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



Vivien O'Dunne: Clerk & Responsible Financial Officer 08 April 2026

Public Open Forum from 7:15 pm (up to 15 minutes). Members of the public attending the meeting may raise issues or ask questions during this period. If no matters are raised, the Parish Council Meeting will start promptly at 7:15 pm.

584. Apologies for Absence

585. Declarations of Interest

586. Written applications for dispensations under the Localism Act 2011

587. To approve minutes of the Parish Council Meeting 10 March 2026

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

589. To receive the Clerk's Report

590. To receive update from County Councillor

591. To receive update from Borough Councillor

592. Finance and Administration:

592.1. To receive and approve bank reconciliation reports and statements

592.2. To receive and approve schedule of payments for March 2026 (Appendix A)

592.3. To receive and note the budget position at 31 March 2026 (Year End)

592.4. To consider the appointment of Urban Vision to provide planning support for the Neighbourhood Plan through to Regulation 14 and examination, at a cost of £5,850 plus VAT.

593. Playpark Working Group:

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

594. Joint Playing Fields Committee:

594.1. To receive feedback from the meeting held on 21 March.

595. Governance:

595.1. To provide councillors not present at the last meeting with the link to GDPR training via the ICO website

595.1. To consider the adoption of a new Health and Safety Policy and determine actions

595.2. To consider the adoption of a new Lone Worker Policy and determine actions

595.3. To consider the adoption of a new Contractors Safe Systems of Work Policy and determine actions

595.4. To consider the adoption of a new Incident Reporting Policy and determine actions

596. Leases and Contracts:

596.1. To receive an update on the Cricket Club lease

596.2. **Grounds Maintenance Contract Tender Process:** To approve the contract specification and to approve electronic submission of tenders via a dedicated tender .gov.uk email address. To authorise the Clerk to invite tenders from at least three suppliers and to advertise the opportunity on the Council's website, noticeboard, and social media. To approve the suggested tender submission deadline of 6 May 2026 at noon.

597. 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 598

598. Confidential Business:

598.1. **Staffing:** To note that the Clerk's annual appraisal remains outstanding and to consider incremental pay rise, carry over of unused holiday and determine actions

598.2. **Grounds Maintenance Contract Tender Panel Nomination:** To resolve to nominate three councillors to form a panel responsible for opening and evaluating tenders after the submission deadline, in the presence of the Clerk, and to set a date for the panel to carry out this work.

599. To consider grant applications and determine awards:

599.1. To consider a grant request from Wedgwood Cricket Club for £1,000 towards upkeep of the clubhouse and cricket-related activities.

599.2. To consider a grant request from Barlaston Bowling and Tennis Club for £348.03 towards the purchase and installation of a solar panel.

600. Health & Safety / Risk Management:

600.1. Asset Inspection: To receive feedback from councillors

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

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

601. Community Initiatives and Proposals

601.1. To receive an update from the Clerk on preparations for the Villager of the Year Awards on 3 May and to determine councillors' roles on the day.

602. Planning:

602.1. To receive an update regarding revision of the Neighbourhood Plan and to receive feedback from a meeting held with the Brough Council's Planning Policy Manager and determine actions.

602.2. To note Planning Committee decisions on recent applications

603. Correspondence: To note a request from the Severn Trent Community Flood Officer to attend the Parish Council meeting on 9 June 2026

604. Items for inclusion on the agenda for the next meeting

605. Date of next meeting: 5 May: Annual Parish Meeting, 12 May: Parish Council Meeting

clerk@barlastonparishcouncil.gov.uk

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

March expenditure and items for approval	Invoice Reference	GROSS	VAT	NET	Payment
BT: Phone & Broadband	M078 TG	41.81	6.96	34.85	DD
Chris Roberts: Drainage Works Village Green	09022026	870.00	0.00	870.00	BACS
Lloyds Bank – Bank Charges	478491876	5.25	0.00	5.25	-
Stafford Borough Council – Quarterly Litterbin emptying	7070298335	460.73	76.79	383.94	BACS
Barlaston Methodist Church – Room Hire Charges	177	120.00	0.00	120.00	Chq 003006
Barlaston Methodist Church – Office Rent	180	750.00	0.00	750.00	Chq 003005
Staffordshire Local Government Pension Scheme	-	517.14	0.00	517.14	BACS
HMRC – PAYE/NI Jan 2026 – March 2026	-	1,225.58	0.00	1,225.58	BACS
Vivien O'Dunne – March Salary	-	[redacted]	[redacted]	[redacted]	[redacted]
Vivien O'Dunne – Mileage (£2.75) Postage (£3.30)	-	6.05	0.00	6.05	BACS
Buxus Green – March Grounds Maintenance	-	1,109.62	0.00	1,109.62	SO
Glasdon UK Ltd – New Entrance Gates and Welcome to Barlaston Signage	SI933141	3,927.48	654.58	3,272.90	BACS
Signs of Cheshire Ltd	12531	819.00	136.50	682.50	BACS
Staffordshire Parish Councils' Association – Annual Membership (Includes membership of the National Association of Local Councils)	INV 13	689.97	0.00	689.97	BACS
Rialtas – Accounting software Annual Support & Maintenance Licence	SM33835	252.00	42.00	210.00	BACS
Graham Burdett – Creative Landscapes: Various approved works: Fit bus shelter bench, works on benches by the station, fit new sign at the MUGA, Repair and refit sign on Downs Carpark	05042026	565.00	0.00	565.00	BACS
Rural Services Partnership Ltd - Annual Membership	RMTG/26/27/5	132.30	22.05	110.25	BACS
Income		**GROSS**	**VAT**	**NET**	**Payment**
Interest – Commercial Bank (Lloyds)	-	35.46	0.00	35.46	-
Interest – CCLA – Public Sector Deposit Fund	-	70.27	0.00	70.27	-
Interest – Unity Trust Bank	-	288.04	0.00	288.04	-
Transfer					
Lloyds Commercial to Lloyds Community Bank	-	10,000.00	0.00	10,000.00	-