Minutes of the Meeting of Barlaston Parish Council
Held on Tuesday 14 October 2025 at the Methodist Church Hall at 19:15

Present:

Cllr D Borasinski (Chairman)
Cllr P Fisher
Cllr E Philpott
Cllr O Sear
Cllr S Tudor
Cllr L Pickering
Cllr C Hurst
Cllr S Thomas
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: The Chairman of Barlaston Proscenium Players outlined the group's activities, future plans, and provided information in support of a grant application for Christmas Pantomime rehearsal space. (item 496.2). The County Councillor updated the Council on flashing lights at the school crossing, and councillors raised related local concerns including patrol safety, signage, gully cleaning, and flooding.

478. **Apologies:** Apologies were received from Cllrs Jones & Dando. It was resolved to accept these.

479. **Declarations of Interest:** None received

480. **Written applications for dispensations under the Localism Act 2011:** None received

481. **Minutes of the Parish Council Meeting 9 September 2025:** The minutes of the meeting were accepted as a true record and signed by the Chairman.

482. **Minutes of the Extraordinary Parish Council Meeting 16 September 2025:** The minutes of the meeting were accepted as a true record and signed by the Chairman.

483. **Clerk's Report:** See Appendix B

484. **County Councillor report:** presented in the Open Forum

485. **Borough Councillor:** The Borough Councillor was not present.

486. **Training courses:** The Council noted upcoming training at the Methodist Church, including a Planning session on 18 October and a New Councillor/Refresher session on 12 November.

487. **Working Groups:** It was resolved to add Councillor Sear to the Playpark Working Group, and Councillor Thomas to the Leases and Policy Working Group.

488. **Meeting with the local MP:** A meeting with the local MP, proposed for 18 December, was noted as unsuitable. The Clerk will request an alternative date in the new year.

489. **Electronic devices for councillors and the Clerk:** The Council received a report from the Clerk on the cost of electronic devices. Further work will be undertaken to compare leasing versus purchasing and to clarify any associated support or setup requirements.

490. **Bench at the Flaxman Close Play Area:** The Clerk contacted Stafford Borough Council regarding the siting of a bench at the Flaxman Close Play Area. SBC visited the site, approved the bench as an enhancement, and offered to install a repurposed metal bench of their own.

491. **Site security at the Wedgwood Memorial College site:** The Clerk reported that Stafford Borough Council identified unsecured access points and contacted the landowners, who will secure the property; SBC recommended steel for a permanent solution. A dead tree on the site will also be reported to the owners.

492. **Finance and Administration**

492.1 The September bank reconciliation and bank statements were noted and signed. The budget position at 30 September was noted.
492.2 The schedule of payments for September 2025 was reviewed and accepted (see Appendix A: Schedule of Payments)
492.3 The Council noted the completion of the internal audit on 30 September and considered the recommendations, including that the Transparency Code Publication Scheme should be published on the Council's website; that reserves be increased to £10,000 to cover costs for the 2027 elections.
492.4 **Preparations for setting the 2026/27 budget**: Councillors were asked to bring forward any ideas or proposals to the Finance Committee meeting in November to inform the setting of the 2026/27 budget.
492.5 **Replacement Planter**: It was resolved to accept the quotation of £180 plus £20 delivery for a new trough to replace the damaged one on the green by the crossroads.
492.6 **Remembrance Sunday:** It was resolved to purchase a wreath from the Royal British Legion at a cost of £25. Councillor Borasinski will site the Tommy figures on 25 October and they will be removed on 9 December. Community groups will be asked to remove their own figures at the same time.
492.7 **Speedwatch:** It was resolved to purchase a set of Speed Indication Device replacement batteries from Elan City at a cost of £129.92 plus £30 delivery plus VAT. Councillors requested that the Clerk investigate the cost of replacing the devices with solar-powered alternatives.
492.8 **Defibrillators:** It was resolved to purchase replacement pads from AED Donate for the Parish Council's monitored defibrillator boxes, as the existing pads are approaching expiry, at a total cost of £359.70 for five devices.
492.9 **Funding for the Village Hall Charity:** The Council noted advice received from SLCC that, as sole trustee, it can lawfully provide financial support to the Village Hall Charity under Section 137 of the Local Government Act 1972, subject to the statutory limit.
492.10 It was resolved to approve the engagement of Urban Vision's Planning Consultant at a cost of £867 plus VAT, within the approved 2025/26 budget.
492.11 **Dog waste bag dispenser on The Green**: Councillors resolved not to install an additional dog waste dispenser on The Green, instead focusing on awareness through school posters, SBC campaign advice, and Parish Council social media.
492.12 **Multi-Use Games Area:** Councillors resolved to accept Soft Surfaces' quotation of £4,717 + VAT to clean, treat, coat, and re-line the MUGA for basketball and football.
492.13 **Orchard Place notice board**: The Council noted the condition of the notice board. The Clerk will investigate and bring recommendations for repair to the next meeting.

493. Policy Matters

493.1 **Code of Conduct:** The Council reviewed and approved the updated Code of Conduct. All Councillors were provided with a copy.

494. Assets and Leases

494.1 **Grounds Maintenance:** The Council noted a report from the grounds contractor. It was resolved to approve an additional spring cut of the Village Green hedges at £250. Councillors noted that an additional grass cut in November would be required. Additional RoSPA recommended works on the Wild Play Area will be completed at a cost of £200.

494.2 **Meadow Road Play Area lease:** The Council resolved to authorise the Chairman and Vice-Chairman to sign the Meadow Road Play Area lease, with the Clerk as witness, and noted and approved the solicitor's completion statement. The Clerk will arrange an appointment with an independent solicitor for the swearing of the Statutory Declaration.
494.3 **Gate Licences:** The item was deferred.
494.4 **Cricket Club lease:** It was noted that the formal lease is expected to be available for signing at the next Parish Council meeting.

495. Health & Safety / Risk Management

495.1 **Bench repair by the railway crossing**: The Council noted that permission is still awaited for the bench repair. A response from Network Rail is awaited.
495.2 **Update on completed works from the ROSPA report:** The Council noted that purchase of a sign is in hand. It was resolved to accept the quotation from Creative Landscapes @ £190 to carry out remedial works.
495.3 **Weekly play area reports:** The Council received reports from the appointed Councillor. It was noted that a Councillor would be required to inspect the Meadow Road Play Area once the lease is complete, and that training for volunteers would be investigated.
495.4 **Damaged bench - Station Road Bus Stop**: The Council noted that a bench had been removed due to damage. It was resolved to replace the bench, subject to obtaining the appropriate permissions, and the Clerk was asked to obtain prices for a recycled plastic bench.
495.5 **Village Entry Gates – Meaford Road:** The Council noted damage to the village entry gates on Meaford Road. It was resolved to obtain costings and design options for replacement gates to be brought back to the next meeting.
495.6 **Tree Survey:** It was resolved to accept the quotation from N&J Tree Services for the biennial tree survey at a cost of £504 plus VAT. The Clerk will arrange the booking.

496. Grant applications: It was resolved to approve the following grants, all funded under Section 137 of the Local Government Act 1972

496.1 Royal British Legion: £300 for the annual Poppy Appeal
496.2 Barlaston Proscenium Players: £558 for Pantomime rehearsal room hire
496.3 Barlaston Volunteer Car Scheme: £136 towards insurance and flyers
496.4 Barlaston Community Group: £250 towards the Annual Golden Agers Party
496.5 Barlaston Silver Surfers: £150 towards equipment to support their activities
496.6 Barlaston Strollers and Striders: £150 towards hi-viz clothing and first aid training

497. Planning:

497.1 **Revision of the Neighbourhood Plan:** Councillor Fisher reported that the revision of the Plan is ongoing.
497.2 **Green Belt Survey:** Councillor Sear proposed the inclusion of a Green Belt Survey in the revised Neighbourhood Plan. It was resolved that this information would be included.
497.3 **Planning Committee decisions:** 25/41024/FUL at Douglas Macmillan Hospice: No objection

498. The following correspondence was noted:
498.1 Chief Executive presentation invitation on Local Government Reorganisation: It was resolved that Cllrs Fisher & Borasinski would attend
498.2 Two Minutes Silence Campaign: An invitation was extended to all Councillors
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

Appendix B
Clerk's Report September 2025

290 **Flashing Lights for the School Crossing:** The County Councillor has requested a speed and volume survey to provide further evidence. The request is being chased for expedited completion, noting that it was delayed over the Summer holidays and will be more meaningful if carried out during term time.

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.

432 iii **Unity Trust and CCLA Public Deposit Funds**: Opening an account with each of these is underway.

432 iv **Mobile Phone Contract:** Moving from a contract to PAYG contract is in process

445 i **Downs Car Park pathway works:** This is scheduled for Autumn 2025

466.4 **Banking:** Cllr Pickering has been added as a signatory for Lloyds Bank

466.3 **AGAR:** the notice of conclusion and the accompanying statutory documentation has been posted online and on the Orchard Place notice board.

466.5 **Speed Gun:** Purchase of a new Speed Gun is in process

466.7 **Station Map and Notice Board**: The Clerk has added a new 'Barlaston History' page to the website and the QR code linking to the Station history will appear on the map which has now gone to print.

466.8 **Chain of Office:** I am currently ensuring reassurance from the Parish Council's insurers that the chain will be covered in transit and by the meeting this will have been sent to Vaughtons.

468.5 **Village Green:** Drainage works are in hand. The County Council has completed remedial works on the Station Road culvert.

Back to the minutes