



**Town Clerk**

Les Trigg

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29 November 2023

Dear Councillor,

A meeting of the **TOWN COUNCIL** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 5 DECEMBER 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**

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.

4. **To confirm as a correct record the minutes of the Meeting of the Town Council held on 7 November 2023, Minute Numbers C24/062 – C24/071 (attached)**

5. **To receive the draft minutes and decisions of the under mentioned Committees:**
  - a) General Purposes Committee meeting held on 7 November 2023, Minute Numbers GP24/118 – GP24/134 (attached)
  - b) Planning Consultative Committee meeting held on 7 November 2023, Minute Numbers PC24/037 – PC24/042 (attached)
6. **To receive the forthcoming Civic Announcements** (attached).
7. **To receive the Town Mayor's and Deputy Town Mayor's Reports of Engagements** (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.

Please access the Council Chamber from the rear of the building.

# Stone Town Council

## Minutes of the Meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 7 November 2023

**PRESENT:** Councillor J. Davies in the Chair and  
Councillors: A. Best, J. Battrick, K. Dawson, I. Fordham, J. Hood, T. Kelt, B. Kenney,  
P. Leason, J. Metters and C. Thornicroft

Officers: L. Trigg and T. Williams

**ABSENT:** Councillors: A. Burgess, L. Davies, R. Kenney, A. Mottershead, J. Powell, N. Powell  
and R. Townsend

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### Prayers

Before the meeting began Reverend Jim Cartlidge led prayers.

### **C24/062** Apologies

Apologies were received from Councillors: A. Burgess, L. Davies, R. Kenney,  
A. Mottershead, J. Powell, N. Powell and R. Townsend

### **C24/063** Declarations of Interest and Requests for Dispensations

None received.

### **C24/064** Representations from Members of the Public

None

### **C24/065** Minutes

RESOLVED:

- a) That the minutes of the Meeting of the Town Council held on 3 October 2023 (Minute Numbers C24/053 – C24/061), be approved as a correct record.

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

**C24/066 Committee Minutes**

RESOLVED:

- a) The draft minutes of the General Purposes Committee meeting held on 3 October 2023 (Minute Numbers GP24/094 – GP24/109), were noted.
- b) The draft minutes of the General Purposes Committee meeting held on 3 October 2023 (Minute Numbers GP24/110 – GP24/117), were noted.
- c) The draft minutes of the Planning Consultative Committee meeting held on 3 October 2023 (Minute Numbers PC24/031 – PC24/036), were noted.

**C24/067 Local Government Transparency Code 2015  
Openness of Public Bodies Regulations 2014**

The information\* for Quarter ending 30 September 2023 was noted.

**C24/068 Civic Announcements**

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

The Town Mayor drew the Council's attention to the upcoming events which included Armistice Day, Remembrance Sunday and the Christmas Lights Switch-On (11,12 and 23 November). He said that all occasions were hugely supported by the town, and he hoped that as many Town Councillors as possible would be able to attend.

The Town Mayor informed the Council about the annual Advent Windows Openings with many good organisations contributing to the decoration of windows in the High Street.

**C24/069 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 Town Mayor informed the Council that he had found it a great surprise to learn, upon moving to Stone, that the town had strong connections to the Royal Navy, through Admiral of the Fleet, John Jervis, 1<sup>st</sup> Earl St Vincent.

He said it had been a pleasure to join HMS St Vincent Association for its Annual General Meeting and Reunion Dinner in Portsmouth and to see how much Stone's famous son was revered elsewhere particularly in the Royal Navy and HMS Collingwood.

The Town Mayor advised the Council that it had been a pleasure and an honour this year to host a Trafalgar Dinner and show the important link between the

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work done by John Jervis in improving the quality of the Royal Navy in time for Nelson to achieve his victory at Trafalgar. He said it could have been a different matter if John Jervis hadn't addressed the corruption in the naval dock yard.

Councillor Hood informed the Town Council that Cathy and Mick O'Keefe's absence was felt by Town Councillors attending the Trafalgar Dinner and asked the Town Mayor if he would send a good wishes message to them on behalf of the Council.

**The meeting was temporarily adjourned and then reconvened after the public sessions of the General Purposes Committee and the Planning Consultative Committee meetings had taken place.**

**C24/070**    **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.**

**C24/071**    **Confidential Committee Minutes**

- a) The Confidential Minutes of the General Purposes Committee meeting held on 17 October 2023, Minute Numbers GP24/110, GP24/115 and GP24/116 and GP24/117 were noted.

**TOWN MAYOR**

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# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 7 November 2023

**PRESENT:** Councillor I. Fordham in the Chair  
(agenda items 1 to 6 (to Minute Number GP24/123)),

and Councillor Kenney in the Chair  
(from agenda item 7 (Minute Number GP24/124)), and

Councillors: A. Best, J. Battrick, K. Dawson, J. Davies, J. Hood, T. Kelt, B. Kenney,  
P. Leason, J. Metters, J. Powell (from agenda item 7 (Minute Number GP24/124),  
and C. Thornicroft

Officers: L. Trigg and T. Williams

**ABSENT:** Councillors: A. Burgess, L. Davies, R. Kenney (absent from agenda item 1 to 6 (to  
Minute Number GP24/123)), A. Mottershead, J. Powell (absent from agenda item  
1 to 6 (to Minute Number GP24/123)), N. Powell and R. Townsend

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### **GP24/118** Apologies

Apologies were received from Councillors: A. Burgess, L. Davies, R. Kenney (who  
was absent to agenda item 6 (Minute Number GP24/123) to attend a Borough  
Council meeting), A. Mottershead, J. Powell (who was absent to agenda item 6  
(Minute Number GP24/123) to attend a Borough Council meeting), N. Powell and  
R. Townsend

Where a reason for absence is given, this reason was approved for the purposes of  
Section 85(1) of the Local Government Act 1972.

### **GP24/119** Declarations of Interests

None

### **GP24/120** Requests for Dispensations

None

### **GP24/121** To receive the report of the County Councillors

#### **Council Councillor Jill Hood**

The Chairman invited Councillor Hood to address the Committee.

#### The Voice Project

Councillor Hood informed the Committee that she had been a Corporate Parent  
since joining the County Council in 2017, and last night had been delighted (as one  
of three County Councillors) to attend an evening with looked after children at  
their end of year 'Voice Project'.

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The County Councillors were shown some of the work the young people had been doing (in running their own council) and some of the work the Corporate Parent Committee members had influenced (such as health checks).

Councillor Hood said the work was most impressive and the children were a credit to the foster parents who looked after them.

#### **County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

#### **GP24/122 To receive the report of Borough Councillors**

The Chairman invited Borough Councillors to address the Committee.

Councillor Hood advised the Committee that on 18 October the Stone Borough Councillors were invited to Westbridge Park to view (and have a go on) the children's play area and sunken garden which was informally opened on the following day. She said it was wonderful to see the children using the park and its equipment.

On 28 October the Stone Borough Councillors were invited to the opening of the Stafford Market Square which went on all day with lots of entertainment.

Councillor Hood expressed to the Committee the highlight of her Borough Councillor role which was being invited to Alleyne's School to meet with Andy Whitehall (who had been Stone's Community Policeman for a great number of years) and now runs a boxing club from the old art classroom. She gave an example of why the boxing club was needed for young people who can go there to relax and let off steam, and she spoke about Andy's deep understanding of the effects of trauma, its causes, and his commitment to offering trauma training to all school staff.

Councillor Hood advised the Committee that she had attended the House of Bread Food Bank and appealed to Councillors for donations of items that may be of use to service users who were down on their luck.

#### **GP24/123 Representations from Members of the Public**

None

#### **GP24/124 Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on 3 October 2023 (Minute No's GP24/094 – GP24/109), be approved as a correct record.
- b) That the minutes of the General Purposes Committee meeting held on 17 October 2023 (Minute No's GP24/110 – GP24/117), be approved as a correct record.

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**GP24/125 Minutes of Sub-Committees**

RESOLVED:

- a) Tourism & Town Promotion Sub-Committee meeting held on 17 October 2023 (Minute Numbers TTP24/017 – TTP24/025), that the draft minutes be noted.
- b) Estates Sub-Committee meeting held on 17 October 2023 (Minutes Numbers EST24/015 – EST24/022), that the draft minutes be noted.
- c) Environment Sub-Committee meeting held on 24 October 2023 (Minutes Numbers ENV24/021 – ENV24/030), that the draft minutes be noted.

**GP24/126 HS2**

An update on the current HS2 position and its effects on Stone area had been delivered by Trevor Parkin of Stone Railhead Crisis Group before this meeting began.

**GP24/127 Budget Monitoring Report – September 2023**

The report\* of the Town Clerk was noted.

**GP24/128 Heritage Centre**

The Committee considered an update from the Town Clerk on the Heritage Centre project.

The Town Clerk introduced the Heritage Centre Manger, Paul Castrey (who was sitting in the public gallery), to Councillors.

The Town Clerk advised the Committee that the old fire station building had been returned to the Town Council from the contractor and Paul had spent some time looking at snagging issues.

The Town Clerk said there had been no outcome on the Rural England Prosperity Fund grant application from Stafford Borough Council yet, but he had answered a number of questions the grant administrators had asked.

He said the Collection Working Group tasked with considering potential exhibits to the Heritage Centre had recently met.

**GP24/129 Town Council Payments**

RESOLVED: To note the list\* of Town Council payments made during the period 1 to 30 September 2023.

**GP24/130 Update from Working Groups:**

**Stone Heritage Centre Steering Group**

Councillor Leason reported on a useful meeting where he and the Heritage Centre

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Manager had met with some Canal people who may be willing to lend artifacts to the heritage centre. One of the people was a digital expert who had worked at the Imperial War Museum.

#### **Engagement with Young People**

Councillor Dawson advised the Committee that she had tried to contact the schools and had been given some names but has heard nothing since. She has a phone call arranged with the Town Clerk to discuss the next steps.

#### **50<sup>th</sup> Anniversary of Stone Town Council**

Councillor Davies informed the Committee that it was early days yet but the Stone Choral Society, when they have their Summer Concert next year, hope to perform a commissioned piece called 'Stone Circles' in the new theatre as part of the 50<sup>th</sup> Anniversary celebrations.

Councillor Davies is speaking to various other people about different ideas which it was hoped would be delivered in conjunction with heritage centre activities.

### **GP24/131 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 a face-to-face meeting of the Liaison Group took place on 1 November 2023 and County Highways representatives had attended to talk about highway repairs and maintenance. The Chairman and Chief Executive of Staffordshire Parish Councils' Association had also been present.

He said the meeting had been very useful for an exchange of views and to connect County highways officers and parish representatives.

Councillor Davies advised the Committee that the meeting was also a useful forum for discussion of other issues and attendees benefited from the advice of the Town Clerk. He invited Town Councillors to attend and meet colleagues from the surrounding Stone areas.

#### **Stone ATC**

Councillor Davies advised the Committee that he had attended a welfare meeting of the Stone ATC a couple of weeks ago and the high demand for cadet placements had resulted in a waiting list. He said the organisation was doing extremely well with some good new civilian instructors and general helpers and the enthusiasm amongst the cadets was extremely good.

#### **Age Concern Stone & District**

Councillor Thornicroft advised the Committee that Age Concern Stone & District had not met.

#### **Stafford & Stone Access Group**

Councillor Kelt informed the Committee that there had been no meeting.

#### **Stone Common Plot Trustees**

Councillor Hood advised the Committee that the Trustees had not met.

#### **Stone Community Hub Liaison Group**

Councillor Hood advised the Committee that no meeting had taken place, but the

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AGM would be held on 16 November 2023 at the Frank Jordan Centre. She said that she would like to arrange a meeting between the Town Council and the Hub.

#### **SPCA Executive Committee**

Councillor Kelt advised the Committee that he had been elected to the Executive Committee and had attended the AGM on 30 October 2023.

The CEO discussed finances and how they could be bolstered with options put forward such as increasing subscriptions and promoting and increasing training income.

The Chair of Health and Wellbeing addressed the meeting and said it was their intention to visit each area and speak to Councillors about health and wellbeing within the Council itself and the wider population.

The feeling was expressed that all councillors should undergo some form of training. The take up of training was considered low overall and variable through a councillors four-year term with the suggestion made that training should be mandatory.

Councillor Kelt advised the Committee that a representative of Staffordshire University had delivered an interesting talk about the changing landscapes within local politics. They had discussed several options on the way local government could go in the future, particularly in light of the financial issues being faced by some larger councils.

#### **Stone Traders Group Directors' Meeting**

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

The Town Clerk advised the Committee that no further notifications had been received.

**The meeting was temporarily suspended and then reconvened after the Planning Consultative Committee meeting and confidential section of the Town Council meeting had taken place.**

#### **GP24/132 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.

#### **GP24/133 Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the General Purposes Committee meeting held on 17 October 2023, Minute Numbers GP24/110, GP24/115, GP24/116 and GP24/117 be approved.

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**GP24/134**    **Confidential Minutes Sub-Committees**

- a) Estates Sub-Committee Meeting held on 17 October 2023, Minute Numbers: EST24/015, EST24/021 and EST24/022.

RESOLVED: To note the minutes.

**CHAIRMAN**

# Stone Town Council – Planning Consultative Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 7 November 2023

**PRESENT:** Councillor T. Kelt in the Chair, and  
Councillors: J. Battrick, A. Best, J. Davies, K. Dawson, I. Fordham, J. Hood,  
B. Kenney, R. Kenney, P. Leason, J. Metters, J. Powell and C. Thornicroft

Officers: L. Trigg and T. Williams

**ABSENT:** Councillors: A. Burgess, L. Davies, A. Mottershead, N. Powell and R. Townsend

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**PC24/037**     **Apologies**

Apologies were received from Councillors: A. Burgess, L. Davies, A. Mottershead,  
N. Powell and R. Townsend

**PC24/038**     **Declarations of Interest and Requests for Dispensations**

Councillor R. Kenney advised the Committee that as a member of Stafford  
Borough Council's Planning Committee, he would not speak or vote on the  
planning applications listed on the agenda.

Councillor Leason declared a personal interest in planning application  
23/38205/HOU.

**PC24/039**     **Representations from Members of the Public**

None

**PC24/040**     **Minutes**

RESOLVED:

That the minutes of the Planning Consultative Committee meeting held on 3  
October 2023 (Minute Numbers PC24/031 – PC24/036), be approved as a  
correct record.

**PC24/041**     **Planning Applications**

**Application Number** – 23/37419/FUL

**Applicant** – Ms B. Griffiths (Dairylink UK Ltd)

**Location** – Part first and second floor, 64 High Street, Stone

**Development** – Retention of ventilation system for a commercial kitchen in an  
outbuilding

**Observations:** The Town Council objects most strongly to this planning application on the following grounds:

- The adverse effect on neighbourhood amenity (residential and business premises) in relation to the noise and smells emitted from the ventilation system.
- The unsuitable location of the commercial kitchen (which is not a retail outlet), due to its proximity to neighbouring property and access difficulties for loading and unloading deliveries.
- The ventilation system is inappropriate in the conservation area and out of keeping with the historic interest of the town.
- The retrospective nature of the planning application.

The Town Council consider that the business would be better positioned on a local business park.

**Application Number** – 23/38205/HOU

**Applicant** – Mr C. Melia

**Location** – 40 The Fillybrooks, Stone

**Development** – Two storey side extension (resubmission of 23/37722/HOU)

**Observations:** The Town Council raises no objections but would like the Planning Officer to consider the parking requirements.

**PC24/042**

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

None

**CHAIRMAN**

**STONE TOWN COUNCIL MEETING**

**5 December 2023**

**CIVIC ANNOUNCEMENTS**

**Town Mayor**

- |                           |   |
|---------------------------|---|
| 1 to 24 December 2023     | Advent Window Openings are taking place every day at 11am, at different locations in the town |
| Sunday 10 December 2023   | Town Mayor's Civic Carol Service at St Michael & St Wulfad's Church                           |
| Thursday 14 December 2023 | Stone Alzheimer's Club Christmas Party  |
| Thursday 14 December 2023 | Stone Choral Society's Carol Concert  |
| Sunday 17 December 2023   | Stafford Borough Mayor's Carol Service  |
| Monday 18 December 2023   | Cannock Chase Council Chairman's Civic Carol Service  |
| Friday 29 December 2023   | Raising of the Texas Flag to mark the anniversary of Texas joining the Union in 1845          |
| Saturday 20 January 2024  | Town Mayor's Pig Race   |

**Deputy Mayor**

- |                       |   |
|-----------------------|---|
| 1 to 24 December 2023 | Advent Window Openings are taking place every day at 11am, at different locations in the town |
|-----------------------|---|

**TOWN MAYOR**

## **TOWN MAYOR'S REPORT – 5 Dec 23**

### **Thursday 2 Nov 23**

Mr David Cumming had for many years been a familiar sight on both Civic Sunday and Remembrance Sunday being the well-respected and highly-efficient town Parade Marshal. News of his recent death had been received with great sadness and his funeral, at Stafford Crematorium, was attended by a huge number of relatives and friends including the Mayor and Mayoress. David had been a Grenadier Guardsman and a member of the Regimental Band had travelled from London to sound Last Post. The service was, very appropriately, conducted by the Mayoress in her role as a Reader in the Joint Benefice of St Michael and St Wulfad, Stone, with Aston, St Saviour.

### **Saturday 11 Nov 23**

On a sunny autumn day, the one hundred and fifth anniversary of the Armistice which ended the First World War was marked by a well-attended ceremony at the War Memorial in Granville Square. The Town Mayor laid a wreath on behalf of the Town.

### **Sunday 12 Nov 23**

In marked contrast to the day before, Remembrance Sunday was wet and windy. However, the bad weather did not deter the steadfast people of the wide Stone community from marking this solemn occasion with the usual vast numbers both at Walton and at the War Memorial in Granville Square. Fortunately, the rain had eased by the time the Mayor alongside the Deputy Lieutenant laid the first wreaths. These were followed by over seventy further wreaths. The occasion was continued in the Church of St Michael & St Wulfad and concluded with a Reception in the Frank Jordan Centre. Our current Parade Marshal, Mr Ivan Prescott, conducted the event with the excellence of his late predecessor, Mr David Cumming.

### **Monday 13 Nov 23**

Earlier in the year the Town had marked the eightieth anniversary of the death in a wartime flying accident of one of Stone's heroes of World War 2, Flight Lieutenant 'Dick' Stubbs, DFC DFM. Mrs Amy Graham, Headteacher of Christchurch First School, invited the Mayor, accompanied by the Mayoress, to give a talk to the Year 4 children on the subject. Both the children and their teachers were fascinated and inspired by the exploits of 'Dick' Stubbs, who had lived on Northesk Street along from the school. Also, it was evident that the Heritage Centre, when it opens, will provide our schools with an extremely valuable educational resource.

### **Friday 17 Nov 23**

It is always interesting to visit our neighbouring towns and to support the switching on of their Christmas lights. This year's event in Uttoxeter was well supported and the Town Mayor found it very illuminating.

### **Tuesday 21 Nov 23**

Scouting and Guiding have both been very strong in Stone and its wide community, and it was a pleasure for the Mayor to join other civic heads at the Girlguiding Staffordshire County HQ, Hixon, for the Staffordshire Girlguiding Annual Review. The work and achievements of the organisation

over the past year, not least from the Stone area, were remarkable and worthy of high praise. The Mayor also took the opportunity to promote the valuable work of the Stone Scout and Guide Band.

### **Thursday 23 Nov 23**

The annual switch-on of the Stone Christmas Lights is one of the most popular events of the year and 2023 was no exception despite the weather having a resemblance to that suffered on Remembrance Sunday. Kath Stanway was an enthusiastic compere of the event and the performance of the massed schools choirs under the inimitable leadership of Sue Campbell-Kelly was brilliant. The event concluded with the Mayor, joined by the three children who had won the Christmas card competition, turning on this year's excellent lights, all the while with Father Christmas supervising from stage right.

### **Sunday 26 Nov 23**

In the morning the Mayor and Mayoress had been invited to the Crown Wharf Taphouse to start the annual 5 kilometre 'Turkey Trot' fun run and to award medals and prizes. A large and splendidly costumed array of runners and accompanying dogs took part in a hugely enjoyable event which was in support of the Crown Wharf Theatre which we hope to see opening in the New Year.

The Mayor and Mayoress then travelled to Beacon Barracks, MoD Stafford, for the Army Benevolent Fund annual Curry Lunch. The event was very well attended by numerous supporters including civic heads from as far away as Walsall. A cheque for £5,000 was presented to the Fund.

## **DEPUTY TOWN MAYOR'S REPORT – 5 Dec 23**

### **Saturday 11<sup>th</sup> November 2023**

It was an honour for the Deputy Mayoress and I to join the gathering at Stone's cenotaph to commemorate the Armistice. The event was, as usual, well attended and well organised.

### **Sunday 12<sup>th</sup> November 2023**

The Deputy Mayoress and I were equally honoured to attend the Remembrance Sunday event. Despite a dire weather forecast the people of Stone congregated in considerable numbers to pay their respect to the fallen at the cenotaph and, later, at the Church of St Michael and St Wulfad. The parade, wreath laying and church service were well organised and a fitting tribute.