism Solutions	PSTN Line Rental	44.45
15/02/2022	713412022150793	Pozitive Energy	Gas Usage STN Jan 2022	466.28
15/02/2022	713402022150793	Pozitive Energy	Gas Usage FJC Jan 2022	570.16
07/02/2022	V01956860755	EE	Mobile Phones Feb 22	21.53
07/02/2022	V01956860755	EE	Mobile Phones Feb 22	21.53
07/02/2022	V01956860755	EE	Mobile Phones Feb 22	22.99
28/02/2022	6696352	Water Logic	Water Cooler Rental - Office Jan 22	9.32
17/02/2022	INV133114111	Zoom Video Comm Inc	ZOOM Subscription Feb / Mar 22	47.96
04/02/2022	INV-0657	Current Electrical & Property Services	Marquees set up - Jan 22	400.00
02/02/2022	436333	KSV Vending	Vending Machine and drinks	1,044.15
02/02/2022	436333	KSV Vending	Vending Machine and drinks	97.07
07/02/2022	162316859	British Gas	Heritage Centre -Elec SC Jan 22	14.78
03/02/2022	12568	Crown Highways	Walton Shops Christmas Lights - post installation works	1,605.44
25/02/2022	153074	Prism Solutions	Prism IT Service Charge Feb 2022	1,004.13
18/02/2022	Grant Payment	Stone & District Swim Club	Stone Swim Club Grant Award	500.00
18/02/2022	Grant Payment	Stone & District Stroke Club	Stone Stroke Club Grant	500.00
21/02/2022	Manual Invoice	World Pay	Worldpay - service cancelled. Online invoice	15.00
09/02/2022	2470470	British Gas	Pillar 1 30 High St - Elec standing charge 21/12/21 to	8.80
				<u>10,470.91</u>