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



Vivien O'Dunne: Clerk & Responsible Financial Officer 03 December 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.

516. Apologies

517. Declarations of Interest

518. Written applications for dispensations under the Localism Act 2011

519. To approve minutes of the Parish Council Meeting 11 November 2025

520. To receive the Clerk's Report

521. To receive update from County Councillor

522. To receive update from Borough Councillor

523. To receive details of training courses and determine actions

524. To receive updates and proposals from the Play Park working group and determine actions

525. Finance and Administration:

525.1. To receive and approve bank reconciliation reports and statements
525.2. To receive and note the budget position as at 30 November 2025
525.3. To receive and approve schedule of payments for November 2025 (Appendix A)
525.4. To receive quotations for electronic devices with MDM and determine actions
525.5. To approve the 20% deposit payment to Play Surfaces for the MUGA refurbishment (£1,046.90)
525.6. To consider obtaining a Unity Trust corporate multi-pay card for use by the Clerk
525.7. To consider quotations for notice board at Orchard Place and determine actions

526. Assets and Leases:

526.1. To receive the Grounds Contractor's report on works completed
526.2. To authorise the Chairman and Vice Chairman to sign the Cricket Club lease and determine actions
526.3. To receive an update regarding the Meadow Road Lease and determine actions
526.4. To receive updates on Gate Licenses and determine actions

527. Health & Safety / Risk Management:

527.1. To note the use of the Clerk's emergency powers to authorise tree works (Tree T25) following storm damage, at a cost of £396 plus VAT

527.2. To receive an update regarding bench repair at the railway crossing and agree actions

527.3. To appoint the designated inspector for the Meadow Road Play Area

527.4. To receive weekly play reports from appointed councillors and determine actions

528. To consider grant applications and determine awards:

528.1. To consider a grant of £1,500 towards 50% of the annual maintenance costs of the village cemetery, maintained by St John's Church

529. Exclusion of the Press and Public: To consider a resolution, under the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public for the confidential business to be discussed at item 530

530. Confidential business:

530.1. Feedback from meeting with contractor

530.2. Consideration of a permanent increase of the Clerk's hours to 20 per week

531. Planning:

531.1. To receive an update regarding revision of the Neighbourhood Plan and determine actions

531.2. To consider the Green Spaces template and arrangements for councillors to identify green spaces in their wards

531.3. To note Planning Committee decisions on recent applications

532. Date of next meeting

clerk@barlastonparishcouncil.gov.uk

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

November expenditure and items for approval	Invoice Reference	GROSS	VAT	NET	Payment
Tesco: Mobile phone (final payment)	134263408769	16.06	0.00	16.06	DD
BT: Phone & Broadband	M074 DZ	41.81	6.96	34.85	DD
St John the Baptist Church (Remembrance Orders of Service 50%)	Grant	35.00	0.00	35.00	BACS
Barlaston Village Hall Grant – Plumbing	S137 Grant	1,500.00	0.00	1,500.00	BACS
Viking – Office Stationary	4410097110	40.42	6.74	33.68	BACS
Society of Local Council Clerk's (Reference Book)	V1505	149.40	0.90	148.50	BACS
Staffordshire Parish Council's Association: Councillor Training	SI-2069	300.00	50.00	250.00	BACS
Joe Poultney – Winter planting	177	240.00	0.00	240.00	Cheque: 003004
Curry's PC World – Office Laptop	71761633	453.38	75.56	377.82	BACS
Lloyds Bank – Monthly Fees	-	5.25	0.00	5.25	DD
Woolliscrofts Solicitors - Meadow Rd Lease	91607-2	1,252.00	200.00	1,052.00	BACS
Support Staffordshire – Annual Subscription	7110	25.00	0.00	25.00	BACS
V O'Dunne – Expenses	-	38.99	0.00	38.99	BACS
V O'Dunne – Mileage	-	22.82	0.00	22.82	BACS
V O'Dunne – Salary – November	-	[redacted]	[redacted]	[redacted]	BACS
Staffordshire LGPS – November	-	543.86	0.00	543.86	BACS
Staffordshire County Council – Allotment Rent 25/12 – 24/03	1000159485	300.00	0.00	300.00	BACS
Viking – Toner	4410140423	352.73	58.79	293.34	BACS
VEN-AS Contractors Ltd: Hedge Cutting	4350	168.00	28.00	140.00	BACS
Buxus Green – Grounds Maintenance	202511	1,109.62	0.00	1,109.62	SO
N & J Tree Services – Emergency Works	18651	475.20	79.20	396.00	BACS
Creative Landscapes: install of 2 signs, install of bench, RoSPA works and redirect path at Downs carpark	-	1,130.00	0.00	1,130.00	BACS
Income		**GROSS**	**VAT**	**NET**	**Payment**
Interest – Business Bank	-	139.46	0.00	139.46	-