Minutes of the Barlaston Parish Council Meeting
Held on Tuesday 10 November 2026 at 7:15pm at Barlaston Methodist Church Hall, Park Drive, Barlaston, ST12 9DP

Present:
Cllr D Borasinski (Chairman)
Cllr E Philpott
Cllr J Dando
Cllr P Fisher
Cllr C Hurst

Also in attendance:
Parish Clerk: Ms Vivien O'Dunne
County Council: Cllr S Bagguley (until item 712)

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

706. Apologies: Apologies were received from Cllrs Arnold, Pickering, Jones and Tudor. It was resolved to accept these. Cllr Thomas was not in attendance.

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

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

709. Minutes: The minutes of the meeting held on 13 October were approved and signed by the Chairman.

710. Clerk's report: See Appendix B

711. County Councillor's report: Cllr Bagguley had chased up the reported potholes and uneven surface on Station Road, provided an indicative cost for flashing lights near the church and advised that posts and warning triangles would be installed.

A resident's concerns about the 30mph speed limit on Wedgwood Drive, including the absence of a Traffic Regulation Order was raised. Cllr Bagguley agreed to look into this.

712. Borough Councillor's report: The Borough Councillor was not present.

713. Finance, Governance and Administration:

713.1. The October bank statements and reconciliations were noted and signed.

713.2. The schedule of payments for October were approved and signed (Appendix A)

713.3. Resignation: Cllr Sear: The Notice of Vacancy was posted on 6 November and will remain in place until 26 November. If no election is requested, the vacancy may be filled by co-option. The Clerk will write to thank Cllr Sear for her service.

713.4. Receipt of the second precept instalment of £59,422.50 was noted.

713.5. CiLCA Qualification: The Clerk confirmed submission of her CiLCA portfolio, noting that completion of the qualification was a requirement of her employment. She reported 77 recorded additional study hours. Members agreed payment for these hours, in accordance with the provision made in the 2026/27 budget.

714. Precept and Budget 2027/28:

714.1. The budget position at the 31 October 2026 was noted.

714.2. Draft budget for 2027/28: Members reviewed the draft budget. Further consideration is required, particularly in relation to the S137 and capital expenditure budgets. The item will be brought back to the December meeting.

714.3. General and earmarked reserves: Members reviewed the reserves. Further consideration will take place at the December meeting alongside the budget review.

714.4. Proposed Precept for 2027/28: Further consideration will take place at the December meeting alongside the budget review.

715. Planning:

715.1. Members noted the commencement of appeals relating to planning application 25/40885/OUT (up to 72 dwellings) on 29 October and 25/40919/PIP (up to 5 dwellings) on 19 October.

715.2. Planning Representation: Members resolved to commission Urban Vision to prepare further planning representations in respect of appeals 25/40885/OUT and 25/40919/PIP, at a cost of up to £700.80.

715.3. Wedgwood Memorial College: Cllr Fisher provided an update on the recent meeting with the owners and MP regarding the future of the site.

715.4. Planning Committee Decisions: 26/42881/HOU No objection; 26/42544/HOU No objection but clarification of proposed garage location requested.

716. Health, Safety, Asset Risk Management:

716.1. Tree T1 on The Green: Members considered the arboricultural report and resolved that, in view of the need for further clarification of the findings, the Clerk obtain a second independent professional opinion before the Council determines any further action.

716.2. Parking Buddies: Members resolved to purchase four Parking Buddies at £185 each plus VAT from Signs2Schools for use near the school and school crossing. The signs will remain Council assets

716.3. Land, assets and grounds maintenance: No matters were raised.

716.4. Litterbin audit: Item deferred.

716.5. RoSPA inspection: The Clerk presented a list of remedial works identified in the annual inspection report, mainly relating to the Wild Play area, including decay of timber, loose equipment and developing cracks. The Clerk will obtain costs for the remedial works and new signage for the next meeting

716.6. Speed Indication Devices: Members noted the County Council's revised SID process, including the requirement for new devices to be moved between approved locations every six months. Existing devices may remain in place until the end of their operational life.

716.7. Village Green manhole: Members resolved to appoint the contractor for eight inspections per year at £45 per visit.

716.8. Christmas lights: One contractor had expressed interest but had not yet provided a quotation. Members agreed that, given the importance of completing the testing for safety reasons, the Clerk would arrange for the work to be undertaken.

716.9. Cherry picker hire: Members resolved to approve expenditure of £350 for cherry picker hire to inspect and reposition the Christmas lights.

716.10. Maintenance of play surfaces: No quotations had been received. The Clerk will bring the item back to the next meeting.

716.11. Wild Play Area: Members acknowledged that the existing equipment was approaching the end of its useful life. The Clerk was asked to obtain three quotations for replacement options suitable for the wet ground conditions, with appropriate guarantees and easier maintenance, for consideration at a future meeting

716.12. Weekly play reports: These were received from the appointed councillors.

717. Community Engagement:

717.1. New Christmas tree: item deferred.

717.2. Tree and hedge planting: The Environment Working

717.3. Group will consider options for using the funding offered by The Upper House Hotel and report back to the next meeting.

717.4. Post Box - Barlaston East Ward: Members resolved that the Clerk would write to Royal Mail requesting the reinstatement of the removed post box.

717.5. Community Speedwatch: Members noted the latest statistics, including the disappointing finding that a third of offenders were from the ST12 area. Thanks were extended to the volunteers for their continued hard work and commitment.

718. Agenda for the next meeting: No additional items were raised.

719. Date of next meeting: 8 December 2026

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

Appendix B: Clerk's report (click here to return to the agenda)

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.

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

699.1 Cricket Club boundary matter. The Clerk will write shortly.

General updates

Police and Parish Council Surgery: The local PCSO, Clerk and three Parish Councillors attended. Unfortunately, no members of the public attended.

Damage to the Old Road SID: The Speedwatch Coordinator has reported ongoing vandalism to the Speed Indicator Device on Old Road to the Police, who are

investigating. It initially involved turning the sign around, thus weakening and breaking the clip. The clip has since been replaced, but is now being loosened with a screwdriver, allowing the sign to slide down as well as turn around. The Coordinator has requested an update from the Police. Temporary removal of the sign may be considered if the vandalism continues.

Planning query: I have contacted the Borough Council to clarify whether planning application 26/42170/OUT, which was called in by Borough Councillor Jones before the new planning regulations came into force on 31 October, will proceed under the previous arrangements or be subject to the new Regulations.

Outstanding works: Have been completed. Slabs have been installed by the Station Road SID, the sign on the Downs carpark has been fixed and the sharp edge identified on the RoSPA report at the MUGA has been repaired.

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.

SPCA Staffordshire Local Council Conference 2026: This is open to all Councillors. To be held at Uttoxeter Town Hall on the 23 November at 10am.

Parking Issues on Longton Road: We have received two complaints about vehicles parking on double yellow lines on Longton Road. I have advised that the Parish Council has no enforcement powers and suggested contacting the Police or County Council regarding enforcement and any concerns about dangerous parking.

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 shelter partially dead and in very poor condition	Enquiry ongoing
4520017	04/11/26	Overgrown Hedge on Old Road between Nursery Gardens and Brookhouse Drive	Enquiry ongoing

Planning updates:

Ref	Proposal	Address	Status
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
25/40919/PIP	Residential development up to 5 houses	Land West of Old Road	Appeal commenced 19 October 2026
25/40885/OUT	Residential development up to 72 houses	Land between Trent Canal and Old Road	Appeal commenced 29 October 2026
26/42527/OUT	Outline proposal for 1 self-build bungalow and detached garage	Land North of the Granary, Friesian Court, Hartwell	Awaiting Decision
26/42576/HOU	Single storey extension including front canopy and render to full extent	Whiteacres, Malthouse Lane	Awaiting Decision