ANNUAL MEETING OF BARLASTON PARISH COUNCIL 2026

All members of Barlaston Parish Council are hereby summoned to the Annual Meeting of Barlaston Parish Council at Barlaston Methodist Church, Park Drive, Barlaston ST12 9DP on 12 May 2026. Meeting to commence at 7:00 pm. An agenda for the meeting is set out below.



Vivien O'Dunne: Clerk & Responsible Financial Officer 05 May 2026

Public Open Forum from 7:00 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 7:00 pm.

606. Welcome and Introductions: The retiring Chairman to welcome those present

607. To elect the Chairman of Barlaston Parish Council for 2026/27 and to sign the Declaration of Acceptance of Office

608. To elect the Vice-Chairman of Barlaston Parish Council for 2026/27

609. To receive apologies for absence

610. To receive any Declarations of Pecuniary Interest

611. To consider any written applications for dispensation under the Localism Act 2011

612. To appoint Committees and Working Groups

613. To appoint Parish Council representative to the Village Hall Management Committee

614. To review banking arrangements and signatories for 2026/27

615. To receive and note the Asset Register dated 31 March 2026

616. Annual Governance and Accountability Return for the year ending 31 March 2026:

616.1. To note the Internal Audit Report, consider the recommendations, and agree actions to address any issues identified.

616.2. To approve Section 1 (Annual Governance Statement 2025/26)

616.3. To approve Section 2 (Accounting Statements 2025/26)

616.4. To set the period for the exercise of public rights for the 2025/26 accounts

617. To confirm the budget position and earmarked reserves for the current financial year, as previously considered by Council

618. To appoint the internal auditor for the 2026/27 financial year

619. To review the Council's key governance documents for the coming year and to approve updates where required:

619.1. Standing Orders

619.2. Financial Regulations

619.3. Risk Register dated 31 March 2026

620. To consider and approve the adoption of site risk assessments for Council-managed open spaces and recreational areas

621. To approve the schedule of Parish Council meetings for 2026/27

622. To review and approve subscriptions and memberships for 2026/27

623. To review and agree the Council's insurance arrangements for 2026/27

624. To approve minutes of the Parish Council Meeting 14 April 2026

625. To receive the Clerk's Report

626. To receive a report from the County Councillor

627. To receive a report from the Borough Councillor

628. Finance and Administration:

628.1. To receive and approve bank reconciliation reports and statements

628.2. To receive and approve schedule of payments for April 2026 (Appendix A)

629. Playpark Working Group:

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

630. Leases and Contracts:

630.1. **Grounds Maintenance Contract Tender:** To receive recommendations from the Tender Evaluation Panel regarding the Parish Council Grounds Maintenance Contract 2026 - 2028 and to consider award of contract. The Council may resolve to exclude the press and public for this item if commercially sensitive information is to be discussed.

631. To consider grant applications and determine awards:

631.1. To consider a grant request from 1st Barlaston Guides for £350 to purchase an additional tent

631.2. To consider a grant request from Barlaston Plume of Feathers Bowling Club for £500.00 for the servicing of two mowers

632. Health & Safety / Risk Management:

632.1. Asset Inspection: To receive feedback from councillors

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

633. Community Initiatives and Proposals

633.1. To formally thank Barlaston Church for hosting the Villager of the Year and Fiskars for donating the commemorative bowl

633.2. To consider a request for temporary use of the Meadow Road Play Area for parking in connection with a Canal & River Trust event on 4 July 2026

633.3. To consider a proposal for a renewed anti-dog fouling awareness scheme, including reprinting and installation of village posters

634. Planning:

634.1. To note Planning Committee decisions on recent applications

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

636. Date of next meeting: 9 June 2026

clerk@barlastonparishcouncil.gov.uk

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

April expenditure and items for approval	Invoice Reference	GROSS	VAT	NET	Payment
BT: Phone & Broadband	M079 XR	49.24	8.20	41.04	DD
Brown & Brown Insurance (Cricket Club)	554792247	1,027.00	0.00	1.027.00	BACS
Unity Trust – Bank Charges (CHAPS TRF)	TRF	25.00	0.00	25.00	BACS
Lloyds Bank – Monthly Bank Charges	480975299	4.25	0.00	4.25	BACS
V O'Dunne – Frames/Villager of the Year	-	11.89	0.00	11.89	BACS
V O'Dunne – McAfee Annual Subscription	-	114.99	0.00	114.99	BACS
Bradleys Accountancy Services: Payroll	2026/0955	99.12	16.52	82.60	BACS
UVE Planning Ltd – Planning Consultancy	UVEP103-26	700.80	116.80	584.00	BACS
Viking Office UK Ltd – Office Consumables	4410606379	53.92	8.99	44.93	BACS
Vivien O'Dunne – Salary April 2026	-	[redacted]	[redacted]	[redacted]	[redacted]
V O'Dunne – Mileage	-	5.49	0.00	5.49	BACS
Barlaston Bowling & Tennis Club – S137 Grant	-	348.03	0.00	348.03	BACS
Buxus Breen – Grounds Maintenance		1,109.62	0.00	1,109.62	SO
Staffordshire Local Government Pension Scheme	-	570.35	0.00	570.35	BACS
Soft Surfaces Limited – MUGA Refurbishment – Payment on Completion	26157	5,024.64	837.44	4,187.20	BACS
The Secret Kitchen – Buffet – Villager of the Year Event	2202	600.00	100.00	500.00	BACS
CCLA Public Sector Deposit Fund Units	8391488	21,149.00	0.00	21,149.00	BACS
CCLA Public Sector Deposit Fund Units	8394070	32,761.00	0.00	32,761.00	CHAPS
Income		**GROSS**	**VAT**	**NET**	**Payment**
Interest – Commercial Bank (Lloyds)		36.71	0	36.71	BACS
Interest – CCLA – Public Sector Deposit Fund		77.37	0	77.37	BACS
Stafford Borough Council - Precept	SPRQ004858	49,938.66	0	49,938.66	BACS
Stafford Borough Council – Local Council Tax Support Government Grant	SPRQ004858	7,430.84	0	7,430.84	BACS
Stafford Borough Council – Concurrent Functions Allowance	SPRQ004858	2,053.00	0	2,053.00	BACS
Barlaston Cricket Club – Insurance		1,027.00	0	1,027.00	BACS
HMRC VAT Refund		3,609.46	0.00	3,609.46	BACS