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



Vivien O'Dunne: Clerk & Responsible Financial Officer 7 October 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.

691. To receive apologies for absence

692. To receive any declarations of interest

693. To consider any written applications for dispensation

694. To approve minutes of the Parish Council meeting held on 8 September 2026

695. To receive the Clerk's report

696. To receive a report from the County Councillor

697. To receive a report from the Borough Councillor

698. Finance, Governance and Administration:

698.1. To receive and approve bank statements and reconciliations for Sept 2026

698.2. To receive and approve schedule of payments for Sept 2026 (Appendix A)

698.3. To receive and note the budget position at 30 September 2026

698.4. To receive and consider the Conclusion of Audit and External Auditor's Report and determine any action required.

698.5. To approve payment of £35 to the Clerk, being one-third of her Microsoft 365 subscription used on Parish Council computers.

698.6. To approve reimbursement of £59.94 to the Clerk for seven Manual Handling courses for Speedwatch volunteers.

698.7. To consider and determine dates and costs for Civic Amenity visits in 2027

699. Committees / Working Groups:

699.1. To receive feedback from the Joint Playing Fields Committee meeting held on 10 October

700. To consider grant applications and determine awards:

700.1. Barlaston Community Group: £500 towards its community support and activities

700.2. St John the Baptist Church: £130 being 50% of the cost of printing the Remembrance Day Orders of Service

700.3. Wedgwood Cricket Club: £500 towards changing room improvements

700.4. To consider a request from Barlaston First School for replacement and additional parking buddies

701. Health, Safety, Asset Risk Management:

701.1. To receive an update on the commissioned assessment of selected trees on the Green, including root extent

701.2. To receive feedback following the three-month review meeting with the grounds maintenance contractor

701.3. To raise matters relating to the Council's land, assets and grounds maintenance

701.4. To consider a proposal to relocate a litterbin on the Green

701.5. To receive the annual RoSPA inspection report and determine any action required

701.6. To receive an update on the costings for conversion or replacement of the speed indication devices with solar-powered units

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

701.8. To consider a proposal for regular inspection of the Village Green manholes

701.9. To consider arrangements for testing the Christmas lights

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

702. Community Engagement:

702.1. To consider an offer from The Upper House Hotel to donate funding for local tree or hedge planting

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

702.3. To consider a date for a presentation from the Staffordshire Wildlife Trust

702.4. To note the date of the Police Surgery and consider holding a Parish Council surgery alongside it

702.5. Speedwatch: To consider a query received regarding the Volunteer Policy

702.6. To consider and agree arrangements for Remembrance

702.7. To receive feedback from the school parking meeting

703. Planning:

703.1. To note changes to planning call-in arrangements from 31 October 2026

703.2. To receive feedback from the Borough Council regarding the planning status of Barlaston Hall

703.3. To note Planning Committee decisions on recent applications

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

705. Date of next meeting: 10 November 2026

clerk@barlastonparishcouncil.gov.uk

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

September expenditure and items for approval	Invoice Reference	GROSS	VAT	NET	Payment
BT: Phone & Broadband	M084 IN	50.37	8.39	41.98	DD
Stafford County Council – Allotment Rent 29/09 – 24/12	1000174912	300.00	0.00	300.00	BACS
UVE Planning Ltd	UVEP136-26	350.40	58.40	292.00	BACS
Cropper Grounds Maintenance Ltd	84872	999.00	166.50	832.50	BACS
Barlaston Methodist Church – Office Rent (6m) £750 plus Coffee Morning hire £120	185 and 186	870.00	0.00	870.00	CHEQUE 003009
Fifteen Group – IT Support	133298	96.00	16.00	80.00	BACS
Wedgwood Football Club	S137 Grant	500.00	0.00	500.00	BACS
Barlaston Proscenium Players	S137 Grant	820.00	0.00	820.00	BACS
UVE Planning Ltd	UVEP140-26	700.80	116.80	584.00	BACS
Staffordshire LGPS	-	545.70	0.00	545.70	BACS
Stafford Borough Council Litterbin Emptying	7070299402	474.54	79.09	395.45	BACS
Vivien O'Dunne: Mileage	-	3.36	0.00	3.36	BACS
Vivien O'Dunne: Salary	-	[redacted]	0.00	[redacted]	BACS
Income		**GROSS**	**VAT**	**NET**	**Payment**
Interest (July) – Commercial Bank (Lloyds)		35.13	0.00	35.13	BACS
Dividend (Sept) – CCLA Public Sector Deposit Fund		251.32	0.00	251.32	BACS
Interest – Unity Trust Bank	-	261.27	0.00	261.27	BACS
Barlaston Allotment Association – Rent		300.00	0.00	300.00	BACS
Transfers					
Lloyds Commercial to Lloyds Community	Cashflow	10,000.00	0.00	10,000.00	TRF
Lloyds Commercial to Lloyds Community	For Transfer to CCLA PSDF	50,000.00	0.00	50.000.00	TRF