Minutes of the Meeting of Barlaston Parish Council

Held on Tuesday 14 April 2026 at Barlaston Methodist Church Hall at 7:15pm

Present:

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

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

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

584. Apologies for Absence: Apologies were received from Cllrs Jones, Dando & Pickering. It was resolved to accept these. Apologies were also received from County Councillor Bagguley.

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

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

587. Minutes: The minutes of the Parish Council Meeting held on the 10 March 2026 were approved as a true record and signed by the Chairman.

588. Standing Orders and meeting procedures: The Chairman reminded Members of the agreed meeting protocols, as set out in the Council's Standing Orders.

589. Clerk's Report: See Appendix B

590. County Councillor: Not present

591. Borough Councillor: Not present

592. Finance and Administration:

592.1. The March bank reconciliation and bank statements were noted and signed.

592.2. It was resolved to approve the schedule of payments: March 2026 (Appendix A), with the exception of the annual subscription to the Rural Services Partnership. This, along with other annual subscriptions, will be reviewed at the Annual Meeting of the Parish Council. It was noted that £300 had been received from the Allotment Association which was omitted from the schedule in error.

592.3. The budget position as at 31 March 2026 was reviewed and noted.

592.4. Neighbourhood Plan – Planning Support Appointment: It was resolved to appoint Urban Vision to provide planning support through to Regulation 14 and examination at a cost of £5,850 plus VAT, noting their established working relationship with the Council.

593. Playpark Working Group:

593.1. An update was received from the Working Group. A meeting with Sovereign Play is scheduled for 08:30 on Thursday 16 April.

594. Joint Playing Fields Committee:

594.1. Draft minutes from the meeting held on the 21 March were circulated to Councillors for information and review.

595. Governance:

595.1. GDPR training via the ICO website: Councillors were reminded of their obligations to ensure they remain up to date with data protection and GDPR requirements.

595.1. Health and Safety Policy: It was resolved to approve and adopt the new Health and Safety Policy.

595.2. Lone Worker Policy: It was resolved to approve and adopt the new Lone Worker Policy.

595.3. Contractors Safe Systems of Work Policy: It was resolved to approve and adopt the new Contractors Safe Systems of Work Policy.

595.4. Incident Reporting Policy: It was resolved to approve and adopt the new Incident Reporting Policy.

596. Leases and Contracts:

596.1. Cricket Club Lease: The lease has been completed, and insurance is now in place and will be recharged accordingly.

596.2. Grounds Maintenance Contract Tender Process: It was resolved to approve the commencement of the Grounds Maintenance Contract tender process on 17 April 2026 and to approve the contract specification. The process was confirmed as being undertaken in accordance with the Council's Standing Orders and Financial Regulations. Electronic submission of tenders via a dedicated .gov.uk email address was approved. The Clerk was authorised to invite tenders from at least three suppliers and to advertise the opportunity on the Council's website, noticeboard, and social media channels. The tender submission deadline of 8 May 2026 at 12 noon was approved

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: It was noted that the Clerk's annual appraisal remains outstanding. It was resolved to approve an incremental pay rise and the carry forward of 20 hours of unused leave to the new leave year, noting that the Clerk has 38.5 hours owing in total, in accordance with the Council's adopted pay scale and staffing policies.

598.2. Grounds Maintenance Contract Tender Panel Nomination: It was resolved to nominate three Councillors to form a panel to open and evaluate tenders after the submission deadline, in the presence of the Clerk. The panel meeting was set for Friday 8 May at 5.00pm.

599. To consider grant applications and determine awards:

599.1. Wedgwood Cricket Club: It was resolved to refuse the grant application from Wedgwood Cricket Club for £1,000 towards the upkeep of the clubhouse and cricket-related activities, as the application did not meet the Council's grant criteria.

599.2. Barlaston Bowling and Tennis Club: It was resolved to approve a grant of £348.03 to Barlaston Bowling and Tennis Club for the purchase and installation of a solar panel.

600. Health & Safety / Risk Management:

600.1. Asset Inspection: It was noted that the asset inspection is currently in progress, with Councillors to report back once completed.

600.2. Tree Survey – Remedial Works: Councillors considered three quotations received for remedial works identified in the tree survey. It was resolved to accept the quotation from Taylor Tree Works in the sum of £1,250 plus VAT and to proceed with the works.

600.3. Weekly Play Reports: These were received from appointed councillors.

601. Community Initiatives and Proposals

601.1. Villager of the Year Awards: It was noted that preparations for the Villager of the Year Awards on 3 May are in hand, and Councillors' roles on the day were agreed.

602. Planning:

602.1. Neighbourhood Plan: An update was received regarding the revision of the Neighbourhood Plan. A report was circulated and noted in relation to a meeting with the Borough Council's Planning Policy Manager. No decision was made and the item was

deferred to the next meeting.

602.2. Planning Committee decisions on recent applications: 26/42006/PIP (Land off Tittensor Road, Barlaston, ST12 9HG): The Committee considered an application for Permission in Principle for up to five dwellings. It was resolved to object to the proposal on the grounds that the site lies outside the settlement boundary and within the Green Belt. It was further resolved to engage the Council's planning consultant to assist in preparing the response.

603. Correspondence: It was noted that a request had been received from the Severn Trent Community Flood Officer to attend the Parish Council meeting on 9 June 2026. Members will consider local issues in advance of the meeting to be raised with the Officer.

604. Items for inclusion on the agenda for the June meeting: First World War memorial plaque (private dwelling) – heritage status and potential listing.

605. Date of next meeting: 5 May 2026: Annual Parish Meeting, 12 May 2026: Parish Council Meeting

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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	-

Appendix B – Clerk's Report (return to minutes)

Clerk's Report March 2026

317 Emergency Plan: The Clerk will add back onto the agenda for discussion when progress has been made on this.

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 have been completed

510.8 The Village Gateway gates have been delivered and are at the Clerk's home. The Clerk has now received permission from the County Council to install and has contacted a recommended NRSWA (New Roads and Street Works Act 1991) contractor to ask when/if they can undertake the work for us.

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: Fifteen Group are in the process of registering us with Apple Business Manager. I envisage that we will be in receipt of the pads by the next meeting.

556.5 Library Plaque: Ownership is being reviewed through archived minutes. A report will follow in due course.

556.8 The noticeboard for Orchard Place has been ordered and permission to replace the existing board has been granted by Homes Plus. I have contacted a recommended NRSWA (New Roads and Street Works Act 1991) contractor to ask when/if they can undertake the work for us.

563.1 Seasonal Community Decorations and Event: This item will be reinstated on the agenda in April when the Councillor responsible for this remit is present.

564.2 Green Spaces Templates: One template has been received. Councillors are reminded to identify community spaces in their ward to be earmarked as protected green spaces and submit details to the Clerk

General updates:

Downs Car Park CCTV: is now working and the local PCSO has been informed. The Clerk is due to undertake some free training with WCCTV.

Contribution request from St John's Church: Cemetery wall damage reported with repair quote. As the wall is church-owned, the Parish Council has no legal power to fund repairs.

Local Government Reorganisation: The response from the Parish Council was submitted as agreed.

Highways Reports – Status Update:

Ref	Date	Detail	Status
4491360	30/03/26	Flooding at the crossroads	Enquiry ongoing
4491384	30/03/26	Road condition on Station Road by One Stop	Enquiry ongoing
4491573	31/03/26	Verge on Old Road following hedge cutting	Enquiry ongoing
4491973	02/04/26	Overgrown hedges by the bus stop on Old Road	Enquiry ongoing