# 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 10 November 2026. Meeting to commence at 7:15 pm. An agenda for the meeting is set out below.



**Vivien O'Dunne: Clerk & Responsible Financial Officer** **4 November 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.

**706.** To receive apologies for absence

**707.** To receive any declarations of interest

**708.** To consider any written applications for dispensation

**709.** To approve minutes of the Parish Council meeting held on 13 October 2026

**710.** To receive the Clerk's report

**711.** To receive a report from the County Councillor

**712.** To receive a report from the Borough Councillor

**713. Finance, Governance and Administration:**

713.1. To receive and approve bank statements and reconciliations for October 2026

713.2. To receive and approve schedule of payments for October 2026 (Appendix A)

713.3. To note the resignation of Cllr Sear from the Parish Council

713.4. To note receipt of the second precept instalment of £59,422.50

713.5. To note submission of the Clerk's CiLCA portfolio on 31 October and consider payment for agreed study hours

**714. Precept and Budget 2027/28:**

714.1. To review income and expenditure against budget for 2026/27

714.2. To review the draft budget for 2027/28 and consider items for inclusion

714.3. To review the level of general and earmarked reserves and consider any adjustments

714.4. To consider the proposed precept for 2027/28

**715. Planning:**

715.1. To note the commencement of planning appeals 25/40885/OUT (up to 72 houses) on 29 October and 25/40919/PIP (up to 5 houses) on 19 October 2026

715.2. To consider commissioning and funding further planning representations in respect of the appeals and determine actions

715.3. To receive feedback from a recent meeting with Wedgwood College's owners and the MP

715.4. To note Planning Committee decisions on recent applications

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

716.1. To receive the arboricultural report for tree T1 on the Green and determine actions

716.2. To consider options for purchasing Parking Buddies for use on Broughton Crescent and agree how to proceed.

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

716.4. To receive feedback from the village-wide litterbin audit and consider any recommended changes

716.5. To consider remedial works arising from the annual RoSPA inspection report and determine actions

716.6. To receive the updated County Council guidance on SID siting and determine actions

716.7. To consider quotes for regular inspection of the Village Green manhole

716.8. To consider quotes for testing the Christmas lights

716.9. To consider a quotation for cherry picker hire to inspect the Christmas lights

716.10. To consider quotes for regular maintenance of play surfaces

716.11. To consider the future of the Wild Play Area equipment and options for its longer-term provision

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

**717. Community Engagement:**

717.1. To consider a proposal regarding the purchase and siting of a new Christmas tree and determine actions

717.2. To consider how to use the tree and hedge planting funding offered by The Upper House Hotel

717.3. To consider making representations to Royal Mail regarding the reinstatement of the removed post-box in the Barlaston East Ward

717.4. To receive the latest Community Speedwatch statistics and determine any further action

**718. Items for inclusion on the agenda for the next meeting**

**719. Date of next meeting**: 8 December 2026

**clerk@barlastonparishcouncil.gov.uk**

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

| October expenditure and items for approval | Invoice Reference | GROSS | VAT | NET | Payment |
|---|---|---|---|---|---|
| BT: Phone & Broadband | M085 M8 | 48.81 | 8.13 | 40.68 | DD |
| HMRC – Quarterly PAYE | - | 1,437.44 | 0.00 | 1,437.44 | BACS |
| Staffordshire Parish Councils' Association | 331 | 360.00 | 60.00 | 300.00 | BACS |
| Croppers Grounds Maintenance Ltd | 85310 | 999.00 | 166.50 | 832.50 | BACS |
| CCLA Public Sector Deposit Find | - | 50,000.00 | 0.00 | 50,000.00 | BACS |
| Wedgwood Cricket Club – S137 Grant | S137 | 500.00 | 0.00 | 500.00 | BACS |
| Play Safety RoSPA Inspections | 102664 | 298.80 | 49.80 | 249.00 | BACS |
| St John the Baptist Church – 50% Remembrance Booklet Printing | - | 130.00 | 0.00 | 130.00 | BACS |
| N&J Tree Services – Root Survey | 20468 | 288.00 | 48.00 | 240.00 | BACS |
| Fifteen Group – Monthly IT Services | 133770 | 96.00 | 16.00 | 80.00 | BACS |
| Barlaston Community Group – S137 Grant | S137 | 500.00 | 0.00 | 500.00 | BACS |
| Vivien O'Dunne Mileage | - | 6.71 | 0.00 | 6.71 | BACS |
| Vivien O'Dune – Expenses. MS365 Subscription (£35) and 7 x Manual Handling Courses: Speedwatch (£59.94) | - | 94.94 | 0.00 | 94.94 | BACS |
| Vivien O'Dunne – Salary October | - | [redacted] | [redacted] | [redacted] | BACS |
| Staffordshire LGPS | - | 461.40 | 0.00 | 461.40 | BACS |
| Lloyds Bank Charges | 496096162 | 4.25 | 0.00 | 4.25 | DD |
| | | | | | |
| **Income** | | **GROSS** | **VAT** | **NET** | **Payment** |
| Interest – Commercial Bank (Lloyds) | - | 25.41 | 0.00 | 25.41 | BACS |
| Interest (Oct) – CCLA Public Sector Deposit Fund | - | 243.76 | 0.00 | 251.32 | BACS |
| Stafford Borough Council Precept | - | 59,422.50 | 0.00 | 59,422.50 | BACS |
| **Transfers** | | | | | |
| Lloyds Community to CCLA PSDF | - | 50,000.00 | 0.00 | 50,000.00 | BACS |
| Lloyds Commercial to Lloyds Community | - | 10,000.00 | 0.00 | 10,000.00 | BACS |