Minutes of the Meeting of Barlaston Parish Council
Held on Tuesday 10 February 2026 at Barlaston Methodist Church Hall at 7:15pm

Present:

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

Also in attendance:
Parish Clerk: Ms Vivien O'Dunne

Public Open Forum: There were no members of the public present.

549. Apologies for Absence: Apologies were received from Cllr Jones. It was resolved to accept these. Apologies were also received from County Cllr Bagguley.

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

551. Written applications for dispensations under the Localism Act 2011: There were no written applications for dispensation.

552. Minutes of the Parish Council Meeting 20 January 2026: The minutes of the meeting were accepted as a true record and signed by The Chairman.

553. Clerk's Report: See Appendix B

554. County Councillor Report: The County Councillor was not present.

555. Borough Councillor Report: The Borough Councillor was not present.

556. Finance and Administration:

556.1. The January bank reconciliation and bank statements were noted and signed.

556.2. The budget position as of 31 January 2026 was reviewed and noted.

556.3. It was resolved to approve the schedule of payments: January 2026 (Appendix A)

556.4. The Clerk reported that £85,000 had been transferred to Unity Trust and £25,000 to CCLA. Members noted the increase in the FSCS limit and that the Investment Policy would be reviewed at the next Annual Meeting. It was resolved to continue allocating surplus funds in line with the current Investment Policy pending formal review.

556.5. Members reviewed and approved the Risk Register, noting items addressed and new risks identified. Members requested clarity on whether the Library plaque is a Parish Council asset, the need for a formal war memorial inspection process, and the future of the Methodist Church Hall if it becomes vacant, which was noted for a future agenda.

556.6. Members noted the letter confirming the independence of the appointed internal auditor for 2025/26.

556.7. Members noted the return of the Chairman's Chain and the previously approved payment of £746.47 plus VAT (£913.76).

556.8. Members reviewed quotations and resolved to purchase a two-sided Classic aluminium notice board from The Parish Notice Board Company, similar to the Barlaston Park board, at £1,250 plus VAT (plus £65 delivery), with a magnetic Parish side, a public pinboard, two lockable A4 cases, and a five-year warranty. An installer will be sourced, Homes Plus permission obtained, and the Village Stores asked to hold the key.

557. Playpark Working Group:

557.1. Members received the preliminary designs from the Working Group for discussion. Cllr Thomas left the meeting.

557.2. Members received the Play Park Working Group's proposals, including date, venue, children's feedback stations, catering, entertainment, stakeholder engagement, and risk management, noted the £1,500 budget and that quotes would be obtained, and approved the Group's plans to proceed with the community engagement event.

558. Leases and Contracts:

558.1. Members received the report from the Grounds Contractor on works completed.

558.2. **Cricket Club Insurance:** Members approved in principle the insurance quote sourced to meet the requirements of the Cricket Club lease. The Clerk will forward the Statement of Fact and policy wording to the Club for comment. A Playing Fields Committee meeting will be arranged so both parties can ensure the lease is completed and insurance arrangements coordinated, avoiding any gap in cover, as the Club currently holds insurance but, under the lease, the Council insures and recharges. Any issues arising from the Club's review will be brought back to the Council.

558.3. **Cricket Club Lease:** Members considered and resolved to authorise the signing of the amended Cricket Club lease, which was duly signed by the Chair and Vice-Chair and witnessed by the Clerk. The Clerk will forward the lease for completion once the agreed insurance arrangements are in place.

559. Grounds Maintenance Contract Working Group:

559.1. Members received a report from the Grounds Maintenance Contract Working Group on the current contract's fitness for purpose. The proposed changes to the *Standard Conditions of Contract were* approved, and it was noted that the *Specification of Works* and *Schedule of Works* would require further work.

560. Exclusion of the Press and Public: Members resolved, under the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public for the confidential business at item 561, as it related to a contract.

561. Confidential Business:

561.1. **Grounds Maintenance Contract:** Members considered the implementation of recommendations regarding the Grounds Maintenance Contract. It was resolved to retender the contract, with the Working Group meeting on 12 February 2026 to continue work on preparing the tender. To maintain continuity and ensure lawful provision of services while this work is ongoing, members also resolved a short-term interim extension of two months at the same contractual rate.

562. Health & Safety / Risk Management:

562.1. **Biennial Tree Survey:** Members received the biennial tree survey. No works were recommended; however, one tree was highlighted as having issues. The Clerk will obtain a price for any necessary work and report back to the Council.

562.2. **Bench Repair:** Members received an update regarding the bench repair at the railway crossing, noting that the benches will be absent for approximately two weeks while the concrete pads set, after which they will be reinstalled.

562.3. **Weekly play reports:** The Council received reports from the appointed Councillors.

562.4. **Canal & River Trust Towpath Works:** Members noted the permission granted to the Canal & River Trust to leave ivy cuttings on Parish Council land prior to chipping, and confirmed receipt of their Risk Assessment and Public Liability Insurance.

562.5. **National Association of Local Councils Consultation:** Members noted that the Clerk has responded to the NALC consultation on unadopted roads on behalf of the Council, specifically with regard to Lakewood Drive.

563. Community Initiatives and Proposals

563.1. **Seasonal Community Decorations and Event:** Members considered Councillor Pickering's proposal for a Christmas tree and community celebration for December 2026. Councillor Pickering volunteered to take the idea forward, make enquiries with the Church regarding their interest, and report back with detailed proposals.

563.2. **Village Markets 2026:** Members considered a request to use the Village Green for village markets on 28 March, 30 May, 25 July, 26 September, and 28 November 2026. It was resolved to approve the request subject to receipt of a Risk Assessment, Public Liability Insurance, and a surface inspection by the Council beforehand.

564. Planning:

564.1. **Neighbourhood Plan Revision:** Members received an update on the revision of the Neighbourhood Plan. Councillor Fisher and the Clerk have met with Urban Vision, and following correspondence, SBC's Planning Policy Manager has suggested an in-person meeting before further progress.

564.2. **Green Spaces:** Members were requested to identify green spaces in their wards and report back to the Clerk.

564.3. **Wedgwood Memorial College:** Members received feedback from a Zoom meeting with the Chair of Planning, the Clerk, Urban Vision and the owners of the college regarding Wedgwood Memorial College. Discussions were noted, and the Council will continue to be kept informed.

564.4. **Planning Committee:** No planning applications have been received since the last meeting.

565. Date of next meeting: 10 March 2026

clerk@barlastonparishcouncil.gov.uk

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

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]	0.00	[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	-

Appendix B: Clerk's Report – January 2026 (click here to go back to the minutes)

317 Staffordshire Societal Resilience Summit: The Clerk will add back onto the agenda for discussion when progress has been made on this.

468.5 Village Green: Drainage works have been completed.

469.2 RoSPA advised signage for the MUGA: I have taken delivery of the sign and it will be fitted in the next week.

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

495.2 RoSPA advised works are expected to be completed soon

510.8 The Village Gateway gates have been ordered.

525.5 The MUGA works have been scheduled for week commencing 23rd March 2026

526.4 Gate licenses: I will move this back to the main agenda when progress has been made.

525.6 Unity Trust multi-pay card: This is in process; I will report when this has been completed.

542.5 Purchase of iPads and MDM: This is in process.

General updates:

Downs Car Park CCTV: There are still issues with the installation of the software required. I am liaising with the supplier who are trying to resolve the problem connecting to their VPN.

Bus Route Feedback: Following a request from the County Council for feedback on local bus routes, I utilised the Parish Council Facebook Page to reach local users. In total, 20 responses were received and forwarded to the County Council for consideration ahead of the deadline.

Wedgwood Memorial College: I have received reports of damage to the gate to the Estoril site; I have reported this to the owners.

Old Road Hedge Cutting and debris on the pavement/highway: Debris from recent hedge cutting along Old Road has been reported to Staffordshire County Council. The issue was initially classified as non-urgent, so I requested an escalation through the County Councillor to ensure timely attention and reduce risk to pedestrians.

Local Government Reorganisation Consultation: The Government has launched a statutory consultation on Local Government Reorganisation in Staffordshire and Stoke-on-Trent, including five proposals for the creation of new unitary councils. A summary of the proposals is available at www.staffordshirestokeLGR.org.uk

The consultation closes on Thursday 26 March. A collective response from the Parish Council will be considered at the March meeting.