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 08 September 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 September 2026**

7:15 pm Public Open Forum: Up to 15 minutes, maximum 5 minutes per speaker. If no matters are raised, the Parish Council meeting will commence immediately; otherwise, it will follow at approximately 7:30 pm.

674. To receive apologies for absence

675. To receive any declarations of interest

676. To consider any written applications for dispensation

677. To approve minutes of the Parish Council meeting held on 14 July 2026

678. To receive the Clerk's report

679. To receive a report from the County Councillor

680. To receive a report from the Borough Councillor

681. Finance and Administration:

681.1. To receive and approve bank statements and reconciliations for July 2026
681.2. To receive and approve bank statements and reconciliations for August 2026
681.3. To receive and approve schedule of payments for July 2026 (Appendix A)
681.4. To receive and approve schedule of payments for August 2026 (Appendix B)
681.5. To receive and note the budget position at 31 August 2026
681.6. To receive the Conclusion of Audit and External Auditor's Report (if received)
681.7. To consider and approve amendments to the Investment Policy
681.8. To consider and determine the investment of surplus funds
681.9. To consider and approve the purchase of a new printer
681.10. To consider corporate membership of Staffordshire Wildlife Trust
681.11. To approve a Direct Debit to Fifteen Group for monthly IT charges

682. Committees / Working Groups:

682.1. To note the meeting of the Joint Playing Fields Committee on 10 October
682.2. To receive an update from the Biodiversity and Environment Working Group
682.3. To receive an update from the Playpark Working Group

683. Training:

683.1. To confirm 29 September at 7pm for SPCA Councillor Development Training

684. To consider grant applications and determine awards:

684.1. Barlaston Proscenium Players: £1,640 for venue hire

684.2. Wedgwood Football Club: £500 towards pitch maintenance project

685. Health, Safety, Asset Risk Management:

685.1. To consider a resident's concerns regarding trees adjacent to their property and determine any action required

685.2. To raise and consider matters relating to the Council's land and assets

685.3. To receive completed asset inspection sheets

685.4. To consider the permissions and additional costs associated with converting a speed indication device to solar power and determine actions

685.5. To receive a quotation for remedial works to the culvert at The Green and determine actions

685.6. To consider concerns regarding pedestrian safety on Tittensor Road

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

686. Community Engagement:

686.1. To consider a proposal regarding the Christmas tree and determine actions

686.2. To note the meeting regarding school parking issues and appoint a Parish Council representative to attend

687. HR:

687.1. To note the 2026/27 National Joint Council pay award

688. Planning:

688.1. To consider a representation to the Stoke-on-Trent Local Plan Regulation 19 consultation and any planning consultancy support required

688.2. To note expenditure incurred under delegated authority for planning consultancy in relation to planning application 26/42170/OUT

688.3. To consider seeking clarification from the Local Planning Authority regarding the planning status of commercial activities and associated works at Barlaston Hall

688.4. To note Planning Committee decisions on recent applications

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

690. Date of next meeting

clerk@barlastonparishcouncil.gov.uk

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

July expenditure /items for approval	Invoice Reference	GROSS	VAT	NET	Payment
BT: Phone & Broadband	M082 AD	48.81	8.13	40.68	DD
HMRC – Quarterly PAYE/NI	-	1,530.10	0.00	1,530.10	BACS
The Society of Local Council Clerks – Annual Subscription	MEM259290	253.00	0.00	253.00	BACS
Amazon Business – Dog Foul Campaign	GB600SJ207I8VI	13.00	2.17	10.83	BACS
Amazon Business – Dog Foul Campaign	GB600SR307I8VI	26.98	4.50	22.48	BACS
Amazon Business – Academic Diary	GB673TT24AEUD	9.49	1.58	7.91	BACS
Amazon Business – Dog Foul Campaign	GB6002AEIQMG7I	12.00	2.00	10.00	BACS
Amazon Business – Dog Foul Campaign	GB60029RIQMG7I	19.77	3.29	16.48	BACS
JRB Enterprises Ltd – Dog Bags x 12 boxes	29909	348.48	58.08	290.40	BACS
Can Print – Dog Campaign Posters x 12 A3	37765	99.00	16.50	82.50	BACS
Barlaston & Tittensor Scout Group: Grant	Section 137	815.96	0.00	815.96	BACS
Barlaston Wassail: Grant	Section 137	50.00	0.00	50.00	BACS
Barlaston Volunteer Car Scheme: Grant	Section 137	150.00	0.00	150.00	BACS
Barlaston Cricket Club: Grant	Section 137	1,000.00	0.00	1,000.00	BACS
Vivien O'Dunne – Salary July	-	[redacted]	[redacted]	[redacted]	BACS
Vivien O'Dunne – Mileage – July	-	9.79	0.00	9.79	BACS
Staffordshire LGPS	-	539.43	0.00	539.43	BACS
Information Commissioner Annual Fee	-	47.00	0.00	47.00	DD
Lloyds Bank Monthly Bank Charge	488514575	4.25	0.00	4.25	DD
Income		**GROSS**	**VAT**	**NET**	**Payment**
Interest (June) – Commercial Bank (Lloyds)		37.97	0.00	37.97	BACS
HMRC VAT Refund (Q1: 01/04 - 30/06)		2,691.84	0.00	2,691.84	BACS
Interest CCLA Public Sector Deposit Fund		241.90	0.00	241.90	BACS

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

August expenditure/items for approval	Invoice Reference	GROSS	VAT	NET	Payment
BT: Phone & Broadband	M083 E&	48.81	8.13	40.68	DD
Stafford Borough Council – MUGA Rent	7070299052	10.00	0.00	10.00	BACS
Cropper Grounds Maintenance	84425	999.00	166.50	832.50	BACS
Fifteen Group – Tech Support 11/05-31/07	132717	257.04	42.84	214.20	BACS
Lloyds Bank Monthly Bank Charge	491082331	4.75	0.00	4.75	DD
Vivien O'Dunne – August Salary	-	[redacted]	[redacted]	[redacted]	BACS
Staffordshire LGPS	-	446.67	0.00	446.67	BACS
Fifteen Group Tech Support (01/08 – 31/08)	132831	96.00	16.00	80.00	BACS
N&J Tree Services Ltd – Crown Lift Trees	41472	1,036.80	172.80	864.00	BACS
AED Donate – Village Hall AED Battery	8188	124.80	20.80	104.00	BACS
M J Bloor [MBP Contractors]: Village Gates	08/2026	1,720.00	0.00	1,720.00	BACS
Income		**GROSS**	**VAT**	**NET**	**Payment**
Interest (July) – Commercial Bank (Lloyds)		38.77	0.00	38.77	BACS
Interest CCLA Public Sector Deposit Fund		250.09	0.00	250.09	BACS