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



Vivien O'Dunne: Clerk & Responsible Financial Officer 02 June 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 7:15 pm.

637. To receive apologies for absence

638. To receive any declarations of interest

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

640. To approve minutes of the Annual Meeting of the Parish Council on 12 May 2026

641. To receive the Clerk's Report

642. To receive a report from the County Councillor

643. To receive a report from the Borough Councillor

644. Finance and Administration:

644.1. To receive and approve bank reconciliation reports and statements for May 2026

644.2. To receive and approve schedule of payments for May 2026 (Appendix A)

644.3. To receive and note the budget position at 31 May 2026

644.4. To consider and determine quotations received for the installation of village gateways

644.5. To note the submission of the Annual Governance & Accountability Return (AGAR) to the external auditor and publication of the draft accounts.

644.6. To note the publication of the Notice of Appointment of Date for the Exercise of Public Rights

645. Working Groups:

645.1. To consider and approve the Terms of Reference for the newly formed Biodiversity and Environment Working Group.

645.2. To receive an update from the Playpark Working Group

646. Governance: To consider and approve the adoption of two new Council policies:

646.1. Grants Policy

646.2. Biodiversity Policy

647. Training:

647.1. To consider whether to undertake SPCA Councillor Development Training and, if agreed, the preferred delivery option (group £380 or individual £45 per councillor)

648. To consider grant applications and determine awards:

648.1. To consider and determine a grant application from Stone Community First Responders for £500 towards hi-vis jackets

649. Health, Safety, Asset Risk Management:

649.1. Asset Inspections – To receive asset inspection sheets from the Clerk

649.2. To consider Speedwatch safety concerns and a request for concrete slabs at the Speed Indication Device on the Village Green

649.3. To consider the status of the culvert at The Green and to determine any remedial works required

649.4. To consider concerns regarding the Christmas tree near Orchard Place and determine any actions

649.5. To consider levelling works required to a memorial bench on Meaford Road

649.6. To receive a report regarding a First World War memorial plaque and note that it is not a Parish Council asset

649.7. To consider remedial cleaning of play equipment due to algae build-up

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

650. Community Initiatives and Proposals

650.1. To receive a progress report on a renewed anti-dog fouling awareness scheme

651. Correspondence:

651.1. To note a meeting request from Allison Gardner MP, with arrangements to be confirmed

652. Planning:

652.1. To note Planning Committee decisions on recent applications

652.2. To note the Stafford Borough Council Planning Committee meeting on 10 June at 6.30pm regarding application 25/40919/PIP land west of Old Road.

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

654. 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)

May expenditure and items for approval	Invoice Reference	GROSS	VAT	NET	Payment
BT: Phone & Broadband	M080 2V	51.23	8.53	42.70	DD
David Borasinski – Chairman's Allowance relating to Villager of the Year event		164.17	0.00	164.17	BACS
Can Print – Printing of Villager of the Year Certificates	37383	12.00	2.00	10.00	BACS
Kim Squires – Internal Audit Fee	26/24	261.00	0.00	261.00	BACS
Viking – Office Consumables	4410653660	39.47	6.58	32.89	BACS
Barlaston Plume of Feathers Bowling Club – S137 Grant	S137	500.00	0.00	500.00	BACS
Fifteen Group Limited – iPads/MDM/Configuration	39299	5,596.44	932.74	4,663.70	BACS
1st Barlaston Guides – S137 Grant	S137	350.00	0.00	350.00	BACS
Taylor Tree Works	2229	1,500.00	250.00	1,250.00	BACS
Lloyds Bank – Monthly Fee	483470299	4.25	0.00	4.25	BACS
Clear Councils Insurance Management Ltd	LCO01494	1,437.02	0.00	1,437.02	BACS
Stef Giblin – Website Accessibility Work	BPC-1003	100.00	0.00	100.00	BACS
Staffordshire LGPS	-	507.21	0.00	507.21	BACS
Vivien O'Dunne – May Salary	-	[redacted]	[redacted]	[redacted]	BACS
Vivien O'Dunne – May Mileage	-	12.47	0.00	12.47	BACS
Vivien O'Dunne – Council Purchases: Reimbursement (Engraving; Office Consumables; Magnetic Pins; Event Catering Items; Asset Management Labels)	-	86.64	0.00	86.64	BACS
Vivien O'Dunne – Expenses: Parking	-	3.20	0.00	3.20	BACS
Buxus Green – May Grounds Maintenance	-	1,109.62	0.00	1,109.62	BACS
Vivien O'Dunne – Dropbox Subscription	-	95.88	0.00	95.88	BACS
Staffordshire County Council – Quarterly Allotment Rent 24/06/26 – 28/09/26	1000169891	300.00	0.00	300.00	BACS
Currys/PC World – Portable Jet Washer	71874562	49.78	8.29	41.49	BACS
AED Donate – Replacement Defibrillator Pads	7626	124.80	20.80	104.00	BACS
Amazon Business – 11 iPad Charger Plugs	GB65LQIFUAEUD	88.61	14.77	73.84	BACS
Amazon Business – 11 iPad Cases	GB65LQICMAEUD	196.24	32.71	163.53	BACS
Income		**GROSS**	**VAT**	**NET**	**Payment**
Interest – Commercial Bank (Lloyds)		49.01	0.00	49.01	BACS
Interest – CCLA – Public Sector Deposit Fund		145.56	0.00	145.56	BACS
Transfers					
Lloyds Commercial to Lloyds Community		10,000.00	0.00	10,000.00	TRF