Minutes of the Meeting of Barlaston Parish Council
Held on Tuesday 10 June 2025 at the Methodist Church Hall at 19:00

Present:

Cllr D Borasinski (Chairman)
Cllr S Tudor
Cllr E Philpott
Cllr P Fisher
Cllr J Dando
Cllr C Hurst
Cllr L Pickering
Cllr L Arnold

Also in attendance:
Parish Clerk: Ms Vivien O'Dunne.
County Councillor: Sean Bagguley
2 members of the public were in attendance.

Public Open Forum: A member of the public raised concerns about bamboo causing a trip hazard on the alleyway pavement between Old Road and Meadow Road. Cllr Bagguley said he would investigate. A member of the public asked about the Village Hall Committee vacancy, and Cllr Borasinski confirmed it had been filled.

398. Apologies: Apologies were received from Cllr Jones. It was resolved to accept these.

399. Declarations of Interest: There were no Declarations of Interest.

400. Written applications for dispensations under the Localism Act 2011: No applications were received.

401. **Minutes of the Parish Council Meeting 13 May 2025:** It was noted that the Chairman has signed the Declaration of Acceptance of Office. The minutes of the meeting were approved as a true record and signed by the Chairman.

402. Clerk's Report: See Appendix A.

403. **County Councillor report:** New County Councillor Sean Bagguley introduced himself to members. He will look into the absence of flashing lights at the school crossing, along with ongoing flooding and gulley issues. The Clerk will provide him with ownership details for Wedgwood Memorial College to assist in determining what action the County Council may be able to take. He was briefed on the lack of signage and chevrons on Hartwell Lane, which he will investigate.

404. **Committee and working group membership:** Membership of committees and working groups were agreed and the Clerk will add the Terms of Reference to the website.

Joint Playing Fields Committee: Chair Cllr Fisher: Cllrs Hurst, Borasinski and Pickering
Planning Committee: Chair Cllr Fisher: Cllrs Tudor, Pickering, Philpott, Arnold, Borasinski, Jones and Dando
Health & Safety (Working Group): Chair Cllr Arnold: Cllrs Borasinski, Dando & Jones
Finance Committee: Chair Cllr Fisher: Cllrs Jones, Philpott, Pickering, Arnold, Borasinski, Tudor & Dando
Rights of Way (Working Group): Chair Cllr Hurst: Cllrs Fisher, Pickering, Arnold, Dando & Philpott
Graveyard Extension (Working Group): Chair Cllr Philpott: Cllrs Fisher, Hurst, Arnold & Dando
Employment (Working Group): Chair Cllr Pickering: Cllrs Borasinski, Dando & Philpott
Policy and Leases (Working Group): Chair Cllr Fisher: Cllrs Pickering, Borasinski & Arnold
Playpark (Working Group): Chair Cllr Philpott: Cllrs Tudor, Dand & Hurst
Health Liaison (Working Group): Chair Cllr Dando: Cllrs Tudor & Pickering

405. Parish Council representative on the Village Hall Committee: It was resolved to appoint Cllr Philpott to the Village Hall Committee

406. **Training courses:** It was resolved that the Clerk would organise two training sessions for councillors: one to be delivered by SPCA at a cost of £375, and the other a planning session, including updates on neighbourhood planning, to be delivered by Urban Vision.

Cllr Fisher left the meeting at this point.

407. To note financial matters:

I. The bank reconciliation reports for May 2025 were accepted and signed.
II. The schedule of payments report for May 2025 was accepted.
III. Additional authorised signatory to Lloyds internet banking: it was resolved to add Cllr Tudor to the banking mandate.

IV. It was noted that the Annual Governance & Accountability Return (AGAR) for the year ending 31 March 2025 was submitted to the external auditor on 27 May 2025. The draft accounting statements and statutory notices have been published according to the Exercise of Public Rights.

V. The Reserves Policy was reviewed and approved. The Clerk will upload this to the website.

VI. The draft Investment Policy was considered. The Parish Council requested that the Clerk investigate additional investment options and feedback to the next meeting.

VII. It was resolved to approve the purchase of three pairs of replacement batteries for the Speed Indication Devices at a cost of £439.76 plus VAT.

May Expenditure - Standard	GROSS	VAT	NET	Payment
Tesco: mobile phone – Bill ref – 134243814450	16.06	0.00	16.06	DD
BT: Phone & Broadband – Invoice M068 09	43.84	7.30	36.54	DD
Pozitive Energy – Village Hall Gas – 26181820257877977	120.54	5.74	114.80	DD
Pozitive Energy – Village Hall Electric – 26181620257891209	116.90	5.57	111.33	DD
David Ogilvie Engineering – VE/VJ Day Bench Inv 191908	2,203.20	367.20	1,836	Cheque 002874
Barlaston Community Group – Grant for VE Day Celebration	150.00	0.00	150.00	Cheque 002872
Value Products Ltd Inv 4435470 – Post and fittings Downs Car Park Sign “Park at own risk”	79.20	13.20	66.00	Cheque 002875
Clear Councils Insurance – Invoice LCO01494	1,288.14	0.00	1,288.14	Cheque 002871
Viking: Toner Invoice 5800770	325.14	54.19	270.95	Cheque 002873
Vivien O’Dunne – McAfee Virus Protection: CS3693677535	39.99	0.00	39.99	Cheque 002876
Vivien O’Dunne – Dropbox Annual Subscription – ZP4W58NFL28S	95.88	0.00	95.88	Cheque 002876
Value Products Ltd Inv 4437779 –Downs Car Park “Park at own Risk”	95.05	15.84	79.21	Cheque 002875
Buxus Green (May Grounds Maintenance)	1109.62	0.00	1109.62	SO
Vivien O’Dunne – Mileage (Agendas in Notice Boards)	2.75	0.00	2.75	Cheque 002876
Vivien O’Dunne – Salary – May	[redacted]	[redacted]	[redacted]	Cheque 002876
Staffordshire County Council LGPS May	454.60	0.00	454.60	BACS
Income – Standard	**GROSS**	**VAT**	**NET**	**Payment**
Interest – Business Bank	144.51	0.00	144.51	
Barlaston Village Hall Invoice 661 (Gas & Electric April & May)	787.87	0.00	787.87	BACS
Vivien O’Dunne – Nominal payment. PC disposal	5.00	0.00	5.00	

408. **Community awards:** The Clerk gave an update on the arrangements. It was resolved to allow £100 additional expenditure for tea, coffee, and related costs. It was agreed that Vice Chairman Sue Tudor would present the awards. For any recipients unable to attend, presentations would be made at a suitable alternative time and place.

409. **Grounds Maintenance Update:** An update was received from our contractor confirming that works are up to date. The trees obscuring visibility at the junction of Station Road and Longton Road are due to be trimmed imminently. The Clerk will request that trimming is also carried out around the new ‘No Camping’ sign.

410. **Meadow Road lease:** The Solicitor is currently awaiting responses to several queries he has raised with the Borough Council.

411. **Cricket Club lease:** The Clerk reported that the Cricket Club’s solicitors received the lease on 2nd June and will be reviewing the amendments. Their solicitor is currently on annual leave but intends to respond upon her return. It was resolved to defer this item until the next meeting.

412. **Revision of the Neighbourhood Plan:** It was resolved to defer this item until the next meeting, when Cllr Fisher will provide an update.

413. **Resignation of Councillors:** The Council noted the resignations of Cllr Lloyd and Cllr Oakden. The Clerk has informed the Elections Office at Stafford Borough Council. It was resolved to thank both councillors for their service.

414. **Gate licences:** It was resolved that a meeting take place with householders bordering the Green.

415. **Flagpole on the Village Green:** A proposal to install a flagpole on the Village Green was discussed. It was resolved to gauge community views on the proposal via the usual communication channels and to bring the matter back to the next meeting for further discussion.

416. **Duke of Edinburgh Award request:** It was resolved that the Parish Council would be happy for the participant to attend meetings and contribute to discussions as part of his voluntary work, but noted that he would not have voting rights. The Clerk will check whether any formal permissions or safeguarding measures are required and take any necessary actions.

417. Risk Assessment updates

I. Downs Carpark pathway remedial works. A second verbal quote has been received. The Clerk has requested that this be submitted as a formal written quotation for consideration at the meeting in July.
II. Culvert maintenance and the installation of a sediment trap: The work is scheduled for August.
III. Planned drainage works on the Village Green: The work is scheduled for August.
IV. Replacement of Pear Tree on the Village Green: It was resolved to purchase two trees at £30 each
V. Asset of Community Value Registration: Following a recommendation from the recent risk assessment, it was resolved to proceed with registering Barlaston Methodist Church as an Asset of Community Value. The Clerk will take the necessary steps to initiate the registration process.

418. Weekly play area reports: These were received from Cllr Hurst.

419. Grant application(s): No grant applications were received.

420. Planning Decisions from the meeting held on the 27th May: The Council objected to application 25/40459/FUL for a new dwelling beyond the settlement boundary and on Green Belt land. For application 25/40220/HOU, the Council requested clearer details and an extension to the consultation period.

421. **Correspondence:** An invitation from MP Allison Gardner to meet with the Parish Council was noted.

422. To receive items for inclusion in next agenda:

Replacement planter by bus stop at Orchard Place
Level Crossing Notice Board
Hedges

423. Date of next meeting: 8 July 2025

clerk@barlastonparishcouncil.gov.uk

Appendix A:

Clerk's Report May 2025

161 **Wedgwood Memorial College** – no updates received

290 **Flashing Lights for the School Crossing:** Cllr Sean Bagguley will be attending the June Parish Council meeting to discuss this.

317 **Staffordshire Societal Resilience Summit:** The Clerk will add back onto the agenda for discussion when progress has been made on this.

319 **Annual football match on The Green:** The Clerk will write to the Cricket Club later in the year to request that players and attendees refrain from parking on the grass.

347 **Footpath 3:** This will be repaired once the landowner is in receipt of the wire to repair the fence with.

350 **Signage on the Downs Car Park:** The 'Park at your own risk' sign for the Downs Car Park has now been delivered and will hopefully be in place by the time of the meeting.

351 **Defibrillator awareness map:** Local artist Tim Cockin has kindly produced an excellent defibrillator map (below) for use by local groups and the Parish Council. The Clerk has expressed the Council's sincere thanks to Mr Cockin for his time and contribution and this has been shared on our website and on our Facebook page.

367 **Asset Register:** This has been published on the website.

370 **Internal Auditor 2025/26:** The Clerk has informed Kim Squires that she has been appointed as Internal Auditor for the new financial year.

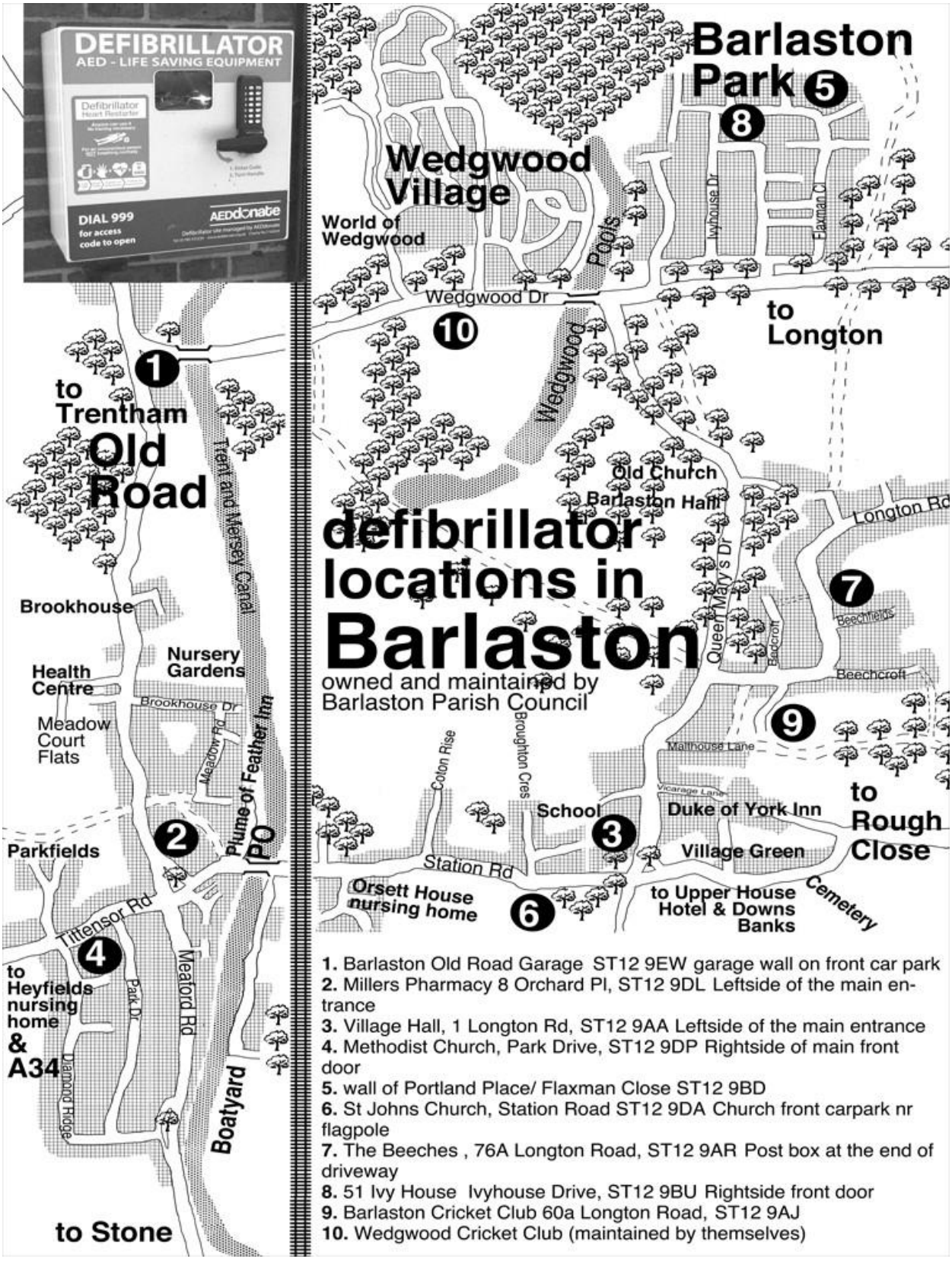
371 **Governing Documents:** The updated Model Standing Orders, Financial Regulations and Risk Register have been uploaded to the website.

372 **Meeting Dates 2025/26:** The list of meeting dates have been published on the website and on noticeboards throughout the village.

374 **Insurance:** The Parish Council Insurance has been renewed.

384 **Traffic Concerns:** The Clerk has written to Severn Trent to alert them to the recent increase in tankers accessing the Strongford Works via the village. Severn Trent have confirmed they will pass this on to their transport team and have asked for any photographic evidence or specific reports (including date, time and location) so they can follow up with individual drivers if necessary. The Clerk has requested that residents send this information directly for forwarding to Severn Trent.

286 **Map at Railway Crossing:** A draft document has been submitted to the Clerk and this will be added to the July agenda.



1. Barlaston Old Road Garage ST12 9EW garage wall on front car park
2. Millers Pharmacy 8 Orchard Pl, ST12 9DL Leftside of the main entrance
3. Village Hall, 1 Longton Rd, ST12 9AA Leftside of the main entrance
4. Methodist Church, Park Drive, ST12 9DP Rightside of main front door
5. wall of Portland Place/ Flaxman Close ST12 9BD
6. St Johns Church, Station Road ST12 9DA Church front carpark nr flagpole
7. The Beeches , 76A Longton Road, ST12 9AR Post box at the end of driveway
8. 51 Ivy House Ivyhouse Drive, ST12 9BU Rightside front door
9. Barlaston Cricket Club 60a Longton Road, ST12 9AJ
10. Wedgwood Cricket Club (maintained by themselves)