Barlaston Parish Council – Meeting Agenda

All members of Barlaston Parish Council are hereby summoned to the Parish Council Meeting in the Ruth Dickson Room at Barlaston Village Hall on 20 January 2026. Meeting to commence at 7:15 pm. An agenda for the meeting is set out below.



Vivien O'Dunne: Clerk & Responsible Financial Officer 14 January 2026

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.

533. Apologies for Absence

534. Declarations of Interest

535. Written applications for dispensations under the Localism Act 2011

536. To approve minutes of the Parish Council Meeting 9 December 2025

537. To receive the Clerk's Report

538. To receive update from County Councillor

539. To receive update from Borough Councillor

540. To receive details of training courses and determine actions

541. To receive updates and proposals from the Play Park Working Group and determine actions, including plans for the consultation event and indicative budget approval for planning purposes

542. Finance and Administration:

542.1. To receive and approve bank reconciliation reports and statements
542.2. To receive and note the budget position as at 31 December 2025
542.3. To receive and approve schedule of payments for December 2025 (Appendix A)
542.4. To note recommendations from the Finance Committee and determine the Parish Council Precept and Earmarked Reserves for 2026/2027
542.5. To receive quotations for electronic devices with MDM and determine actions
542.6. To consider and agree a date for the 2026 Annual Parish Meeting.
542.7. To approve payment of £133.36 to the Chairman in respect of the Chairman's Allowance.
542.8. To receive and approve the Council's Publication Scheme
542.9. To consider quotations for notice board at Orchard Place and determine actions

543. Leases and Contracts:

543.1. To consider and approve the 2026 Civic Amenity Visits, noting dates (24 January, 18 April, 25 July, 24 October) and total cost of £672 (£168 per 2-hour visit).
543.2. To note the expiry of the grounds maintenance contract, review whether it continues to meet the Council's needs, and consider the process for re-tendering
543.3. To receive the Grounds Contractor's report on works completed

543.4. To receive an update on the Cricket Club lease, including insurance issues, and determine actions

543.5. To note receipt of the completion statement for the Meadow Road lease (completed 9 December 2025) and to note that registration with HM Land Registry is ongoing

544. Health & Safety / Risk Management:

544.1. To receive an update regarding the bench repair at the railway crossing, including Network Rail permissions, and to approve the estimated cost for the work

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

545. To consider grant applications and determine awards:

545.1. To consider a grant request from Stone Lions for PSA testing, subject to receipt of a completed grant application form

546. Community Initiatives and Proposals

546.1. To consider a gesture of thanks to the owner of the Old School House for allowing use of electricity for the annual Christmas tree lights on the village green

546.2. To consider proposals for seasonal community decorations and events for December 2026

546.3. To consider a proposal from Support Staffordshire to host a health and wellbeing event at the Village Hall during Village Halls Week in March, and determine any actions

546.4. To consider arrangements for the 2025 Villager of the Year award, including the nomination process, date and venue for presentation

547. Planning:

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

547.2. To receive completed Green Spaces templates from councillors

547.3. To receive feedback from the meeting with the owners of Wedgwood Memorial College and determine actions

547.4. To note Planning Committee decisions on recent applications

548. Date of next meeting

clerk@barlastonparishcouncil.gov.uk

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

December expenditure and items for approval	Invoice Reference	GROSS	VAT	NET	Payment
St John the Baptist – S137 – Cemetery Maintenance	-	1500.00	0.00	1500.00	BACS
BT: Phone & Broadband	M075 HL	41.81	6.96	34.85	DD
Playdale Playgrounds – MUGA Signage	63333	633.60	105.60	528.00	BACS
Lloyds Bank – Bank Charges	GB244155576	4.75	0.00	4.75	-
Soft Surfaces (20% MUGA Refurb)	26157	1256.16	209.36	1046.80	BACS
Seated Furniture – Bus Stop Bench	104473	569.76	94.96	449.81	BACS
Stafford Borough Council – Quarterly Bin Emptying	7070297909	460.73	76.79	460.73	BACS
Vivien O'Dunne – Salary December		[redacted]	[redacted]	[redacted]	BACS
Vivien O'Dunne- Mileage		2.75	0.00	2.75	BACS
Vivien O'Dunne – Laptop Bag		35.99	0.00	35.99	BACS
CPRE Membership	O1109582	36.00	0.00	36.00	DD
Staffordshire LGPS		543.86	0.00	543.86	BACS
David Borasinski – Chairman's Allowance		133.36	0.00	133.36	BACS
Buxus Green – December Grounds Maintenance	202512	1109.62	0.00	1109.62	SO
Staffordshire Parish Councils' Association: Councillor Introduction Course	SI-2094	48.00	8.00	40.00	BACS
Income		**GROSS**	**VAT**	**NET**	**Payment**
Interest – Business Bank	-	83.18	0.00	83.18	-
Barlaston Allotment Association	Inv 666	300.00	0.00	300.00	-