



Town Clerk

Les Trigg

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STONE
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9 February 2023

Dear Councillor,

A meeting of the **TOWN COUNCIL** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 14 FEBRUARY 2023 at 7:00pm** for consideration of the matters itemised in the following agenda.

Les Trigg
Town Clerk

Agenda

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations**
3. **Representations from Members of the Public**
4. **To confirm as a correct record the minutes of the Meeting of the Town Council held on 13 December, Minute Numbers C23/076 – C23/084 (attached)**
5. **To receive the draft minutes and decisions of the under mentioned Committees:**
 - a) General Purposes Committee meeting held on 13 December 2022, Minute Numbers GP23/128 – GP23/147 (attached)

- b) Planning Consultative Committee meeting held on 13 December, Minute Numbers PC23/043 – PC23/048 (attached)
 - c) Planning Consultative Committee meeting held on 17 January 2023, Minute Numbers PC23/049 – PC23/054 (attached)
- 6. **To consider the Council's Budget for 2023-26 and to set the Council Tax for the Year**

To consider the report of the Town Clerk (attached).
- 7. **Local Government Transparency Code 2015**
Openness of Local Government Bodies Regulations 2014

Information for Quarter ending 31 December 2022 (attached).
- 8. **To receive the forthcoming Civic Announcements** (attached).
- 9. **To receive the Town Mayor's and Deputy Town Mayor's Reports of Engagements** (attached).
- 10. **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.
- 11. **To receive the draft Confidential Minutes and decisions of the undermentioned Committees:**
 - a) General Purposes Committee meeting held on 13 December 2022, Minute Numbers GP23/128, GP23/145, GP23/146 and GP23/147 (attached).

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

Stone Town Council

Minutes of the Meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 13 December 2022

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

Officers: L. Trigg and Mrs T. Williams

ABSENT: Councillors: Mrs L. Davies, M. Green, M. Hatton, J. Hickling, P. Leason and
J. Powell (mayoral engagement).

Before the meeting began Reverend Prebendary Cardinal led prayers.

C23/076 Apologies

Apologies were received from Councillors: Mrs L. Davies, M. Green, J. Hickling,
P. Leason and J. Powell (mayoral engagement).

C23/077 Declarations of Interest and Requests for Dispensations

None received

C23/078 Representations from Members of the Public

None

C23/079 Minutes

RESOLVED:

- a) That the minutes of the meeting of the Town Council held on 1
November 2022 (Minute Numbers C23/066 – C23/075, be approved as a
correct record.

C23/080 Committee Minutes

RESOLVED:

- a) The minutes of the General Purposes Committee meeting held on 1
November 2022 (Minute Numbers GP23/100 – GP23/119), were noted.

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

- b) The minutes of the Planning Consultative Committee meeting held on 1 November 2022 (Minute Numbers PC23/037 – PC23/042), were noted.
- c) The minutes of the General Purposes Committee meeting held on 15 November 2022 (Minute Numbers GP23/120 – GP23/127), were noted.

C23/081 Civic Announcements

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

C23/082 Town Mayor's and Deputy Town Mayor's Reports of Engagements

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

The Deputy Town Mayor drew the Committee's attention to the Armistice Day Service in Granville Square on Friday 11 November, which he had attended for the first time on behalf of the Town Mayor, and the Christ Church Academy and Daleian Singers Male Voice Choir Concert (also on Friday 11 November), which was very well attended and immensely good fun.

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

C23/083 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.

C23/084 Confidential Committee Minutes

- a) The confidential Minutes of the General Purposes Committee meeting held on 1 November 2022, Minute Numbers GP23/100, GP23/117 and GP23/118 and GP23/119 were noted.

TOWN MAYOR

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

Stone Town Council – General Purposes Committee

Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 13 December 2022

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

Officers: L. Trigg and Mrs T. Williams

ABSENT: Councillors: Mrs L. Davies, M. Green, M. Hatton, J. Hickling, P. Leason and J. Powell
(mayoral engagement)

GP23/128 Apologies

Apologies were received from Councillors: Mrs L. Davies, M. Green, J. Hickling,
P. Leason and J. Powell (mayoral engagement).

GP23/129 Declarations of Interests

Councillor Davies declared a personal interest in agenda item 11a – Grants to Local
Organisations: RAFA (Minute Reference: GP23/138 (a)).

GP23/130 Requests for Dispensations

None

GP23/131 To receive the report of the County Councillors

County Councillor Mrs J. Hood

The Chairman invited Councillor Mrs Hood to address the Committee.

Councillor Mrs Hood provided the Committee with updates on County matters
relating to the town:

Walton Roundabout

Confirmation has been received from the Highways Department that the defective
road surface on Walton Roundabout would be repaired in February 2023.

Placements for Children

Councillor Mrs Hood advised the Committee that full County Council (at its
meeting last week) had discussed the entitlement by eligible families to free
sporting and other activities for their children during the school holidays, and the
shocking finding that 37% fail to turn up.

She pointed out that there are families in the town with full time working parents
who are struggling financially but just fall short of the eligibility criteria for the
service and are having to either find childcare or work from home (with the

* 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.

associated pressures of keeping children occupied and provided with meals while they work).

Councillor Mrs Hood said that she had asked Councillor Mark Sutton, Cabinet member for Children and Young People, whether he could investigate the setting up of an absentee notification system so that families outside the scheme could access unused places. The cost of living is such that working families are needing to use food banks and the opportunity would take some pressure off them.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP23/132 To receive the report of Borough Councillors

The Chairman (as a Borough Councillor) reminded the Committee that Stone had benefited from the Shared Prosperity Fund through monies awarded to the Scout & Guide Hut and Crown Wharf Theatre.

The Chairman acknowledged Town Councillors input in starting the ball rolling by allocating the Town Hall Charity Fund to Crown Wharf Theatre. The trustees had also worked very hard and there had been private donations and fundraising events. The £500,000 grant from Stafford Borough will enable the theatre project to be completed at an earlier date and to a higher specification.

The Chairman thanked Borough Council officers and the Cabinet for supporting the bid which will be a massive boost to the town.

Town Councillors were also thanked by Councillor Davies for their contribution to the project and the achievement of a long-held dream.

The Chairman invited Councillor Fordham to address the Committee.

Councillor Fordham advised the Committee that Stafford Borough Council and Cannock Chase District Council had agreed to move to stage two of a shared council services arrangement. When complete (assumed to be in the next financial year), all services except housing and elections will be delivered on a shared basis.

There will be a seven-person executive team to head up the joint services, led by a single Chief Executive and two deputies.

The Chairman invited Councillor Mrs Hood to address the Committee.

Councillor Mrs Hood drew the Committee's attention to a map she had brought to the meeting illustrating the proposed redevelopment of Westbridge Park. She informed Members that she had felt privileged to be invited to join the Board as ward representative, providing the opportunity to draw from her knowledge of the area and contribute to the design of the scheme.

Councillor Mrs Hood said that to see the project come to fruition after all the hard work was excellent and she commended everyone who had been involved. The cross-party working had been good natured and pleasant with disagreements worked through and resolved.

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Councillor Mrs Hood advised the Committee that there were no separate facilities for children with special needs in the park's design as all facilities would be fully inclusive and accessible.

She suggested that Town Councillors look at the plan and report any design concerns to her for feeding back to the Board. She said the redevelopment work should begin in April and conclude by the end of 2023 with a fantastic facility in Stone.

GP23/133 Representations from Members of the Public

None

GP23/134 Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 1 November 2022 (Minute Numbers GP23/100 – GP23/119, be approved as a correct record.
- b) That the minutes of the General Purposes Committee meeting held on 15 November 2022 (Minute Numbers GP23/120 – GP23/127, be approved as a correct record.

GP23/135 Minutes of Sub-Committees

- a) Estates Sub-Committee held on 15 November 2022 (Minute Numbers EST23/020 – EST23/027), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Number EST23/027 be adopted.
- b) Environment Sub-Committee held on 15 November 2022 (Minute Numbers ENV23/020 – ENV23/028), that the draft minutes be noted, and the recommendations of the Sub-Committee contained in Minute Numbers ENV23/026 and ENV23/027 be adopted.

GP23/136 Budget 2023-24 to 2025-26 – Overview

The Committee considered the report of the Town Clerk* (which had been enclosed with the agenda for the meeting) commencing the process of examining the budget and precept level for the financial year 2023-24 for recommendation to the Council.

The Town Clerk reminded the Committee of the budget process which begins with the Committee's consideration of the overall position of the Council followed by each Sub-Committee considering the details of their budgets and any changes they might want to make. The budget details for all Sub-Committee would then be brought back together at the next meeting of the General Purposes Committee for determination of the budget recommendation to the Council.

The Council in February will determine the budget and precept to be requested from Stafford Borough Council.

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The Town Clerk advised the Committee that the figures in the report set the scene for the budget preparation. They are based on a standstill position and represented the continuation of the Council's existing activity and policies.

The Town Clerk drew the Committee's attention to the major budget issue this year which was the high level of inflation, addressed in the report by taking inflation out of individual budgets and creating a separate single inflationary budget that could be reconsidered, changed and updated as needed.

The Town Clerk advised the Committee that in addition to the precept the Town Council receives two grants from Stafford Borough, Local Council Tax Support Scheme Grant (added to the precept) and a Concurrent Allowances Grant which were both forecast to continue at the same values as last year.

RESOLVED:

- That the Committee notes the standstill budget position for 2023-24, 2024-25 and 2025-26 and the issues related to setting the Council Tax and precept.
- That each sub-committee is asked to consider its financial needs for the next three years and reports back to the next meeting of the General Purposes Committee on its budget proposals.

GP23/137 Members Items

Councillor Jim Davies

"At the Tourism and Town Promotion Sub-Committee meeting on 25 October 2022 (TTP23/021) I suggested as a future event in February 2023 the recognition of the 80th anniversary of the death of Flight Lieutenant R N Stubbs DFC DFM RAFVR. On 15 November 2022 I met with Rev Paul Kingman of Christ Church and Air Vice-Marshall Ray Pentland (a local resident). We agreed to hold a service of commemoration on Sunday 26 February 2023 at Christ Church. The event would be arranged by the Stone & District Branch of the Royal Air Forces Association in conjunction with Christ Church. Stone Town Council would be asked to recognise and support the event.

I ask the Town Council to resolve to give its official recognition to this commemoration of one of the Town's most decorated heroes of World War 2 and to provide assistance and support where possible."

RESOLVED: That the Town Council supports the commemoration of the 80th anniversary of the death of Flight Lieutenant R N Stubbs and provides assistance and support where possible.

GP23/138 Grants to Local Organisations

The Committee considered requests for grant aid from local organisations.

The following organisation meets the eligibility criteria within the Council's grants policy:

- a. Organisation: RAFA**
Amount Requested: £500

* 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.

Reason: To provide support for the commemoration of the 80th anniversary of the life and sacrifice of Flight Lieutenant R N Stubbs DFC DFM RAFVR

RESOLVED: To award a grant of £500 to RAFA.

The following organisation did not meet the criteria within the Council's grants policy and at the Committee's meeting on 1 November 2023 had asked that further clarification be obtained on the value of reserves earmarked for the repair of the roof to enable an accurate assessment of the effective level of reserves held, before the application was approved:

- b. **Organisation:** Walton Community Centre
Amount Requested: £500
Reason: Timed sensors and flushing units for the Centre urinals
Criteria Not Met: Level of reserves

The Town Clerk advised the Committee that Walton Community Centre had been unable to specify the value earmarked for expenditure on roof repairs and as a result he was not able to advise whether the application met the Council's criteria or not. He reminded Committee Members that they were able to award a grant whether or not the 'reserves' element of the criteria was met.

After considering the additional information there was no proposer/seconded to discuss the award of a grant to Walton Community Centre.

GP23/139 Floating Market

The Committee considered the location for a floating market in Stone along with suggested dates for the market to take place.

Emails from the Chairman of the Roving Canal Traders Association* and a map showing the proposed location* were attached to the agenda for the meeting.

The Committee noted that this item had been considered by the Tourism & Town Promotion Sub-Committee at its meeting on 25 October 2022 (Minute Reference: TTP23/023).

The Town Clerk advised the Committee that the Traders Association/floating market organiser had agreed Stone as a potential location, but their process involved moving forward only when the local council had expressed its approval. After this had been done, they would go forward in bulk with everything they want to do in the following year.

The market organiser had confirmed that they would like to arrange for the market to take place on the late May Bank Holiday 2023 weekend. If the Council supported the market on this date, the proposal would be put forward to the Canal & River Trust.

The suggested location for the market was confirmed as the section of canal running from Stafford Street bridge and out in the direction of Marks and Spencer, the Leisure Centre and Scout Hut (detailed on the map).

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The Town Clerk advised the Committee that there would be no cost implication to the Town Council for holding the market.

Councillor Walley confirmed that he had attended previous floating markets and most stalls were set up on the boats with very little encroachment on the tow path.

RESOLVED: That the Town Council supports the holding of a floating market in Stone on the late May Bank Holiday weekend and that the Town Clerk is instructed to ask the floating market organiser to progress the necessary enquiries.

GP23/140 National Pay Award 2022-23

The Committee considered the report of the Town Clerk* which had been attached to the agenda for the meeting.

The Town Clerk advised the Committee that the Council historically supported the national pay award (although parish councils are not included in the negotiation mechanism) and pay increases in line with national pay awards were included in the contracts of employment for all Council staff.

RESOLVED: That the Town Council adopts the new 2022-23 salary levels for staff on national pay scales, as set out in the Town Clerk's report.

GP23/141 Town Council Payments

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

GP23/142 Update from Working Groups:

Neighbourhood Plan Steering Group

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

Stone Heritage Centre Steering Group

Councillor Kenney advised the Committee that there had been no meeting of the Steering Group as it was awaiting the appointment of a building contractor.

Engagement with Young People

Councillor Mrs Dawson advised the Committee that no meeting had taken place.

GP23/143 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 on 25 January 2023 (virtually on Zoom) and Town Councillors were invited to attend.

Stone ATC

Councillor Davies informed the Committee that the Air Cadets AGM had been postponed until the New Year.

* 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.

Age Concern Stone & District

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

Stafford & Stone Access Group

Councillor Kelt reported that a meeting had taken place the previous day and the main points of discussion had included the change of Chairman and manufacturing process for wheelchairs (as a guest from a wheelchair manufacturer had attended the meeting).

Stone Common Plot Trustees

Councillor Thornicroft reported on a meeting of the Common Plot Trustees where the Treasurer had provided a briefing on costs (with reference to water bills, tree surgeon costs, tractor repairs and maintenance of the Lock Keeper's Cottage). Finances were reported to generally be in good order.

He advised that the Plot generates revenue through the sale of grazing rights and hay crop from the meadow. Currently there is an agreement with a farmer to graze cattle and take the hay and the arrangements were continuing into 2023.

Councillor Thornicroft advised the Committee that there was an issue with Ash Dieback on the Plot, and a tree surgeon had removed/made safe two dangerous trees. He said that all Ash trees would be monitored over the next two to three years.

Other discussions involved repairs to woodland steps, replacement of hay meadow fencing and the theft of wood from the woodland. Most of the funding for the Common Plot's activities comes from a Countryside Stewardship Scheme.

Stone Community Hub Liaison Group

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

SPCA Executive Committee

Councillor Green was not available to provide a report.

Stone Traders Group Directors' Meeting

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

The meeting was adjourned and then reconvened after the Planning Consultative Committee meeting and the closed session of the Town Council meeting had taken place.

GP23/144

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.

* 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.

GP23/145 Confidential Minutes

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 1 November 2022, Minute Numbers GP23/100, GP23/117, GP23/118 and GP23/119 be approved.

GP23/146 Confidential Minutes and Recommendations of Sub-Committees

- a) Estates Sub-Committee Meeting held on 15 November 2022, Minute Numbers: EST23/020, EST23/026 and EST23/027.

RESOLVED: To note the minutes and approve the recommendations contained in Minute Number ENV23/027.

GP23/147 Heritage Centre

The Committee considered an update on the Stone Heritage Centre building works tendering process and the appointment of a main contractor for this work.

The Town Clerk advised the Committee that he was currently awaiting a report from the Council's mechanical and electrical engineering consultant.

CHAIRMAN

Stone Town Council – Planning Consultative Committee

Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 13 December 2022

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

Officers: L. Trigg and Mrs T. Williams

ABSENT: Councillors: Mrs L. Davies, M. Green, M. Hatton, J. Hickling, P. Leason and
J. Powell (mayoral engagement).

PC23/043 Apologies

Apologies were received from Councillors: Mrs L. Davies, M. Green, J. Hickling,
P. Leason and J. Powell (mayoral engagement).

PC23/044 Declarations of Interest and Requests for Dispensations

Councillor Mrs Hood confirmed that, as a member of Stafford Borough Council's
Planning Committee, she would not speak or vote on the planning applications
listed on the agenda.

PC23/045 Representations from Members of the Public

None received

PC23/046 Minutes

RESOLVED:

That the minutes of the Planning Consultative Committee meeting held on 1
November 2022 (Minute Numbers PC23/037 – PC23/042), be approved as a
correct record.

PC23/047 Planning Applications

Application Number – 22/36622/ADV

Applicant – Mrs Hand (The Sanctuary Stone Ltd)

Location – 65 High Street, Stone

Development – Illuminated sign over shop front and entrance

Observations: The Town Council has no objections to the illuminated signage
subject to the installation meeting the planning requirements for development
in the Conservation Area.

Application Number – 22/36618/COU

Applicant – Mrs Hand (The Sanctuary Stone Ltd)

Location – 65 High Street, Stone

Development – Change of use from retail to dance School, dance hall, café, retail and licensed bar

Observations: The Town Council has no objections to the proposed change of use but asks that appropriate soundproofing is installed to protect the amenity of neighbouring properties.

Application Number – 22/36412/FUL

Applicant – Persimmon Homes West Midlands

Location – Walton Hill Residential Development West of Longhope Drive, Stone

Development – Variation of Condition 2 (Approved plans) and 10 (Drainage Scheme) of permission 20/32249/FUL (erection of 59 no. dwellings including access, open space and associated infrastructure).

Observations: The Town Council objects to the proposed development for the reasons stated by Staffordshire County Council as Lead Local Flood Authority (Planning Application Response dated 6 December 2022).

Application Number – 22/36773/FUL

Applicant – Mr P. Williams (Midland Logistics Ltd)

Location – Land Adjacent to Antylia Scientific, Beacon Road, Walton

Development – Siting of surface mounted building of non-permanent construction on existing hardstanding to maintain commercial vehicles

Observations: No Objections

Application Number – 22/36232/HOU

Applicant – Mr A. Fung

Location – 21 Old Road, Stone

Development – Two storey rear extension

Observations: No Objections

Application Number – 22/36768/FUL

Applicant – Mr J. Basketts & Mr R. & Mrs K. Outhwaite

Location – 70 & 72 St Vincent Road, Stone

Development – Addition of second storey extension replacing the flat roof with pitched roof and creating loft rooms

Observations: No Objections

Application Number – 22/36712/LBC

Applicant – Mr K. King

Location – The Moorings, Flat 37 Stafford Street, Stone

Development – Retention of unauthorised works for replacement of existing UPVC windows and sliding door to wood to comply with Listed Building status

Observations: No Objections

Application Number – 22/35922/HOU
Applicant – Mrs T. Nawrot
Location – 29 Uttoxeter Road, Stone
Development – Two storey side/rear extension

Observations: No Objections

Application Number – 22/36316/HOU
Applicant – Mr & Mrs R. & J. Holmes
Location – 1 The Crest, Manor Rise, Stone
Development – Two storey extension to side to form bedroom with wet room and lift for disabled facilities

Observations: No Objections

Application Number – 22/36498/HOU
Applicant – Mr P. Smith
Location – 4 Blackies Lane, Stone
Development – Double storey front extension and upward extension to form first floor to existing bungalow

Observations: No Objections

Application Number – 22/36420/HOU
Applicant – Mr J. Houlding
Location – 3 Highlands, Stone
Development – Demolition of exiting garage and proposed single storey extension to side

Observations: Application not yet received from the Borough Council

Application Number – 22/36294/HOU
Applicant – Mr Shanahan
Location – 9 Granville Terrace, Stone
Development – Demolition of an existing garage to be replaced with a new garage

Observations: Application not yet received from the Borough Council

Application Number – 22/36489/HOU
Applicant – Mr M. Foster
Location – 27 Pembroke Drive, Aston Lodge, Stone
Development – Demolition of existing conservatory and proposed two storey extension at rear

Observations: Application not yet received from the Borough Council

Application Number – 22/36511/HOU
Applicant – Mr & Mrs R. Norris
Location – 6 Phillips Close, Aston Lodge, Stone

Development – Contemporary rear extension and alterations to boundary treatments

Observations: Application not yet received from the Borough Council

Application Number – 22/36506/HOU

Applicant – J. James

Location – 4 Leacroft, Aston Lodge, Stone

Development – First floor bedroom extension over existing family area

Observations: Application not yet received from the Borough Council

Application Number – 22/36624/HOU

Applicant – Mr Smith

Location – 24 Springwood Drive, Stone

Development – Two storey side and single storey rear extension

Observations: Application not yet received from the Borough Council

Application Number – 22/36669/HOU

Applicant – Mr & Mrs A. & J. Forrester

Location – 26 Trinity Drive, Stone

Development – Single storey lounge extension to rear

Observations: Application not yet received from the Borough Council

Application Number – 21/35277/FUL

Applicant – K. Hand

Location – 6 Radford Street, Stone

Development – front elevation alterations to include new storefront at ground floor

Observations: Application not yet received from the Borough Council

Application Number – 22/36754/HOU

Applicant – Mr J. Henson

Location – 14 Meaford Avenue, Stone

Development – Rear extension

Observations: Application not yet received from the Borough Council

Application Number – 22/36807/HOU

Applicant – Mr L. Boulton

Location – 21 Airdale Road, Stone

Development – Front entrance relocation with glazed units, rear extension in-fill, balcony to rear accessed from bedrooms, general internal alterations, change existing car port into an enclosed garage

Observations: Application not yet received from the Borough Council

PC23/048

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

Application Number – 22/36248/FUL

Applicant – InstaVolt Ltd

Location – Keypoint, The Fillybrooks, Stone

Development – Installation of four rapid electric vehicle charging stations and associated equipment.

Observations: No objections

Application Number – 22/36002/HOU

Applicant – Mr & Mrs Sweeney

Location – 7 Northesk Street, Stone

Development – Single storey rear extension

Observations: Stone Town Council notes the adverse comments made by the Conservation Officer and has no further comments to add.

CHAIRMAN

Stone Town Council – Planning Consultative Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 17 January 2023

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

Officers: L. Trigg and Mrs T. Williams

ABSENT: Councillors: K. Argyle, Mrs A. Burgess, Mrs L. Davies, Mrs K. Dawson, I. Fordham, M. Green, M. Hatton, J. Hickling, T. Kelt, J. Powell, R. Townsend and S. Walley

PC23/049 Apologies

Apologies were received from Councillors: Mrs L. Davies, I. Fordham, M. Green, J. Hickling, T. Kelt, J. Powell, R. Townsend and S. Walley

PC23/050 Declarations of Interest and Requests for Dispensations

Councillor Mrs Hood confirmed that, as a member of Stafford Borough Council's Planning Committee, she would not speak or vote on the planning applications listed on the agenda.

PC23/051 Representations from Members of the Public

None received.

PC23/052 Minutes

RESOLVED:

That the minutes of the Planning Consultative Committee meeting held on 13 December 2022 (Minute Numbers PC23/043 – PC23/048), be approved as a correct record.

PC23/053 Planning Applications

Application Number – 22/36823/POTH

Applicant – Stone Developments Ltd

Location – Unit 1C Mount Road Industrial Estate, Mount Road, Stone

Development – Demolition of building and construction of no.6 new flats.

Observations: The Town Council has no objections to the proposed development but asks the Borough Council to note the comments made by neighbouring residents who are concerned about the implications on drainage and flooding which could be exacerbated by residential property. This is a serious matter that needs to be addressed.

The Town Council assumes the Borough Council is satisfied that the developer has marketed the property to the necessary standards to try to sell the site for business/employment purposes, justifying the change of use to housing.

Application Number – 22/36748/FUL

Applicant – Mr Stone

Location – Land adjacent to Brandon Walk, Stone

Development – Erection of new detached family dwelling including off-street parking.

Observations: The Town Council strongly objects to the proposed development and supports Councillor Mrs Hood's call in for reasons of massing, its detrimental impact on nearby trees and loss of privacy to immediate neighbouring residents.

Application Number – 22/36913/FUL

Applicant – Ms S. McDonald, Stafford Borough Council

Location – Westbridge Park, Stafford Street, Stone

Development – Development of children's play area, MUGA, wheeled sports facility and associated access, paths and seating.

Observations: The Town Council supports the comments made by Staffordshire Police and recognises that there are some concerns which it asks the Borough Council to recognise and give clear assurances will be answered/addressed.

Application Number – 22/36772/ADV

Applicant – Mr M. Hepburn (23.5 Degrees Limited)

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

Development – Retention of: Sign 2 monument/directional sign, Sign 3 directional sign, Sign 4 height restrictor, Sign 5 menu board, Sign 6 order point canopy, Sign 7 menu board, Sign 8 directional sign, Sign 9 roundel fascia sign, Sign 10 wordmark fascia sign, Sign 11 roundel fascial sign, Sign 12 wordmark fascia sign, Sign 15 banner frame.

Observations: Although understanding neighbours' concerns, no objections are raised to retention of the signage as long as the Totem Pole fits with the comments previously made by the Town Council.

In a representation dated 3 August 2022 the Town Council objected to planning application 22/35844/ADV due to the size and inappropriate location of the proposed Totem Pole.

The Council believes that charging points should be installed as part of the development.

Application Number – 22/35922/HOU

Applicant – Mrs T. Nawrot

Location – 29 Uttoxeter Road, Stone

Development – Two storey side/rear extension.

Observations: No objections

Application Number – 22/36420/HOU

Applicant – Mr J. Houlding

Location – 3 Highlands, Stone

Development – Demolition of exiting garage and proposed single storey extension to side.

Observations: The Town Council objects to this planning application as the proposed development will have a negative impact on the street scene, changing the link detached and coherent appearance of the properties.

A side extension in place of the carport (not garage) will also be an unnecessary incursion on the neighbouring property with an insufficient gap between homes to enable maintenance.

Application Number – 22/36294/HOU

Applicant – Mr Shanahan

Location – 9 Granville Terrace, Stone

Development – Demolition of an existing garage to be replaced with a new garage.

Observations: The Town Council has no objections to replacement of the garage. It has noted the Conservation Officer's comments and believes the development will improve the property.

Application Number – 22/36489/HOU

Applicant – Mr M. Foster

Location – 27 Pembroke Drive, Aston Lodge, Stone

Development – Demolition of existing conservatory and proposed two storey extension at rear.

Observations: No objections

PC23/054

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

None

CHAIRMAN

Introduction

1. This report considers the setting of the Town Council's Budget for 2023-24, with indicative figures for the following two years.

Background

2. At a series of meetings during January and February 2023, the General Purposes Committee and its Sub-Committees considered their potential budgets for 2023-24 to 2025-26. As a result of this consideration, the General Purposes Committee on 7th February 2023 recommended a budget for approval by the Council.
3. The budget proposed by the General Purposes Committee is set out at Appendix A. It can be summarised as follows:

Actual		Budget	Forecast	Budget	Budget	Budget
2021-22		2022-23	2022-23	2023-24	2024-25	2025-26
£		£	£	£	£	£
13,690	Estates	62,800	49,710	28,340	28,340	28,340
18,518	Environment	37,835	33,640	24,840	22,840	22,840
29,743	Tourism & Town Promotion	44,500	36,160	41,780	36,230	36,230
218,151	Management	240,190	224,600	292,690	259,190	257,590
-	Neighbourhood Plan	-	-	-	-	-
60,796	General Purposes	271,765	266,800	62,380	84,510	80,160
-46,987	Earmarked Reserves	-112,790	-112,790	-	-	-
293,911	TOTAL	544,300	498,120	450,030	431,110	425,160
	Planned Contribution to (from) Balances			-59,315	-20,598	5,899
	Precept Required (incl LCTSG)			390,715	410,512	431,059
	Band D Council Tax Equivalent			58.15	59.84	61.58

4. The Council is not required to accept the above budget, and is free to set the Council Tax at whatever level it thinks appropriate. The rest of this report does, however, assume the acceptance of the proposed budget, and a number of the comments made below may need to be reconsidered if the budget changes.

Robustness of Budget

5. In setting its budget and precept, the Council must determine:
 - The estimated expenditure for the year.
 - Such allowances as it considers appropriate for contingencies.
 - Such financial reserves as the Council considers appropriate to raise or utilise in the year.
 - Such reserves as are sufficient to meet any revenue account deficit from any earlier year.
6. These issues have been considered as part of the budget setting process so far, and have resulted in the proposed budget under consideration today.
7. The Clerk's role, as Responsible Financial Officer, is to advise members on the robustness of their plans, and in particular the adequacy of their reserves (balances) to meet possible future issues.
8. Excluding the reserves earmarked for the Neighbourhood Plan and rollovers, the recommended budget projects that the Council will be holding a reserve of £190,804 as at 31st March 2023. As can be seen from the table in paragraph 3 above, the three-year budget proposed by the General Purposes Committee would result in movements in these balances as follows:

	Budgeted Contribution to (from) Balances £	Estimated General Fund Balance £	Number of Months Net Expenditure
31 March 2023	-	190,804	-
31 March 2024	-59,315	131,489	3.42
31 March 2025	-20,598	110,891	3.01
31 March 2026	+5,899	116,790	3.21

9. I would normally recommend that a Council the size of Stone Town Council should hold a general reserve equivalent to around six months' net expenditure, unless there is a good, financially sound reason not to do so. Where balances are lower than this amount, there should be a plan to return them to this level, and an understanding by Councillors of the increased financial risk to the Council and the potential need for mitigations until the reserves are reinstated.
10. Due to the extreme challenges posed to this budget by inflation, however, I recommended to the General Purposes Committee that the level of reserves held should be reduced to the equivalent of no less than three months net expenditure in the short to medium term.
11. The alternatives to the proposed approach would be to reduce the budget, potentially endangering the delivery of the Heritage Centre and other Council services, setting the precept/Council Tax at a significantly higher level, or taking out a loan for the capital project.

Given the current discussions at a national/international level regarding a potential reduction in the level of projected energy prices, and the effect that this would have on inflation generally, it would appear more prudent to reduce the level of reserves to be held in the short term. Should the level of inflation reduce, this would allow reserves to be regenerated more quickly than currently forecast. Alternatively, should inflation increase still further, the projected level of reserves should still be more than sufficient to allow the Council to manage its budget until such time that additional revenue can be raised next year.

12. In conclusion, the General Purposes Committee's recommended use of reserves in these circumstances represents, in my view, a financially responsible approach to setting the Council's budget. On this basis, I am able to advise the Council that the proposed level of reserves should be adequate to ensure that the Council's current plans can be reasonably sustained into the future. This will, however, need to be monitored throughout the year and examined very closely when the 2024-25 budget is considered next January/February.

Council Tax Leaflet

13. The Council also needs to determine the wording to be used on the Council Tax leaflet.

14. The wording for 2022-23 was:

"Stone Town Council provides services for the people and town of Stone.

These services include the provision of community facilities, such as the Frank Jordan and Stone Station community centres, allotment sites at Newcastle Road and Mount Road, and the Crown Meadow Nature Reserve and amphitheatre.

The 2022-23 budget includes additional funding to provide a Covid 19 Commemoration Orchard and further improvements at Crown Meadow, a new bench in Uttoxeter Road and improvements to street furniture within the town, support for Queen's Platinum Jubilee events, and essential repairs to the Stone Station roof. This is in addition to the development and operation of a new Heritage Centre within the exciting redevelopment at Crown Wharf.

Investing in and working to promote a vibrant town and encourage visitors is a key Town Council priority. In order to support this, the Council organises regular events such as the Town Market and monthly Craft Market together with town centre events such as the Music Festival, Stone by the Sea, the Classic Car event and the St Georges Day celebration. Christmas lights are provided in the High Street and at Walton, with the Council's annual switch-on event being one of highlights of the town year. The High Street environment is enhanced by the Council's provision of hanging baskets and bunting along the High Street, and newly refurbished noticeboards and fingerposts throughout the town.

The Council provides bus shelters, benches and dog bins throughout the area and takes responsibility for the upkeep of many local amenities and planted areas. It also provides grants and other support to help charitable and community organisations such as the Stone Community Hub, supports various festivals, and Council staff supply regular support and advice to local residents.

Whilst the pandemic has restricted a number of these activities over the last two years, the Council is looking forward to being in a position to resume them all as soon as possible, and will continue with its financial backing of the Stone Helpline for as long as the current situation continues and the residents of the town need it.

By considering the impact of every planning application, the Council seeks to develop and conserve the town, and the approval of its Neighbourhood Plan in May 2021 will help the Council to shape and protect the future of Stone for years to come.

At its monthly meetings the Council welcomes questions from the public and sets aside time to listen and respond. Assistance with public questions will gladly be given by the Council's staff."

15. Councillors are asked to consider the wording for the 2023-24 leaflet.

Recommendations

16. That the Council determines its budget, precept and Council Tax for 2023-24, indicative budgets for 2024-25 and 2025-26, and the wording of the Council Tax leaflet.

Stone Town Council

Proposed Budget 2023-24 to 2025-26

Actual 2021-22 £		Budget 2022-23 £	Forecast 2022-23 £	Budget 2023-24 £	Budget 2024-25 £	Budget 2025-26 £
-2,102	Frank Jordan Centre	3,700	550	550	550	550
8,032	Stone Station	39,200	41,320	11,320	11,320	11,320
-	Stone Heritage Centre (Running)	20,000	-	25,000	40,000	40,000
-6,383	Town Market	-10,400	-5,630	-6,630	-6,630	-6,630
6,071	Bus Shelters & Street Furniture	7,780	5,460	3,960	3,960	3,960
607	Street Lighting	700	960	960	960	960
740	Dog & Litter Bins	1,020	760	760	760	760
-	Joules Clock	300	-	-	-	-
342	Town Electricity Supply	400	660	790	790	790
-	Building Maintenance	9,700	-	10,000	10,000	10,000
21,135	Grounds Maintenance	20,140	24,950	24,610	24,610	24,610
-500	Crown Meadow Improvements	13,415	7,260	-	-	-
-2,117	Allotments	-1,470	-1,320	230	-1,770	-1,770
-	Environmental Initiatives	5,750	2,750	-	-	-
21,884	Christmas Lights	26,650	18,600	21,660	20,110	20,110
14,242	Tourism & Town Promotion	28,250	23,190	26,750	22,750	22,750
5,729	Grants	8,300	5,300	4,000	4,000	4,000
147,045	Salaries & Employment Costs	183,000	168,400	198,700	204,500	202,900
5,393	Accommodation	5,510	5,470	5,470	5,470	5,470
6,342	Insurances	7,040	6,620	7,000	7,000	7,000
35,969	Administration	18,900	20,250	38,250	28,250	28,250
1,044	Audit & Legal Fees	5,240	5,550	1,550	1,550	1,550
7,882	Town Council Elections	-	-	30,000	-	-
2,604	Allowances - Mayor & Deputy Mayor	3,190	3,190	3,190	3,190	3,190
307	Regalia & Presentations	500	3,900	230	230	230
2,238	Civic Dinner & Hospitality	3,500	2,000	2,000	2,000	2,000
1,623	Remembrance Sunday & War Memorials	2,060	2,000	1,800	1,800	1,800
2,027	Miscellaneous	3,000	2,900	2,000	1,700	1,700
-51	Interest	-50	-980	-1,500	-500	-500
525	Neighbourhood Plan	-	-	-	-	-
71,732	Stone Heritage Centre (Setup)	263,265	278,300	-	-	-
-	General Contingency	-	-	-	-	-
-	Inflation Contingency	-	-	48,880	56,010	51,660
-11,461	Concurrent Functions Allowance	-11,500	-11,500	-11,500	-11,500	-11,500
-46,462	Rollover Reserve	-112,790	-112,790	-	-	-
-525	Neighbourhood Plan Reserve	-	-	-	-	-
293,911		544,300	498,120	450,030	431,110	425,160
	Planned Contribution to (from) Balances			-59,315	-20,598	5,899
	Precept Required (incl LCTSG)			390,715	410,512	431,059
	Band D Council Tax Equivalent			58.15	59.84	61.58

Local Government Transparency Code 2015

Procurement Information

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

None

2. Contracted Agreements Exceeding £5,000

None

Payment Information

The attached appendix sets out all Council payments for the period over £250, excluding salary and related payments, payments from the Mayor's Charity and transfers between the Council's bank accounts.

Openness of Local Government Bodies Regulations 2014

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

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

None

Date: 31/01/2023

Time: 14:37:14

Stone Town Council - Payments over £250

Page: 1

The table below lists payments over £250 made by the Council in the period identified.

The table includes payments by cheque, direct debit, PayPal, payment card, 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. All amounts exclude VAT.

Payment Date From : 01/10/2022

Payment Date To : 31/12/2022

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
03/10/2022	Rates	Stafford Borough Council	FJC Rates Oct 22	434.00
04/10/2022	INV-0761	Current Electrical & Property Services	Marquees set up - Sep 22	695.00
21/10/2022	7070291115	Stafford Borough Council	SBC Hanging Baskets x 105	5,250.00
25/10/2022	164407	Prism Solutions	Prism IT Service Charge Oct 2022	867.96
28/10/2022	41UG031-0006	Geosphere TA Parish Online	Parish Online Digital Mapping subscription 22/23	600.00
28/10/2022	I270767	Fattorini	Repairs to Mayor's Chain, presentation box and past	372.78
28/10/2022	4730	Christmas Plus	Hire of festive display and Festoon Crown 2022/23	7,702.75
31/10/2022	61	MJ Plant	FJC Weed control / odd jobs	309.00
31/10/2022	57	MJ Plant	Grounds Maint amphi, CM, MR, Abbey St, old bridge	1,600.00
31/10/2022	58	MJ Plant	Grounds Maint amphi, CM, MR, Abbey St, old bridge	1,600.00
31/10/2022	62	MJ Plant	Crown Meadow Weed Control and surrounding areas	309.00
31/10/2022	63	MJ Plant	Bus shelters clean and weed control x 2 visits pa	541.00
31/10/2022	64	MJ Plant	Maint of Town Borders & Walton Roundabout	4,248.00
03/11/2022	SBC Rates	Stafford Borough Council	SBC Rates FJC Nov 2022	434.00
04/11/2022	INV-0776	Current Electrical & Property Services	Marquees set up - Oct 2022	1,035.00
07/11/2022	23833	Stone Gazette Ltd	Gazette Ad Christmas Lights Switch On 2022	350.00
09/11/2022	INV-1417	IG Stage Hire	Hire of mobile trailer stage and face light 50%	375.00
10/11/2022	Inv1339	The Secret Kitchen	Remembrance Sunday Buffet 2022	710.00

Date: 31/01/2023

Time: 14:37:14

Stone Town Council - Payments over £250

Page: 2

<u>Payment Date</u>	<u>Reference</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount (£)</u>
13/11/2022	118236241	Stone in Bloom	100 x Christmas Trees and use of lights	2,000.00
14/11/2022	13112022	Steve's Sound Systems	PA hire Armistice Day & Remembrance Sunday 2022	280.00
17/11/2022	512	Hazzard Promotions	Hire of sound system for lights switch on 2022	350.00
18/11/2022	INV-0780	Current Electrical & Property Services	Temp power for stage	330.00
22/11/2022	17112022	Samantha Lloyd Music	Samantha Lloyd Music	250.00
24/11/2022	2211041	Crown Highways	Install posts for Walton Christmas Lights 2022	749.75
25/11/2022	166108	Prism Solutions	Prism IT Service Charge Nov 2022	892.65
25/11/2022	INV-0242	Limestone Brewery	Room Hire, welcome drinks and food	515.42
25/11/2022	4795	Christmas Plus	Walton Shops	510.00
25/11/2022	4795	Christmas Plus	Install Festive Display 70%	3,979.50
25/11/2022	4795	Christmas Plus	Festoon Crown tp Thai	600.00
02/12/2022	INV-0794	Current Electrical & Property Services	Marquees for Nov 2022	805.00
05/12/2022	SBC Rates	Stafford Borough Council	SBC Rates FJC Dec 2022	434.00
19/12/2022	7070291507	Stafford Borough Council	Install / remove bollards 01/10/22 to 31/12/22	416.32
20/12/2022	713402022260061	Pozitive Energy	FJC Gas Usage Nov 2022	328.37
21/12/2022	INV-0807	Current Electrical & Property Services	Marquees for Dec 2022	890.00
28/12/2022	5813476/CE/34593	The Arch Rent Collectors	Station Rental 25/12/22 to 24/03/23	1,184.25
28/12/2022	167763	Prism Solutions	Prism IT Service Charge Jan 2023	853.02
				<u>42,801.77</u>

STONE TOWN COUNCIL MEETING
14 FEBRUARY 2023

CIVIC ANNOUNCEMENTS

Town Mayor

Sunday 26 February 2023

RAFA Commemoration of the 80th Anniversary of the Death of
Flight Lieutenant Richard Noel Stubbs DFC DFM RAFVR

Deputy Mayor

No engagements currently

TOWN MAYOR

TOWN MAYOR'S REPORT – to 31 January 2023

December 2022

The Mayoress and I joined the members of Christ Church for the season's advent window unveiling through December. It was lovely to see everyone who joined in with singing and following the story of the nativity. The work from all the organisations who decorate the windows is wonderful to see and is a tribute to the sense of community that Stone is blessed with.

Sunday 25th December – Christmas Morning at St Mary's Home

We were honoured to be asked to visit St Mary's Home on Christmas Day, to meet the residents and staff, and of course Father Christmas. We were humbled to experience the joy, love and fun of the residents and their families which at times was very emotional. It is without doubt a memory that shall stay with us for ever.

Thursday 29th December – Raising of the Texas Flag

We joined Cllr Davies and others to remember the start of Stone's close ties with Texas and how the residents of Stone welcomed the young service men from America during the Christmas Holidays so many years ago. Something that the Mayoress and I hope will continue for many years.

Friday 27th January – Mayor's Charity Pig Race

Over 50 guests joined me and the Mayoress for our charity Pig Race at Stone Golf Club. I have never seen so many adults and children shout at toy pigs as they race down a track. Buying Pigs and placing bets vigorously. The evening was a great success, which benefited from very generous donations from local businesses. Just a wonderful night of fun.

Saturday 28th January - Burn's Night Ceilidh, Biddulph Town Council

With Nancy and I dressed to impress in Scottish attire, Yes me in a kilt. We joined many highland flingers from Biddulph and further afield to enjoy Haggis, dancing, fun and games. The ceilidh band put us all through our passes and left everyone with smiles on their faces.

DEPUTY TOWN MAYOR'S REPORT – to 31 January 2023

No report for this period.