

FORSBROOK PARISH COUNCIL

MINUTES OF COUNCIL MEETING HELD ON MONDAY 21ST MARCH 2011 AT BLYTHE BRIDGE AND FORSBROOK VILLAGE HALL.

MEMBERS PRESENT: Councillor Mrs. G. Burton (Chairman),
Councillor J. W. Burgess,
Councillor Miss S. Farr,
Councillor P. Jones,
Councillor A. J. Mould,
Councillor Mrs. P. Shufflebotham,
Councillor Mrs. N. A. Stanier,
Councillor Rev. B. L. Whittaker,
Councillor B. Yates.

IN ATTENDANCE: Mrs. C. J. Snape (Clerk),
Members of the public (3),
Press Officer.

1. APOLOGIES FOR ABSENCE.

Apologies were received from County Councillor W. Day, Councillor Mrs. S. M. Edwards, Councillor Mrs. S. A. Harrison, Councillor S. P. Fox and Councillor A. Wilson.

2. DECLARATIONS OF INTEREST.

Item	Member declaring interest	Nature of interest
SCC Rights of Way Issues	Councillor Mrs. P. Shufflebotham	Personal – Daughter employed by SCC in the Rights of Way Department.
SCC Highway Issues	Councillor P. Jones	Personal – SCC Highway Officer Mary Anne Raftery – personal friend.
Planning Application 00140/FUL	Councillor Rev. B. L. Whittaker	Personal – previous neighbour.
Agenda item 8.2 and 11.1	Chairman Councillor Mrs. G. Burton	Personal – Member of SMDC Cabinet.

Standing Orders were suspended.

3. OPEN SESSION.

3.1 Residents Issues.

Mr. Michael Shufflebotham, 9 Penk Road, Forsbrook.

1. Why has money been wasted on installing bollards and pedestrian protection barriers adjacent to Shoetime, Uttoxeter Road, Blythe Bridge, when the roads are in such a bad state of repair?
These highway safety measures are part of the Safer Routes to School scheme, approved by the majority of members of the Safer Routes to School committee and signed off by County Councillor Ian Parry.
2. Why is money being allocated on installing a pedestrian crossing in the vicinity of Travis Perkins when there is already a signal controlled crossing yards away in Blythe Bridge?
Again this is part of the Safer Routes to School scheme. Forsbrook Parish Council has highlighted issues with regard to the location of a pedestrian crossing by Travis Perkins.
3. Why have the proposals to install speed humps in Caverswall Old Road been withdrawn?
Not all of the proposals put forward by the Safer Routes to School committee are being implemented.
4. Can something be done regarding the litter and cigarette ends being discarded by students from Blythe Bridge High School particularly outside the school entrance?
The clerk has requested a replacement litterbin from Staffordshire Moorlands District Council at the entrance to the High School and Council can write to the Head Teacher of the High School.
5. Why is it that Forsbrook cannot get anything done with regard to Highway issues? Can I suggest the Council send a letter to Bill Cash MP asking this question?
There is a Parish Assembly meeting on 24th March 2011 at which SCC Officer James Bailey will be responding to concerns raised by Parish Councils regarding various highway issues. When their intentions regarding resolving highway issues in Forsbrook are documented we can write to Bill Cash. Would suggest that residents also write to Bill Cash.

Mr. Michael Shufflebotham said that he was working with SCC Rights of Way Department in repairing/replacing stiles in the Parish.

3.2. County Council Report.

In the absence of County Councillor W. Day there was no report.

Standing Orders were reinstated.

4. INFORMATION AND REPORTS FROM REPRESENTATIVES ATTENDING 'OUTSIDE' MEETINGS'.

4.1 Asset Mangement Meeting regarding The Egerton Centre held on 9th March 2011.

Notes taken at the meeting by the clerk as detailed below were noted and a copy distributed to all members:

Present at the meeting were:

Staffordshire County Council Officers - Andrew Nield, Business Manager (Staffordshire Youth Provision Services –SYPS), Chris Smails, Elizabeth Rees Jones (Library and Information Services), Andrea Hall (Divisional Young Peoples Services Administration Officer), Simon Brooks (Staffordshire Youth Provision Services) and Margy Woodhead (Children and Learning Partnership Officer, SCC).

Forsbrook Parish Council - Gillian Burton, Chairman of Forsbrook Parish Council and District Councillor and Christine Snape, Clerk to Forsbrook Parish Council.

Background:

Mr. Nield reported that a review of Staffordshire County Council owned buildings has been ongoing for a number of years. The Egerton Centre comes under Phase 2 of the review.

The current review focuses on usage, provision for young people, what other services are provided for the community, the financial costs to the County Council, if the facilities are in the right location and are fit for purpose. The facilities at the Egerton Centre are considered to be very good. At the moment the responsibility for the premises lies between the Library and Young Peoples Services. The Library is also designated as the linked Children's site to Forsbrook Primary School.

The Youth Centre is open Mondays and Thursdays and Blythe Bridge Youth Support Group uses the facilities on Fridays. Volunteers help with youth provision on Mondays and Thursdays.

Gillian Burton said she felt the fantastic facilities at the centre were not open enough for the youth or during school holidays. It was accepted that more use could be made of the facilities especially the multi purpose sports court adjacent to the Egerton Centre. £52000 was sourced from the Youth Opportunity Fund to provide floodlights and open up access to the multi purpose sports court but the facilities have never been marketed. It was noted that dual use of the Egerton Centre does not work particularly well.

Police surgeries are held at the Egerton Centre on Saturdays because there is a good footfall with people attending the children's activities/family learning and the combined churches run a café. On Thursdays the CLP run guidance sessions to help people with their cv's and also run finance sessions. Adult IT courses run in the library and Egerton Centre, which are paid for.

Mr. Nield said that Staffordshire County Council Youth Services, like every other sector have had financial cuts and the County Council need to make £120m savings over the next three years. He emphasised that the review is about sustainability.

Current Finance Costs.

Running costs for the Library Services at Blythe Bridge are currently £31000 per annum and Youth Service provision at the Egerton Centre £14000 per annum. Vandalism and maintenance costs come out of the County Council's capital budget. It is necessary to ensure that there is funding available for repairs/renewals.

Caretaking costs have to be passed on to users as the caretaker is paid for ten hours a week and part of his duties involve general maintenance etc.

Business Plan.

Mr. Nield said he would like to come up with a business plan to present to cabinet.

Options.

- (1) Bring together user groups.
- (2) Engage with the school about outstanding issues.
- (3) Be open minded as to who manages the centre. Staffordshire County Council will not rule out a Community Venture with the group leasing the buildings from them. This may be better than the County Council trying to manage the Centre remotely.

Summary.

Group to meet again in a couple of months to give time for a complete picture to be built up.

Information to be collated prior to the meeting.

- (1) Parish Council to provide Mr. Nield with a copy of the Parish Plan.
- (2) Determine users of the Village Hall so that no revenue is taken away from them.

(Invite the Chairman of Blythe Bridge and Forsbrook Village Hall to the next meeting).

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- (3) Simon Brookes to provide Mr. Nield with a youth activity plan for the Egerton Centre.
- (4) Margy Woodhead to provide Mr. Nield with a list of what activities are taking place at the Children's centre. She added that now that her post was redundant she has reservations as to the extent of children's activities, which would be maintained at the Egerton Centre during the school holidays.

4.2 Staffordshire Parish Council's Association Executive Meeting.

Councillor J. W. Burgess reported that he had attended the above meeting on 21st February 2011 but there was nothing to report because there were no issues relevant to the Parish Council.

4.3 East Midlands Trains Community Involvement Day.

On the 15th March an eight strong team from East Midlands Trains' Customer Relations Department joined Faye Lambert from the North Staffordshire Community Rail Partnership and five volunteers from the local station adoption group (Norah Stanier, Graham Stanier, Howard Salt, Austin Hannaby and Christine Snape) to carry out tasks to improve the overall station environment. The work undertaken was weeding and litter picking around the station and surrounding area and the planting up of two new half-barrel planters which were donated by Forsbrook Parish Council.

Station adopters from Matlock will be visiting Blythe Bridge station on Wednesday 23rd March to have a look at the station that won the "Best Small Station" in the East Midlands Trains Best Stations Awards in 2010. Andy Moore, East Midlands Trains' Head of Stations will also be visiting the station on Monday 28th March 2011 to be presented with a painting which Norah Stanier has done of the old station building, which housed the booking hall and waiting room.

5. TO APPROVE DRAFT MINUTES OF: Council Meeting of 21st February 2011.

RESOLVED:

- **To approve and sign the minutes as a correct record.**

6. MATTERS ARISING FROM MINUTES.

Minutes dated 21st February 2011 – Page 155 – Agenda item 11.3.

Subject: Recycling Material.

The disposal of recycling material by the District Council remains the same as previously advised and as detailed below, other than the fact that more recycling material is processed in the United Kingdom than previously.

"Thank you for your email enquiring about the destinations of the materials collected from your bins as part of the Recycle for Staffordshire Moorlands collection scheme. I hope that the following information will reassure you that Staffordshire Moorlands District Council and its contractors take waste and resource management very seriously by complying with all the relevant legislation and inspections by the Environment Agency.

UK export laws make it illegal to send 'waste' to other countries for disposal. Only recyclable materials such as paper, plastics, textiles and glass can be exported from the UK for reprocessing. As part of the export regulations administered by the Environment Agency and Customs & Excise, the country to which the recyclable material is being sent must sign an agreement to accept the material (for recycling) before it enters the country. All transportation of such materials overseas is regulated through the Transfrontier Shipment of Waste regulations which ensure that only materials for recycling are able to leave the UK.

As part of the Tender evaluation process to determine which contractor was chosen to provide reprocessing facilities for recyclable materials collected in the Moorlands, each applicant was vetted to ensure that the end markets for the materials collected were secure and environmentally sustainable. The Environment Agency audits our recycling contractor to ensure that both they and the purchasers of the individual materials comply with Duty of Care and Transfrontier Shipment of Waste Regulations.

Once collected, materials for recycling and composting from Moorlands homes are brought into Leek where they are bulked up at the Council's depot before being transported in large loads to the reprocessing plants. The non recyclable waste is managed by Staffordshire County Council and is bulked at their waste transfer station.

Organic material for composting is transported to Ashbourne where it is composted at an in-vessel composting plant. Composting takes place in sealed chambers at high temperatures to kill germs and bacteria. After maturing for about seven weeks the compost is ready for use in horticulture and landscaping. Residents can buy the compost at garden centres which stock the Genie and Vitaliser ranges by Vital Earth.

The mixed material for recycling is transported to a resource management plant in Kent where it is mechanically sorted into the individual materials. The recyclable materials we collect are a saleable commodity and we receive an income from the contractor. Once sorted each separate material type is sold on the global commodity market. Where sufficient markets do not exist in the UK or Europe it is to be expected that material resources may be purchased by growing industries in other parts of the world.

The household waste that cannot be recycled or composted (collected in the blue-lidded bins or black sacks) is taken to the Waste to Energy plant in Stoke-on-Trent where the waste is burnt to produce electricity. Metals left over after burning are sent for recycling and the ash is sent to landfill, although trials have been testing whether it can be used in the construction industry.

All glass collected is recycled in the UK. It is either used in the manufacture of new containers (bottles & jars) or as an aggregate in road building.

Aluminium and steel cans are sent to South Wales where they are separated and sold back to the relevant manufacturing markets. Steel will be used to make new tins, ship hulls, bicycles, cookers and other steel products. Aluminium cans are melted to make new cans; foil is recycled in a separate process and used to make car parts such as cylinder heads and engine blocks.

Plastics are either recycled in Europe or Asia. There are many different types of plastic polymer, which can be used to make different products. Some types are made into new bottles; some are spun into thread and used to make "fleece" clothing; others are used to make plant pots, outdoor furniture and drainage components.

Paper is sold to newsprint or board mills in the UK or Europe. The majority of our paper goes to a paper mill in Kent where it is remade into newsprint and is back on the market as new papers within seven days.

Textiles collected for recycling are graded at a West Midlands facility; around 90 per cent of the material is used again in clothing markets worldwide and the remaining poor quality material is made into industrial cleaning cloths or insulation for the motor industry.

Government body WRAP (Waste and Resources Action Programme) says that China is a major manufacturer of plastic items and that 'secondary resources' such as recyclable paper and

plastics are in high demand. WRAP states that if plastics are to be used again, it is to be expected that at least a proportion of waste plastics will be exported to China to be reused.

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WRAP also states that ships which bring imported products in from China would return empty if they did not take away secondary materials with them. This method of transporting recyclable resources creates less environmental damage than using virgin materials. RECOUP, the UK's leading adviser on plastic waste management says that recycling just one tonne of plastic saves the equivalent to over 1.6 tonnes of CO2 emissions."

7. CLERK'S REPORT.

7.1 To receive and note – agenda enclosures, correspondence outgoing and emails not detailed as separate agenda items.

7.2 To receive dates of 'outside' meetings as follows:

Staffordshire County Council – Community Watchdog Forum – Monday 4th April
10.00am to 12.00pm at St. Edwards Church, Church Street, Leek.

7.3 To receive the following circulation material:

- Rural Service Network Newsletters.
- Staffordshire 3rd Section Network E-Bulletins.
- Staffordshire Wildlife Trust Newsletter.
- LCR Online Newsletter.
- LCR Spring 2011 Publication
- NALC Direct Information Service – Issue 753 and 754.
- Clerks and Councils Direct – March 2011 Issue.
- NALC publication on 'Parish or Town Council Elections'.
- Neighbourhood Watch Newsletter – March 2011 Issue.
- Came & Company – Spring Newsletter.
- Link Staffordshire – March 2011 Bulletin.

8. CORRESPONDENCE:

8.1 Staffordshire County Council – subject: Watchdog alerts.

Minutes of meeting held on 28th January 2011 and details of the latest scams were received and noted.

Councillor Mrs. N. A. Stanier alerted members to an incident in Forsbrook where an elderly Moorlands Housing resident was approached by a man who said that the Council were having the gutters painted and the cost to her would be £500. Moorlands Housing were made aware of the incident immediately. The police were also alerted and responded within minutes.

Councillor J. W. Burgess reported that some unscrupulous scrap metal dealers have been active in the Parish and the police have impounded one vehicle because they did not have the appropriate licence and are trying to identify if any of the scrap on the vehicle was stolen.

Councillor A. J. Mould added that the police have also stopped a vehicle in Blythe Bridge because they did not have a licence.

- 8.2 Staffordshire Moorlands District Council – subject: Dog Control Orders in Staffordshire Moorlands.

A copy of all the documents regarding the consultation on the proposals to introduce the above were distributed to members with the agenda.

Chairman Councillor Mrs. G. Burton proposed sending the following response to SMDC:

- (1) **The Fouling of Land by Dogs (Staffordshire Moorlands District Council Order 2011).**
We are pleased that this will apply to all land within the area of Staffordshire Moorlands District, as defined in the draft order.
- (2) **The Dogs on a Lead (Staffordshire Moorlands District Council) Order 2011.**
As this applies to certain areas only, members have no concerns on this draft order.
- (3) **The Dogs on Leads by Direction (Staffordshire Moorlands District Council) Order 2011.**
We are pleased that this will apply to all land within the area of Staffordshire Moorlands District, as defined in the draft order.
- (4) **The Dogs Exclusion (Staffordshire Moorlands District Council) order 2011.**
Forsbrook Parish Council would like consideration to be given to including their children's fenced in play area on Blythe Bridge Recreation ground, which is Parish owned, in this order.

Agreed.

Councillor Rev. B. L. Whittaker felt that item (4) should be a blanket order across the District but members felt that Forsbrook Parish Council should not be commenting on orders for other Parishes/Towns as this was something for them to decide.

- 8.3 Kim Moore – subject: Litter pick events in Forsbrook/Blythe Bridge/Dilhorne.

Interest from the above in organising regular litter picks in the Parish and asking whether Councillors would be willing to support her were noted. It was also noted that a response has been sent by clerk to the above advising of the current procedures/programme for collecting litter, information on community action days together with contact details for reporting litter concerns.

- 8.4 Staffordshire Parish Councils Association – subject: Newsletter/Information and Weekly Updates.

The above documents were received and noted.

- 8.5 To receive and note general correspondence and to agree action as required.

General:

Staffordshire Moorlands District Council
Staffordshire County Council

Subject:

Parish Elections.
Village Lengthman Agreement – procedure and deadline for sending in invoices.

Email Exchanges:

Staffordshire Moorlands District Council

Acknowledgement of Council's response to "Revision to the Core Strategy and the Gypsy and Traveller Issues".

Staffordshire Moorlands District Council East Midlands Trains	Report on paint peeling in public toilets. Copy of press release re Community Involvement Day on 15 th March 2011.
Owl Online Watch Link	Crime incidents in Blythe Bridge and Forsbrook.
Staffordshire Police (Local Officers)	Drinking on Blythe Bridge recreation ground.
Staffordshire Police (Local Officers)	Parking adjacent to the Methodist Chapel, Blythe Bridge.
Wright's Landscapes	Meeting re quote for proposed fencing around the changing rooms.
Qstar	Order for battery for deterrent camera.
Journal of Local Planning	Localism Bill.
D. J. Brian (Secretary Blythe Bridge Football Team)	Reminder re outstanding fees.
D. J. Brian (Secretary Blythe Bridge Football Team)	Request from team for football pitch to be rolled/spiked.
Parish Online	PSMA Contractor Licence – required to continue with Parish Online mapping services.
Staffordshire County Council	Meeting (9 th March) re future of the Egerton Centre.
Staffordshire County Council (Andrew Nield)	Re above – copy of Parish Plan together with full analysis.
County Councillor W. Day	Position of bollards adjacent to Shoetime.
Staffordshire County Council (Highway Defects)	New Issues reported: Flooding – Draycott Old Road; Pot Holes – various locations including one adjacent to Roshni's. Road sinking – The Avenue; Blocked drains; Sunken utility cover – Uttoxeter Road/Cheadle Road; Pavement surfaces – Uttoxeter Road – from footpath linking Elmwood Drive for 20 yards towards Blythe Bridge. Update on reminders: Flooding – A50 adjacent to Chandri Cottage. Note: Work has been identified and will be scheduled as soon as possible; Flooding – Uttoxeter Road/Stallington Road junction. Note: Work has been identified and will be scheduled as soon as possible;

SMDC (Environment reports)

Note: All car owners were informed on 30.09.10 to move their cars. Erection of bollards is not possible in this location. Fly tipping of two tyres – junction of Cheadle Road/Quabbs Lane. (Note: These have been collected by SMDC).

Note: All correspondence/documents are available to view on the evening of the Council Meeting.

9. PLANNING.

- 9.1 Planning Applications:
00140/FUL – The Coach House, The Limes, Cheadle Road, Blythe Bridge – detached double garage.
00193/ADV – Land adjacent to 19 Brook Close, Blythe Bridge – 1 non-illuminated free standing community notice board.

RESOLVED:

- **To respond to the above planning applications as follows:**
00140/FUL – to point out that in Council's view none of the reasons for refusing planning application 01077/FUL have been addressed.
00193/ADV – to raise no concerns.

- 9.2 Planning Approvals:

The following planning approvals were noted:

- 01123/FUL – 46 Mount Road, Blythe Bridge – rear conservatory.
00028/FUL – The Kindergarten at The Meadows, 222 Uttoxeter Road, Blythe Bridge – change of use from Nursery to 2 no. semi detached dwellings with single storey extensions to form garages and first floor extension.
01041/FUL – Mount Pleasant Small Holding, Cheadle Road, Forsbrook – stable block consisting of 4 stables.
01135/FUL – Roshni Restaurant, 19 Cheadle Road, Forsbrook – installation of a stainless steel extractor fan duct on an existing flat roof kitchen extension encased in timber framing (retrospective).

- 9.3 Planning Refusals:

There were no planning refusals to note.

- 9.4 Planning matters.

No planning matters were raised.

10. CEMETERY:

- 10.1 Cemetery Report.

Councillor Mrs. P. Shufflebotham, Chairman of the Cemetery Committee said she had no matters to bring to the attention of Council.

10.2 Cemetery Issues.

No cemetery issues were raised.

11. ENVIRONMENT:

11.1 Environment Report.

Chairman Councillor Mrs. G. Burton (Chairman of the Environment Committee) gave the following reports:

11.1.1 Moorlands Together Action Days.

The clerk has clarified who owns the land adjacent to Tater Lane, Blythe Bridge on the northern side – email dated 17th March 2011 from Mike Webb of Staffordshire County Council reads: *“Just by way of confirmation with reference to our telephone conversation this afternoon, I can confirm that the embankment adjacent to Tater Lane, Blythe Bridge on the northern side does form part of the public highway by virtue of it supporting the highway at that location. It was constructed in 1975 as part of the Blythe Bridge bypass scheme and was designated as highway at that time. I have not included a plan as stated on the phone as these can only be provided by our land charges department but I am more than happy for you to pass on my contact details to SMDC in the event of any confusion regarding this matter. My direct dial is 01785 854888. I can also confirm that as this area forms part of the public highway, SMDC are the authority responsible for litter picking the area.”*

It was **agreed** to include pruning trees/hedges and litter picking on this land, along with general litter picking in the area and street furniture cleaning for consideration for a Moorlands Together Action Day.

11.1.2 Best Dressed Business Window Competition to mark the Royal Wedding.

Councillors **agreed** the draft.

Chairman Councillor Mrs. G. Burton proposed inviting Faye Lambert of North Staffordshire Community Rail Partnership together with a representative from East Midlands Trains to judge the competition. **Agreed.**

11.3 Environment Issues.

Issue	Action
Pot holes throughout the Parish	The clerk reiterated that potholes were continually being reported to the Highway Defects Department. Councillors noted that James Bailey from Staffordshire County Council would be addressing highway issues at the Parish Assembly on 24 th March 2011.

Loose Manhole Cover – Mount Road, Forsbrook.	The clerk advised that this has been reported to Severn Trent on at least two occasions and would chase it up. (Note: The new reference number supplied by Severn Trent is 2000169624).
Travellers	Councillor John Burgess reported that travellers are gaining unlawful access to private land in Stoke-on-Trent by removing locks and demolishing earth mounds and suggested that the Council be vigilant.
Speed of vehicles – Roseacre Avenue, Clematis Avenue – afternoon/early evenings). Speeding of vehicle (Blue Peugeot) – Uttoxeter Road, Blythe Bridge - regular time of 10.00pm.	Notify the Police.
Pavement parking. Councillor P. Jones advised that the police and government were wrong in their stance that pavement parking was not illegal. He quoted paragraphs 243/244/250 of the Driving Standards Agency Highway Code which clearly states that parking near schools or on pavements is not allowed.	Clerk to seek clarification.
Tesco Community Projects Councillor P. Jones advised that Tesco are keen to get involved with community work and said he would advise the clerk of the contact for Tesco, Meir.	Noted.

12. FINANCE:

12.1 Bank Balance

It was noted that the bank balance as at 28th February 2011 was:

Community Direct Account	33148.52
14 Day Account	57753.31
Plus outstanding credits	425.00
Less outstanding debits	(1898.95)
Total	89427.88

12.2 March 2011 accounts.

The following accounts were submitted for payment:

Cheque No.	Supplier	Net	VAT	Gross
402045	Town & Country Services	340.00	68.00	408.00
402046	Wright's Landscapes	2350.00	470.00	2820.00
402047	Cheadle & Tean Times	31.60	6.32	37.92
402048	Mrs. G. Burton	250.00		250.00
401049	Christine J. Snape	878.95		878.95
402050	HM Revenue & Customs	833.07		833.07
402051	Christine J. Snape	113.70	11.65	125.35
402052	Heath House Farm	45.08	9.02	54.10
	Adjustment in VAT on electricity for changing rooms.	(7.30)	7.30	
DD	Eon	40.00		40.00
DD	BT	64.04	12.81	76.85
Total		4939.14	585.10	5524.24

RESOLVED:

- **To approve payment of March 2011 accounts.**

12.3 Internal Auditor for year 2010/2011.

Chairman Councillor Mrs. G. Burton reported that David Ingman who has been the Internal Auditor for Forsbrook Parish Council for many years has agreed to again take on the auditing for four Staffordshire Moorlands Parish Councils – Werrington, Cheddleton, Ipstones and Forsbrook providing all documents can be delivered to him in Nottingham and collected. It was **agreed** to use the services of David Ingman.

It was also **agreed** to keep the contact details of Mr. Ken Jones of 2 Tixall Cottages, Tixall, Stafford, ST18 OXT – telephone number 01785 660625, email tixall_accounts@yahoo.co.uk on record should his services be required in the future.

13. ELECTIONS:

The following election timetable was noted:

- Publication of Notice of Election at SMDC Thursday 17th March 2011.
- Receipt of Nominations Noon Monday 4th April 2011.
- Publication Statements Persons Nominated Noon Wednesday 6th April 2011.
- Withdrawal of Candidate Noon Thursday 7th April 2011.
- Appointment of Election Agents (District) Noon Thursday 7th April 2011.
- Publication Notice Election Agents (District) Thursday 7th April 2011.
- Receipt of Postal Vote Applications 5.00pm Thursday 14th April 2011.
- Publication of Notice of Poll (Referendum) Thursday 21st April 2011
- Receipt of Proxy Vote Applications 5.00pm Thursday 21st April 2011.
- Appointment of Poll and Count Agents Tuesday 26th April 2011.
- First day replacement postal ballots Wednesday 27th April 2011.
- Receipt Emergency Proxy Vote Applications 5.00pm Thursday 5th May 2011.
- Day of Poll Thursday 5th May 2011.
- Declaration of Candidates Expenses (District) 2011. Friday 10th June (declared 6th May)
- Declaration of Candidates Expenses (Parish) 2011. Friday 3rd June (declared 6th May)

Contact Details for Electoral Services – 01538 395500.
Email electoral.services@staffs Moorlands.gov.uk

The meeting concluded at 8.30pm.

Clerk to the Council

Chairman.