



Town Clerk
Les Trigg

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25 November 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 3 DECEMBER 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 5 November 2019, Minute No's. C20/076 – C20/087 (attached)**
5. **To receive the draft minutes and decisions of the under mentioned Committees:**
 - a) General Purposes Committee meeting held on 5 November 2019, Minute Numbers GP20/114 – GP20/131 (attached)
 - b) Planning Committee meeting held on 5 November 2019, Minute Numbers P20/061 – P20/066 (attached)
 - c) Planning Committee meeting held on 12 November 2019, Minute Numbers P20/067 – P20/072 (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 5 November 2019, Minute Numbers C20/076, C20/086 and C20/087** (attached)
10. **To receive the draft confidential minutes and decisions of the undermentioned Committees:**
 - a) General Purposes Committee meeting held on the 5 November 2019, Minute Numbers GP20/114 and GP20/131 (attached).

Members of the public are welcome to attend the Council Meeting as observers. Persons attending should enter the Council Offices through the rear entrance door (adjacent to the car park). The Council Chamber is at the top of the stairs.

Stone Town Council

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 5 November 2019

PRESENT: Councillor M. Green in the Chair and
Councillors: T. Adamson, A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies,
Mrs K. Dawson, M. Hatton, J. Hickling, Mrs J. Hood (from Minute Number C20/085),
T. Kelt, R. Kenney, P. Leason, J. Powell, C. Thornicroft and R. Townsend.

ABSENT: Councillors K. Argyle, I. Fordham and Mrs J. Hood (to Minute number C20/084)

Before the meeting began Reverend Prebendary Cardinal lead prayers

C20/076 Apologies

Apologies were received from Councillors K. Argyle, I. Fordham and Mrs J. Hood (to Minute Number C20/084)

C20/077 Declarations of Interest and Requests for Dispensations

None received

C20/078 Representations from Members of the Public

None

C20/079 Minutes

RESOLVED:

That the minutes of the meeting of the Town Council held on the 1 October 2019 (Minute Numbers C20/065 – C20/075), be approved as a correct record.

C20/080 Committee Minutes

RESOLVED:

- a) The minutes of the Planning Committee meeting held on the 24 September 2019 (Minute Numbers P20/049 – P20/054), were noted.

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

C20/081 Draft Committee Minutes

RESOLVED:

- a) The draft minutes of the General Purposes Committee meeting held on the 1 October 2019 (Minute Numbers GP20/097 – GP20/113), were noted.
- b) The draft minutes of the Planning Committee meeting held on the 15 October 2019 (Minute Numbers P20/055 – P20/060), were noted.

**C20/082 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 30 September 2019.

C20/083 Civic Announcements

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

The Town Mayor informed the Council that he would soon be issuing invitations to a Christmas Buffet, to follow the December meeting. He asked that everyone confirms whether their partners will also be attending.

C20/084 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 at this point to enable the General Purposes Committee Meeting to take place.

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

C20/085 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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C20/086 **Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the meeting of the Town Council held on the 1 October 2019, Minute Numbers C20/065, C20/074 and C20/075, be approved as a correct record.

C20/087 **Confidential Committee Minutes**

RESOLVED:

- a) The draft Confidential Minutes of the General Purposes Committee meeting held on the 1 October (Minute Numbers GP20/097 and GP20/113), were noted.

TOWN MAYOR

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Stone Town Council – General Purposes Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 5 November 2019

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: T. Adamson, 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: Councillors K. Argyle and I. Fordham

GP20/114 **Apologies**

Apologies were received from Councillors K. Argyle and I. Fordham

GP20/115 **Declarations of Interests**

None

GP20/116 **Requests for Dispensations**

None

GP20/117 **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.

GP20/118 **Representations from Members of the Public**

None

GP20/119 **Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee meeting held on the 1 October 2019 (Minute Numbers GP20/097 – GP20/113), be approved as a correct record.

GP20/120 **Minutes of Sub-Committees**

- a) Management Sub-Committee held on 24 September 2019 (Minute Numbers MAN20/008 – MAN20/014), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Numbers MAN20/012 and MAN20/013 be adopted.

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- b) Tourism & Town Promotion Sub-Committee held on 15 October 2019 (Minute Numbers TTP20/021 – TTP20/028), that the draft minutes be noted.
- c) Environment Sub-Committee held on 15 October 2019 (Minute Numbers ENV20/018 – ENV20/023), that the draft minutes be noted.

GP20/121 Neighbourhood Plan

The Committee considered the current position of the Draft Stone Neighbourhood Plan following a summary, provided by the Town Clerk.

The Inspectors report has been considered by the Neighbourhood Plan Steering Group and the outcome of that consideration is the report circulated (today) from planning consultant, Urban Vision. The report accepts the majority of the inspectors proposals with a small number of changes. If the Town Council approves the changes, the document will be submitted to Stafford Borough Council for further consideration.

RESOLVED: That the proposals of the Neighbourhood Plan Steering Group are supported, with authorisation given to the Town Clerk, in consultation with the Chairman of the General Purposes Committee and Chairman of the Neighbourhood Plan Steering Group, to make minor amendments as necessary.

GP20/122 HS2 Phase 2a

The Committee considered the current position with regard to the Council's petition to the House of Lords.

The Town Clerk provided an update from a letter supplied by HS2 Ltd. It said that HS2 Phase 2a had moved towards the final stages of the parliamentary process and would end with the Royal Assent of the Bill. Once passed the Act would give HS2 Ltd the powers it needs to build and run the railway. HS2 Ltd is currently undertaking groundwork investigations. It has established a number of information points, the closest one being the library in Stone. There are plans in the future to invite the Town Council to meet with representatives for a discussion on its 'Growing Spaces' project involving local schools, and also skills and employment initiatives.

The Town Clerk confirmed that little reference had been made to the petition process in the House of Lords where the Town Council has a petition waiting to be presented. There has been some problems with the date of the hearing and it wasn't known whether this had been resolved.

Councillor Mrs Hood advised that everything will now be on hold until after the General Election.

Councillor Mrs Hood advised that residents have expressed concern about the proposal to build an extra lane at the Aston Roundabout and are extremely concerned about the road safety issues it will create.

Councillor Kelt informed the Committee that email updates are issued regularly by HS2 and members of the public can sign up to receive them.

GP20/123 Financial Regulations

The Committee considered updating the Town Council's Financial Regulations to allow the Council to make payments by PayPal. If agreed, paragraph 5.10 of Financial Regulations would need to be updated as follows:

- "5.10 Payments may be made by way of cheque, direct debit, bank transfer, purchasing card, PayPal, internet banking, BACS or CHAPS, provided that:*
- a. All cheques and the initial authorisation for direct debits shall be signed by two individuals included within the bank mandate, at least one of which shall be a Member of the Council and not more than one shall be an officer.*
 - b. Transfers between Council bank accounts may be authorised by the RFO.*
 - c. Payments via purchasing card can be made by a single authorised officer, and are limited to £1,000 in any single transaction, with a maximum of £5,000 outstanding at any one time.*
 - d. Electronic payments, including PayPal and payments via internet banking, can be made by a single authorised officer, but the supporting paperwork should also be signed by a second officer. All such payments should be included within a monthly report to the General Purposes Committee which lists "non-cheque" payments since the last report, subject to the exceptions set out in paragraph 5.8 above."*

RESOLVED: That the changes to the Financial Regulations are accepted to enable the Town Council to make future payments by PayPal.

GP20/124 Bank Mandate

The Committee considered the following proposed resolution in order to update the Council's bank mandate:

*"That a banking relationship will be maintained with National Westminster Bank Plc (the **Bank**) in accordance with this mandate and that:*

- *the individuals identified as **Authorised Signatories** may, in accordance with the **Signing Rules**:*
 - *sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other*
 - *payments on the accounts even if it causes an account to be overdrawn or exceed any limit*
 - *sign, accept or endorse bills of exchange.*
 - *request and give counter-indemnities for the issue of letters of credit or Guarantees (including bonds, indemnities and*
 - *undertakings)*
- ***Authorised Signatories** identified in the **Signing Rules** for unlimited amounts may, in accordance with the **Signing Rules**:*
 - *sign agreements for electronic products, including payment systems, and appoint or remove administrators and operators of those electronic products. The Business / Organisation authorises the administrators and operators to exercise the powers detailed in the terms of each electronic product. These powers may be extensive and include the power to make payments and access*

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information on behalf of the Business / Organisation, and in the case of administrators, the power to appoint and remove other administrators (with the same powers) and operators

- *any **Authorised Signatory** may give other instructions or requests for information to the Bank in relation to the accounts; opening accounts with the same **Signing Rules and Authorised Signatories**; closing accounts; or other banking services or products*
- *the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions*
- *The mandate will continue until the Customer completes a new mandate I passes a new Authority advising the changes in authority on the account(s)."*

RESOLVED: That changes to the bank mandate are accepted.

RESOLVED: That the authorised signatories are: Councillors Andrew Best, Kerry Dawson, Jim Davies, Lin Davies, Mark Green and Jill Hood together with the Town Clerk and the Assistant Town Clerk (business), and the signing rules are as stated in paragraph 5.10 of the Council's Financial Regulations (GP20/123 above).

GP20/125 Richard Vernon Trust

The Committee considered the appointment of a new Trustee to the Richard Vernon Trust following Councillor Kenney's decision to step down.

RESOLVED: That Councillor Jonathan Powell is appointed as a Trustee to the Richard Vernon Trust (to 2023).

GP20/126 Rural Services Network

The Committee considered an invitation from Rural Services Network for the Town Council to join a new Special Interest Group of the Local Government Association, with a mission to be the national champion for rural market towns.

An email and letter from the Director of Rural Services Network, a leaflet explaining the work of the Rural/Market Towns Group and a list of councils who have been approached, had been circulated with the agenda for the meeting.

RESOLVED: That the Town Council declines the invitation to become a member of the special interest group.

GP20/127 Non-Cheque Payments

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

GP20/128 Update from Working Groups:

Neighbourhood Plan Steering Group

The Chairman of the Neighbourhood Plan Steering Group, Councillor Mrs Hood, had shared information about the work of the Group, earlier in the meeting (GP20/121).

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Stone Area Parish Liaison Group

Councillor Davies advised that the next meeting of the Stone Area Parish Liaison Group would be taking place in the New Year.

Traffic Management in High Street Working Group

Councillor Kenney confirmed that no meeting had taken place.

The Group was asked to consider the issues of cycle routes through the town and the proposed changes to the Aston roundabout.

VE Day 2020 Commemoration Working Group

Councillor Kenney reported that the VE Day 2020 preparations were progressing and that a full report would be given in the New Year.

GP20/129 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 he had attended the Annual General Meeting on 8 October and was pleased to report that the Squadron was in good health. The Acting Commanding Officer was providing excellent leadership to a record number of 40 cadets. The Squadron will be meeting on Wednesday evening and will be on parade on Remembrance Sunday.

Age Concern Stone & District

Councillor Thornicroft advised that no meeting of Age Concern Stone & District had taken place.

Stafford & Stone Access Group

Councillor T. Kelt advised that he had attended an interesting meeting of the Access group and the Stafford Borough Mayor had also been present. The next meeting of the Access Group will be held next week.

Stone Common Plot Trustees

It was reported that a meeting of the Trustees had taken place but no details were available on its content.

Stone Community Hub Liaison Group

Councillor Mrs Hood reported that she had attended the Annual General Meeting last week and was pleased to hear the report given. The Community Hub are looking to set up a new Youth Club in Stone (with some difficulty experienced in forming and running it). The Hub are working hard and providing a good service to the town with the Food Bank providing an essential life line to service users.

SPCA Executive Committee

Councillor Green confirmed that no meeting had taken place.

The meeting was adjourned to enable the Planning Committee meeting and confidential items on the Council Meeting agenda to take place, before reconvening for the confidential items on this agenda.

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GP20/130 **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.

GP20/131 **Confidential Minutes**

RESOLVED:

- a) That the Confidential Minutes of the General Purposes Committee meeting held on the 1 October 2019 (Minute Numbers GP20/097 and GP20/113), be approved as a correct record.

CHAIRMAN

Stone Town Council – Planning Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 5 November 2019

PRESENT: Councillor J. Davies in the Chair, and
Councillors: T. Adamson, 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: Councillors: K. Argyle and I. Fordham

P20/061 **Apologies**

Apologies were received from Councillors: K. Argyle and I. Fordham

P20/062 **Declarations of Interest and Requests for Dispensations**

None

P20/063 **Representations from Members of the Public**

None received

P20/064 **Minutes**

RESOLVED:

That the Minutes of the Planning Committee Meeting held on 15 October 2019
(Minute Numbers P20/055 – P20/060), be approved as a correct record.

P20/065 **Planning Applications**

Application Number – 19/31278/HOU

Applicant – Mr D. Cookson

Location – 108 The Fillybrooks, Stone

Development – Demolition of existing garage to accommodate single storey side
and rear extension

Observations: No objections

Application Number – 19/31295/HOU

Applicant – Mr S. Everill

Location – 88 Bank Side, Walton, Stone

Development – Two storey side extension, single storey rear extension,
replacement porch extension to front and external and internal alterations

Observations: No objections

Application Number – 19/30924/FUL (amended plans)

Applicant – Mr S. Nuttall, Joules Brewery Ltd

Location – Pooles Yard, Plot 11 Crown Street, Stone

Development – Rear extension to existing abandoned Fire Station and change of use from Fire Station to class A3

Amendment – New car parking area to the east side of the development

Observations: No comments were made

Application Number – 19/31347/HOU

Applicant – Mr & Mrs Billington

Location – 7 Cherry Tree Close, Walton, Stone

Development – Demolition of existing conservatory and proposed extension to rear

Observations: No objections

Application Number – 19/31352/LBC

Applicant – Mr & Mrs Ward

Location – 77 Newcastle Road, Stone

Development – Minor structural alterations to the single-storey rear part of the property to provide improved accommodation

Observations: No objections

Application Number – 19/31366/HOU

Applicant – Mr S. Nicholls

Location – 4 Kings Avenue, Stone

Development – Demolition of exiting timber framed conservatory and rebuilding to the same footprint

Observations: No objections but the application should be considered with appropriate regulations in mind.

P20/066

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

None

CHAIRMAN

Stone Town Council – Planning Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 12 November 2019

PRESENT: Councillor J. Davies in the Chair, and
Councillors: A. Best, Mrs L. Davies, Mrs K. Dawson, I. Fordham, M. Green,
Mrs J. Hood, T. Kelt, C. Thornicroft and R. Townsend

ABSENT: Councillors: T. Adamson, K. Argyle, Mrs A. Burgess, M. Hatton, J. Hickling,
R. Kenney, P. Leason and J. Powell

P20/067 **Apologies**

Apologies were received from Councillors: T. Adamson, K. Argyle,
Mrs A. Burgess, J. Hickling, R. Kenney, P. Leason and J. Powell

P20/068 **Declarations of Interest and Requests for Dispensations**

Councillor Mrs Hood requested that her abstention from voting on all items be
recorded in the minutes.

P20/069 **Representations from Members of the Public**

None received

P20/070 **Minutes**

There were no minutes for consideration.

P20/071 **Planning Applications**

Application Number – 19/31318/POTH

Applicant – Mrs A. Brooks

Location – 75 High Street, Stone

Development – Prior Approval – change of use from Retail (Class A1) to Café (A3)

Observations: No objections

Application Number – 19/30835/FUL (amended plans)

Applicant – A. J. Roe Properties

Location – 75 High Street, Stone

Development – First floor extension to existing office. Conversion of existing
basement area to form new licensed premises, changing from office space to a
drinking establishment.

Amendment – Adjustment to the drawings to show the position and line of the
extension which was built with small variations to the approved drawings.

Observations: The Town Council does not welcome this development in the High Street, and wishes to repeat the observations made in response to the original plans (letter dated 16 October 2019) which are:

The Town Council objects to this development proposal in its current form and supports the representations made by both the Planning and Conservation Officer and Staffordshire Police.

Application Number – 19/31373/HOU

Applicant – Mr & Mrs A. Shatford

Location – 26 Springwood Drive, Stone

Development – Single storey rear kitchen extension

Observations: No objections

P20/072

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

None

CHAIRMAN

STONE TOWN COUNCIL MEETING
3 DECEMBER 2019

CIVIC ANNOUNCEMENTS

Mayor

1 to 24 December	Advent Window Openings in Stone – Every day at 11am
Tuesday 3 December	Age Concern Friend's Club – Christmas Lunch
Wednesday 4 December	Kibblestone District Scout Council – Carols Service
Friday 6 December	Stone Festival Christmas Concert
Sunday 8 December	Town Mayor's Civic Carols Service
Sunday 8 December	Stone Festival Santa Fancy Dress Bed Race
Tuesday 10 December	Trinity Skills for Life – Christmas Service at St Michael & St Wulfad's Church
Tuesday 10 December	Aston & Little Stoke Scout Group – Christmas Carols Service
Saturday 14 December	Carols Service for the Provincial Grand Lodge of Staffordshire
Sunday 15 December	A Little Bit of Stone Pub Quiz in aid of Crown Wharf Theatre Group
Tuesday 17 December	Gala Night of Peter Pan at the Gatehouse Theatre
Wednesday 18 December	Stone & District Stroke Club – Christmas Celebration
Sunday 22 December	Stafford Borough Council – Civic Carols Service

Deputy Mayor

Sunday 8 December	Town Mayor's Civic Carols Service
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TOWN MAYOR

TOWN MAYOR'S REPORT – to 24 November 2019

Thursday 31st October

This evening was the Annual General Meeting of the Stone Community Hub. It was nice to see so many people there and to learn about its activities during the last year, including the installation of a new kitchen to enable them to produce good meals.

Saturday 9th November

Today we went along to the party at the Stonehouse Hotel for the 110th Birthday of Mrs. Lillian Ward. We gave her a card and some flowers from the Town Council. Trudy has sent you all the picture at the event.

This evening was the concert of The Daleian Singers, a really good male voice choir, who have won many competitions. The concert was in aid of Christ Church Academy. Some of the pupils, from the school, also joined in.

Sunday 10th November

Today was Remembrance Sunday where the town joined in and over 70 wreaths were laid at the War Memorial. The Service at the Church afterwards was also very well attended. It was great to see so many people both young and old there to pay their respects. With special thanks to the St. Vincent Standard Bearer, Mike O'Keefe and his wife Cathy. Cathy acted as our Bugler at the event for the first time.

Monday 11th November

Today I attended another small service at the War Memorial, where I added a posy of Poppies to the wreath I laid on Sunday. There were also quite a number of the public in attendance. Thank you to Emma Wild for playing the bugle on the occasion, also for the first time.

Friday 15th November

This evening was the Leek Christmas Lights Switch-On event. It was very cold and the Mayor of Leek had to travel through the streets on an open topped lorry with everyone else walking behind.

Saturday 16th November

Today we went long to Cheadle for their Christmas Lights Switch-on. We spent a lovely afternoon before the Mayor of Cheadle switched on their lights.

In the evening we attended a concert at Christ Church where members of the Stone Choral Society performed John Rutter's Requiem.

Sunday 17th November

This event was the Curry Lunch which was held in aid of ABF The Soldiers' Charity. It was attended by a number of Civic Heads. It's seems strange eating Curry for Sunday Lunch but it was very good curry!

Thursday 21st November

We had a dry night for our own Christmas Light Switch-on. The Snow Queen was a very popular addition to the evening's performances. She was followed by the combined schools choir lead by Mrs. Campbell-Kelly. Following this the lights were switched on by Santa, myself and the 3 children who won the Christmas Card Competition.

Another successful evening that the Town Council have run.

Sunday 24th November

Today we attended an evening of 'Good News' for all the good things that have been done in the churches under the time that the Bishop of Stafford has been in place. He is now retiring and leaving to move to Southampton. This was also a time when everyone could say goodbye to him and his wife.

DEPUTY TOWN MAYOR'S REPORT – to 24 November 2019

Nothing to report