Minutes of the Barlaston Parish Council Meeting

Held on Tuesday 9 June 2026 at Barlaston Methodist Church Hall at 7:15pm

Present:

Cllr D Borasinski (Chairman)
Cllr G Jones
Cllr E Philpott
Cllr P Fisher
Cllr S Tudor
Cllr J Dando
Cllr C Hurst
Cllr L Arnold
Cllr L Pickering

Also in attendance:

Parish Clerk: Ms Vivien O'Dunne
County Councillor: Cllr S Bagguley

Public Open Forum: Three members of the public were in attendance and were represented by one speaker, who gave a detailed presentation regarding parking issues during school drop-off and pick-up times in Broughton Crescent. Concerns were raised regarding double parking, restricted access for emergency vehicles and blocked driveways preventing residents from leaving their homes. Photographs were circulated in support of the presentation and the speaker asked the Parish Council for assistance.

The Chairman explained that the Parish Council's powers were limited, with parking enforcement the responsibility of the Borough Council and schools and highways within the remit of the County Council. Representatives from both authorities were present and were asked to liaise with residents. As the matter was not on the agenda, no discussion could take place; however, it will be included on the agenda for the July meeting.

637. Apologies for absence: Apologies were received from Cllrs Sear and Thomas. It was resolved to accept these.

638. Declarations of interest: There were no declarations of interest.

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

640. Minutes of the Annual Meeting of the Parish Council on 12 May 2026: The minutes were approved as a true record and signed by the Chairman.

641. Clerk's Report: See Appendix B

642. County Councillor Report: Cllr Bagguley reported that community grants remain available through the Community Fund and asked that the scheme be publicised locally. He also advised that remedial works to trees in Park Drive had been progressed following reports from residents.

An update was provided on proposals for school warning signage. The County Councillor is obtaining costings for slow school signs, and Councillors requested that costings for flashing school warning signs also be provided to enable consideration of a potential contribution, subject to the Council's powers and budgetary considerations.

643. Borough Councillor Report: There was nothing new to report.

644. Finance and Administration:

644.1. The May bank reconciliation and bank statements were noted and signed.
644.2. It was resolved to approve the schedule of payments for May 2026 (Appendix A)
644.3. The budget position at 31 May 2026 was received and noted.
644.4. Village gateways: It was resolved to accept the quotation of £1,600 for installation of the gateways, subject to compliance with the Council's Contractor Safe Systems Policy.
644.5. The submission of the Annual Governance and Accountability Return (AGAR) to the

external auditor and publication of the draft accounts were noted.

644.6. The publication of the Notice of Appointment of Date for the Exercise of Public Rights was noted.

645. Working Groups:

645.1. Councillors reviewed the Terms of Reference for the Biodiversity and Environment Working Group and resolved to approve them.

645.2. The Playpark Working Group reported that it would meet with a play equipment provider on 24 June at 10.00am to discuss design options and costings, and would meet shortly to begin preparations for a public consultation.

646. Governance:

646.1. Councillors reviewed and resolved to approve the Grants Policy.

646.2. Councillors reviewed and resolved to approve the Biodiversity Policy.

647. Training:

647.1. It was resolved to undertake Staffordshire Parish Council Association Councillor Development Training via face-to-face delivery in the autumn, delivered as a group session at a cost of £380, with the Clerk authorised to make the necessary arrangements.

648. Grant applications:

648.1. The Parish Council agreed to award a grant of £150 to Stone Community First Responders towards the cost of hi-vis jackets, in line with the Council's Grants Policy.

649. Health, Safety, Asset Risk Management:

649.1. **Asset Inspection:** The Clerk reported that the asset inspection sheets had not been prepared and would be brought to a future meeting.

649.2. **Speed Indicator Devices (SIDs):** The Parish Council approved the risk assessment relating to access for battery changes to all three SIDs and resolved to permit the installation of slabs at the Station Road site to improve safe access, with authority for the purchase of hi-vis clothing and a suitable ladder if required.

649.3. **Culvert Maintenace:** Councillor Hurst outlined the need for regular checks of the culvert at The Green, and it was resolved that costings for any necessary remedial works be sought.

649.4. **Christmas Tree:** Two Councillors noted the condition of the Christmas tree installed by the Parish Council on the Green near Orchard Place. Following discussion, it was agreed that Councillors would bring forward proposals for consideration at the next meeting.

649.5. **Bench Maintenance:** It was resolved that levelling works be carried out to the memorial bench on Meaford Road, with the Clerk authorised to arrange the works.

Cllr Dando left the meeting at this point.

649.6. **Memorial Plaque:** It was noted that the First World War commemorative plaque, recorded on the War Memorials Online database, is affixed to a private dwelling and has been restored by a previous property owner.

649.7. **Wild play Equipment:** It was resolved to approve the use of a portable pressure washer to clean the wild play equipment, with Councillor Hurst undertaking the work. The Clerk will prepare an appropriate risk assessment prior to the work taking place.

649.1. **Weekly Play Reports:** These were received from appointed councillors.

650. Community Initiatives and Proposals

650.1. **Anti-dog fouling awareness scheme:** The Clerk reported that photographs of dogs in village settings had been received and draft posters for the awareness campaign were being prepared. The Clerk and Chairman will meet with volunteers to coordinate the campaign and plan its rollout.

651. Correspondence:

651.1. Meeting request from Allison Gardner MP: It was noted that a meeting with Allison

Gardner MP has been arranged.

652. Planning:

652.1. Planning Committee Decisions: No planning applications were received.

652.2. It was noted that the Stafford Borough Council Planning Committee were due to meet on 10 June to determine application 25/40919/PIP (land west of Old Road).

653. Items for the July agenda: There were no items raised for inclusion on the July agenda.

654. Date of next meeting: 14 July 2026

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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

Clerk's Report May 2026

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

526.4 Gate licenses: This item will be moved back to the main agenda when progress has been made.

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

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.

630 References were received and verified for Croppers Grounds Maintenance Limited, and the Grounds Maintenance Contract has been duly executed and commenced in accordance with the Parish Council's resolution. The contract commenced on 1 June.

598.1 The Clerk's annual appraisal has been scheduled with Cllr Pickering

633.2 The Canal and River Trust have requested to use the Meadow Road Play area on the following dates: 5 June, 4 July, 18 July. I am in receipt of the signed agreement, Risk Assessment and Public Liability Insurance.

The Clerk has been summoned for jury service commencing on 14 September 2026. As the September meeting will have taken place prior to the commencement of jury service, Members are asked to be mindful of the volume of actions arising from that meeting. Subject to the requirements of jury service, the Clerk will seek to maintain essential administrative functions and correspondence where practicable.

General updates:

Highways Reports Update:

Ref	Date	Detail	Status
4491360	30/03/26	**Flooding at the crossroads:** Non-urgent works order raised by SCC. Issue assessed as not posing an immediate risk to public safety and will be scheduled in line with highway maintenance priorities.	Work Raised
4491384	30/03/26	**Road condition on Station Road by One Stop**: Enquiry closed by SCC. Issue to be monitored through routine highway inspections and works will be raised if intervention thresholds are met.	Enquiry Closed
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
4501322	08/06/26	Tree overhanging pavement Longton Road	Enquiry Ongoing

Planning updates:

Ref	Proposal	Address	Status
25/40919/PIP (validated 04/08/2025)	Residential development for up to 5 dwellings	Land West Of Old Road Barlaston	Awaiting Planning Committee decision at SBC Planning Meeting on 10/06/26
25/40885/OUT (validated 03/09/2025)	Residential development for up to 81 dwellings with access considered	Land Between Trent Canal And Old Road Barlaston	Awaiting Decision – New Planning Statement and Plans submitted for 72 dwellings

25/41606/PIP (validated 23/12/2025)	Erection of up to nine self build / custom bungalows and provision of public open space	Land Adjacent To Barlaston Old Road Garage	Permission Granted 04 June 2026
25/41490/OUT (validated 19/02/2026)	Outline application for the construction of eight bungalows	Land North Of Flax Croft Old Road	Awaiting Decision
26/42006/PIP (validated 01/04/2026)	Permission in Principle - Development for up to five dwellings	Land Off Tittensor Road Barlaston ST12 9HG	Awaiting Decision