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



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Vivien O'Dunne: Parish Council Clerk. 08 October 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.

478. Apologies

479. Declarations of Interest

480. Written applications for dispensations under the Localism Act 2011

481. To approve minutes of the Parish Council Meeting 9 September 2025

482. To approve minutes of the Extraordinary Parish Council Meeting 16 September 2025

483. To receive the Clerk's Report

484. To receive update from County Councillor

485. To receive update from Borough Councillor

486. To receive details of training courses and determine actions

487. To receive updates and proposals from Working Groups, determine any required actions, and appoint co-opted Councillors

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

489. To receive an update on costs for electronic devices for councillors and the Clerk, and to determine actions

490. To receive an update regarding a request to site a bench at the Flaxman Close Play Area

491. To receive an update on measures taken to address site security at the Wedgwood Memorial College site, and to determine actions

492. Finance and Administration

492.1 To receive bank reconciliation reports, statements and budget position at 30 September
492.2 To receive and approve schedule of payments for September 2025 (see Appendix A: Schedule of Payments)
492.3 To note completion of internal audit on 30 September and to note any recommendations
492.4 To consider and agree preparations for setting the 2026/27 budget
492.5 To consider quotations for a replacement planter for Orchard Place
492.6 To determine actions regarding Remembrance Wreath and Tommy Figures
492.7 To consider the purchase of two replacement batteries for Speedwatch
492.8 To consider replacement defibrillator pads from AED Donate for our monitored defibrillator boxes, as existing pads are approaching expiry
492.9 To consider legal advice regarding S137 funding for the Village Hall Charity
492.10 To report and approve the engagement of the Planning Consultant, within the approved 2025/26 budget
492.11 To consider installation of a dog waste bag dispenser on the Green
492.12 To consider quotations received for re-marking of the Multi-Use Games Area
492.13 To note damage and age-related wear on the Orchard Place notice board and to determine any actions

493. Policy Matters

493.1 To review and adopt amendments to the Council's Code of Conduct

494. Assets and Leases

494.1 To receive the Grounds Contractor's report on completed works and to consider quotation for an additional hedge cut

494.2 To authorise the Chairman and Vice-Chairman to sign the Meadow Road Play Area lease and to note and approve the solicitor's completion statement

494.3 To receive updates on Gate Licences and determine actions

494.4 To receive updates on Cricket Club lease and determine any actions

495. Health & Safety / Risk Management

495.1 To receive an update on bench repair by the railway crossing and agree actions

495.2 To receive an update on completed works from the ROSPA report

495.3 To receive weekly play area reports from appointed councillors and determine actions

495.4 To consider replacement of the broken bench removed from the Station Road bus stop

495.5 To note damage to the village entry gates on Meaford Road and to consider replacement and provision of an additional set

495.6 To consider quotations for tree survey in January 2026

496. To consider grant applications and determine awards:

496.1 To consider a donation to the Royal British Legion Poppy Appeal

496.2 Barlaston Proscenium Players: £558 for Pantomime rehearsal room hire

496.3 Barlaston Volunteer Car Scheme: £136 for insurance and flyers

496.4 Barlaston Community Group: £250 towards Annual Golden Agers Party

496.5 Barlaston Silver Surfers: £150 towards equipment to support activities

496.6 Barlaston Strollers and Striders: £150 towards Hi-Viz clothing and first aid training

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

497.1 To receive an update regarding revision of the Neighbourhood Plan

497.2 To consider inclusion of a Green Belt Survey in the revised plan

497.3 To note Planning Committee decisions on recent applications

498. Correspondence

498.1 Chief Executive presentation invitation

498.2 Two Minutes Silence Campaign

498.3 SPCA Local Council Conference 2025

498.4 Building Resilient Communities – Support Staffordshire

499. Date of next meeting: 11 November 2025

clerk@barlastonparishcouncil.gov.uk

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

September Expenditure and items for approval	Invoice/ref	GROSS	VAT	NET	Payment
Tesco: mobile phone	134256830502	16.06	0.00	16.06	DD
BT: Phone & Broadband	M072 5F	42.41	7.06	35.35	DD
Staffordshire Parish Councils' Association	SI-1970	390.00	65.00	325.00	BACS
Lloyds Bank – Monthly Charges	463776654	4.25	0.00	4.25	-
Vivien O'Dunne (Salary September)	-	[redacted]	[redacted]	[redacted]	BACS
Vivien O'Dunne (Mileage)	-	5.50	0.00	5.50	BACS
Staffordshire Local Government Pension Scheme	-	487.60	0.00	487.60	BACS
Buxus Green – September Grounds Maintenance Payment	-	1,109.62	0.00	1,109.62	SO
Barlaston Methodist Church – Office Rental (01/03/25 – 01/09/25)	Inv 162	750.00	0.00	750.00	Cheque 002878
Barlaston Methodist Church – 6 months Hall Hire: Coffee Mornings	Inv 167	120.00	0.00	120.00	Cheque 002879
Bradleys Tax & Accounting Services – Payroll & LGPS Management	Inv 2025/1714	78.00	13.00	65.00	BACS
Stafford Borough Council: Litterbin emptying July – Sept 2025	7070297474	460.73	76.79	383.94	BACS
Barlaston Community Group (S137 Grant) Litter Picking Supplies	Grant	150.00	0.00	150.00	BACS
HMRC: Quarterly Tax & NI Payment	-	1,154.93	0.00	1,154.93	BACS
Urban Vision: Planning Consultancy	UVE 1058-25	1,040.40	173.40	867.00	BACS
RBL Poppy Appeal: Wreath	87	25.00	0.00	25.00	Cheque 002880
Viking – Paper	6406550	23.88	3.98	19.90	BACS
Income		**GROSS**	**VAT**	**NET**	**Payment**
Interest – Business Bank	-	118.85	0.00	118.85	-
Barlaston Allotment Association- Invoice 665 (29/09-24/12)	Invoice 665	300.00	0.00	300.00	BACS