Minutes of the Barlaston Parish Council Meeting
Held on Tuesday 08 September 2026 at 7:15pm at Barlaston Methodist Church Hall, Park Drive, Barlaston, ST12 9DP

Present:

Cllr D Borasinski (Chairman)	Cllr O Sear
Cllr S Tudor	Cllr C Hurst
Cllr E Philpott	Cllr P Fisher

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

7:15 pm Public Open Forum: There were no members of the public in attendance.

674. Apologies: Apologies were received from Cllrs Jones, Pickering, Arnold, Dando and Thomas; it was resolved to accept these.

675. Declarations of Interest: There were no declarations of interest.

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

677. Minutes: The minutes of the meeting held on the 14 July were approved as a true record and signed by the Chairman.

678. Clerk's report: See Appendix C

679. County Councillor's Report: Cllr Bagguley provided an update on completed and outstanding issues. Councillors raised a number of highway issues around the village and were advised to use the Report It tool to log them and obtain a reference number. Cllr Bagguley will endeavour to establish the cost of installing school warning lights.

680. Borough Councillor's Report: The Borough Councillor wasn't present.

681. Finance and Administration:

681.1. The July bank reconciliation and bank statements were noted and signed.
681.2. The August bank reconciliation and bank statements were noted and signed.
681.3. It was resolved to approve the schedule of payments for July. (Appendix A)
681.4. It was resolved to approve the schedule of payments for August. (Appendix B)
681.5. The budget position at 31 August 2026 was noted.
681.6. Conclusion of Audit: The Parish Council acknowledged correspondence from the External Auditor regarding amendments required to the 2025/26 AGAR in respect of trust transactions, resulting in an additional audit fee of £40 + VAT. The Clerk reported that the External Auditor's Report is expected within the next few weeks.
681.7. Investment Policy: Councillors reviewed and resolved to approve the amendments to the Investment Policy to provide greater flexibility in investing surplus funds.
681.8. Councillors resolved to invest a further £50,000 from the Lloyds Bank account in the CCLA Public Sector Deposit Fund.
681.9. Councillors considered and resolved to authorise the Clerk to spend up to £350 on a new printer.
681.10. The Council resolved to invite Staffordshire Wildlife Trust to give a presentation on its work and local conservation initiatives. The Clerk will liaise regarding dates and format.

681.11. Direct Debit: It was resolved to set up a Direct Debit to pay the monthly IT support bill.

682. Committees / Working Groups:

682.1. It was noted that the Joint Playing Fields Committee will meet on 10 October.

682.2. Biodiversity and Environment Working Group: There was nothing to report.

682.3. Playpark Working Group: The group reported that consultation plans were underway.

683. Training:

683.1. Councillor Development Training will take place on the 29 September at 7pm.

684. To consider grant applications and determine awards:

684.1. Barlaston Proscenium Players: It was resolved to award £1,640 for venue hire

684.2. Wedgwood Football Club: It was resolved to award £500 towards pitch maintenance project.

685. Health, Safety, Asset Risk Management:

685.1. Residents' Concerns - Trees: The Council resolved, subject to insurers' advice, to accept the quotation from N&J Tree Services for an assessment of the condition of the trees, probable root extent and relevant legal considerations, as part of the Council's general tree management programme. The cost being £240 plus VAT

685.2. Council land and assets: It was noted that self-seeded saplings on the Green should be removed during mowing. It was also noted that the wild play area had not been cut in accordance with the contract specification, and the Clerk will remind the contractor.

685.3. Asset inspection sheets: A reminder was given for the submission of completed asset inspection sheets.

685.4. Speed Indication Devices: It was noted that the existing SID poles are unsuitable for solar conversion and would need to be replaced. The Clerk will obtain costs for conversion, replacement poles, excavation and disposal, and compare these with the cost of new SIDs before bringing the options back to the Council.

685.5. Culvert Works: Quotations are still being sought.

685.6. Pedestrian safety: This item was raised with Cllr Bagguley under item 679.

685.7. Weekly Play Reports: No reports were received, though inspections had taken place. Cllrs were issued with an additional stock of reporting sheets.

686. Community Engagement:

686.1. Christmas tree proposal: A proposal for a replacement tree will be brought to the next meeting.

686.2. School parking issues: It was resolved to appoint The Chairman as Parish Council representative at a meeting to be held with all relevant parties on Thursday 24 September at 7pm.

687. HR:

687.1. National Joint Council pay award: Councillors noted the 3.3% NJC pay award for 2026/27, effective retrospectively from 1 April 2026.

688. Planning:

Cllr Borasinski declared an interest in agenda item 688.1 and left the room, taking no part in the discussion or decision.

688.1. Stoke-on-Trent Local Plan Regulation 19 consultation: The Council resolved, as recommended by the Planning Committee, to make a representation to the Stoke-on-Trent Local Plan Regulation 19 consultation, with planning consultancy support at a cost of up to £1,460 + VAT.

688.2. Councillors noted Clerk's authorised expenditure of £292 + VAT for planning consultancy support regarding submitting an objection to planning application 26/42170/OUT.

688.3. Councillors resolved to seek clarification from the Local Planning Authority regarding the planning status of commercial activities and associated works at Barlaston Hall.

688.4. Councillors noted that the Planning Committee had submitted an objection to Planning Application 26/42170/OUT - Land off Tittensor Road.

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

Christmas Lights – safety checks and replacement bulbs
Regular Drain Inspections on the Village Green

690. Date of next meeting: 13 October 2026

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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

Appendix C: Clerk's Report July and August 2026 (return to the 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:

Outstanding works: The bench on Meaford Road has been levelled. Slabs have been installed by the Station Road SID although additional ones are required. The sign on the Downs carpark will be fixed shortly.

Village Gateways: Staffordshire County Council insisted that the contractor must have £5 million Public Liability Insurance. Following liaison with the contractor, this increased the installation cost by £120. In conjunction with the Chairman, I agreed to proceed given the relatively small additional cost and the reputational risk of not proceeding. The gateways have now been installed.

Food Waste Bin Bags: Replacement bags were not being replenished by the collection vehicle. The Clerk arranged for One Stop to become a local collection point and liaised with Stafford Borough Council to deliver a supply. Availability has been publicised to residents, and thanks have been expressed to Steve and his team for their assistance.

Tree Works: Crown lifting of the trees adjacent to Station Road on the village green has been completed.

Messages of Thanks: Barlaston Guides, Meaford Bowling Club and the Plume of Feathers Bowling Club have all sent messages of thanks, together with updates on how their grant funding has been spent.

Dog Fouling Campaign: Irene and Gill kindly erected 12 posters around the village. The Clerk ran a four-week Facebook campaign featuring the posters and has also prepared an article for the church magazine.

Councillor iPads: Councillors are asked to ensure, before each meeting, that they can access and have reviewed the meeting papers. The Clerk is happy to assist with any access or technical issues, but respectfully asks that assistance is requested before the meeting by arranging a suitable time, rather than at the meeting itself.

Meeting with MP: The proposed meeting had to be cancelled due to low attendance. The Clerk will seek to arrange an alternative date.

Police Surgery: The PCSO apologised for not attending the last meeting as he had been called away. The possibility of holding a police surgery in the village was discussed, and the Clerk will pursue this.

Reports Update:

Ref	Date	Detail	Status
4491973	02/04/26	Overgrown hedges by the bus stop on Old Road by the surgery.	Response from Highways: *We have visited the location provided with your report but have been unable to identify any defects that require*

			remedial works at this time. Enquiry Closed
4501322	08/06/26	Tree overhanging pavement Longton Road	Enquiry Ongoing

Planning updates:

Ref	**Proposal**	**Address**	**Status**
25/40885/OUT (validated 03/09/2025)	Residential development for up to 72 dwellings with access considered	Land Between Trent Canal and Old Road Barlaston	Awaiting Decision – Suggest Cllrs read the Design Advisor Consultation Response (19 Aug) and Extension of time (3 Sept) Documents on the portal.
25/41490/OUT (validated 19/02/2026)	Outline application for the construction of eight bungalows	Land North Of Flax Croft Old Road	Awaiting Decision
26/41654/ANX	Replacement of previous garage with new annex above	Fernbank Cottages, 69 Longton Road, Barlaston	Refused May 2026. Appeal dismissed 31 July 2026.
26/42170/OUT (Validated 01 May 2026)	Residential development for up to nine dwellings with access considered.	Land Off Tittensor Road Barlaston	Awaiting Decision