BARLASTON PARISH COUNCIL MEETING - AGENDA

All members of Barlaston Parish Council are hereby summoned to the Parish Council Meeting at Barlaston Methodist Church, Park Drive, Barlaston ST12 9DP on 11 November 2025. Meeting to commence at 7:15 pm. An agenda for the meeting is set out below.



Vivien O'Dunne: Clerk & Responsible Financial Officer 05 November 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.

500. Apologies

501. Declarations of Interest

502. Written applications for dispensations under the Localism Act 2011

503. To approve minutes of the Parish Council Meeting 14 October 2025

504. To receive the Clerk's Report

505. To receive update from County Councillor

506. To receive update from Borough Councillor

507. To receive details of training courses and determine actions

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

509. To receive feedback from Councillors who attended the Local Government Reorganisation presentation at Stafford Borough Council

510. Finance and Administration:

510.1. To receive bank reconciliation reports and statements

510.2. To receive and approve schedule of payments for October 2025 (Appendix A)

510.3. To receive feedback from the Finance Committee and consider any recommendations regarding the 2026/27 precept and budget, and to agree any necessary actions.

510.4. To receive quotations for the purchase or lease of electronic devices and for councillors and the Clerk, and to determine actions

510.5. To consider a quotation for an additional element to the planned MUGA remedial works to preserve the surface coating.

510.6. To consider quotation received for repair of the Orchard Place noticeboard and determine actions

510.7. To consider quotations received to replace the damaged bench at the Station Road bus stop and determine actions

510.8. To consider quotations received to replace the village entry gates and determine actions

510.9. To consider purchase of Reference Work: *Arnold-Baker on Local Council Administration,* 14th Edition at £144

511. Assets and Leases:

511.1. To receive the Grounds Contractor's report on works completed
511.2. To authorise the Chairman and Vice Chairman to sign the Cricket Club lease (if received) and determine actions
511.3. To receive an update regarding the Meadow Road Lease and determine actions
511.4. To receive updates on Gate Licenses and determine actions

512. Health & Safety / Risk Management:

512.1. To receive an update regarding bench repair at the railway crossing and agree actions
512.2. To receive weekly play reports from appointed councillors and determine actions
512.3. To receive Speedwatch statistics from the Speedwatch group, including data from speed guns and speed indication devices for the past 12 months.

513. To consider grant applications and determine awards:

513.1. St John's Church: Remembrance Day Orders of Service (50%): £35.00
513.2. Village Hall Management Committee: maintenance works: £11,850

514. Planning:

514.1. To receive an update regarding revision of the Neighbourhood Plan and determine actions
514.2. To note Planning Committee decisions on recent applications

515. Date of next meeting

clerk@barlastonparishcouncil.gov.uk

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

October Expenditure and items for approval	Invoice Reference	GROSS	VAT	NET	Payment
Tesco: Mobile phone	134260106705	16.06	0.00	16.06	DD
BT: Phone & Broadband	M073 9C	41.81	6.96	34.85	DD
Clear Councils Insurance - Regalia	LCO01494	70.95	0.00	70.95	BACS
Joe Poultney: New Planter (Old Road) - delivery and planting	175	220.00	0.00	220.00	Cheque 003001
Royal British Legion Poppy Appeal	S137 Grant	300.00	0.00	300.00	Cheque 003002
Barlaston Proscenium Players	S137 Grant	558.00	0.00	558.00	BACS
Barlaston Volunteer Car Scheme	S137 Grant	136.00	0.00	136.00	BACS
Barlaston Community Group – Golden Agers Party	S137 Grant	250.00	0.00	250.00	BACS
Barlaston Community Group – Silver Surfers	S137 Grant	150.00	0.00	150.00	BACS
Barlaston Community Group – Strollers and Striders	S137 Grant	150.00	0.00	150.00	BACS
AED Donate – Replacement Defibrillator Pads x 5	6362	359.70	59.95	299.75	BACS
Lloyds Bank – Monthly Bank Charges	466190261	4.25	0.00	4.25	-
Staffordshire County Council Local Government Pension Scheme	-	508.70	0.00	508.70	BACS
Vivien O'Dunne October Salary	-	[redacted]	[redacted]	[redacted]	[redacted]
Vivien O'Dunne – Mileage (£2.75) and Expenses (£35.00) MS 365 Subscription	-	37.75	0.00	37.75	BACS
Elan City – Replacement Batteries – Speed Indication Device	02875	191.90	31.98	159.92	BACS
QPS Print Ltd – Map Print – Station Notice Board	18884	78.00	13.00	65.00	BACS
LaserTech	BPC005	244.80	40.80	204.00	BACS
Buxus Green	202510	1,109.62	0.00	1,109.62	SO
Vivien O'Dunne – Postage		19.75	0.00	19.75	BACS
Urban Vision – Planning Training	UVE 1063-25	420.00	70.00	350.00	BACS
Income		**GROSS**	**VAT**	**NET**	**Payment**
Interest – Business Bank	-	104.13	0.00	104.13	-
Precept – Stafford Borough Council		58,508.50	0.00	58,508.50	-