



Town Clerk

Les Trigg

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15 Station Road
STONE
ST15 8JP

8th May 2019

Dear Councillor,

You are hereby summoned to attend a meeting of the **ANNUAL MEETING** of the **TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, 15 STATION ROAD, STONE** on **TUESDAY 14th MAY 2019** at **7.00pm** when the following business will be transacted.

Les Trigg
Town Clerk

AGENDA

1. To appoint the Town Mayor for the ensuing year

After the election the Town Mayor will:

- a) Receive the Chain of Office from the retiring Town Mayor
- b) Sign the Declaration of Acceptance of Office
- c) Announce the name of the person who will act as Consort and bestow the Badge of Office
- d) Announce the name of the person who will act as Town Mayor's Chaplain
- e) Address the Council

2. To appoint the Deputy Town Mayor for the ensuing year

The Town Mayor will bestow the Deputy Town Mayor's Medallion on the newly elected Deputy Town Mayor and the newly elected Deputy Town Mayor will address the Council and announce the name of the person who will act as the Deputy Town Mayor's Consort

3. To thank and record the Town Council's appreciation of the services of:

- i) The retiring Town Mayor, who will receive a Past Town Mayor's Badge from

- the Town Mayor and address the Council
- ii) The retiring Deputy Town Mayor, who will receive a Past Deputy Town Mayor's Badge from the retiring Town Mayor
- iii) The retiring Town Mayor's Consort
- iv) The retiring Deputy Town Mayor's Consort

4. Apologies for Absence

5. To note the receipt by the Town Clerk of declarations of acceptance of office from Town Councillors, and to determine appropriate action in any cases where acceptances have not been received.

6. Dispensations

To consider granting dispensations under the Council's Code of Conduct for the period up to the Council's Annual General Meeting in May 1923 to:

- a) All Town Councillors who live within the Town Council boundary in respect of the Council's budget and precept process.
- b) All Town Councillors who are also Staffordshire County Councillors and/or Stafford Borough Councillors in respect of matters related to the business of those Councils.

7. Declarations of Interest and Requests for Dispensations Received

8. To confirm as a correct record the minutes of the Town Council held on the 9 April 2019, Minute Numbers C19/113 – C19/121 (copy attached)

9. To consider the Minutes and recommendations of the undermentioned Committees:

- a) General Purposes Committee held on the 9 April 2019, Minute Numbers GP19/203 – GP19/218 (copy attached)
- b) Planning Meeting held on the 9 April 2019, Minute Numbers P19/101 – P19/105 (copy attached)
- c) Planning Committee held on the 30 April 2019, Minute Numbers P19/106 – P19/110 (copy attached)

10. Committee Terms of Reference

To consider, and update if necessary, the terms of reference for the Council's General Purposes and Planning Committees.

A copy of the terms of reference are attached to the agenda.

11. To determine the membership and elect the Chairman and Vice Chairman of the General Purposes Committee and the Planning Committee for 2019-20

12. General Power of Competence

To consider whether the Council wish to readopt the General Power of Competence.

- 13. To defer other business under Standing Order 2, paragraph (j) to an appropriate meeting of the General Purposes Committee.**

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 9 April 2019

PRESENT: Councillor Mrs K. Green in the Chair, and
Councillors: Mrs C. Collier (from C19/117b), J. Davies, Mrs J. Farnham, I. Fordham,
M. Green, Mrs J. Hood, R. Kenney, P. Leason, G. Neagus, Mrs J. Piggott and M. Shaw

ABSENT: Councillors: Mrs C. Collier (to C19/117a) G. Collier, Mrs M. Goodall, T. Jackson,
Mrs E. Mowatt, A. Osgathorpe and M. Williamson

Before the meeting began Reverend Prebendary Cardinal gave prayers

The Town Mayor thanked Reverend Prebendary Cardinal for acting as Mayor's
Chaplain during her term of office.

C19/113 Apologies

Apologies were received from Councillors: Mrs C. Collier (to C19/117a), G. Collier,
Mrs M. Goodall, T. Jackson, Mrs E. Mowatt, A. Osgathorpe and M. Williamson

C19/114 Declarations of Interest and Requests for Dispensations

None received

C19/115 Representations from Members of the Public

This item is now suspended until after the Parish Council elections on 2 May 2019.

C19/116 Minutes

RESOLVED:

That the minutes of the Meeting of the Town Council held on the 5 March 2019,
copies having been circulated to the members, be signed by the Chairman as a
correct record.

C19/117 Committee Minutes

RESOLVED:

- a) That the minutes of the General Purposes Committee Meeting held on the

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

26 February 2019, copies having been circulated to members, be signed by the Chairman as a correct record.

- b) That the minutes of the General Purposes Committee Meeting held on the 5 March 2019, 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 the 5 March 2019, copies having been circulated to members, be signed by the Chairman as a correct record.
- d) That the minutes of the Planning Committee Meeting held on the 19 March 2019, copies having been circulated to members, be signed by the Chairman as a correct record.

C19/118 Civic Announcements

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

C19/119 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 meeting was suspended to enable the General Purposes Committee and Planning Committee Meetings to take place. The Town Council was then reconvened for the confidential items on the agenda.

C19/120 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.

C19/121 Confidential Minutes

RESOLVED:

That the confidential minutes of the Town Council Meeting held on the 5 March 2019, copies having been circulated to Members, be signed by the Chairman as a correct record.

TOWN MAYOR

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Stone Town Council – General Purposes Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Tuesday 9 April 2019

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

ABSENT: Councillors: Mrs M. Goodall, T. Jackson, Mrs E. Mowatt, A. Osgathorpe and
M. Williamson

GP19/203 **Apologies**

Apologies were received from Councillors: Mrs M. Goodall, T. Jackson,
Mrs E. Mowatt, A. Osgathorpe and M. Williamson

GP19/204 **Declarations of Interests**

Councillor M. Green declared a personal interest in item 9 (Minute Number
GP19/211) – Age Concern Stone & District

Councillor Mrs J. Hood declared a personal interest in item 9 (Minute Number
GP19/211) – Age Concern Stone & District

GP19/205 **Requests for Dispensations**

None

GP19/206 **To receive the report of the County Councillors**

County Councillor Mrs J. Hood

Councillor Mrs Hood had no report on this occasion.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP19/207 **Representations from Members of the Public**

None

GP19/208 **Minutes**

RESOLVED:

- a) Tourism & Town Promotion Sub-Committee held on 19 March 2019,
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 TTP19/030 and TTP19/031 be adopted.

- b) Environment Sub-Committee held on 19 March 2019, copies having been circulated to Members, be signed by the Chairman as a correct record.

GP19/209 Appointment of Town Mayor and Deputy Town Mayor Elect

The Committee considered the appointment of a Town Mayor and Deputy Town Mayor Elect and the arrangements for Mayor Making.

RESOLVED: That the Council would not appoint a Town Mayor and Deputy Town Mayor Elect or change the arrangements for Mayor Making.

GP19/210 Annual Review of Risk Management

The Committee received the report* of the Town Clerk, and considered the annual review of the Council's Risk Management Policy, Strategy and Risk Register.

The issue of staff working in the office alone was raised, and the Town Clerk undertook to review procedures accordingly.

RESOLVED: To accept the Annual Review of Risk Management.

GP19/211 To consider the following request for a grant:

AGE CONCERN STONE & DISTRICT

The Committee considered the grant application received from Age Concern Stone & District requesting £339.60 for the purchase of new window blinds for two large office windows. The Town Clerk drew the Committee's attention to the current level of the organisation's reserves.

RESOLVED: To award £339.60 to Age Concern Stone & District.

GP19/212 Stafford Safer Neighbourhood Panel

The Committee considered the appointment of a Stone representative to the Stafford Safer Neighbourhood Panel, which was in light of new information that had been received since 5 February 2019, when the item had been initially discussed.

A copy of an email from Gerald D'Arcy, Safer Neighbourhood Panel member, had been enclosed with the agenda for the meeting.

RESOLVED: That the appointment of a Safer Neighbourhood Panel representative be deferred to be considered by the new Council (after the Parish elections).

GP19/213 Planning Application Validation Criteria Consultation

The Committee considered a Stafford Borough Council consultation seeking views on its Planning Application Validation Criteria which sets out the information it needs to receive in order to assess planning applications. The updated document reflects recent changes in national and local policy.

An email from Stafford Borough Council had been attached to the agenda for the meeting and a copy of the Local Validation Requirements had been attached to the electronic version of the agenda.

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RESOLVED: That the Committee did not forward comments to Stafford Borough Council.

GP19/214 Non-Cheque Payments

RESOLVED: To note the list* of non-cheque payments made by the Council during the period 1 February 28 February 2019.

GP19/215 Update from Working Groups:

Neighbourhood Plan Steering Group

The Chairman of the Neighbourhood Plan Steering Group, Councillor Mrs Hood, informed the Committee that Stafford Borough Council needed to acknowledge that the Draft Stone Neighbourhood Plan now carried weight.

She advised that the Independent Examiner appointed to conduct the Examination of the Stone Neighbourhood Plan had forwarded his initial enquiries to the Town Council for consideration and response. That response has been prepared by Members of the Steering Group based on advice from Urban Vision and had been sent to all Members for consideration before being returned to the Examiner. The Town Council would await further comment from the Examiner in due course.

Stone Area Parish Liaison Group

Councillor Davies advised that the notes of Stone Area Parish Liaison Group's January meeting had been enclosed with the agenda for this meeting. The next meeting of the Liaison Group was scheduled to take place in June, after the parish elections.

Traffic Management in High Street Working Group

Councillor Kenney said that he had nothing further to report on the work of the Working Group.

GP19/216 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 Deputy Mayor advised that a meeting of Stone ATC was being held on this evening (9 April 2019) and he had thus been unable to attend.

Age Concern Stone & District

The Mayor, Councillor Mrs K. Green, reported that no meeting had taken place.

Stone Town Band

The Mayor reported that Stone Town Band do not hold meetings.

Stafford & Stone Access Group

Councillor Mrs C. Collier advised that no meeting of the Access Group had taken place.

Stone Common Plot Trustees

Councillor Kenney reported that no meeting had taken place but the Annual General Meeting was coming up soon.

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Stone Community Hub Liaison Group

Councillor Mrs Farnham reported that no meeting of the Stone Community Hub Liaison Group had taken place.

SPCA Executive Committee

Councillor M. Green advised that no meeting of the SPCA Executive Committee had taken place.

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

GP19/217 **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.

GP19/218 **Staffing Issues**

The Committee considered the confidential report of the Town Clerk which had been included with the agenda.

RESOLVED: That the Town Clerk is authorised to undertake the actions set out within the report.

TOWN MAYOR

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

Stone Town Council – Planning Committee

Minutes of the meeting held in the St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 9 April 2019

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

P19/101 **Apologies**

Apologies were received from Councillors: Mrs M. Goodall, T. Jackson,
Mrs E. Mowatt, A. Osgathorpe and M. Williamson

P19/102 **Declarations of Interest and Requests for Dispensations**

None

P19/103 **Representations from Members of the Public**

None received

P19/104 **Planning Applications**

Application Number – 19/30067/HOU

Applicant – Mrs E. Irwin

Location – 19 Northesk Street, Stone

Development – Amendments to application 17/27047/HOU to reduce the size of
the proposed double garage at the rear of the property and move a wooden gate
to the side of the garage

Observations: No objections

Application Number – 19/30197/FUL (amended plans)

Applicant – Capula Limited

Location – Capula Limited, Orion House, Unit 10 Walton Industrial Estate,
Beacon Road, Walton, Stone

Development – Extension to car parking to provide additional 25 parking bays
and installation of 12 electric vehicle charging points

Amendment – Same scheme but greater clarification of the detail is provided in
the plans

Observations: No objections

Application Number – 19/30085/FUL

Applicant – Mr & Mrs I. Moxon

Location – Stonefield House, Newcastle Road, Stone

Development – Improvement to vehicular access in conjunction with 19/30086/LBC

Observations: No objections

Application Number – 19/30086/LBC

Applicant – Mr & Mrs I. Moxon

Location – Stonefield House, Newcastle Road, Stone

Development – Improvement of vehicular access

Observations: No objections

Application Number – 19/30234/HOU

Applicant – Mr & Mrs Neyt

Location – 20 Airdale Road, Stone

Development – Demolition of existing single storey side extension and replacement with one and a half storey side extension and associated works including to driveway entrance and replacement doorway on north west elevation with porch over

Observations: No objections

Application Number – 19/30224/HOU

Applicant – Mr B. Tomasik

Location – 13 Kings Avenue, Stone

Development – Demolish rear facing wall and replace it with 1.8m double gates

Observations: No objections

Application Number – 19/30251/FUL

Applicant – Morrisons Supermarkets PLC

Location – Morrisons Supermarket, Mill Street, Stone

Development – Installation of prefabricated frozen food storage unit in service yard, enclosure of existing loading dock and new roof access pod

Observations: The Town Council has no objections as long as the Environmental Impact concerns are met.

Application Number – 19/30293/FUL

Applicant – Morrisons Supermarkets PLC

Location – Morrisons Supermarket, Mill Street, Stone

Development – Installation of additional roof mounted refrigeration plant

Observations: The Town Council has no objections as long as the Environmental Impact concerns are met.

Application Number – 18/29249/FUL

Applicant – Smart Parking Ltd

Location – Crown Hotel, 38 High Street, Stone

Development – Retention of 2 cameras affixed to the wall of car park of the hotel which are used for purpose of parking enforcement by automatic number plate recognition technology, advertisement consent in respect of signage displayed in the car park which is required for management of the parking enforcement and planning permission for the poles upon which the signs are displayed. In conjunction with 18/29251/ADV.

Amendment – A new block plan shows the locations of the signs

Observations: The Town Council objects to this planning application for the following reasons:

- The Crown Hotel is a listed building.
- The quantity and size of the signage is inappropriate and intrusive within the conservation area.
- The stated purpose of the signage and ANPR cameras is to ‘keep track of who is entering and exiting the car park’. The reasons for wishing to manage traffic flow was questioned and it was suggested that a different method of achieving this aim is identified.

Application Number – 18/29251/ADV

Applicant – Smart Parking Ltd

Location – Crown Hotel, 38 High Street, Stone

Development – Retention of 2 cameras affixed to the wall of car park of the hotel which are used for purpose of parking enforcement by automatic number plate recognition technology, advertisement consent in respect of signage displayed in the car park which is required for management of the parking enforcement and planning permission for the poles upon which the signs are displayed.

Amendment – Fewer signs are proposed and each one is black and white

Observations: The Town Council objects to this planning application for the following reasons:

- The Crown Hotel is a listed building.
- The quantity and size of the signage is inappropriate and intrusive within the conservation area.
- The stated purpose of the signage and ANPR cameras is to ‘keep track of who is entering and exiting the car park’. The reasons for wishing to manage traffic flow was questioned and it was suggested that a different method of achieving this aim is identified.

Application Number – 19/29885/LBC

Applicant – Smart Parking Ltd

Location – Crown Hotel, 38 High Street, Stone

Development – Retention of signage throughout the site and ANPR cameras in order to keep track of who is entering and exiting the car park. We propose to affix two small ANPR cameras to the wall of the Crown Hotel in order to manage

the car park. Furthermore, to affix a number of the signs relating to the car park to the wall of the hotel (sign numbers on site plan: 7, 8, 8a and 9)

Amendment – To make good fixings following removal of signs

Observations: The Town Council objects to this planning application for the following reasons:

- The Crown Hotel is a listed building.
- The quantity and size of the signage is inappropriate and intrusive within the conservation area.
- The stated purpose of the signage and ANPR cameras is to 'keep track of who is entering and exiting the car park'. The reasons for wishing to manage traffic flow was questioned and it was suggested that a different method of achieving this aim is identified.

Application Number – 19/30215/FUL

Applicant – A. J. Roe Properties

Location – Car Park off Back Radfords, Stone

Development – Development of 4 new two bedroom, 3 storey town house and 1 new one bedroom apartment on the former rear yard/car park and associated landscaping works.

Application withdrawn

P19/105

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 – Planning Committee

Minutes of the meeting held in the St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone, on Tuesday 30 April 2019

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

ABSENT: Councillors: Mrs M. Goodall, T. Jackson, P. Leason, G. Neagus, A. Osgathorpe and
Mrs J. Piggott

P19/106 **Apologies**

Apologies were received from Councillors: Mrs M. Goodall, T. Jackson,
A. Osgathorpe and Mrs J. Piggott

P19/107 **Declarations of Interest and Requests for Dispensations**

None

P19/108 **Representations from Members of the Public**

None received

P19/109 **Planning Applications**

Application Number – 19/30342/FUL

Applicant – Anwyl Homes, Anwyl House, St David's Park, Ewloe, Flintshire

Location – Residential Development West of Longhope Drive, Stone

Development – Plots substitutions for plots 1, 20, 37 and 42 from Cardigan house types to Farndon house types on existing planning ref: 18/28191/REM

Observations: No concerns are made in response to the plot substitutions but objections are raised about the impact the development will have on the surrounding infrastructure, with healthcare given as an example. The Town Council is particularly concerned about the additional pressures the development will have on the sewerage system.

Application Number – 19/30365/FUL

Applicant – Mr J. Lewis

Location – 4 Radford Street, Stone

Development – Erection of timber cabin within rear yard and garden of 4 Radford Street, to be used as an activity space as part of business operations at 4 Radford Street, Stone

Observations: No objections

Application Number – 19/30381/LBC

Applicant – Mr J. Hyde

Location – 71 Stafford Road, Stone

Development – Repair and/or replacement of casement windows with an identical design, material and construction and replacement of 20th Century French doors with more aesthetically sympathetic design of traditional materials and construction

Observations: The Town Council raises no objections to this development proposal but asks that the Conservation Officer's comments are borne in mind by Stafford Borough Council.

Application Number – 19/29876/FUL (amended plans)

Applicant – LNT Care Developments

Location – Land adjacent to The Fillybrooks (A34), Walton, Stone

Development – Erection of a sixty six bedroom, two storey care home for older people, with associated access, car parking and landscaping

Amendments – A revised Site Layout plan and a Technical Note, both submitted to address highway concerns. There is no change to the building itself or to its position within the site. The main changes are to increase the number of car parking spaces and to remove planting along the boundary with the footbridge in order to maintain access to the footbridge by the highway authority for maintenance purposes. The plan also indicates tree protection measures to safeguard retained trees during construction works.

A detailed drainage scheme requested by the Lead Local Flood Authority;

A detailed response to comments made by the Council's Design Advisor.

Observations: The Town Council wishes to repeat the representations submitted in response to the original plans and continues to object strongly to this planning application for the reasons submitted to the Borough Council on 6 February 2019.

Additionally, there are no changes detailed within the amended plans that alter the Town Council's views on the development proposal. The care home has been sited on a designated Local Green Space identified in the emerging Stone Town Neighbourhood Plan. The Plan, which has completed Regulation 16 and is currently subject to the Independent Examination Process, should now hold weight. No justification has been given for treating the playing field as a surplus leisure and recreation facility despite National Planning Policy requiring that enhanced provision occurs unless it can be demonstrated that the site is surplus to requirements.

The amendments are considered insignificant in relation to the scale of the development and for the following reasons do not mitigate the Town Council's concerns (and may actually make them worse):

- Parking provision is made more cramped by the additional two parking bays introduced to the plan and a new total of 33 spaces remains an inadequate number to serve the quantity of units and size of the

development. An overspill of on-street parking in surrounding residential roads will not be acceptable.

- The installation of half a deceleration lane on the A34 on the approach to the care home, does not redress access concerns and there is no acceleration lane proposed.
- The contradictions between the comments made by Forward Planning and the Design Advisor should be noted.
- The design, scale and massing of the building is intrusive and inappropriate in the location.

A named vote was requested and undertaken on the motion to object to this planning application for the reasons stated (above) and the Committee were unanimously in agreement (12 Councillors were in favour, with no Councillors against and no abstentions).

Application Number – 19/30370/HOU

Applicant – Mr & Mrs Christmas

Location – 4 Cherry Orchard, Stone

Development – Alterations to form porch to front entrance. Tiled roof over part of ground floor dining room. Alteration/new window openings to rear elevation. New window to en-suite in gable elevation

Observations: No objections

P19/110

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 – 19/29984/HOU (amended plans)

Applicant – Mr S. Franks

Location – 14 Balmoral Close, Stone

Development – Proposed two storey extension to front and side with part single storey extension to side and internal alterations

Amendment – The red edge has been amended to show access onto the adopted highway and parking on the curtilage of the property has been amended to show three spaces. There is no change to the structure of the building.

Observations: No objections

Town Mayor

1 GENERAL PURPOSES COMMITTEE

PURPOSE

- 1.1 The purpose of the General Purposes Committee is to consider policy issues in relation to, and to scrutinise the operation of, all aspects of Council work which can be legally delegated by the Council.

MEMBERSHIP AND APPOINTMENT

- 1.2 The Committee shall consist of the whole membership of the Town Council, unless otherwise determined by the Council. These members shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise during the year shall be made by the Council in accordance with the above principles.

CHAIRMAN AND VICE CHAIRMAN

- 1.3 The Chairman and Vice-Chairman shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the Council in accordance with the above. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 1.4 No business shall be dealt with unless at least six Councillor members of the Committee are present. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE COMMITTEE

- 1.5 Any member of the Council who is not a member of the Committee may attend the meeting and may speak on any item, with the permission of the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.
- 1.6 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 1.7 Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 1.8 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 1.9 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Committee.

REPORTING

- 1.10 Decisions of the Committee shall have the status of resolutions, which shall be binding on the Council providing that the item can be legally delegated by the Council. Where an item cannot be legally delegated, decisions shall have the status of recommendations to the full Council.

FUNCTIONS

- 1.11 To consider policy issues in relation to, and to scrutinise the operation of, all aspects of Council work which can be legally delegated by the Council.
- 1.12 To appoint chairmen, vice-chairmen and members to sub-committees.
- 1.13 To appoint Council representatives to outside bodies.
- 1.14 To distribute the Council's grants budget.
- 1.15 To recommend the annual budget and precept to the Council.

RELATIONSHIP WITH OTHER COMMITTEES AND SUB-COMMITTEES

- 1.16 The General Purposes Committee shall consider and approve, as appropriate, the minutes of each of its Sub-Committees in accordance with Standing Orders.
- 1.17 The General Purposes Committee minutes shall be considered and approved, as appropriate, by the full Council in accordance with Standing Orders.
- 1.18 If a difference of opinion develops between its Sub-Committees, the General Purposes Committee shall determine how the matter will be resolved.
- 1.19 If a difference of opinion develops between Committees, the Council shall determine how the matter will be resolved.

2 PLANNING COMMITTEE

PURPOSE

- 2.1 The purpose of the Planning Committee is to consider planning applications within the Town Council area and make comments to Stafford Borough appropriately, and to consider policy issues in relation to planning applications.

MEMBERSHIP AND APPOINTMENT

- 2.2 The Committee shall consist of the whole membership of the Town Council, unless otherwise determined by the Council. These members shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise during the year shall be made by the Council in accordance with the above principles.

CHAIRMAN AND VICE CHAIRMAN

- 2.3 The Chairman and Vice-Chairman shall be appointed by the Council in May to serve until the following May's Council meeting. Appointments to fill any casual vacancies that may arise in these posts during the year shall be made by the Council in accordance with the above. If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the Committee, the members of the Committee present shall elect a temporary Chairman for the duration of the meeting.

QUORUM

- 2.4 No business shall be dealt with unless at least six Councillor members of the Committee are present. If there is no quorum, all items for which the Committee would be inquorate shall be deferred until the next meeting of the Committee.

ATTENDANCE BY COUNCILLORS WHO ARE NOT MEMBERS OF THE COMMITTEE

- 2.5 Any member of the Council who is not a member of the Committee may attend the meeting and may speak on any item, with the permission of the Chairman in advance of the meeting. Such a member may not make or second any proposals or amendments, and may not vote.
- 2.6 The requirements of the Council's Code of Conduct will apply to all Councillors present at the meeting, whether members of the Committee or not.

ATTENDANCE BY THE GENERAL PUBLIC

- 2.7 Meetings will normally be open to the public unless there is a specific resolution of the Committee to consider an item of business in private.

FREQUENCY OF MEETINGS

- 2.8 Meetings will normally be held on dates determined by the General Purposes Committee. Where changes are required to these dates, this shall be determined by the Committee. If such a decision needs to be made outside a meeting, it shall be determined by the Town Clerk following consultation with the Chairman whenever possible.

AGENDA AND PROCEEDINGS

- 2.9 The agenda shall be drawn up and circulated by the Town Clerk. The provisions of the Council's Standing Orders for Business shall apply to meetings of the Committee.

REPORTING

- 2.10 Decisions of the Committee shall have the status of resolutions, which shall be binding on the Council providing that the item can be legally delegated by the Council. Where an item cannot be legally delegated, decisions shall have the status of recommendations to the full Council.

FUNCTIONS

- 2.11 To consider planning applications within the Town Council area and make comments to Stafford Borough appropriately.
- 2.12 To consider policy issues in relation to planning applications.

RELATIONSHIP WITH OTHER COMMITTEES AND SUB-COMMITTEES

- 2.13 The Planning Committee minutes shall be considered and approved, as appropriate, by the full Council in accordance with Standing Orders.
- 2.14 If a difference of opinion develops between Committees, the Council shall determine how the matter will be resolved.