**Minutes of the Barlaston Parish Council Meeting**
**Held on Tuesday 14 July 2026 at 7:15pm at Barlaston Methodist Church Hall, Park Drive, Barlaston, ST12 9DP**

**Present:**

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

**Also in attendance:**
Parish Clerk: Ms Vivien O'Dunne. There were 5 members of the public in attendance.

**Public Open Forum:** The Reverend Helen Duckett attended to introduce herself as the new Vicar at St John's Church. A member of the public raised concerns regarding anti-social behaviour in parts of the village. The Police Community Support Officer was unable to attend as expected and will be invited to the September meeting. Representatives from Barlaston and Tittensor Scout Group attended in support of their grant application and provided an update on the group's activities. The Chair of Governors from Barlaston First School attended to discuss parking issues in Broughton Crescent and outlined actions being taken by the school.

**655. Apologies:** Apologies were received from Cllrs Tudor and Sear, it was resolved to accept these. Apologies were also received from County Councillor Bagguley.

**656. Declarations of Interest:** There were no declarations of interest.

**657. Written Applications for Dispensation:** There were no written applications for dispensation.

**658. Minutes:** The minutes of the meeting held on the 9th June were approved as a true record and signed by the Chairman.

**659. Clerk's report:** See Appendix B

**660. County Councillor's Report:** Councillor Bagguley was not present.

**661. Borough Councillor's Report:** There was nothing new to report.

**662. Finance and Administration:**

662.1. The June bank reconciliation and bank statements were noted and signed.

662.2. It was resolved to approve the schedule of payments for June. (Appendix A)

662.3. The recommendations from the Finance Committee were received and noted. The Committee had reviewed expenditure to date and begun consideration of items for the 2027/28 budget. The recommendations will be brought back to a future meeting for consideration by Full Council.

**663. Working Groups:**

663.1. Playpark Working Group: The Group reported that the planned meeting with the play equipment provider had been cancelled. The Working Group will convene a further meeting shortly to continue preparations and progress the project.

**664. Governance:** To consider the adoption of two new Council policies:

664.1. Councillors reviewed and resolved to approve the Volunteers Policy.

664.2. Councillors reviewed and resolved to approve the Equality & Diversity Policy.

**665. Training:**

665.1. It was agreed that the SPCA Councillor Development Training would be held on 29 September at a time to be confirmed.

**666. Grant applications:** The Parish Council considered four grant applications and agreed the following awards, in line with the Council's Grants Policy:

666.1. Barlaston Wassail: £50 for insurance and props

666.2. Barlaston Cricket Club: £1,000 for the annual fireworks event

666.3. Barlaston & Tittensor Scout Group: £815.96 for four new tents

666.4. Barlaston Volunteer Car Scheme: £150 for insurance and printing

**667. Health, Safety, Asset Risk Management:**

667.1. **Grounds Maintenance:** The Clerk requested volunteers to undertake monthly inspections, and Cllrs Borasinski, Fisher and Dando agreed to assist. It was agreed that a review of the new contractor arrangements would be undertaken after three months. The Environment Working Group agreed to convene to formulate a suggested policy on the use of weedkillers on Parish land.

667.2. **Asset Inspection Sheets:** The Clerk provided asset inspection sheets covering different areas of Parish assets. Cllrs volunteered to undertake inspections and report their findings back to the September meeting.

667.3. **Speedwatch Group and Speed Indication Devices (SIDs)**: Feedback from the Speedwatch Group was received. The Council's duty of care in relation to Speedwatch activities was considered, and Cllr Philpott agreed to assist with the group with battery changing.

A quotation from the SID manufacturer (Elan City) for the solar conversion of the three SIDs was considered. It was noted that the quoted cost was subject to diagnostic assessment of each unit. It was resolved to send one SID unit (to be identified by the Speedwatch Group) for diagnostic assessment and conversion, with the outcome to be reviewed before considering any further conversions.

667.4. **Culvert Works at The Green**: A quotation will be provided at the September meeting.

667.5. **Crown Lift Tree Works on the Village Green:** Three quotations for crown lift tree works on Group G5 adjacent to Station Road were considered. It was resolved to appoint N&J Tree Services Ltd at a cost of £864 plus VAT.

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

**668. Community Engagement:**

668.1. **Christmas Tree:** It was noted that Cllrs Philpott and Pickering would present a proposal regarding the relocation of the current Christmas Tree and a replacement tree at the next meeting.

668.2. **Parking concerns - Broughton Crescent:** Parking concerns in Broughton Crescent were considered. It was noted that parking enforcement and highway matters fall within the remit of the Borough Council and Staffordshire County Council respectively. The Clerk advised that residents had been put in contact with Borough Councillor Alec Sandiford and were also liaising with County Councillor Bagguley.

It was agreed that the Parish Council would write to the school and the police to request their support in working with the relevant councillors and residents to seek a resolution.

668.3. **Meeting with Allison Gardner MP:** An update was received following discussions with the MP. It was noted that the purpose of the meeting was to discuss the barriers to the redevelopment of the former Wedgwood Memorial College site. The MP was advised that the site forms part of the housing allocation within the Barlaston Neighbourhood Plan. The MP indicated a willingness to engage

with the relevant parties, where appropriate, to explore whether progress could be made.

668.4. **Anti-dog Fouling Awareness Scheme:** A progress report was received. It was noted that awareness posters had been installed throughout the village and social media posts were scheduled over the coming weeks. Stencils and temporary chalk spray had been purchased to highlight problem areas, and a risk assessment for their use had been completed. The Parish Council expressed its thanks to the volunteers supporting the campaign.

**669. 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 670.1

*Prior to consideration of this item, Cllr Arnold declared an interest and, together with the Clerk, withdrew from the meeting.*

**670. HR:**

670.1. **Clerk's Annual Appraisal:** The annual appraisal of the Clerk was received and considered. It was resolved to make a payment equivalent to 18 hours' untaken annual leave from the 2025/26 leave year.

*Councillor Thomas left the meeting at this point.*

**671. Planning:**

671.1. **The Stafford Borough New Local Plan 2025–2045 Scoping and Participation Consultation:** The Consultation was considered. Members discussed the key planning principles to be reflected in the Parish Council's response. It was resolved to delegate authority to the Clerk, in consultation with the Chair of the Planning Committee, to prepare and submit the Parish Council's response before the consultation deadline.

671.2. **Planning Committee decisions on recent applications:** It was noted that, under delegated authority, the Clerk, in consultation with the Chair of the Planning Committee, had submitted a response of no objection to planning application 26/42353/FUL for the proposed cover to the existing silage clamp at Great Hartwell Farm, Hartwell Lane, Hartwell.

671.3. **Stafford Borough Council planning decisions**: It was noted that Stafford Borough Council had refused planning application 26/42006/PIP for the development of up to five dwellings on land off Tittensor Road.

**672. Items for inclusion on the agenda for the next meeting:** It was noted that the following items would be included on the agenda for the next meeting:

- Consideration of corporate membership of the Staffordshire Wildlife Trust.
- Pedestrian safety on Tittensor Road.

**673. Date of next meeting:** 8 September 2026. There is no meeting in August.

**clerk@barlastonparishcouncil.gov.uk**

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

| June expenditure and items for approval | Invoice Reference | GROSS | VAT | NET | Payment |
|---|---|---|---|---|---|
| BT: Phone & Broadband | M081 6R | 48.81 | 8.13 | 40.68 | DD |
| Cloudy IT – Accessibility Training | INV-D-12020 | 54.00 | 9.00 | 45.00 | BACS |
| Lloyds Bank – Monthly Charges | 486063162 | 5.25 | 0.00 | 5.25 | DD |
| Rural Services Partnership Subscription | RMTG/26/27/5 | 132.30 | 22.05 | 110.25 | BACS |
| Stafford Borough Council – Quarterly Bin Emptying Charges | 7070298919 | 474.54 | 79.09 | 395.45 | BACS |
| Vivien O'Dunne – Salary June 2026 | - | [redacted] | [redacted] | [redacted] | [redacted] |
| Vivien O'Dunne – Mileage June 2026 | - | 5.49 | 0.00 | 5.49 | BACS |
| Vivien O'Dunne – EE Top-up PC Mobile | - | 10.00 | 0.00 | 10.00 | BACS |
| Staffordshire County Council LGPS – June | - | 489.17 | 0.00 | 489.17 | BACS |
| Joe Poultney – Summer Planting including watering all summer | 179 | 475.00 | 0.00 | 475.00 | CHQ 003008 |
| Cropper Grounds Maintenance Ltd | 83913 | 999.00 | 166.50 | 832.50 | BACS |
| Stone Community First Responders Grant | S137 | 150.00 | 0.00 | 150.00 | BACS |
| **Income** | | **GROSS** | **VAT** | **NET** | **Payment** |
| Interest (June): Commercial Bank (Lloyds) | - | 41.68 | 0.00 | 41.68 | BACS |
| Barlaston Allotment Association Invoice 670 | - | 300.00 | 0.00 | 300.00 | BACS |
| Staffordshire County Council Invoice 669 | - | 4,767.00 | 0.00 | 4,767.00 | BACS |
| Interest (June): CCLA Public Sector Deposit Fund | - | 247.67 | 0.00 | 247.67 | BACS |
| Interest (April – June): Unity Trust Bank | - | 285.07 | 0.00 | 285.07 | BACS |
| **Transfers** | | | | | |
| Lloyds Commercial to Lloyds Community | - | 10,000.00 | 0.00 | 10,000.00 | TRF |

**Clerk's Report June 2026** (back to minutes)

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 later in the year

**General updates:**

A bag of waste removed from the Parish Office bin was later found emptied nearby, and photographs were provided by a resident. As confidential documents are routinely shredded before disposal, no evidence was found of any breach involving confidential Council records or significant personal data. The incident was assessed as low risk and did not require notification to the Information Commissioner's Office (ICO).

**Land at Barlaston Park:** The Clerk contacted Homes Plus to request an update. Homes Plus advised that there has been no change since its previous update. The site remains within its business plan, but discussions are ongoing and no decision has yet been made on whether the land will be developed or sold.

**First World War commemorative plaque**: The Clerk reported that this was restored by the previous property owner and no further works are required. As the plaque is located on a private dwelling, is not a Council asset, and no appropriate statutory power has been identified to support expenditure, the matter has been closed.

**Rural Services Partnership membership:** It was resolved not to renew this. However, 12 months' notice was required, so the June subscription had to be paid. The membership has now been cancelled and will not renew next year.

**Outstanding works:** The following are scheduled to be completed before the next meeting: repairs to the slabs by the SIDs, repair of the Downs car park sign, and levelling of the Meaford Road bench.

**Village Gateways:** The contractor has £2 million Public Liability Insurance; however, Staffordshire County Council requires £5 million for works within the highway. As the proposed works are minor and will not involve disruption to the highway or pavement, a request has been made to the County Council to consider waiving this requirement.

**Thanks to The Womblers:** The Clerk received a report of fly tipping and Christmas Trees behind the recycling bins on the Downs Car Park. A lone Wombler kindly offered to clear the area the same day and did a wonderful job. Cllr Hurst will dispose of the trees.

**Reports Update:**

| Ref | Date | Detail | Status |
|---|---|---|---|
| 4491573 | 31/03/26 | Verge on Old Road following hedge cutting | Closed: Highways has inspected the location reported but was unable to identify any defects requiring remedial works at this time. |
| 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 | Refused June 2026 |
| 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 |
| 25/41490/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 | Refused June 2026 |
| 26/41654/ANX | Replacement of previous garage with new annex above | Fernbank Cottages, 69 Longton Road, Barlaston | Refused May 2026. Appeal lodged 17 June 2026. Decision awaited. |