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 9 September 2025. Meeting to commence at 7:15 pm. An agenda for the meeting is set out below.

Vivien O'Dunne: Parish Council Clerk. 03 September 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.

452. Apologies

453. Declarations of Interest

454. Written applications for dispensations under the Localism Act 2011

455. To approve minutes of the Parish Council Meeting 8 July 2025

456. To receive the Clerk's Report

457. To receive update from County Councillor

458. To receive update from Borough Councillor

459. To receive updates and proposals from Working Groups and determine actions

460. To receive details of training courses and determine actions

461. Parish Council Vacancies: To consider applications and resolve on co-option

462. To agree a date for councillors to meet with the local MP

463. To consider the purchase of electronic devices for councillors and the clerk, and a screen/monitor for use in meetings and determine actions

464. To consider a request to site a bench at the Children's Play Area at Barlaston Park

465. To discuss safety concerns regarding the Wedgwood Memorial College site and determine actions

466. Finance and Administration

466.1 To receive bank reconciliation reports, bank statements and budget position at 31 August
466.2 To receive schedule of payments report for July & August 2025 (see Appendix A: Schedule of Payments)
466.3 To receive Conclusion of Audit AGAR report (if received)
466.4 To determine an additional signatory for the Lloyds bank account
466.5 To consider purchase of a replacement speed gun for the Speedwatch group
466.6 To consider purchase of a planter for Orchard Place
466.7 To consider the resubmitted design and costings for the Level Crossing notice board restoration and determine actions.
466.8 To approve sending the Chain of Office to a supplier for new bars to be fitted

467. Policy Matters

467.1 To review and approve the Council's Investment Policy
467.2 To review and approve the Council's IT Policy

468. Assets and Leases

468.1 To receive Grounds Contractor's report on completed works.
468.2 To receive updates on Meadow Road and Cricket Club leases and determine any actions
468.3 To receive updates on Gate Licences and determine actions
468.4 Village Green Hedge: To consider a motion to change the method of cutting and determine actions.

468.5 To receive an update on culvert and drainage works on the Village Green scheduled for August.

469. Health & Safety / Risk Management

469.1 To receive an update on bench repair by the railway crossing and agree actions
469.2 To receive the annual ROSPA Report and determine actions
469.3 To receive weekly play area reports from appointed councillors and determine actions.

470. To consider grant applications and determine awards

470.1 Barlaston Community Group request for £150 for litter-picker protective clothing

471. Planning: Committee updates, recent decisions, and matters for Council consideration:

471.1 To receive an update regarding revision of the Neighbourhood Plan
471.2 To consider a motion to amend the wording in the Terms of Reference of the Planning Committee
471.3 To note Planning Committee decisions on recent applications

472 Date of next meeting: 14 October 2025

clerk@barlastonparishcouncil.gov.uk

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

July Expenditure - Standard	GROSS	VAT	NET	Payment
Tesco: mobile phone – Bill ref – 134250575437	16.06	0.00	16.06	DD
BT: Phone & Broadband – Invoice M070 YH	41.81	6.96	34.85	DD
Pozitive Energy – Village Hall Gas – 26181820258244262	33.22	0.00	33.22	DD
Pozitive Energy – Village Hall Electric – 26181620258244051	111.44	0.00	111.44	DD
Barlaston Cricket Club – Grant S137	1,000.00	0.00	1,000.00	BACS
Restore the Planet Solutions Ltd (Art Trail) Inv 1005	450.00	75.00	375.00	BACS
Lloyds Bank – Charges Inv: 458990561	6.25	0.00	6.25	DD
Staffordshire LGPS – July Payment	472.59	0.00	472.59	BACS
Vivien O'Dunne – Salary July	[redacted]	[redacted]	[redacted]	BACS
Vivien O'Dunne – Mileage July	9.59	0.00	9.59	BACS
Vivien O'Dunne – Expenses (Paint/brushes for Goalpost painting: £43.88; Copyholder £11.62; Barrier Tape £13.99)	69.49	0.00	69.49	BACS
Information Commissioners Office (ICO) Annual Fee	47.00	0.00	47.00	DD
Buxus Green – July Ground Maintenance	1,109.62	0.00	1,109.62	SO
P & M Edwards – Two Pear Trees	59.90	0.00	59.90	BACS
Income – Standard	**GROSS**	**VAT**	**NET**	**Payment**
Interest – Business Bank	125.33	0.00	125.33	
Barlaston Village Hall Invoice 664 (Gas & Electric July)	144.66	0.00	144.66	
VAT Refund	837.94	0.00	837.94	

August Expenditure - Standard	Invoice/Ref	GROSS	VAT	NET	Payment
Tesco: mobile phone	134253555110	16.06	0.00	16.06	DD
BT: Phone & Broadband	M071 13	41.81	6.96	34.85	DD
Stafford Borough Council Muga Lease Annual	7070297126	10.00	0.00	10.00	BACS
N & J Tree Services – Emergency Tree Works	18398	864.00	144.00	720.00	BACS
Lloyds Bank – Bank Charges	461345058	5.75	0.00	5.75	BACS
Vivien O'Dunne – August Salary		[redacted]	[redacted]	[redacted]	[redacted]
Vivien O'Dunne – Mileage August		2.75	0.00	2.75	BACS
Staffordshire LGPS – August Payment		548.88	0.00	548.88	BACS
Buxus Green: Aug Grounds Maintenance		1,109.62	0.00	1,109.62	SO
Playsafety Ltd – Annual ROSPA Inspection	91730	192.00	32.00	160.00	BACS
Staffordshire County Council - Allotment Rent – 29/09 – 24/12	1000154903	300.00	0.00	300.00	BACS
Income – Standard		**GROSS**	**VAT**	**NET**	**Payment**
Interest – Business Bank		137.95	0.00	137.95	