Minutes of the Barlaston Parish Council Meeting
Held on Tuesday 13 October 2026 at 7:15pm at Barlaston Methodist Church Hall, Park Drive, Barlaston, ST12 9DP

Present:

Cllr L Arnold (Chairman)
Cllr S Tudor
Cllr E Philpott
Cllr G Jones
Cllr O Sear
Cllr C Hurst
Cllr L Pickering
Cllr J Dando

Also in attendance:
Parish Clerk: Ms Vivien O'Dunne

7:15 pm Public Open Forum: There were 3 members of the public present. Borough Cllr Sandiford was also in attendance.

Members of the public raised concerns regarding recent events held at Barlaston Hall and parking on the Stable Yard. The Parish Council advised that planning enquiries had been made with the Borough Council and that the response would be considered under a later agenda item.

Cllr Sandiford had represented Barlaston at a recent Borough Council planning meeting in place of Cllr Jones. The Parish Council thanked him for doing so.

691. Apologies: were received from Cllrs Borasinski, Thomas and Fisher. It was resolved to accept these. County Cllr Bagguley sent his apologies.

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

693. Dispensations: There were no written applications for dispensation.

694. Minutes: The minutes of the meeting held on 8 September were approved as a true record and signed by the Chairman.

695. Clerk's report: See Appendix B

696. County Councillor's Report: The County Councillor wasn't present.

697. Borough Councillor's Report: There was nothing to report.

698. Finance, Governance and Administration:

698.1. The September bank statements and reconciliations were noted and signed.

698.2. The schedule of payments for Sept were approved and signed (Appendix A)

698.3. The budget position at 30 September was noted.

698.4. Conclusion of Audit and External Auditor's Report: The Council noted the conclusion of the external audit by Mazars. No minor issues or areas for improvement were identified. The External Auditor's Report noted that the initial inclusion of trust transactions in the AGAR had resulted in a material misstatement, which was subsequently corrected. The Clerk confirmed that Village Hall transactions had been separated from the Parish Council accounts in July 2025 to prevent recurrence. The auditor also highlighted the Council's responsibilities as sole managing trustee.

The Notice of Conclusion of Audit, audited AGAR and External Auditor's Report and Certificate were published on 23 September 2026.

698.5. It was resolved to approve a payment of £35 to the Clerk, being one-third of

her Microsoft 365 subscription used on Parish Council computers.

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

698.7. Civic Amenity: It was resolved to arrange four two-hour visits in 2027, in January, April, July and October, at a total cost of £700. Dates to be confirmed.

699. Committees / Working Groups:

699.1. Joint Playing Fields Committee: Cllr Pickering reported on the meeting held on 10 October. The Cricket Club had requested that the Parish Council write to a neighbouring household regarding a boundary matter. It was resolved to proceed with this.

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

700.1. Barlaston Community Group: £500 for community activities (s.137)

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

700.3. Wedgwood Cricket Club: £500 towards changing room improvements (s.137)

700.4. Barlaston First School: The Council agreed in principle to purchase additional parking buddies. The Clerk will liaise with the County Council and School to establish suitable types and locations before exploring options.

701. Health, Safety, Asset Risk Management:

701.1. Assessment of selected trees on the Green: The assessment is scheduled to take place on 15 October.

701.2. Grounds Contract - Three-month review: The Clerk provided feedback following the three-month review meeting with the contractor. It was resolved that the Clerk would write to the contractor outlining the discussion.

701.3. Land, assets and grounds maintenance: It was noted that the Downs car park required weed treatment and that the hedge between Brookhouse Drive and Nursery Gardens on Old Road required attention due to obstructed visibility for motorists. The Clerk will notify the contractor and report the hedge issue to the County Council.

701.4. Litterbin Relocation on the Green: It was agreed that an audit of litterbins across the village would be added to the next agenda.

701.5. Annual RoSPA Inspection: The Council received the annual RoSPA inspection report. It was resolved that the Clerk would obtain quotes for monthly play area maintenance, primarily sweeping, and prepare a costed list of remedial works for the next meeting.

701.6. Speed Indicator Devices: The item was deferred to the next meeting.

701.7. Remedial works to the culvert: The Council approved the quotation of £1,400 for the remedial works, taking into account the contractor's previous experience with the culvert and familiarity with the site.

701.8. Manhole Inspection: The Council considered a proposal for regular inspections at a cost of £45 per inspection. It was agreed that the Clerk would obtain quotations for the proposed inspection schedule, including the total annual cost, for consideration at the next meeting.

701.9. Christmas Light Testing: The Clerk will arrange testing of the Christmas lights

on the Village Green and at Orchard Place.

701.10. Weekly Play Reports: These were received from appointed councillors.

702. Community Engagement:

702.1. Christmas tree: The existing tree will remain in situ. Cllr Philpott will obtain prices for an additional tree and potential locations for consideration at the next meeting.

702.2. The Upper House - Tree and Hedge Planting: The Council welcomed the offer of funding and the Clerk will write to thank the hotel. The Council will consider suitable planting options.

702.3. Staffordshire Wildlife Trust Presentation: Cllr Tudor confirmed she would be happy to host the presentation at the Friday Warm Space event. The Clerk will liaise with the Trust to arrange a date.

702.4. Police Surgery: This will take place on 20 October from 17:30 to 20:00. Four councillors volunteered to hold a Parish Council surgery alongside.

702.5. Volunteer Policy: The Council accepted the proposed revised wording.

702.6. Remembrance Service: The Council approved the purchase of a £23 wreath under Section 137 of the Local Government Act 1972 for the Remembrance Service. It was resolved to display the Remembrance figures from 25 October to 22 November. The Clerk will seek a volunteer to assist with installation and removal.

702.7. Feedback from the school parking meeting: Cllr Arnold updated the Council on the meeting with the County Council, school and residents, including feedback from the School Travel Adviser's visits. The Parish Council facilitated the discussion, and the County Council representatives took away actions. The Clerk will write to the Borough Council regarding the need for enforcement visits.

703. Planning:

703.1. Planning Call-in Arrangements: The Council noted the changes to planning call-in arrangements taking effect from 31 October 2026.

703.2. Barlaston Hall Planning Status: The Council noted the Borough Council's response regarding the planning status of Barlaston Hall and the surrounding land.

703.3. Planning Committee decisions: Councillors noted that the Planning Committee had submitted an objection to Planning Application 26/42527/OUT - Land north of The Granary. The Planning Committee had no objection to Planning Application 26/42576/HOU: Whiteacres, Malthouse Lane.

704. Agenda Items for the next meeting: Future of the Wild Play Area; asset management; hiring a cherry picker to replace Christmas lights; village litterbin audit; and play area inspection training.

705. Date of next meeting: 10 November 2026

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

Appendix B: Clerk's Report (back to the minutes)

Clerk's Report September 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 later in the year.

681.8 A further £50,000 has been invested in the CCLA Public Sector Deposit Fund.

681.9 The purchase of a new printer is in hand.

684.1 The Proscenium Players only required half of the grant requested due to a reduction in the Village Hall room hire charges (£820)

685.3 Members are reminded to complete and return their asset inspection sheets.

688.1 The representation to the Regulation 19 consultation by Stoke City Council was submitted before the deadline at a cost of £584.00 plus VAT. The final cost was

reduced by 50%, as the substantive work prepared for Barlaston was also used as the basis for a neighbouring parish's response.

General updates:

Outstanding works: Additional slabs are required by the Station Road SID along with a repair to the sign on the Downs carpark. These are scheduled.

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.

Parking Buddies: It was reported that one of the Parking Buddies is missing, believed to have been stolen. The item will be removed from the Asset Register.

CiLCA: The Clerk is working towards the CiLCA final submission deadline of 31 October and thanks Cllrs for their patience while completing the coursework in both her own time and working hours.

Reports Update:

Ref	Date	Detail	Status
4501322	08/06/26	Tree overhanging pavement Longton Road	Enquiry ongoing
4516357	06/10/26	Contractor reported to us: Lime tree adjacent to the Station Road bus partially dead and in very poor condition	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	Refused 30 September 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
26/42170/OUT (Validated 01 May 2026)	Residential development for up to nine dwellings with access considered.	Land Off Tittensor Road Barlaston	Awaiting Decision