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



Vivien O'Dunne: Clerk & Responsible Financial Officer 28 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.

566. Apologies for Absence

567. Declarations of Interest

568. Written applications for dispensations under the Localism Act 2011

569. To approve minutes of the Parish Council Meeting 10 February 2026

570. To note the Council's Standing Orders and meeting procedures.

571. To receive the Clerk's Report

572. To receive update from County Councillor

573. To receive update from Borough Councillor

574. Finance and Administration:

574.1. To receive and approve bank reconciliation reports and statements

574.2. To receive and approve schedule of payments for February 2026 (Appendix A)

574.3. To receive and note the budget position at 28 February 2026, consider any virements, and determine actions

574.4. To approve payment of £860 for drainage works completed on the Village Green

574.5. Grass Cutting: To consider continuation of grass cutting on behalf of Staffordshire County Council for 2026/27 and determine actions

575. Playpark Working Group:

575.1. To receive an update from the Working Group and determine actions

576. Governance:

576.1. Local Government Reorganisation (LGR): To consider and agree a collective response to the LGR consultation, including preferred option(s)

576.2. To consider further improvements to the Parish Council website to meet AGAR publication and accessibility requirements and determine actions

576.3. To receive a presentation outlining Councillors' responsibilities under AGAR Assertion 10, including email management, GDPR compliance, data handling, governance obligations, and training

576.1. GDPR Compliance Suite: To consider, review and approve updates to the Council's GDPR compliance documents, including:

Appropriate Policy Document	Data Security Policy
Data Breach Policy	Rights Request Policy
Privacy Notice	Data Handling Policy
Accessibility Statement	Data Map
Data Risk Register	CCTV Policy

577. Leases and Contracts:

577.1. To receive the Grounds Contractor's report on works completed and to consider the removal of tree waste from the village green at a cost of £100

577.2. To receive an update on the Cricket Club lease, including recent insurance matters

578. 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 578

579. Confidential Business:

579.1. Staffing: To note that the annual appraisal of the Clerk is due and to determine actions.

579.2. Grounds Maintenance Contract: To receive an update from the Working Group on the specification of the new Grounds Maintenance contract and determine any actions

580. Health & Safety / Risk Management:

580.1. Asset Inspection: To invite Councillors to undertake a walkabout to inspect Parish Council assets and identify any issues or actions

580.2. To receive quotations for remedial works identified in the tree survey and determine any actions

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

581. Community Initiatives and Proposals

581.1. To receive nominations for the Queen Elizabeth II Jubilee Award and Certificates of Commendation, select the recipient(s), and approve the date of the award ceremony

582. Planning:

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

582.2. To note Planning Committee decisions on recent applications

583. Date of next meeting: 14 April 2026

clerk@barlastonparishcouncil.gov.uk

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

February expenditure and items for approval	Invoice Reference	GROSS	VAT	NET	Payment
BT: Phone & Broadband	M077 PU	41.81	6.96	34.85	DD
Stafford Borough Council – 4 x Civic Amenity Visits 2026/27	7070298173	672.00	112.00	560.00	BACS
Forvis Mazars LLP – Annual Limited Assurance Review 2024/25	2649719	504.00	84.00	420.00	BACS
Lloyds Bank – Bank Charges	476012613	4.25	0.00	4.25	-
David Borasinski – Approved purchases using the Chairman's Allowance	-	69.97	0.00	69.97	BACS
Signs of Cheshire Ltd – Noticeboard Deposit 50%	12531	819.00	136.50	682.50	BACS
Staffordshire County Council – Quarterly Allotment Rent	1000164591	300.00	0.00	300.00	BACS
Wooliscrofts Solicitors – Cricket Club Lease	MC/JA/916071	1,560.00	260.00	1,300.00	BACS
Vivien O'Dunne – Salary February	-	[redacted]	0.00	[redacted]	BACS
Vivien O'Dunne – Expenses	-	22.95	0.00	22.95	BACS
Vivien O'Dunne - Mileage	-	13.55	0.00	13.55	BACS
Staffordshire Local Government Pension Scheme	-	552.30	0.00	552.30	BACS
Income		**GROSS**	**VAT**	**NET**	**Payment**
Interest – Commercial Bank (Lloyds)	-	58.75	0.00	58.75	-
Transfer					
From Commercial to Community (Lloyds)	-	10,000	0.00	10,000	-