

STONE TOWN COUNCIL

Town Clerk

Les Trigg

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29 January 2018

You are hereby summoned to attend a meeting of the **TOWN COUNCIL**, to be held in **St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone** on **TUESDAY 6 FEBRUARY 2018** at **7.00pm** when the following business will be transacted.

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 the 5 December 2017, Minute No's. C18/060 – C18/069 (attached)**
5. **To receive the minutes and decisions of the under mentioned Committees:**
 - a) Planning Committee Meeting held on 5 December 2017, Minute Numbers P18/076 – P18/080 (attached)
 - b) General Purposes Committee Meeting held on 5 December 2017, Minute Numbers GP18/107 – GP18/127 (attached)
 - c) Planning Committee Meeting held on 12 December 2017, Minute Numbers P18/081 – P18/085 (attached)
 - d) General Purposes Committee Meeting held on 14 December 2017, Minute Numbers GP18/128 – GP18/133 (attached)
 - e) Planning Committee Meeting held on 9 January 2018, Minute Numbers P18/086 – P18/090 (attached)
 - f) Planning Committee Meeting held on 23 January 2018, Minute Numbers P18/091 – P18/095 (attached)
 - g) General Purposes Committee Meeting held on 23 January 2018, Minute Numbers GP18/134 - GP18/145 (attached)

6. **To Consider the Council's Budget for 2017-19 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 Public Bodies Regulations 2014

Information for Quarter Ending 31 December 2017 (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 Public and Press**
To resolve, pursuant to the Public Bodies (admission to Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.
11. **To confirm as a correct record the confidential minutes of the Meeting of the Town Council held on 5 December 2017, Minute Numbers C18/060, C18/068 and C18/069**
(attached)
12. **To receive the Confidential Minutes and decisions of the undermentioned Committees:**
 - a) General Purposes Committee Meeting held on the 5 December 2017, Minute Numbers GP18/107 and GP18/127 (attached)

Members of the public are welcome to attend the Council Meeting as observers.

Stone Town Council

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 5 December 2017

PRESENT: Councillor J Davies in the Chair, and
Councillors: Mrs J. Farnham, Mrs J. Hood, R. Kenney, Mrs E. Mowatt, M. Shaw,
I. Fordham, Mrs K. Green, M. Green, T. Jackson, Mrs M. Goodall, G. Neagus and
M. Williamson

ABSENT: Councillors: A. Osgathorpe, Mrs J. Piggott, Mrs C. Collier, G. Collier and P. Leason

Before the meeting began Reverend Cardinal gave prayers

C18/060 Apologies

Apologies were received from Councillors: A. Osgathorpe, Mrs J. Piggott,
Mrs C. Collier, G. Collier and P. Leason

C18/061 Declarations of Interest and Requests for Dispensations

None received

C18/062 Representations from Members of the Public

None

C18/063 Minutes

RESOLVED:

That the minutes of the Town Council Meeting held on the 7 November 2017,
copies having been circulated to the members, be signed by the Chairman as a
correct record.

C18/064 Committee Minutes

RESOLVED:

- a) That the minutes of the Planning Committee Meeting held on the
7 November 2017, copies having been circulated to members, be signed by
the Chairman as a correct record.

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They are attached as an appendix to the signed copy of the Council minutes.

- b) That the minutes of the General Purposes Committee Meeting held on the 7 November 2017, copies having been circulated to members, be signed by the Chairman as a correct record.
- c) That the minutes of the Planning Committee Meeting held on 21 November 2017, copies having been circulated to members, be signed by the Chairman as a correct record.

C18/065 Civic Announcements

The Civic Announcements, which had been previously circulated, were noted. The Mayor informed Members that he and the Mayoress had (on Monday) accompanied the Chairman of Staffordshire County Council and his Consort on a tour of Stone. The tour was a great success and very positive in showing off the merits of the town.

The Mayor's Civic Carols Service will be held on Sunday 10 December 2017 and all are most welcome to attend.

C18/066 Town Mayor's and Deputy Town Mayor's Reports of Engagements

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

The Mayor advised that the town's 'Christmas Lights Switch On' event on 16 November 2017 had been very successful. The lights had been turned on by the children winning the Town Council's Christmas card design competition. A card from the Mayor and Mayoress, with a personal message, will be sent to each child.

The meeting was suspended to enable the General Purposes Committee Meeting and Planning Committee Meeting to take place. The Town Council meeting was then reconvened for the confidential items on the agenda.

C18/067 To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is 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.

C18/068 Confidential Minutes

RESOLVED:

That the confidential minutes of the Town Council Meeting held on the 7 November 2017, copies having been circulated to members, be signed by the chairman as a

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correct record.

C18/069 **Confidential Committee Minutes**

RESOLVED:

That the Confidential Minutes of the General Purposes Committee Meeting held on 7 November 2017, copies having been circulated to members, be signed by the Chairman as a correct record.

TOWN MAYOR

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Stone Town Council – Planning Committee

Minutes of the meeting held in the St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 5 December 2017

PRESENT: Councillor G. Neagus in the Chair, and
Councillors: R. Kenney, Mrs E. Mowatt, J. Davies, M. Green, I. Fordham,
Mrs J. Hood, T. Jackson, Mrs K. Green, M. Williamson, P. Leason, Mrs J. Farnham,
Mrs M. Goodall and M. Shaw

ABSENT: Councillors: A. Osgathorpe, G. Collier, Mrs J. Piggott and Mrs C. Collier

P18/076 **Apologies**

Apologies were received from Councillors: A. Osgathorpe, G. Collier,
Mrs J. Piggott and Mrs C. Collier

P18/077 **Declarations of Interest and Requests for Dispensations**

None received

P18/078 **Representations from Members of the Public**

None received

P18/079 **Planning Applications**

RESOLVED: That the following observations be made on the applications listed:

Application Number – 17/27047/HOU

Applicant – Mr P. Irwin

Location – 19 Northesk Street, Stone

Development – Replace windows to front of property, restore original front door, remove all red render/paint from front of property, front garden wall and chimney stack, repair front gate, remove textured paint from the rear of the property and replace with off-white render and replace current sash windows with UPVC sash windows. Create off road parking at the rear of the property and remove existing hedge and replace with fence panels.

Observations: The Town Council welcomes the proposed improvements to this property but supports the comments made by the Conservation Officer. UPVC windows are unsuitable for installation in this historic building and inappropriate in the conservation area.

Application Number – 17/27403/FUL

Applicant – Mr Mitchell (T.C. Cornwell Ltd)

Location – Land at Rear 55 High Street, Stone

Development – Erection of two new garage blocks each consisting of 5 garages

Observations: No objections

Application Number – 17/27423/FUL

Applicant – Mr Mitchell (T.C. Cornwell Ltd)

Location – 55A High Street, Stone

Development – External access staircase to a first-floor apartment and replacement windows/doors

Observations: No objections

Application Number – 17/27527/ADV

Applicant – Mr E. Williams (Liberty Properties Developments Ltd)

Location – Westbridge Park Sports Centre, Stafford Street, Stone

Development – Advertisement consent for 4 Fascia Signs and 6 Other Signs: 1 illuminated totem sign, 2 non-illuminated window signs and 3 non-illuminated signs.

Observations: The Town Council strongly objects to this planning application. The proposed signage would be harmful in the setting of the conservation area; it is excessive in number, size and scale. The light pollution that will result from the illuminated sign facing The Moorings residential development, is unacceptable. The totem panel is also an unwelcome commercial intrusion in this sensitive setting.

Application Number – 17/27544/ADV

Applicant – Mr C. Barnett (The Royal Bank of Scotland)

Location – Adjacent to Stone Market, Market Square, Stone

Development – Advertisement on proposed BT public phone kiosk with integrated ATM (Nat West)

Observations: The Town Council objects to this proposal as the structure will cause significant harm to the conservation area and does not respect the setting of the adjacent listed buildings.

Application Number – 17/27248/COU

Applicant – Mrs K. Lawton

Location – The Slope, Stone Business Park, Diamond Way, Stone

Development – Change of use of existing B2/B8 storage unit to D2 leisure facility (Stoke Elite Trampolining Club) – Amended Plan

Observations: No objections subject to adequate traffic control

Application Number – 17/27510/FUL

Applicant – The Winning Group Trust

Location – Land at rear of Hallahan House, Mount Road, Stone

Development – 2 No. 3 bedroom houses within the grounds of Hallahan House

Observations: No objections

Application Number – 17/27559/HOU

Applicant – Mr & Mrs A. Jones

Location – 1 Balmoral Close, Stone

Development – First floor side extension to dwelling

Observations: No objections

Application Number – 17/27210/HOU

Applicant – Mr R. Hughes

Location – 26 Marlborough Road, Walton

Development – Loft conversion with front and rear dormers – Amended Plan

Observations: No objections

P18/080

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

Town Mayor

Stone Town Council – General Purposes Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Tuesday 5 December 2017

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: Mrs J. Hood, J. Davies, Mrs E. Mowatt, M. Shaw, I. Fordham,
Mrs K. Green, M. Green, Mrs J. Farnham, Mrs M. Goodall, T. Jackson, G. Neagus,
M. Williamson and P. Leason (from GP18/125).

ABSENT: Councillors: P. Leason (to GP18/124), A. Osgathorpe, G. Collier, Mrs C. Collier and
Mrs J. Piggott

GP18/107 Apologies

Apologies were received from Councillors: P. Leason (to GP18/124), A. Osgathorpe,
G. Collier, Mrs C. Collier and Mrs J. Piggott

GP18/108 Declarations of Interests

Councillor Mrs Farnham declared a personal interest in GP18/118:
Stone Community Hub – Review of Grant

Councillors: Mrs J. Hood and R. Kenney declared a personal interest in GP18/117:
St Michael's Community Hall – Request for a Grant

GP18/109 Requests for Dispensations

None

GP18/110 To receive the Report of the County Councillors

County Councillor Mrs J. Hood

Councillor Mrs Hood did not have any updates for the Council on this occasion.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP18/111 Representations from Members of the Public

None

GP18/112 Minutes

RESOLVED:

Estates Sub-Committee held on 21 November 2017, copies having been circulated
to Members, be signed by the Chairman as a correct record and that the

recommendations of the Sub-Committee contained in Minute Numbers: EST18/017 and EST18/018 be adopted.

Management Sub-Committee held on 21 November 2017, copies having been circulated to Members, be signed by the Chairman as a correct record and that the recommendations of the Sub-Committee contained in Minute Number MAN18/008 be adopted.

GP18/113 Neighbourhood Plan Steering Committee

The notes of the Neighbourhood Plan Steering Group Meeting held on 22 November 2017 were noted.

GP18/114 Budget 2018-19 to 2020-21 - Overview

The Committee received the report* of the Town Clerk setting out the prospects for the Council's 2018-19 to 2020-21 budget. The report considers the overall position of the Council, the context in which the budget needs to be set and the standstill budget, which is the starting point for determination of the precept for 2018-19.

RESOLVED: To note the standstill budget position for 2018-19, 2019-20 and 2020-21 and the issues related to setting the precept.

RESOLVED: That each sub-committee considers its financial needs for the next three years and report back to the General Purposes Committee on 23 January 2018 with its budget proposals.

**GP18/115 Stafford Borough Council Local Plan Review
Plan for Stafford Borough – Draft Supplementary Planning Documents**

The Committee considered the letter from Stafford Borough Council (brought forward from the previous meeting) with information on the launch of three consultations:

- Call for Sites – Brownfield sites. Applications are invited for Brownfield sites which will be assessed for inclusion in the updated Brownfield Land Register during 2018.
- Call for Sites – Local Green Space. Applications are invited for Local Green Space designations which will be assessed as part of the Local Plan Review.
- Draft Supplementary Planning Documents – Comments are invited on the following draft Supplementary Planning Documents (SPD): The Design SPD, The Re-use of Rural Buildings SPD and the Shopfronts and Advertisements SPD.

RESOLVED: To inform Stafford Borough Council that the Town Council is in the process of preparing its Neighbourhood Plan, and to submit a copy of the plan as the Town Council's response to the consultation.

GP18/116 Changes to Subsidised Bus Journeys in Staffordshire

The Committee considered a letter from Mark Deaville, Cabinet Member for Commercial with the results of an eight-week public consultation on how best to spend its £1.3m annual bus subsidy. Staffordshire County Council's Cabinet has agreed to implement the option that safeguards the most bus journeys.

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RESOLVED: To note the information provided by Councillor Mark Deaville.

GP18/117 **Grant Application from St Michael's Community Hall**

The Chairman, Councillor Kenney, and Vice Chairman, Councillor Mrs Hood, had declared an interest in this item and did not take part in the discussion or vote. The Mayor, Councillor Davies was nominated, and after a vote, elected to take the chair (for this item only).

The Committee considered a request for a grant from St Michael's Community Hall. The Town Council is being asked to consider awarding £500 towards the cost of refurbishing the ladies' toilet facility at the hall.

The Town Clerk informed the Committee that he had raised a query as part of the process but that this had been resolved satisfactorily.

RESOLVED: That the Town Council awards a grant of £500 to St Michael's Community Hall for the purposes of refurbishing the ladies' toilets.

GP18/118 **Stone Community Hub**

Councillor Mrs Farnham, who had declared an interest in this item did not take part in the discussion or vote.

The Committee were asked by the Town Clerk to review the grant payment to Stone Community Hub in accordance with Minute Number GP18/018.

An 18-month period has lapsed since the previous award and Stone Community Hub has not applied for further financial support.

RESOLVED: That the Town Council ceases its financial support to the Hub at the end of the 18 month period.

GP18/119 **Copeland Drive Play Area – Disability Swing**

The Committee considered a letter from Stafford Borough Council requesting the support of the Town Council in purchasing a disability swing for installation at Copeland Drive play area. The swing is required for use by a disabled child who enjoys visiting the facility.

It was concluded that this is the responsibility of Stafford Borough Council who should take charge of the matter.

RESOLVED: That Stafford Borough Council are asked to find a solution that will facilitate the purchase of play equipment at Copeland Park, to meet the needs of the child wishing to access the facility.

GP18/120 **Finger Posts/Display Boards**

Discussions have taken place in recent meetings of the Tourism & Town Promotion and Estates Sub Committees about upgrading finger posts and display boards in the town.

Following discussions with Stafford Borough Council officers, the Committee were asked to consider a schedule of the works, prepared by Stafford Borough Council, which incorporate all the issues discussed. An estimate of the costings for upgrading the finger posts and display boards is £21,000 (subject to seeking formal quotes when budgets have been secured).

Stafford Borough Council is reviewing its budget for these works and would welcome any financial contributions that Stone Town Council are able to make in order to ensure that all works are achievable.

RESOLVED: That the committee agree in principle to make a financial contribution towards improvement works to the finger posts and display boards.

RESOLVED: That the item is brought forward for consideration at the budget meeting so that a value can be earmarked as the Town Council's contribution to Stafford Borough Council.

GP18/121 **HS2 Briefing Offer**

The Committee considered an email from HS2 Ltd (the Stakeholder Advisor – West Midlands to Crewe) which has been considering an alternative location, known as Aldersley's Rough for the proposed railhead and maintenance base near Stone. However, after completing its analysis, they had concluded that the Stone site continues to represent the best location for the railhead and maintenance base.

HS2 Ltd would like to offer the Town Council an update briefing, and as the timescales might be short, suggest a single, joint briefing for two or three representatives with the parish councils closest to the site (Swynnerton, Chebsey and Stone Rural).

Eight Town Council Committee members indicated a desire to attend the meeting and it was concluded that there was no justification for limiting numbers to two or three representatives.

RESOLVED: To accept the invitation of a briefing, and to advise HS2 Ltd that the number of Councillors in attendance would be the total of those wishing to attend, with no exclusions.

GP18/122 **Car Park at Former Stone Police Station**

The Town Clerk advised the Committee that an agreement had been secured with Staffordshire Police for the Town Council to take over management and use of the former Police Station Car Park (located off Station Road), for a time period of up to two months, at no charge.

The car park would be made available for use by members of the public until mid-January 2018 and would be open between the hours of 10:00am and 6.30pm daily. The Car park would be available for use all night during the late-night shopping event on 6 December 2017.

The Town Clerk further reported that, due to limited timescales he took the decision to proceed under Standing Order 10.9, after consulting with the Committee Chairman.

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RESOLVED: The management and free use of the Police car park by Stone Town Council and members of the public, was noted.

GP18/123 **Non-Cheque Payments**

RESOLVED: To note the list* of non-cheque payments made by the Council during the period 1 October 2017 to 31 October 2017.

GP18/124 **Update from Working Groups**

Neighbourhood Plan Steering Group

Councillor Mrs Hood reported that some slight changes had been made to the Neighbourhood Plan after a meeting with the Principal Planning Officer at Stafford Borough Council. A special meeting of the General Purposes Committee must now be called. The project is almost on schedule and Councillor Mrs Hood thanked the group for the tireless work that had been done to get to this stage.

RESOLVED: To note the update on the work of the Neighbourhood Plan Steering Group.

Protocol for Marking the Death of the Sovereign or other member of the Royal Family Group

Councillor Davies reported that a meeting of the Group had taken place and a second draft of a protocol had been formulated. The Council is now in possession of black armbands (to be worn by Members and staff) and black rosettes/bow are in the process of being obtained for the Mayor's chain.

The Group are currently considering the condolence book and would like to see how it will look and view an example of a page. No one seems able to provide an example of the pages, which are currently being held in storage by Staffordshire County Council.

An outline agreement has been made for the book to be placed in St Michael & St Wulfad Church and for floral tributes to also be made there. A proclamation will take place when Her Majesty the Queen dies and this will be in Market Square and Granville Square.

Councillor Mrs Farnham and Councillor Leeson were thanked for the assistance they have offered with this item.

RESOLVED: To note the update on the work of the Marking the Death of the Sovereign or other member of the Royal Family Group.

Stone Area Parish Liaison Group

Councillor Davies informed the Committee that a meeting of the Stone Area Parish Liaison Group would be taking place in January 2018.

RESOLVED: To note that a meeting of the Group would be held in January 2018.

GP18/125 **To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

Stone ATC

The Mayor advised that no meeting had taken place.

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Age Concern Stone & District

Councillor Mrs Green reported that no meeting had taken place.

Stone Town Band

The Mayor reported that he had not attended a recent rehearsal.

Walton Community Centre

Councillor Green has not been invited to any meetings and is still waiting for a reply to the letter sent.

Stafford & Stone Access Group

Councillor Mrs Collier had forwarded a written report:

- Post Office: It is noted that the Post Office reports nationally on accessibility facilities at local post offices and a similar system could be used for surveying.
- Family Sports club: to ask Councillor Mike Smith if there will be changing facilities/WC's.
- Town Centre stalls: Lisa Clemson has referred the group to the Markets Manager Kevin re: leaving routes past the stalls. He agreed to look at it.
- A Boards: Lisa referred the Access Group to the County who say it is a district matter.
- The difficulty of managing wheelchairs on sideways cambered paths, which are common in Stafford, were commented upon.

Stone Common Plot Trustees

Councillor Mrs Hood had no update following the previous report on the work of the Trustees.

Stone Community Hub Liaison Group

Councillor Mrs Farnham advised the Committee that a Christmas lunch would be served on Friday 22 December.

Canal & River Trust

Councillor Kenney reported that no meeting had taken place.

SPCA Executive Meeting

Councillor Williamson reported that he had attended Staffordshire Parish Council's Association AGM last night (4 December). An address had been given by the recently appointed Chief Constable of Staffordshire, Gareth Morgan.

Another address had been given by Gareth Epps, Liaison Officer for HS2 Ltd. He deals with issues and problems relating to the project.

Councillor Williamson advised that Sajid Javid, Secretary of State for Communities and Local Government had attended the AGM of the National Association of Local Councils' (NALC) and confirmed that there would be no capping of town and parish council precepts next year.

There is a problem with GDPR but NALC is optimistic that it will be resolved.

Councillor Neagus asked for a report of the HS2 meeting before next week's meeting with HS2 Ltd.

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Crown Wharf

Councillor Kenney reported that during this afternoon (5 December 2017) contracts had been exchanged for Joules to purchase Crown Wharf from the Canal and River Trust, in early 2018. The work will involve the future development of a Heritage Centre, Theatre and Cinema.

The meeting was suspended at this point to enable the Planning Committee Meeting and Confidential item on the General Purposes Committee Meeting to take place. The meeting was then reconvened for the confidential items to be considered.

GP18/126 Exclusion of the Press and Public

To resolve, pursuant to the Public Bodies (Admission of Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is 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.

GP18/127 Debt Recovery

The Committee received an update from the Town Clerk on the current situation relating to Minute number GP18/106.

The Committee had also received a copy of the written report submitted to the meeting in September 2017.

RESOLVED: That the Town Council asks the debtor to clear the outstanding balance by April 2018. The Committee agreed to require that the debtor clears the debt and actions to be taken if this does not happen.

Town Mayor

Stone Town Council – Planning Committee

Minutes of the meeting held in the St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 12 December 2017

PRESENT: Councillor A. Osgathorpe in the Chair, and
Councillors: R. Kenney, Mrs E. Mowatt, Mrs J. Piggott, M. Green, I. Fordham,
Mrs J. Hood, Mrs K. Green, P. Leason and Mrs J. Farnham.

ABSENT: Councillors: J. Davies, Mrs M. Goodall, G. Neagus, M. Shaw, G. Collier,
Mrs C. Collier, T. Jackson and M. Williamson

P18/081 **Apologies**

Apologies were received from Councillors: J. Davies, Mrs M. Goodall, G. Neagus,
M. Shaw, M. Williamson, G. Collier and Mrs C. Collier.

P18/082 **Declarations of Interest and Requests for Dispensations**

None received

P18/083 **Representations from Members of the Public**

None received

P18/084 **Planning Applications**

RESOLVED: That the following observations be made on the applications listed:

Application Number – 17/27496/FUL

Applicant – Mr W. Bashir (Shalimar Investments Ltd)

Location – 33A High Street, Stone

Development – Convert existing flat into two flats

Observations: No objections. However, concerns are raised about the storage of refuse and recycling facilities which should be accessible to collection services but not on full and permanent view to create a negative impact on the setting. Concerns are also raised that no onsite parking will be available to the occupants of the flats.

Application Number – 17/27607/FUL

Applicant – Mr A. Howells

Location – Rear of 20 Stafford street, Stone

Development – Retention of refurbished outbuilding

Observations: Objections are raised as no information has been provided within the application detailing the nature and purpose of the restoration work. The future use to which the outbuilding will be put has not been stated. If excavation

work is/has been undertaken, archaeological searches are necessary. The Town council also questions the reason this is a retrospective application.

P18/085

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 – 17/27193/COU

Applicant – Ms B. Shingler (Beth Lauren Cakes)

Location – 2B & 2C Radford Street, Stone

Development – Change of use from retail A1 to Café A3 (amended plans to include unit 2B)

Observations: No objections

Town Mayor

Stone Town Council – General Purposes Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone
on Thursday 14th December 2017

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: Mrs J. Hood, I. Fordham, A. Osgathorpe, Mrs J. Piggott, Mrs K. Green, M. Green, T. Jackson and M. Williamson

ABSENT: Councillors: P. Leason, G. Collier, Mrs C. Collier, J. Davies, Mrs E. Mowatt, M. Shaw, Mrs J. Farnham, Mrs M. Goodall and G. Neagus

GP18/128 **Apologies**

Apologies were received from Councillors: P. Leason, G. Collier, Mrs C. Collier, J. Davies, M. Shaw, Mrs J. Farnham and Mrs M. Goodall

GP18/129 **Declarations of Interests**

None

GP18/130 **Requests for Dispensations**

None

GP18/131 **Representations from Members of the Public**

None

GP18/132 **Neighbourhood Plan**

RESOLVED: To approve the updated version of the Neighbourhood Plan*, as recommended by the Neighbourhood Plan Steering Group, for submission to Stafford Borough Council for screening and for Regulation 14.

GP18/133 **Stone Post Office**

The Chairman updated the Committee on discussions that had been held with the Post Office, and proposals for further meetings.

The Committee also considered a proposal to provide a temporary bus service to alternative Post Offices for those most badly affected by the closure.

RESOLVED: To approve support for a temporary community bus service between the town centre and alternative Post Offices, using the "Green Bus" whilst no facilities are available in the High Street, and to agree a supplementary estimate of £3,000 to meet the cost.

Town Mayor

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Stone Town Council – Planning Committee

Minutes of the meeting held in the St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 9 January 2018

PRESENT: Councillor A. Osgathorpe in the Chair, and
Councillors: R. Kenney, Mrs E. Mowatt, M. Green, I. Fordham,
Mrs J. Hood, Mrs K. Green, P. Leason, J. Davies, G. Neagus, M. Shaw, G. Collier,
Mrs C. Collier, T. Jackson and M. Williamson.

ABSENT: Councillors: Mrs J. Piggott, Mrs M. Goodall and Mrs J. Farnham.

P18/086 **Apologies**

Apologies were received from Councillors: Mrs J. Piggott, Mrs M. Goodall and Mrs J. Farnham.

P18/087 **Declarations of Interest and Requests for Dispensations**

None received

P18/088 **Representations from Members of the Public**

None received

P18/089 **Planning Applications**

Application Number – 17/27404/ADV

Applicant – Mr. O. Roberts

Location – 6 High Street, Stone

Development – Signage to front and side elevation of rented retail office premises

Observations: Objections. The signage is prominent in size and content rendering it harmful and out of keeping with the character and appearance of the Stone Conservation Area, and a nearby listed building. The Town Council fully supports the comments made by the Borough Council's Conservation Officer.

Applicants should be expected to comply with the planning process and this is a retrospective application. The Town Council asks that both signs are taken down as soon as possible.

Application Number – 17/27651/REM

Applicant – Mr. D. Warke (Green Homes (Telford) Ltd)

Location – P.E. Hines, Whitebridge Lane, Stone

Development – Erection of eleven 3 and 4 bedroom detached dwellings and garages together with access road, sewers and associated external works

Observations: The Town Council note that this is a reserved matters application and request that, as part of the associated works, pavements are installed on Whitebridge Lane, leading up to the housing development.

Application Number – 17/27657/COU

Applicant – Mr. J. Williams

Location – 20 Stafford Street, Stone

Development – Proposed change of use from existing vacant dwelling (C3) to hot food takeaway (C5) with managers living accommodation above together with single storey extension and extraction flue to rear, and lighting to front

Observations: No objections

Application Number – 17/27695/LBC

Applicant – Mr. J. Williams

Location – 20 Stafford Street, Stone

Development – Proposed change of use from existing vacant dwelling (C3) to hot food takeaway (C5) with managers living accommodation above together with single storey extension and extraction flue to rear, and lighting to front

Observations: The Town Council supports the comments made by the Conservation Officer. Concerns raised by residents of The Moorings are also supported in respect of design, space and natural light issues.

P18/090

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 – 17/27396/COU (amended plans)

Applicant – Mr. M. Palmer

Location – Unit 6 Douglas Park, Stone Business Park, Opal Way, Stone

Development – Change of use from light industrial (B2) to leisure facility (D2)

Observations: No objections

Town Mayor

Stone Town Council – Planning Committee

Minutes of the meeting held in the St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 23 January 2018

PRESENT: Councillor A. Osgathorpe in the Chair, and
Councillors: R. Kenney, M. Green, I. Fordham, Mrs J. Hood, Mrs K. Green,
P. Leason, J. Davies, G. Neagus, M. Shaw, G. Collier, Mrs C. Collier, Mrs J. Piggott,
Mrs M. Goodall, Mrs J. Farnham and M. Williamson.

ABSENT: Councillors: T. Jackson and Mrs E. Mowatt

P18/091 **Apologies**

Apologies were received from Councillors: T. Jackson and Mrs E. Mowatt

P18/092 **Declarations of Interest and Requests for Dispensations**

None received

P18/093 **Representations from Members of the Public**

None received

P18/094 **Planning Applications**

Application Number – 17/27582/HOU

Applicant – Mr & Mrs Dell

Location – 21 Chandlers Way, Stone

Development – Single storey rear extension

Observations: No objections

Application Number – 17/27711/HOU

Applicant – Mr T. Wright

Location – 91 Friars Avenue, Stone

Development – Single storey front extension

Observations: No Objections

Application Number – 17/27646/HOU

Applicant – Dr J. Bingham

Location – 4 Mill Farm Barns, Mill Street, Stone

Development – Single storey rear extension

Observations: No Objections

Application Number – 17/27770/FUL

Applicant – The School Governors

Location – 21 Station Road, Stone

Development – Construction of extension to existing Car Park with an erection of fencing and gate, and Use of existing car park as recreation area

Observations: The Town Council has no objections but would ask that neighbours' concerns are taken into account in respect of the height of the fencing.

Application Number – 18/27805/FUL

Applicant – The School Governors

Location – 37 Station Road, Stone

Development – Change of use from dwelling house to use class D1, incidental to the adjacent St Dominic's Priory School

Observations: No objections

P18/095

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 – 17/27337/FUL

Applicant – Mr & Mrs Tonks

Location – Woodville, 158 Oulton Road, Stone

Development – Conversion and alteration of existing dwelling to form five apartments and erection of new detached coach house to form one apartment

Observations: The following comments were forwarded to you by the Town Council in its consultation letter dated 8 November 2017, with no additional comments made in respect of the amended plans:

The Town Council raises objections on the grounds that the development proposal would:

- adversely change the essential character of this traditional residential area which contains large detached and semi-detached Edwardian houses.
- result in over intensification of the site with the conversion of the existing dwelling and erection of a coach house to create 6 new apartments.
- create health and safety concerns relating to the ingress and egress of motor vehicles to and from the site, along with other road traffic concerns. Traffic congestion is already an issue in Oulton Road as Alleyne's academy is located opposite, as well as terraced homes that do not benefit from off road parking facilities. This is a busy road with regular tailbacks and on street vehicular parking occurring on both sides of the road.

Application Number – 17/27692/HOU

Applicant – Mrs K. Whiston

Location – 22 Greenway Avenue, Stone

Development – Two storey side extension to existing dwelling

Observations: No objections

Town Mayor

Stone Town Council – General Purposes Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Tuesday 23 January 2018

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: Mrs J. Hood, I. Fordham, A. Osgathorpe, Mrs J. Piggott, Mrs K. Green, M. Green, M. Williamson, P. Leason, G. Collier, Mrs C. Collier, J. Davies, M. Shaw, Mrs J. Farnham, Mrs M. Goodall and G. Neagus

ABSENT: Councillors: T. Jackson and Mrs E. Mowatt

GP18/134 **Apologies**

Apologies were received from Councillors: T. Jackson and Mrs E. Mowatt

GP18/135 **Declarations of Interests**

None

GP18/136 **Requests for Dispensations**

None

The Town Clerk advised that a general dispensation was effective for all Members in respect of the 2018-19 budget recommendations (agenda item GP18/140).

GP18/137 **Representations from Members of the Public**

None

GP18/138 **Minutes**

RESOLVED:

- a) Environment Sub-Committee held on 12 December 2017, copies having been circulated to Members, be signed by the Chairman as a correct record. The recommendations of the Sub-Committee contained in Minute Number ENV18/008 were considered under Minute Number GP18/140, as part of the Council's budget recommendations.
- b) Management Sub-Committee held on 12 December 2017, copies having been circulated to Members, be signed by the Chairman as a correct record and that the recommendations of the Sub-Committee contained in Minute Number MAN18/015, be adopted. The recommendations contained in Minute Number MAN18/014 were considered under Minute Number GP18/140, as part of the Council's budget recommendations.

- c) Tourism & Town Promotion Sub-Committee held on 9 January 2018, copies having been circulated to Members, be signed by the Chairman as a correct record and that the recommendations of the Sub-Committee contained in Minute Numbers TTP18/028, TTP18/029, TTP18/030, TTP18/032 and TTP18/033 be adopted.

RESOLVED: To appoint the Chairman and Vice Chairman of the Tourism & Town Promotion Sub-Committee and Chairman of the General Purposes Committee to liaise with the newly formed Stone Traders Group Ltd (TTP18/029).

The recommendations contained in Minute Number TTP18/031 were considered under Minute Number GP18/140, as part of the Council's budget recommendations.

- d) Estates Sub-Committee held on 9 January 2018, copies having been circulated to Members, be signed by the Chairman as a correct record and that the recommendations of the Sub-Committee contained in Minute Numbers EST18/022 and EST18/024, be adopted. The recommendations contained in Minute Number EST18/023 were considered under Minute Number GP18/140, as part of the Council's budget recommendations.

GP18/139 **Notes of the Neighbourhood Plan Steering Group Meetings**

Noted

GP18/140 **2018-19 Budget Recommendations to the Council**

The Committee considered the report of the Town Clerk* (circulated with the agenda) containing the Sub-Committee budget proposals, along with additional information to determine the budget and precept level for recommendation to the Council. An additional financial summary containing budget proposals to the Committee for 2018-19, indicative budgets for 2019-20 and 2020-21 and the potential impact on Council Tax, was issued at the meeting.

Councillor Kenney informed the Committee that the market contractors had reported that the condition of the marquees was poor and required replacement. He suggested that an additional sum of £7,000 be put in the budget for replacement of the marquees during 2018-19.

Councillor Kenney gave an update on Crown Wharf. He advised that contracts have been exchanged and Joules had outlined an offer on the Heritage Centre and Theatre. The external shell of a building will be provided for a peppercorn rent and Stone Town Council would be required to supply the internal fixtures and fittings and finance the running costs when operational. Councillor Kenney suggested the Town Council make provision for the future running of the Heritage Centre and adding £25,000 per annum to the budget for this purpose. The £100,000 Crown Wharf reserve would be available for the original fitting out of the Heritage Centre.

The meeting was adjourned and then reconvened while the Town Clerk added these additional figures to the existing budget proposals.

The Town Clerk reported the results of the amendments made during the meeting*. He advised that if there is agreement on the Sub-Committee proposals with the two

* 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.

additional items raised above, the Council Tax (parish element) would need to be set at £49.55 for 2018-19. This represents an increase of 10.9% over the previous year, with a further indicative 3% increase in each of the following two years, giving figures of £51.04 and £52.57 respectively.

In monetary terms, this represents an increase of £4.85 for the year 2018-19.

Following a request for a named vote, the following votes were cast:

Councillor	Mrs C. Collier	Abstain
	G. Collier	Against
	J. Davies	For
	Mrs J. Farnham	For
	I. Fordham	For
	Mrs M. Goodall	Abstain
	Mrs K. Green	For
	M. Green	For
	Mrs J. Hood	For
	R. Kenney	For
	P. Leason	For
	G. Neagus	For
	A. Osgathorpe	For
	Mrs J. Piggott	For
	M. Shaw	For
	M. Williamson	Abstain

The motion was carried.

RESOLVED: To recommend to the Council the budget set out in the Clerk's report with the addition of a £7,000 one off provision for purchase of new marquees in 2018-19 and an ongoing cost of £25,000 per annum from 2018-19 for running costs at the new Crown Wharf heritage centre.

GP18/141 **Meeting Schedule for 2018-19**

The Committee considered a proposed programme of meetings and events for the period May 2018 to April 2019.

RESOLVED: To approve the schedule of meeting and event dates, with Mayor Making set to take place on 8 May 2018.

GP18/142 **Westbridge Park Public Consultation**

The Committee considered an email (dated 9 January 2018) from the Red Kite Network Ltd, a landscape architecture, ecology and greenspace consultancy, recently appointed by Stafford Borough Council to carry out a feasibility study and masterplan for the development of play, football and outdoor event facilities at Westbridge Park, Stone. As part of a public consultation, representatives of the Town Council had been invited to attend a meeting on Monday 5 February 2018 to share ideas and comments.

RESOLVED: That all Members should have the opportunity to attend a meeting with Red Kite Network Ltd and that Stone Town Council would ask for a private discussion, following which a formal response would be submitted. The suggested

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date for a meeting was 14 February, with 21 February being suggested if the 14th is not possible.

GP18/143 **Land at Jasper Way, Stone**

The Committee were advised that planning application 17/27434/FUL for a vehicle distribution compound on land at Jasper Way, Stone had recently been approved by Stafford Borough Council.

The Committee expressed its disappointment that the Borough Council had approved the development proposal and had disregarded the representations made by Stone Town Council and views of the wider community.

The vast area to be covered by the Jaguar Land Rover compound will only offer the potential for between 70 and 90 jobs (which is thought to be an optimistic number for this type of operation). The distribution compound is not an effective use of industrial/business land in respect of generating large scale employment opportunities. Jobs are needed for local people and to support the occupants of new homes constructed over the course of the Borough Council's Local Plan.

Other adverse environmental impacts will involve:

- Congestion and traffic flow issues – the A34 will be gridlocked and the development will co-exist with the development of the HS2 compound.
- Drainage issues resulting from large expanses of hard surface ground treatments such as tarmac
- Air pollution and emissions
- Car parking congestion which is already spilling down Diamond Way

The Committee considered possible recourse actions such as a Judicial Review, but it was agreed that the costs would be prohibitive.

RESOLVED: That the Town Council write to Stafford Borough Council expressing its disappointment at the decision made to approve planning application 17/27434/FUL and that the representations made by Stone Town Council and views of the wider community had been disregarded. The Town Council should also ask for better representation on the Planning Control Committee.

GP18/144 **Big Conservation Conversations: Where are the outstanding conservation areas?**

The Committee considered an email from the organisation 'Civic Voice' which is undertaking a national survey on the condition of existing conservation areas and threats they are facing. It is asking the Town Council to donate £50 to help fund a Parliamentary event for making a case for investment into their future long-term protection.

RESOLVED: To decline the request to assist Civic Voice in fundraising for protecting the long-term future of conservation areas.

GP18/145 **Members Motions under Standing Order 4**

Councillor J. Davies

'At their AGM in October the HMS St Vincent Association asked that their original standard be laid-up in St Michael's and St Wulfad's church. This was agreed by the church and the date of Sunday 4 March 2018 had been pencilled-in. The Association

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has now confirmed the date, so planning can begin. The Town Mayor is an honorary member of the Association; therefore, there is a civic involvement with this event. I would ask the Committee to agree a grant of £350 to meet the cost of refreshments, the order of service, a pike for the flying of the standard and a fixed standard holder at the church, in respect of the Council's support for the event'.

RESOLVED: To approve a grant of £350 to support HMS St Vincent Association with its standard laying event, and that this should include the surviving members of the Royal Naval Association who instigated the link between the Association and Stone.

Town Mayor

Stone Town Council

6th February 2018

Town Council Budget 2018-19 to 2020-21

Report of Town Clerk

Introduction

1. This report considers the setting of the Town Council's Budget for 2018-19, with indicative figures for the following two years.

Background

2. At a series of meetings during December 2017 and January 2018, the General Purposes Committee and its Sub-Committees considered their potential budgets for 2018-19 to 2020-21. As a result of this consideration, the General Purposes Committee on 23rd January 2018 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
2016-17		2017-18	2017-18	2018-19	2019-20	2020-21
£		£	£	£	£	£
22,935	Estates	124,700	128,200	66,500	60,200	60,800
16,087	Environment	25,830	18,300	17,100	22,800	23,300
33,284	Tourism & Town Promotion	37,100	35,200	42,200	42,300	43,300
162,673	Management	186,500	185,500	178,000	209,900	185,800
4,000	Neighbourhood Plan	22,000	7,000	11,400	0	0
17,030	Earmarked Reserves	-41,030	-26,030	-11,400	0	0
256,010	TOTAL	355,100	348,170	303,800	335,200	313,200
	Planned Contribution to (from) Balances			3,855	-10,794	28,271
	Precept Required (incl. LCTSG)			307,655	324,406	341,471
	Band D Council Tax Equivalent			£49.55	£51.04	£52.57

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 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 to meet possible future issues.
8. Excluding the reserves previously earmarked for the Crown Wharf project, the Neighbourhood Plan, and rollovers, the Council held balances of £155,539 at the beginning of 2017-18. These are forecast to reduce to around £126,094 by the end of the current year as follows:

	£
Opening Balances – 1 st April 2017	155,539
Adjustment re FJC Rollover	45,000
Revised Opening Balances – 1st April 2017	<u>200,539</u>
Planned Contribution to 2017-18 Budget from Balances	+77,675
Budget Adjustments (net) ¹	+3,700
Forecast Underspending 2017-18	-11,930
Additional Budget re Fingerposts and Notice Boards	+5,000
	<u>74,445</u>
Forecast Balances – 31 st March 2018	<u>126,094</u>

9. 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 2018	-	126,094	-
31 March 2019	3,855	129,949	5.5
31 March 2020	(10,794)	119,155	4.5
31 March 2021	28,271	147,426	6.0

¹ NOTE: This includes supplementary estimates approved within the year for flags and the Post Office bus.

10. I would recommend that a Council the size of Stone Town Council should hold general reserves equivalent to around six to nine months' net expenditure. It can be seen from the above table that this is not forecast to be achieved in 2018-19 or 2019-20, though reserves do regenerate to this level by March 2021.
11. With the buffer provided by the Crown Wharf reserve potentially being lost due to the project now coming forward, there will be more limited scope than usual to deal with unforeseen events over the next few years. As reserves are estimated to be close to the six month minimum at March 2019 and should return to this minimum level by March 2021, however, I am able to advise the Council that they 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 2019-20 budget is considered next January/February.
12. Members should be aware that the planned contribution from reserves in 2019-20 and to reserves in other years are necessary in order to anticipate the cost of elections in 2019, and avoid the need to meet the whole cost from one year's precept.

Council Tax Leaflet

13. The Council also needs to determine the wording to be used on the Council Tax leaflet.
14. The wording for 2017-18 was:

"Investing in and working to promote a vibrant town and encourage visitors is a key Town Council priority.

Stone Town Council provides services for the people and town of Stone. These services include community centres, allotment sites, free car parks, the Station Road Conveniences, Crown Meadow Nature Reserve, the provision of bus shelters, benches and dog bins, the upkeep of local amenities and planted areas, the Town Markets, Christmas lights in the High Street and at Walton, and town centre hanging baskets. It also provides grants to help charitable and community organisations such as the Stone Community Hub, supports various festivals, and the office supplies daily support and advice to local residents.

The Council seeks to develop and conserve the town by considering the impact of every planning application, and is currently preparing a Neighbourhood Plan that will help to shape and protect the future of Stone for years to come.

This year the Council Tax increase is due mainly to the taking on of services from Stafford Borough Council, including the Station Road Conveniences to prevent their closure, and the necessary major refurbishment of the Frank Jordan Centre to provide an affordable and modern community building.

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. Members are asked to consider the wording for the 2018-19 leaflet.

Recommendations

16. That the Council determines its budget and Council Tax for 2018-19, indicative budgets for 2019-20 and 2020-21, and the wording of the Council Tax leaflet.

Stone Town Council

Proposed Budget 2018-19 to 2020-21

Actual 2016-17		Budget 2017-18	Forecast 2017-18	Budget 2018-19	Budget 2019-20	Budget 2020-21
£		£	£	£	£	£
10,254	Frank Jordan Centre	95,900	100,300	5,200	5,300	5,500
4,482	Stone Station	4,600	6,600	6,800	7,000	7,200
0	Heritage Centre	0	0	25,000	25,000	25,000
-11,862	Town Market	-6,600	-8,300	1,500	-5,600	-5,700
8,006	Car Parking	5,900	6,000	6,000	6,200	6,200
10,525	Bus Shelters & Street Furniture	7,300	11,900	3,900	3,900	4,000
0	Public Conveniences	6,200	0	6,400	6,600	6,800
473	Street Lighting	500	500	500	500	500
698	Dog & Litter Bins	700	700	700	800	800
200	Joules Clock	0	300	300	300	300
160	Town Electricity Supply	200	200	200	200	200
0	Building Maintenance	10,000	10,000	10,000	10,000	10,000
12,832	Grounds Maintenance	14,100	14,100	14,500	14,800	15,100
3,807	Crown Meadow Improvements	4,430	3,700	3,100	1,900	1,900
0	Westbridge Park	6,200	0	0	6,600	6,800
-552	Allotments	1,100	500	-500	-500	-500
13,768	Christmas Lights	15,000	13,300	15,000	15,500	15,900
636	Advertising	500	700	5,700	5,700	5,700
18,880	Tourism & Town Promotion	21,600	21,200	21,500	21,100	21,700
8,398	Grants	12,200	12,200	9,500	9,800	10,100
123,938	Salaries & Employment Costs	129,600	128,100	140,200	143,000	145,800
3,747	Accommodation	4,200	4,100	4,200	4,200	4,200
7,734	Insurances	8,000	8,200	8,400	8,600	8,800
12,966	Administration	35,000	35,000	18,500	19,000	19,500
900	Audit & Legal Fees	900	1,200	1,200	1,200	1,200
8,494	Town Council Elections	0	0	0	28,000	0
2,871	Allowances - Mayor & Deputy Mayor	3,000	3,000	3,100	3,200	3,300
2,358	Regalia & Presentations	1,500	1,300	500	500	500
294	Civic Dinner & Hospitality	1,000	1,000	1,000	1,000	1,000
1,398	Remembrance Sunday & War Memorials	1,500	2,000	2,000	2,000	2,000
1,501	Miscellaneous	1,700	1,500	1,500	1,500	1,500
-463	Interest	-600	-600	-600	-600	-600
4,000	Neighbourhood Plan	22,000	7,000	11,400	0	0
-11,461	Concurrent Functions Allowance	-11,500	-11,500	-11,500	-11,500	-11,500
-4,000	Neighbourhood Plan Reserve	-22,000	-7,000	-11,400	0	0
21,030	Rollover Reserve	-19,030	-19,030	0	0	0
256,010		355,100	348,170	303,800	335,200	313,200
	Planned Contribution to (from) Balances			3,855	-10,794	28,271
	Precept Required (incl. LCTSG)			307,655	324,406	341,471
	Band D Council Tax Equivalent			£49.55	£51.04	£52.57

Stone Town Council

Local Government Transparency Code 2015

Information for Quarter Ended 31st December 2017

Expenditure Exceeding £250 (NOTE: includes September, which was excluded from previous report)

Date	Reference	Supplier	Description	Amount	Month
01/09/2017	17/183	City B Group Ltd	Setting up of marquees Aug 17	£800.00	Sep-17
04/09/2017	Stafford Borough Council	Stafford Borough Council	Rates - FJC	£405.00	Sep-17
07/09/2017	17/183	M J Plant	Grounds Maint Aug	£1,153.00	Sep-17
21/09/2017	17/187	Planned Office Interiors	Refurbishment of FJC	£37,307.07	Sep-17
21/09/2017	17/186	Grant Thornton	Audit fees 2017	£800.00	Sep-17
25/09/2017	17/188	Stafford Borough Council	105 Hanging baskets	£5,000.00	Sep-17
25/09/2017	17/188	B Hygienic Ltd	Hygiene services	£900.00	Sep-17
26/09/2017	17/188	GOPAK	Tables & trollies - FJC	£2,085.03	Sep-17
29/09/2017	17/189	Stone in Bloom	12 x Christmas Trees	£324.00	Sep-17
29/09/2017	D/Dbt003	Network Rail	Qtly rent of STN 29 09 17 - 24 12 17	£987.50	Sep-17
02/10/2017	17/189	M J Plant	Various maintenance & claring up	£490.00	Oct-17
02/10/2017	17/189	M J Plant	Grounds maintenance - Sept 17	£1,178.00	Oct-17
02/10/2017	17/189	M J Plant	Maintenance of bus shelters	£480.00	Oct-17
02/10/2017	Elec003	CAM-TEC LTD	Installation of CCTV	£3,190.00	Oct-17
03/10/2017	17/190	City B Group Ltd	Setting up of marquees Sept 17	£1,006.00	Oct-17
03/10/2017	D/Dbt005	Stafford Borough Council	Rates - FJC	£405.00	Oct-17
06/10/2017	17/191	Stone Community Hub	Grant - GP 17/008 refers June, July & Aug	£1,500.00	Oct-17
06/10/2017	17/191	Atlas Contractors Ltd	Deep clean x 2	£470.00	Oct-17
06/10/2017	17/191	GOPAK	Stacking chairs	£1,737.15	Oct-17
13/10/2017	D/Dbt006	British Gas	Electricity - FJC	£338.91	Oct-17
13/10/2017	17/193	E On	Highway maintenance & energy - street lights	£518.90	Oct-17

18/10/2017	D/Dbt006	British Gas	Electricity - STN	£252.29	Oct-17
23/10/2017	17/194	Staffordshire Electrical Testing Ltd	Electrical Work FJC	£1,000.00	Oct-17
23/10/2017	17/194	Prism Solutions	WIFI Installation FJC	£786.86	Oct-17
23/10/2017	17/194	West Midlands Employers	Recruitment Training	£375.00	Oct-17
26/10/2017	17/195	Prism Solutions	New computer equipment	£7,727.07	Oct-17
26/10/2017	17/195	Stone Community Hub	Sept Instal of grant	£500.00	Oct-17
27/10/2017	Elec005	Planned Office Interiors	Claim 3 - refurbishment FJC	£1,375.73	Oct-17
30/10/2017	17/196	Stone House Hotel	Balance - Trafalgar Dinner	£1,537.01	Oct-17
03/11/2017	D/Dbt007	Stafford Borough Council	Rates - FJC	£405.00	Nov-17
06/11/2017	17/196	M J Plant	Gr maint amphitheatre, area around old bridege	£1,178.00	Nov-17
06/11/2017	17/197	City B Group Ltd	Erection & dismatling of marquees - Oct 17	£737.00	Nov-17
07/11/2017	Elec005	The Flag Shop	Flags to fly around town	£527.92	Nov-17
09/11/2017	17/197	Michell McCleod	Reception - Remembrance Sunday	£360.00	Nov-17
13/11/2017	17/198	Stone Gazette Ltd	Advertising	£315.00	Nov-17
21/11/2017	D/Dbt008	British Gas	Gas supply - STN	£255.07	Nov-17
23/11/2017	17/200	Christmas Plus	Installation of Christmas Lights	£3,861.90	Nov-17
23/11/2017	17/200	Atlas Contractors Ltd	Cleaning of FJC - Nov 17	£552.28	Nov-17
23/11/2017	17/200	Empire Hire Ltd	Rtage, barriers & sound	£1,575.00	Nov-17
23/11/2017	17/200	Current Electrical & Property Services	Temp power to stage & marq & lighting	£600.00	Nov-17
29/11/2017	17/202	MEB Total Ltd	Repair to 2 boilers - FJC	£415.25	Nov-17
30/11/2017	17/202	City B Group Ltd	Erecting & dismantling of marquees - Nov 17	£1,034.00	Nov-17
04/12/2017	17/203	M J Plant	Towns borders & roundabout Mar 17-Mar18	£3,664.64	Dec-17
04/12/2017	D/Dbt009	Stafford Borough Council	Rates - FJC	£405.00	Dec-17
08/12/2017	17/204	Current Electrical & Property Services	Hire, instal lights in marq 6 Dec 17	£480.00	Dec-17
08/12/2017	17/204	Bescot Stadium Sunday Market Ltd	Marquees for 6 Dec 17	£1,195.00	Dec-17
14/12/2017	17/207	Lawrence Davis	Artwork - NP	£1,500.00	Dec-17
14/12/2017	17/206	Miscellaneous	Grant Min No: GP18/118	£500.00	Dec-17
18/12/2017	17/208	Protec Fire Detection plc	Annual maintenance of fire alarms	£337.58	Dec-17
18/12/2017	17/208	Stone Community Hub	Grant Min No: GP17/008 refers	£500.00	Dec-17
18/12/2017	17/208	Atlas Contractors Ltd	lleaning of FJC Dec 17	£602.28	Dec-17
21/12/2017	D/Dbt010	British Gas	Gas supply STN	£411.96	Dec-17
22/12/2017	D/Dbt010	British Gas	Gas supply - FJC	£677.74	Dec-17
27/12/2017	D/Dbt010	Network Rail	Qtly rent of STN	£987.50	Dec-17

27/12/2017	D/Dbt010	Prism Solutions	ICT support	£579.94	Dec-17
29/12/2017	D/Dbt010	British Gas	Electricity - STN	£366.35	Dec-17

NOTE: The table above excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts.

Stone Town Council

Local Government Transparency Code 2015

Information for Quarter Ended 31st December 2017

Procurement Information

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

None

2. Contracted Agreements Exceeding £5,000

None

Stone Town Council

Openness of Public Bodies Regulations 2014

Information for Quarter Ended 31st December 2017

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

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

None

STONE TOWN COUNCIL MEETING

6 February 2018

CIVIC ANNOUNCEMENTS

Mayor

Tuesday 06 February	Tour of Stone town with High Sheriff of Staffordshire
Saturday 17 February	Stone Lions Charter Dinner
Friday 2 March	Mayor of Fareham – Charity Fundraising Event
Saturday 3 March	Raising of the Texas Flag in Stone
Sunday 4 March	Laying-up of HMS St Vincent Association Standard in St Michael's & St Wulfad's Church
Wednesday 7 March	Royal Air Forces Association Annual Dinner
Wednesday 16 March	Mayor's Charity Pig Race

Deputy Mayor

Saturday 17 February	Cheadle Songs with Wetley rocks Male Voice Choir
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TOWN MAYOR

TOWN MAYOR'S REPORT – 28 Jan 18

Thursday 30 Nov 17

The Mayor and Mayoress attended the AGM of the Community Hub where the Mayor had the opportunity to congratulate the organisation on the valuable work and progress they had made over the past year.

Friday 1 Dec 17

The morning saw the first of the daily opening of Advent windows throughout the town centre, organised by Christchurch. The Mayor and Mayoress joined a good-sized gathering at Co-op Funeral Care in the High St. Over the subsequent 23 days the Mayor attended all but four of the daily window openings and was delighted to see a steady increase in the numbers supporting this splendid community effort.

In the afternoon the Mayor and Mayoress attended the switch-on of the Uttoxeter Christmas lights.

Tuesday 5 Dec 17

The Mayor and Mayoress hosted a small Christmas reception for the town councillors in the Frank Jordan Centre at the conclusion of the evening's meetings.

Wednesday 6 Dec 17

The evening saw another successful late-night shopping event in the town during which the Mayor and Mayoress visited most of the shops and stalls and had the opportunity to meet Father Christmas.

Saturday 9 Dec 17

In the afternoon the Mayor attended the annual Carol Service of the Provincial Grand Lodge of Staffordshire Freemasons held at St Michael's and St Wulfad's Church.

Later the Stone Choral Society performed a seasonal concert in Christchurch featuring Britten's Saint Nicholas plus Christmas music and carols. The Mayoress supported from the audience while the Mayor supported by singing in the choir.

Sunday 10 Dec 17

Despite the overnight heavy snowfall and icy temperatures the Civic Carol Service at St Michael's and St Wulfad's was very successful and well supported. The Mayor and Mayoress welcomed the Mayor and Mayoress of Stafford Borough and many other guests. Fortunately all the lesson readers, representing a cross-section of the community, were able to attend despite the conditions, thus demonstrating the dauntless nature of Stone people.

Monday 11 Dec 17

The Mayor and Mayoress were delighted to attend the Christmas Lunch of Age Concern, Stone & District, in the Crown and Anchor and to offer best wishes to them all for Christmas and the New Year.

Tuesday 12 Dec 17

In the evening the Mayor and Mayoress attended the Aston and Little Stoke Scouts' carol service at St Saviour's, Aston-by-Stone, and, afterwards, moved to Aston Village Hall to present awards.

Wednesday 13 Dec 17

The Mayor and Mayoress joined a number of civic heads for a tour and an afternoon tea at Heath House, Tean, hosted by the Chairman and Consort of Staffordshire Moorlands District Council.

Thursday 14 Dec 17

The Mayor and Mayoress travelled to Brereton to support the Chairman and Consort of Cannock Chase District Council at their annual carol service. It is an important role of the Town Mayor to represent and promote the town across the whole county.

Saturday 16 Dec 17

Sanctus is a Christian organisation run by a past assistant curate of St Michael's and St Wulfad's church where they held a fund-raising evening which the Mayor and Mayoress were pleased to attend. An entertaining evening was thoroughly enjoyed by all present.

Sunday 17 Dec 17

Continuing their attendance at a succession of civic carol services the Mayor and Mayoress travelled to the village of Madeley for the Newcastle-under-Lyme event. They joined numerous civic heads from across the county and also from Cheshire. An excellent carol service was followed by generous hospitality at the Old Hall.

Monday 18 Dec 17

Christmas would not be the same without a nativity play to attend and that put on by the children of the Oulton Playgroup at Oulton Abbey did not disappoint. The Mayor and Mayoress were enchanted by the performance and then joined them for the opening of their advent window in the town.

Wednesday 20 Dec 17

The Mayor joined the Stone Lions at Morrison's for the draw for Christmas hampers, some bought by money raised by the Lions' Christmas Draw and others generously donated by the store.

Thursday 21 Dec 17

The Mayor and Mayoress joined the Mayor of Stafford Borough and the High Sheriff and his wife at a very enjoyable Christmas service in the secure environment of Drake Hall Women's Prison. There was an excellent performance from a choir drawn from the inmates and supported by some external musicians.

Saturday 23 Dec 16

The Mayor joined a large procession of carollers that moved up the High St, pausing at each advent window for a carol, until arriving at Christ Church for final prayers. This event added a delightful, authentic Christmas touch to the market in the High Street and again was a very successful and enjoyable way to bring the town together to mark Christmas.

Monday 25 Dec 17

The Mayor and Mayoress with some other town councillors visited the residents, their families and the staff who were celebrating Christmas together at St Mary's Nursing Home adjoining St Dominic's church. It was a great pleasure to wish them all a merry Christmas on Christmas Day itself.

Saturday 6 Jan 18

The Borough Mayor held a charity quiz night at the Burton Manor Social Club in Stafford which the Mayor and Mayoress were pleased to support.

Saturday 27 Jan 18

In order for the Community Hub to continue its excellent work it needs funds and its fund-raising Burns Supper at Sandon Hall was extremely well attended and financially very successful. The Mayor and Mayoress were delighted to attend and the Mayor was pleased to give the formal vote of thanks.

DEPUTY TOWN MAYOR'S REPORT – 29 January 2018

Sunday 10th December 2017

The Deputy Mayor and Deputy Mayoress attended the Civic Carols Service at St Michael's. Despite the treacherous conditions, the event was exceptionally well supported by community groups and individuals and the singing and readings were enthusiastically delivered.

Tuesday 23rd January 2018

The Deputy Mayor and Deputy Mayoress attended the first anniversary of the Co-Op Funeral Care organisation on the High Street. It was interesting to understand more about their plans and see the degree to which they have supported our local community during their first year.

Saturday 27th January 2018

The Stone Community Hub annual Burns Night was held at Sandon Hall and was hosted by Viscount Sandon. It proved the most successful event to date raising several thousand pounds to support the charity's good work. The Town Mayor gave a vote of thanks to organisers and hosts and it was also announced that the charity has been shortlisted for the Queens Award for Voluntary Service.