BARLASTON PARISH COUNCIL MEETING

All members of Barlaston Parish Council are hereby summoned to the Parish Council Meeting at Barlaston Methodist Church, Park Drive, Barlaston ST12 9DP on 8th July 2025. Meeting to commence at 7:15 pm. An agenda for the meeting is set out below.

Vivien O'Dunne: Parish Council Clerk. 2nd July 2025

Public Open Forum from 7:15 pm (up to 15 minutes). 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 start promptly at 7:15 pm.

424. Apologies

425. Declarations of Interest

426. Written applications for dispensations under the Localism Act 2011

427. To approve minutes of the Parish Council Meeting 10 June 2025

428. To receive the Clerk's Report

429. To receive update from County Councillor

430. To receive updates from Working Groups

431. To receive details of training courses and determine actions

432. To note financial matters:

I. To approve bank reconciliation reports
II. To receive schedule of payments report for June 2025 (see Appendix A: Schedule of Payments)
III. To review and approve the Council's Investment Policy
IV. To consider switching to a Pay As You Go mobile arrangement at the end of the current contract.
V. To receive feedback from the meeting of the Finance Committee on the 8 July.
VI. To review and approve the Employer Pension Discretions Policy Statement for Employees

433. To consider applications received for the vacant Parish Councillor position in Barlaston West Ward and to resolve on the co-option of a new member.

434. To receive an update from the Grounds Contractor on works completed.

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

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

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

438. To note correspondence regarding changes to funding for Neighbourhood Planning support, and to determine actions

439. To agree arrangements and actions relating to a meeting with residents who pay a gate licence

440. To consider feedback received regarding the installation of a flagpole on the Village Green and determine actions.

441. Attendance of Duke of Edinburgh Award Participant as Meeting Observer

442. To receive an update on the level crossing notice board restoration, including design and costings, and to determine actions.

443. To consider obtaining four silver engraved clips to add to the Chairman Chain of Office.

444. To determine a delegation of councillors to meet with the local MP and to agree items for discussion.

445. To receive Risk Assessment updates and determine actions:

I. To receive quotes for Downs Carpark pathway remedial works and determine actions
II. To receive an update on progress towards registering a local community building as an Asset of Community Value.
III. To consider a resident's offer to paint the goalposts on the Village Green and to determine actions.
IV. To consider the replacement of the planter by Orchard Place due to its poor condition and determine actions
V. To consider the condition and placement of the benches by the railway crossing and determine any actions

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

447. To receive and determine grant application(s)

- Barlaston Cricket Club - £1,000 to support their annual fireworks event

448. To note Planning decisions

449. To note correspondence received

450. To receive items for inclusion in next agenda

451. Date of next meeting: 9 September 2025

clerk@barlastonparishcouncil.gov.uk

Appendix A – Schedule of Payments (click here to return to the agenda)

June Expenditure - Standard	GROSS	VAT	NET	Payment
Tesco: mobile phone – Bill ref – 134247050346	16.06	0.00	16.06	DD
BT: Phone & Broadband – Invoice M069 S2	42.41	7.06	35.35	DD
Pozitive Energy – Village Hall Gas – 26181820258079722	83.77	0.00	83.77	DD
Pozitive Energy – Village Hall Electric – 26181620258079386	120.90	0.00	120.90	DD
Joe Poultney – Summer Planting – Invoice 171	475.00	0.00	475.00	Chq 002877
David Borasinski – Flowers – Village Awards – Chairman's Expenses	30.00	0.00	30.00	BACS
Can Print – Invoice 36196 – Certificates Printing	18.00	3.00	15.00	BACS
The Secret Kitchen – Awards Catering – Invoice 2002	600.00	100.00	500.00	BACS
Viking – Office Consumables – Invoice 5901978	34.02	5.67	28.35	BACS
Elan City – SID Batteries x 6 Inv SAJ-UK/2025/02593	527.71	87.95	439.76	BACS
Staffordshire County Council – Allotment Rent – Inv 1000149561	300.00	0.00	300.00	BACS
Stafford Borough Council – Litterbin emptying – Invoice 7070297000	460.73	76.79	383.94	BACS
Vivien O'Dunne – Salary June 2025	[redacted]	[redacted]	[redacted]	[redacted]
Vivien O'Dunne – Expenses – Village Awards, mileage & Postage *	106.63	0.00	106.63	BACS
HMRC – Quarterly PAYE/NI Payment	1076.70	0.00	1076.70	BACS
Staffordshire County Council – LGPS – June	472.59	0..00	472.59	BACS
Society of Local Council Clerks – CiLCA Qualification Fee Invoice QL207473-1	450.00	0.00	450.00	BACS
Buxus Green – June Ground Maintenance	1,109.62	0.00	1,109.62	SO
Income – Standard	**GROSS**	**VAT**	**NET**	**Payment**
Interest – Business Bank	145.19	0.00	145.19	
Barlaston Village Hall Invoice 662 (Gas & Electric June)	204.67	0.00	204.67	BACS
Staffordshire County Council – Grass Cutting	4,605.00	0.00	4,605.00	BACS

Clerk's expenses June 2025

Date	Detail	Amount	Rcpt
14/06	Tesco: Milk, Filter Coffee x 4, Squash, Coffee Filters	£22.75	Yes
13/06	Tesco: Milk, Sugar, Tea Bags	£6.39	Yes
12/06	Stone Shoe Repairs: Engraving	£8.00	Yes
27/05	Post Office Ltd – Registered Post Insurance Renewal Chq	£8.75	Yes
03/06	Amazon – Frames for Certificates	£23.75	Yes
10/06	Amazon – Paper Plates for Awards Service	£16.38	Yes
30/06	Mileage: 2 round trips (agendas), CanPrint, Tesco, Stone Shoe Repairs x 2	20.61	
	Total	106.63	