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 10 February 2026. Meeting to commence at 7:15 pm. An agenda for the meeting is set out below.



Vivien O'Dunne: Clerk & Responsible Financial Officer 04 February 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.

549. Apologies for Absence

550. Declarations of Interest

551. Written applications for dispensations under the Localism Act 2011

552. To approve minutes of the Parish Council Meeting 20 January 2026

553. To receive the Clerk's Report

554. To receive update from County Councillor

555. To receive update from Borough Councillor

556. Finance and Administration:

556.1. To receive and approve bank reconciliation reports and statements
556.2. To receive and note the budget position as at 31 January 2026
556.3. To receive and approve schedule of payments for January 2026 (Appendix A)
556.4. To note the transfer of £25,000 to the CCLA Public Sector Deposit Fund, in accordance with the Council's approved Investment Policy and determine actions
556.5. To review the Council's Risk Register and confirm it is up-to-date, including any risks addressed or new risks identified
556.6. To note the appointment of the independent internal auditor for 2025/26 and receipt of the letter confirming independence
556.7. To note the return of the Chairman's Chain and the previously approved payment of £746.47 + VAT (£913.76)
556.8. To consider quotations for notice board at Orchard Place and determine actions

557. Playpark Working Group:

557.1. To receive preliminary design(s) from the Working Group for discussion
557.2. To consider proposals for the Playpark consultation event(s), including any associated expenditure, and determine actions.

558. Leases and Contracts:

558.1. To receive the Grounds Contractor's report on works completed
558.2. To receive an update on the amended Cricket Club lease, including recent insurance matters
558.3. To consider and, if appropriate, authorise the signing of the amended Cricket Club lease

559. Grounds Maintenance Contract Working Group:

559.1. To receive a report from the Grounds Maintenance Contract Working Group on whether the current contract is fit for purpose and to note any recommendations

560. 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 561

561. Confidential Business:

561.1. To consider the implementation of recommendations regarding the Grounds Maintenance Contract, including any proposals for extension, retendering, or amendment, and determine any actions.

562. Health & Safety / Risk Management:

562.1. To receive the biennial tree survey report and determine any actions required

562.2. To receive an update regarding the bench repair at the railway crossing

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

562.4. To note permission granted to the Canal & River Trust to leave ivy cuttings on Parish Council land prior to chipping, and to confirm receipt of their Risk Assessment and Public Liability Insurance.

562.5. To note that the Clerk has responded to a NALC Consultation (Unadopted Roads) on behalf of the Council

563. Community Initiatives and Proposals

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

563.2. To consider a request for the use of the Village Green for village markets on 28 March, 30 May, 25 July, 26 September, and 28 November 2026, including provisional use of the green for March and November depending on weather, and to determine any conditions or approvals required.

564. Planning:

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

564.2. To receive completed Green Spaces templates from councillors

564.3. To receive feedback from the meeting with Urban Vision and the owners of Wedgwood Memorial College

564.4. To note Planning Committee decisions on recent applications

565. Date of next meeting

clerk@barlastonparishcouncil.gov.uk

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

January expenditure and items for approval	Invoice Reference	GROSS	VAT	NET	Payment
BT: Phone & Broadband	M076 LK	46.25	7.70	38.55	DD
HMRC – PAYE/NI Q3		1,283.87	0.00	1,283.87	BACS
Lloyds Bank Charges Jan 2026	473565138	4.75	0.00	4.75	DD
Stone Lions S137 Grant – PSA Testing Event	S137	500.00	0.00	500.00	BACS
Vivien O'Dunne – Salary – Jan	-	[redacted]	[redacted]	[redacted]	BACS
Staffordshire LGPS – Jan	-	487.60	0.00	487.60	BACS
Buxus Green – Jan Grounds Maintenance	-	1,109.62	0.00	1,109.62	SO
Viking – Office Consumables	4410314080	58.20	9.70	48.50	BACS
Stef Giblin – Website Hosting and Annual Maintenance Fee 2026	BPC-1002	292.00	0.00	292.00	BACS
N & J Tree Services – Biennial Tree Survey	18769	532.80	88.80	444.00	BACS
W H Darby Ltd – Chairman's Chain: new Silver hallmarked slide bars x 4, engraving, repair, new ribbon and clasp	66582	913.76	152.29	746.47	BACS
Staffordshire Parish Councils' Association – Clerk Procurement Training - Zoom	SI-2115	42.00	7.00	35.00	BACS
Staffordshire Parish Councils' Association – Members Planning Training - Zoom	SI-2129	210.00	35.00	175.00	BACS
Income		**GROSS**	**VAT**	**NET**	**Payment**
Interest – Commercial Bank (Lloyds)	-	80.15	0.00	80.15	-
Transfer					
From Commercial to Community (Lloyds)	-	10,000	0.00	10,000	-
From Commercial to Community (Lloyds)	-	25,000	0.00	25,000	-
From Community (Lloyds) to CCLA PSDF	-	25,000	0.00	25,000	-