Minutes of the Meeting of Barlaston Parish Council
Held on Tuesday 11th November at the Methodist Church Hall at 19:15

Present:

Cllr D Borasinski (Chairman)
Cllr P Fisher
Cllr E Philpott
Cllr O Sear
Cllr L Pickering
Cllr C Hurst
Cllr J Dando
Cllr S Tudor

Also in attendance:
County Cllr S Bagguley
Parish Clerk: Ms Viv O'Dunne

Public Open Forum: No members of the public were present.

500. Apologies: Apologies for absence were received from Cllrs Jones, Arnold and Thomas. It was resolved to accept these.

501. Declarations of Interest: There were no declarations of interest.

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

503. Minutes of the Parish Council Meeting 14 October 2025: The minutes of the meeting were accepted as a true record and signed by the Chairman

504. Clerk's Report: See Appendix B

505. County Councillor report: The County Councillor reported that double yellow lines have been installed (Tittensor Road/Park Drive) and drainage works on Station Road completed. He is still looking into the feasibility of installing flashing lights near the crossing, and a speed camera van will visit the village as a deterrent. Local Government Reorganisation (LGR) was discussed, and he provided a general update on local traffic matters.

506. Borough Councillor report: The Borough Councillor was not present.

507. Training courses: It was approved that the Clerk enrol on two SPCA courses: Introduction to AI (£35) and Procurement (£35). Planning Committee members were reminded that training is a requirement of serving on the committee. The Clerk will monitor further Zoom course dates and forward details to those who need to complete the planning and new councillor training.

508. Working Groups:

Play Park: Cllr Philpott reported on the inaugural Play Park Working Group meeting. Consultation plans will be brought to the next meeting for approval, potentially jointly with the Neighbourhood Plan. The next meeting is scheduled for 6 December 2025 at 11:00.

HR: The HR working group fed back on a recent meeting with The Clerk. A review of her working hours will be included on the agenda for the next meeting for formal discussion and decision.

509. Local Government Reorganisation presentation: Two councillors had attended as requested, but on the wrong night due to an error in the circulated date. The Clerk apologised for the mistake.

510. Finance and Administration:

510.1. The October bank reconciliation and bank statements were noted and signed.

510.2. The schedule of payment for October 2025 was reviewed and accepted (see Appendix A)

510.3. Finance Committee Recommendations: The committee had reviewed income and expenditure against the current budget and also discussed the draft budget for 2026/27. The committee recommended reconvening in January to finalise the budget prior to the January Parish Council meeting, for approval ahead of submission to the Borough Council. This

recommendation was accepted by the Parish Council.

510.4. Electronic devices: It was resolved that the purchase of a laptop at a cost of £450 for the Clerk be approved. The Parish Council agreed in principle to purchase tablets, but three quotes had not yet been obtained. This will be considered at the next meeting once further details, including quotes for mobile device management, are available. Leasing was not pursued, as it was not deemed a suitable option.

510.5. Muga remedial works: It was resolved to approve the additional binder element of the MUGA remedial works at a cost of £517.50 + VAT, bringing the total to £5,234.50 + VAT. The Clerk was authorised to pay a 20% deposit on the total sum ahead of the works scheduled for March - April 2026.

510.6. Orchard Place Notice Board: The cost of replacement Perspex panels is £380+VAT, and a replacement lock is £95 + VAT from the original supplier as the board is no longer within warranty. It was noted that a complete new door is required as one of them is damaged beyond repair. Councillors requested that the Clerk obtain costings for a new two-sided notice board.

510.7. Bus Stop Bench: Quotations were received from four suppliers. It was resolved to purchase a 100% recycled 4-seater green bench from Seated Furniture for £417.81 + VAT, with installation to be arranged upon receipt.

510.8. Village Entry Gates: Quotations were received from four suppliers. The Council resolved to purchase two Glasdon L-shaped gates at £2,200.29 each + VAT. The gates are a low-maintenance, timber-effect alternative to traditional wooden gates and are designed for long-term durability with minimal upkeep.

510.9. Purchase of Reference Work: It was resolved to approve the purchase of the book *Arnold-Baker on Local Council Administration, 14th Edition* at a cost of £144. This is a key reference guide for local councils and will provide valuable guidance on proper procedures and best practice for council administration.

511. Assets and Leases:

511.1. Grounds Contractor's report: The Clerk reported receipt of the grounds contractor's report. It was resolved that the Clerk, together with a councillor and the Chair, would meet with the contractor to discuss their winter work schedule.

511.2. Cricket Club Club lease: The Clerk reported that the Cricket Club lease is nearing completion, and it is hoped it will be ready for signing soon.

511.3. Meadow Road Lease: The Clerk reported that she attended a swearing appointment with the Chair, and it is hoped that a completion date for the lease will be confirmed soon.

511.4. Gate Licenses: Item deferred.

512. Health & Safety / Risk Management:

512.1. Bench repair at the railway crossing: The Clerk reported that permission from the landowner is still awaited and she will continue to follow this up.

512.2. Weekly play reports: The Council received reports from the appointed Councillor.

512.3. Speedwatch: The Council received statistics from the Speedwatch group, including data from their roadside sessions and the speed indication devices over the past 12 months. Councillors noted concern at the volume and speed of vehicles and requested the Clerk to extend their thanks to the volunteers for their work and effort in collecting this data, which has also been passed on to the County Councillor.

513. Grant applications: It was resolved to approve the following grants:

513.1. St John's Church: £35, representing 50% of the cost of printing the Orders of Service for Remembrance Sunday.

513.2. Barlaston Village Hall: £1,500 towards the cost of £1,950 for essential plumbing and heating works at the Village Hall. This grant is funded under Section 137 of the Local Government Act 1972.

514. Planning:

514.1. Neighbourhood Plan: Cllr Fisher and the Clerk will meet with the planning consultant on 19 November at 11:00 to discuss the next steps for the Neighbourhood Plan.

514.2. Planning Committee decisions: No planning applications were received.

515. Date of next meeting: 09 December 2025

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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	-

Appendix B: Clerk's Report

Clerk's Report October 2025

290 School Crossing: The County Councillor has reported that he has requested that a Mobile Safety Camera Van visit the area regularly in the hope that this will act as a deterrent.

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 this month to request that players and attendees refrain from parking on the grass.

432 iv Mobile Phone Contract: The mobile phone contract has been completed and the number successfully migrated. The Parish Council is no longer tied into a fixed contract and now operates on a Pay As You Go (PAYG) basis, with top-ups made as required. A plan without internet access has been arranged, as the phone is only used in the office where Wi-Fi is available. This arrangement keeps ongoing costs to a minimum.

445 i Downs Car Park pathway works: This has been completed.

466.4 Banking: The Unity Trust Bank account is now open, and a transfer will be made shortly in line with the Council's Investment Policy. An appointment has been booked with a solicitor to verify the necessary identification documents required to open the CCLA account. It is expected that this process will be completed by the December meeting.

466.7 Station Map and Notice Board: The map of Barlaston has been placed in the noticeboard by Barlaston Station. Thanks have been extended to Irene and Dave Moran for their work restoring the board and also to Tim Cockin for his work in the design and print of the map.

466.8 Chain of Office: The Chairman's Chain is with Vaughtons and work on it will take approximately 10 weeks.

468.5 Village Green: Drainage works are in hand.

488 Meeting with MP: A date in the new year has now been agreed.

492.5 Planter at the crossroads: This is now in situ and has been planted with winter flowers.

492.8 Replacement batteries for the Speed Indication Devices have been purchased and have been passed on to the Speedwatch group.

492.9 Defibrillator pads have been replaced by AED Donate.

492.11 Dog fouling awareness campaign will be worked on and added back o the agenda when progress has been made.

495.2 RoSPA advised works are expected to be complete by the December meeting.

495.6 The Tree Survey has been booked for January 2026

For information:

Double Yellow Lines have now been installed at the junction of Tittensor Road and Park Drive.

The Tree Preservation Order for the Oak on the Village Hall carpark is now confirmed without modification.

Grant Application St John the Baptist Church have submitted a grant application which was too late for the November meeting. This is for 50% of the cemetery grass cutting (£1,500). This will be considered at the December meeting.

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