



**Town Clerk**

Les Trigg

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25 June 2019

You are hereby summoned to attend a meeting of the **TOWN COUNCIL**, to be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 2 JULY 2019** 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 4 June 2019, Minute No's. C20/014 – C20/029 (attached)**
5. **To receive the draft minutes and decisions of the under mentioned Committees:**
  - a) General Purposes Committee meeting held on 4 June 2019, Minute Numbers GP20/021 – GP20/035 (attached)
  - b) Planning Committee meeting held on 4 June 2019, Minute Numbers P20/007 – P20/011 (attached)
  - c) Planning Committee meeting held on 18 June 2019, Minute Numbers P20/012 – P20/017—(attached)

6. **To receive the forthcoming Civic Announcements** (attached)
7. **To receive the Town Mayor's and Deputy Town Mayor's Reports of Engagements** (attached)
8. **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.
9. **To confirm as a correct record the confidential minutes of the Meeting of the Town Council held on 4 June 2019, Minute Numbers C20/015, C20/028 and C20/029** (attached)
10. **To receive the draft confidential minutes and decisions of the undermentioned Committees:**
  - a) General Purposes Committee meeting held on the 4 June 2019, Minute Numbers GP20/021 and GP20/035 (attached).

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

# Stone Town Council

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 4 June 2019

**PRESENT:** Councillor M. Green in the Chair and  
Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies,  
Mrs K. Dawson, M. Hatton, J. Hickling, Mrs J. Hood, T. Kelt, R. Kenney, P. Leason,  
J. Powell, C. Thornicroft and R. Townsend

**ABSENT:** Councillor: I. Fordham

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Before the meeting began Reverend Prebendary Cardinal gave prayers

**C20/014** **Appointment of Mayor's Cadets for the Municipal Year 2019-20**

The Town Mayor called forward the Mayor's Cadets for 2018-19, Army Cadet, Corporal Joshua English and Air Cadet, Warrant Officer Thomas Ramsey, before inviting the former Mayor, Mrs Kristan Green, to thank them for their conscientious service during the Mayoral Term 2018-19.

The Town Mayor then called forward the Mayor's Cadets for 2019-20, Lance Corporal Thomas Carbonell and Sergeant Amy Callwood, thanked them for taking on the role of Mayor's Cadet and handed them their maces.

**C20/015** **Apologies**

Apologies were received from Councillor: I. Fordham

**C20/016** **Declarations of Interest and Requests for Dispensations**

None received

**C20/017** **Representations from Members of the Public**

None

**C20/018** **Annual Public Meeting Minutes**

RESOLVED:

That the draft minutes of the Annual Public Meeting held on the 16 April 2019

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

(Minute Numbers APM19/001 – APM19/006), were noted.

**C20/019 Minutes**

RESOLVED:

That the minutes of the Meeting of the Town Council held on the 14 May 2019 (Minute Numbers C20/001 – C20/013), be signed by the Chairman as a correct record.

**C20/020 Committee Minutes**

RESOLVED:

- a) The draft minutes of the General Purposes Committee Meeting held on the 21 May 2019 (Minute Numbers GP20/001 – GP20/020), were noted.
- b) The draft minutes of the Planning Committee Meeting held on the 21 May 2019 (Minute Numbers P20/001 – P20/006), were noted.

**C20/021 Internal Auditor's Report 2018-19**

The Council considered the following documents which had been circulated with the agenda, prior to the meeting:

- a. Formal Internal Audit submission to the External Auditors\*
- b. Report from Internal Auditor\*

The Town Clerk reported that the Council is required to consider an Internal Audit Report before approving the accounts for submission to the External Auditors.

RESOLVED: To note the Internal Auditor's report and submission to external Audit.

**C20/022 Annual Governance Statement 2018-19**

The Council considered the Annual Governance Statement\* which must be approved prior to consideration of the Council's accounts.

RESOLVED: To approve the Annual Governance Statement for submission to the External Auditor for the year 2018-19.

**C20/023 Council Accounts 2018-19**

The Council considered the Town Clerk's report\* and the accounting statement\* which had been circulated with the agenda.

RESOLVED:

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

- a) To approve the Council's Accounts for 2018-19 as set out in the report of the Town Clerk, including the use of the rollover reserve to allow the transfer of budgets between financial years and its proposed use in 2019-20.
- b) To note the variances between the forecast outturn for 2018-19 and the actual outturn, and the reasons identified for the major variances.
- c) To approve the financial statement for submission to the Council's external auditors.

**C20/024**    **Local Government Transparency Code 2015**  
**Openness of Public Bodies Regulations 2014**

The report of the Local Government Transparency Code 2015\* and Openness of Public Bodies Regulations 2014 were noted for the quarter ending 31 March 2019.

**C20/025**    **Civic Announcements**

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

**C20/026**    **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 Town Mayor announced that his Charity for the year would be:

- Crown Wharf Theatre Company

**The meeting was suspended at this point to enable the open session of the General Purposes Committee Meeting and the Planning Committee Meeting to take place.**

**The Town Council was then reconvened for the confidential items on the agenda.**

**C20/027**    **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.

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

**C20/028**    **Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the Meeting of the Town Council held on the 9 April 2019 (Minute Numbers C19/113 and C19/121), be signed by the Chairman as a correct record.

**C20/029**    **Confidential Committee Minutes**

RESOLVED:

- a) The draft Confidential Minutes of the General Purposes Committee Meeting held on the 9 April 2019 (Minute Numbers GP19/203 and GP19/218), were noted.

**TOWN MAYOR**

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

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 4 June 2019

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies,  
Mrs K. Dawson, M. Green M. Hatton, J. Hickling, Mrs J. Hood, T. Kelt, P. Leason,  
J. Powell, C. Thornicroft and R. Townsend

**ABSENT:** Councillor: I. Fordham

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**GP20/021**    **Apologies**

Apologies were received from Councillor I. Fordham

**GP20/022**    **Declarations of Interests**

Councillor P. Leason declared a personal interest in item 10 (Minute Number GP19/030) - Members Motion under Standing Order 4

**GP20/023**    **Requests for Dispensations**

None

**GP20/024**    **To receive the report of the County Councillors**

**County Councillor Mrs J. Hood**

Councillor Mrs Hood informed the Committee that she was delighted to be able to support, through her Staffordshire Local Community Fund allocation, an event that the Stafford Branch of SSAFA (originally the Soldiers' and Sailors' Families Association, the oldest military charity in the UK), will be holding in September, at the Crown Hotel. The event will bring military organisations together to showcase their work and publicise the services available to ex-military personnel who need assistance. She said this will be a special day for us all and urged people to go along to show their support.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP20/025**    **Representations from Members of the Public**

None

**GP20/026**    **Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee Meeting held on the 21 May 2019 (Minute Numbers GP20/001 – GP20/020), be signed by the Chairman as a correct record.

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

**GP20/027**     **Minutes of Sub-Committees**

There were no minutes for consideration

**GP20/028**     **Review of Standing Orders**

The Committee undertook to review the Council's Standing Orders\* which had been presented to the previous meeting of the Committee and circulated electronically with the agenda for the meeting. The document had been reviewed by the Town Clerk, who had proposed changes to section 13 to reflect changes in the consideration of meeting minutes.

RESOLVED: That the circulated Standing Orders for 2019-20 be approved without amendment.

**GP20/029**     **Review of Financial Regulations**

The Committee undertook to review the Council's Financial Regulations\* which had been presented to the previous meeting of the Committee and circulated electronically with the agenda for the meeting. The document had been reviewed by the Town Clerk, who proposed changes to section 5 to reflect the move to setting up direct debits online, rather than by paper. Consideration had also been given to any changes which may be needed as a result of the recent decision to accept debit and credit cards for payments to the Council, but none were required.

RESOLVED: That the circulated Financial Regulations for 2019-20 be approved without amendment.

**GP20/030**     **Members Motion under Standing Order 4**

**Councillor Davies**

*At the General Purposes Meeting held on 4 July 2017 it was resolved at Minute 18/035 to award a grant of £300 to The Burma Star Association and to make the event part of the Town Council's budget during 2019-20 and onwards.*

*There is currently a lack of clarity around the responsibility for arranging this event following the demise of the Women's Section of the Royal British Legion. I propose that the Council revokes the above decision and considers the matter of grant payment again once it is clear which organisation is officially responsible for the VJ-Day Commemoration arrangements.*

Councillor Davies amended his proposal at the meeting to replace the final sentence with 'I propose that for 2019 the Town Clerk is authorised to use his discretion as to who the recipient of the payment should be'.

RESOLVED: That the amended proposal be supported.

**GP20/031**     **Non-Cheque Payments**

RESOLVED: To note the list\* of non-cheque payments made by the Council during the period 1 April to 30 April 2019.

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



**GP20/032 Update from Working Groups:**

**Neighbourhood Plan Steering Group**

The Chairman of the Neighbourhood Plan Steering Group, Councillor Mrs Hood, informed the Committee that the Examiner had agreed to look at all Green Spaces designated within the Draft Stone Neighbourhood Plan and would report back to Stafford Borough Council and Stone Town Council his observations.

**Stone Area Parish Liaison Group**

Councillor Davies advised the Committee that a meeting of Stone Area Parish Liaison Group would be held this month.

**Traffic Management in High Street Working Group**

Councillor Kenney reported that traffic and parking issues in the High Street are ongoing and that assistance had been requested from the County and Borough Councils. The Highway's Department is considering enforcement measures against motorists using the High Street as a through route, and at changing the sequencing of the traffic lights at its exit point. These courses of action haven't yet been implemented.

**GP20/033 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**

Councillor Davies advised that a meeting of Stone ATC would be taking place tomorrow.

**Age Concern Stone & District**

It was reported that no meeting had taken place.

**Stafford & Stone Access Group**

Councillor T. Kelt advised that a meeting would be taking place in two weeks.

**Stone Common Plot Trustees**

It was reported that a meeting was coming up soon.

**Stone Community Hub Liaison Group**

It was reported that no meeting had taken place.

**SPCA Executive Committee**

Councillor M. Green advised that the next meeting was in September.

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.

**GP20/034**     **Exclusion of the Press and Public**

**To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate**

RESOLVED: To exclude the Press and Public from the next item of business.

**GP20/035**     **Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the General Purposes Committee Meeting held on the 9 April 2019 (Minute Numbers C19/203 and C19/218), be signed by the Chairman as a correct record.

**TOWN MAYOR**

# Stone Town Council – Planning Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 4 June 2019

**PRESENT:** Councillor J. Davies in the Chair, and  
Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, Mrs L. Davies,  
Mrs K. Dawson, M. Green, M. Hatton, J. Hickling, Mrs J. Hood, T. Kelt, R. Kenney,  
P. Leason, J. Powell, C. Thornicroft and R. Townsend

**ABSENT:** Councillor: I. Fordham

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**P20/007**      **Apologies**

Apologies were received from Councillor I. Fordham

**P20/008**      **Declarations of Interest and Requests for Dispensations**

Councillor J. Powell declared a personal interest in planning application  
19/30611/FUL.

**P20/009**      **Representations from Members of the Public**

None received

**P20/010**      **Planning Applications**

**Application Number** – 19/30551/FUL

**Applicant** – The School Governors, St Dominic’s Priory School

**Location** – 21 Station Road, Stone

**Development** – Lighting to existing car park

**Observations:** The Town Council raises no objections to this planning application on the proviso that the lighting to the car park has no material impact on the occupiers of neighbouring residences.

The Town Council asks that Stafford Borough Council works with the school to ensure that:

- The lighting does not impact the bedrooms of neighbouring homes.
- The lighting is on a timer programmed to switch off at a reasonable hour, after school has closed in the afternoon/evening.
- The lighting towers are not so tall that they are visible from the ground floor of adjacent homes.

**Application Number** – 19/30215/FUL

**Applicant** – A.J. Roe Properties

**Location** – Car Park, off Back Radfords, Stone

**Development** – Proposed development of 4 x new two bedroom 3-storey town houses and 1 x new one bedroom apartment on the former rear yard/car park, and associated landscaping works

**Observations:** No objections

**Application Number** – 19/30576/HOU

**Applicant** – Mr & Mrs Mollaghan

**Location** – 45 Walton Way, Stone

**Development** – Conservatory and wood burner with associated flue

**Observations:** No objections

**Application Number** – 19/30611/FUL

**Applicant** – Bish Bash Ltd

**Location** – Land Rear of 80 Manor Rise, Walton, Stone

**Development** – 2 x semi-detached dwellings

**Observations:** The Town Council wishes to repeat the observations made in its letters dated 17 August 2016, 23 January 2019 and 6 February 2019; in response to planning applications 16/24436/OUT, 18/29820/REM and 18/29819/REM:

Members object to the proposed development due to over intensification of the area and the Tree Preservation Orders on the established trees on the walkway. There are also safety concerns due to the number of children using the walkway on their way to school, and questions are raised about access for emergency vehicles.

The Planning Committee is disappointed that the Borough Council has approved the development after disregarding the representations made by Stone Town Council.

The Planning Committee also supports the objections of neighbouring residents.

**Application Number** – 19/30621/FUL

**Applicant** – Stonegate Wealth Management

**Location** – 20 Stafford Street, Stone

**Development** – Change of use from existing vacant dwelling (C3) to financial offices (A2) with minor internal alterations. In conjunction with 19/30622/LBC

**Observations:** No objections

**Application Number** – 19/30622/LBC

**Applicant** – Stonegate Wealth Management

**Location** – 20 Stafford Street, Stone

**Development** – Change of use of existing dwelling (C3) to financial offices (A2) with minor internal alterations

**Observations:** No objections

**Application Number** – 19/30626/ADV

**Applicant** – WM Morrisons Supermarkets PLC

**Location** – Morrisons Supermarket, Mill Street, Stone

**Development** – Advertisements

**Observations:** No objections

**P20/011**

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 Council Chamber at 15 Station Road, Stone, on Tuesday 18 June 2019

**PRESENT:** Councillor J. Davies in the Chair, and  
Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, Mrs L. Davies,  
Mrs K. Dawson, M. Green, M. Hatton, J. Hickling, Mrs J. Hood, T. Kelt, R. Kenney,  
P. Leason, J. Powell and R. Townsend

**ABSENT:** Councillors: I. Fordham and C. Thornicroft

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**P20/012**      **Apologies**

Apologies were received from Councillors I. Fordham and C. Thornicroft

**P20/013**      **Declarations of Interest and Requests for Dispensations**

Councillor Mrs J. Hood declared a personal interest in planning application  
19/30613/HOU.

**P20/014**      **Representations from Members of the Public**

None received

**P20/015**      **Minutes**

RESOLVED:

That the Minutes of the Planning Committee Meeting held on the 4 June 2019  
(Minute Numbers P20/007 – P20/011), be approved as a correct record.

**P20/016**      **Planning Applications**

**Application Number** – 19/30562/HOU

**Applicant** – Mr & Mrs McAdams

**Location** – 12 Fraser Close, Stone

**Development** – Single storey side extensions and rooflights to existing and new  
bathrooms

**Observations:** No objections

**Application Number** – 19/30613/HOU

**Applicant** – Mr & Mrs J. Camacho

**Location** – 127 Lichfield Road, Stone

**Development** – Side and rear two storey extension

**Observations:** No objections

**Application Number** – 19/30607/HOU

**Applicant** – Mr A. Sharratt

**Location** – 8 Walton Way, Stone

**Development** – Rear single storey extension to form utility/shower room and enlarged dining area and demolition of existing outbuilding.

**Observations:** No objections

**Application Number** – 19/29885/LBC (amended)

**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** – Details of signage including content, size and location. The scheme has not been amended again but the block plan makes the development proposal clearer.

**Observations:** After discussing the development proposal again, the Town Council wishes to restate its previous objections to the signage and cameras. The observations given in its letter dated 22 May 2019 are:

*After considering the amended plans the Town Council does not believe the differences result in any material change to the original development proposal.*

*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.*

In addition, the Town Council stated that, as the local authority best placed to represent the interests of the people of Stone, it strongly objects to the planning application whatever the colour or size of the signage, as the car park is located within a Conservation Area and the Crown Hotel is a listed building with significant historic heritage.

**P20/017**

**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 MEETING**  
**2 JULY 2019**

**CIVIC ANNOUNCEMENTS**

**Mayor**

Saturday 13 July	Annual Music Festival in Stone
Wednesday 17 July	Stone Town Council's Allotment Judging
Saturday 20 July	Staffordshire Moorlands – Chairman's Civic Service
Sunday 28 July	Civic Sunday Parade and Service in Stone

**Deputy Mayor**

Sunday 28 July	Civic Sunday Parade and Service in Stone
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**TOWN MAYOR**



## **TOWN MAYOR'S REPORT – to 23 June 2019**

### **Monday 27<sup>th</sup> May**

Today was the Soap Box Derby organised by the Stone Festival and Carnival Committee. There was a good turnout despite the rain and everyone enjoyed the event. A good start to the Stone Festival.

### **Saturday 1<sup>st</sup> June**

Today we attended the AGM of the Stone Scout and Guide Band. This Band is a great asset to the town and the children enjoy the time they spend with their band colleagues. I also gave out some of the trophy's to the children in recognition of their endeavours.

In the afternoon it was the Kibblestone Camp AGM. This is a great facility on our doorstep which attract Scout Groups from all over the world.

### **Sunday 2<sup>nd</sup> June**

Today was the start of Festival Week which is in its 50<sup>th</sup> year. I will list all the events we attended:

- Westbridge 5 Road Race
- Festival Raft Race on the river Trent
- The Dog Show where the Past Mayor presented the new Town Mayor's Shield to the Junior Handler.
- Junior Cricket Competition held at Little Stoke Cricket Club

### **Monday 3<sup>rd</sup> June**

The Steeplechase and Dog Derby held on Westbridge Park.

### **Tuesday 4<sup>th</sup> June**

Two Wheeled Tuesday held in the High Street. I was there at the start, and went back to join them again after the Council Meeting.

### **Wednesday 5<sup>th</sup> June**

Civic and Historical Society Talk on "Stone goes to War", The 5<sup>th</sup> North Staffords Battalion (TF) - the early years and after.

### **Thursday 6<sup>th</sup> June**

Lions Walking Treasure Hunt started and finished at the Pheasant.

### **Friday 7<sup>th</sup> June**

This evening we attended the High Sheriff of Staffordshire's drinks party at his home in Uttoxeter. It was, despite the heavy rain, a very good turn out by many of the other Mayors in Staffordshire. It was nice to meet so many people, even some who I met the last time I was Mayor.

### **Saturday 8<sup>th</sup> June**

Today was The Carnival. We started off at ABB where we were joined by the Deputy Mayor and Mayoress of Stafford. After we had judged the floats and the walking groups we all headed off to Westbridge Park. Despite the rain, a number of people lined the route.

### **Sunday 9<sup>th</sup> June**

- Stone Festival Bowls Final at Stonefield Park
- Festival Church Songs of Praise held at St. Michael & St Wulfad's Church
- Festival Quiz at Granvilles Bar

Phew - that's the end of another year of the Stone Festival and enjoyed by many of the residents of Stone. My thanks go to all those who took part and those who arrange everything.

### **Sunday 16<sup>th</sup> June**

Today was the annual 10k race through the Town. It started at Dewint Road and ended in the school grounds of St. Michael's School.

### **Monday 17 June**

This evening we attended a most enjoyable bowls match at Stonefield Park with Town Councillors, their partners and Stone Ex-Servicemen's Bowls Club Members. Everyone had a lot of fun and a great time was had by all. Club members were thrilled that so many Town Councillors were able to support the occasion.

### **DEPUTY TOWN MAYOR'S REPORT – to 23 June 2019**

Nothing to report for this period