ANNUAL MEETING OF BARLASTON PARISH COUNCIL

All members of Barlaston Parish Council are hereby summoned to the Annual Meeting of Barlaston Parish Council at Barlaston Methodist Church. Park Drive, Barlaston ST12 9DP on 13 May 2025. Meeting to commence at 7:00 pm. An agenda for the meeting is set out below.

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Vivien O'Dunne: Parish Council Clerk. 7th May 2025

7:00 7:15pm Public Open Forum: Please contact the Clerk if you wish to participate in the Public element of the meeting. If no requests are received, the Parish Council meeting will commence at 7:00 pm

358. Welcome and introductions: The retiring Chairman/Vice-Chairman to welcome those present.

359. To elect the Chairman of the Council for 2025/26 and to sign the declaration of office.

360. To elect the Vice Chairman of the Council for 2025/26 and to sign the declaration of office.

361. To receive apologies

362. To receive declarations of interest in respect of items on the agenda, including any pecuniary interests.

363. To consider written applications for dispensations under the Localism Act 2011

364. To review and approve the Council's committee and working group structure, confirm membership, and appoint a Chairman for each group.

365. To consider and agree the Parish Council representative on the Village Hall committee

366. Banking arrangements: To agree the banking arrangements for the year and to agree any changes to the nominated signatories.

367. Asset Register: To receive and note the asset register dated 31 March 2025

368. Annual Governance and Accountability Return for the Year ending 31 March 2025

I. To note the Annual Internal Audit Report and determine actions
II. To approve Section 1 (Annual Governance Statement 2024/2025) of the Annual Return
III. To approve Section 2 (Accounting Statements 2024/2025) of the Annual Return
IV. To approve the date set for the advertising of the exercise of public rights

369. To clarify Budget Details for Financial Year 2025/26 including earmarked reserves

370. To determine internal auditor for 2025/26

371. To review and adopt the Council's key governance documents for the coming year, including:
a) Standing Orders
b) Financial Regulations
c) Risk Register dated 31st March 2025

372. To review and approve the schedule of Parish Council Meetings for 2025/2026

373. To review subscriptions and memberships for 2025/2026

374. To consider and agree the Council's insurance arrangements for the coming year.

375. To approve minutes of the Parish Council Meeting 8 April 2025

376. **To receive the Clerk's report**

377. To receive update from County Councillor

378. To receive updates from working groups and determine actions:

- Community & Health
- Youth engagement

379. To receive an update on training courses

380. To note financial matters:

I. To approve bank reconciliation reports
II. To receive schedule of payments report for April 2025
III. To consider the disposal of the Council's outdated computer and to agree a proposal for its purchase by the Clerk for a nominal sum.
IV. To receive update on opening an additional bank account/investment account for reserves and determine actions.

April Expenditure - Standard	**GROSS**	**VAT**	**NET**	**Payment**
Tesco: mobile phone – Bill ref – 134240603789	15.10	0.00	15.10	DD
BT: Phone & Broadband – Invoice M067 KF	39.30	6.55	32.75	DD
Pozitive Energy – Village Hall Gas – 26181820257671016	393.53	0.00	393.53	DD
Pozitive Energy – Village Hall Electric – 26181620257687010	156.90	0.00	156.90	DD
Bradley's Tax & Accountancy Services: Invoice 2025/547	162.36	27.06	135.30	BACS
1st Barlaston Guides – S137 Grant (approved at April meeting)	599.98	0.00	599.98	BACS
Staffordshire Parish Council's Association	475.98	0.00	475.98	BACS
Rural Market Town Group – Invoice RMTG/25/26/6 Part Payment	105.00	17.50	87.50	BACS
Stef Giblin – Website rebuild/Transfer/Hosting/Backup Inv BPC-1001	849.60	0.00	849.60	BACS
Barlaston Bowling & Tennis Club – S137 Grant (approved at April meeting)	212.00	0.00	212.00	Cheque 0025870
Rialtas – Invoice SM31008. Licence, Support & Maintenance	243.60	40.60	203.00	BACS
Staffordshire LGPS – April	528.74	0.00	528.74	BACS
Vivien O'Dunne: expenses (mileage)	5.49	0.00	5.49	BACS
Vivien O'Dunne: Salary April	[redacted]	[redacted]	[redacted]	BACS
Mrs K Squires: Invoice 25/28 Internal Audit 2024/25	224.50	0.00	224.50	BACS
SLCC: Invoice MEM254441-1 Membership 2025/26	190.00	0.00	190.00	BACS
Viking: Office Consumables	27.20	4.53	22.67	BACS
Buxus Green – Additional Grass Cut March 2025 Inv 202426	600.00	0.00	600.00	BACS
Rural Market Town Group – Invoice RMTG/25/26/6 Part Payment	21.00	3.50	17.50	BACS
Buxus Green – Monthly Grounds Maintenance Inv 202425	1081.50	0.00	1081.50	BACS
Income – Standard	**GROSS**	**VAT**	**NET**	**Payment**
Interest – Business Bank	116.46	00.00	116.46	
Stafford Borough Council – Precept	58,508.50	0.00	58,508.50	

Exclusion of the press and public under S2 and S3 of the Public Bodies (Admission to Meetings) Act 1960 during consideration of item 381 below because of the confidential nature of the items for discussion.

381. To consider and agree the Clerk's salary scale increment in accordance with the terms of the employment contract.

382. To determine an appropriate event or occasion to recognise and celebrate local award winners

383. To discuss and agree a list of key questions and desired actions to raise with the new County Councillor and the Member of Parliament, in preparation for inviting them to a future meeting.

384. To note ongoing parking issues on Station Road and concerns regarding the volume of HGV and tanker traffic through the village.

385. To receive update from Buxus Green of works completed and to determine inflationary increase to their contractual payments in line with inflation.

386. To receive update regarding the Meadow Road lease and to determine actions

387. To receive an update regarding the Cricket Club lease and to determine actions

388. To receive an update regarding the revision of the Neighbourhood Plan

389. To consider applications for the vacant Parish Councillor position (Barlaston Park Ward) and resolve on the co-option of a new member.

390. To receive information regarding the council-issued gate licenses and determine appropriate actions.

391. To receive Risk Assessment updates and determine actions:

- Downs Car Park pathway

392. To receive weekly play area reports from appointed councillors and determine any required actions.

393. To receive and determine grant application(s)

Barlaston Community Group – Funding for the VE Day celebrations £150.00

394. To note Planning decisions

395. To note correspondence received

396. To receive items for inclusion in next agenda

397. Date of next meeting(s) – 10 June 2025

clerk@barlaston.staffslc.gov.uk