

**Minutes of the Barlaston Parish Council Meeting
Held on Tuesday 14 June 2022**

Present:

Cllr P Fisher (Chair)
Cllr D Bentley (Vice Chairman)
Cllr S Tudor
Cllr C Hurst

Cllr V O'Dunne
Cllr J Dando
Cllr E Philpott

Also In attendance:

Mrs K St Leger (Clerk)

Public Open Forum

No members of the public were in attendance.

- 30 Apologies - Cllr Jones, Hemming and Borasinski sent their apologies, it was resolved to accept these.
- 31 Declarations of Interest – Cllrs Dando and Bentley declared an interest in item 118
- 32 Written applications for dispensations under the Localism Act 2011 – there were no written applications for dispensation
- 33 Annual Parish Meeting 17 May 2022 – the draft minutes were noted, these will be formally approved at the Annual Parish Meeting in 2023
- 34 Minutes of the Annual Meeting of the Parish 3 May 2022 – it was resolved to accept these.
- 35 Matters arising from the Annual Meeting of the Parish 3 May and not otherwise on the agenda – no items were noted.
- 36 Parish Council Meeting minutes 3 May 2022, it was resolved to accept these.
- 37 Matters arising from the meeting of 3 May 2022 and not otherwise on the agenda
- 95 Parish Council Strategy update – Cllr Hemming issued a draft strategy document; these are to be reviewed prior to submission to the Parish Council in July.
- 115 Lighting of a beacon update – The event was a success; the Clerk streamed the event live on social media to ensure residents in Barlaston had the opportunity to participate. The cost to the Parish Council was £268.00, it was resolved to accept these costs.
- 118 Lakewood Drive update – Cllrs Dando, Bentley and Jones attended a public meeting, County Cllr Ian Parry was also in attendance. Cllr Parry had approached the Head of Legal Services and the Head of Highways who clarified that Lakewood Drive had not been missed off the land transfer but was ringfenced due to the houses being middle management and not social housing. It was disappointing as this meant that Lakewood Drive was private.
- Residents were adamant they would not fund the repair of the element of the road which is used by the public to access the Park.
- The aggregate was proving successful in keeping the potholes manageable, however as soon as the latest works were undertaken it rained which removed the aggregate before it had time to compact. Further aggregate is required to backfill these holes.
- The offer of one of the residents to repair the potholes at £450 was still an option. It was resolved for the Clerk to approach Cllr Ian Parry to see if the road was brought up to Highways Standard would they adopt. The costs of getting it up to this level would need to be determined. Cllr Dando agreed to look at crowd funding.
- 131 Planning application 21/33687/FUL described as proposed housing development between Brookhouse Drive and Old Road update – This item has still not been decided and is not on the June Borough Council Planning agenda.

- 134 Twinning with Fiskars, Finland update – This item is still on hold pending discussions with Cllr Hemming.
- 160 Planting of trees in Barlaston update – the four oak trees planted for the Jubilee are doing well. To undertake further planting we will need to liaise with the School as the project needs a sponsor. In the absence of Cllr Adams-Elsmore as the liaison link with the School, this will be deferred.
- 161 Wedgwood Memorial College Arboretum update – it is noted the site is on sale on the internet, the prospective purchasers are made aware of the Staffordshire Plan parts 1 and 2, but not the Neighbourhood Plan.
- It was also noted a number of security posts had been removed at the entrance to the site, the Clerk liaised with their PR Company who confirm it was not their workmen who had undertaken the removal. The Clerk to check with Staffordshire County Council to determine if they undertook the works. The barrier is a safety requirement to protect residents from falling onto Station Road.
- 180 Community led shop on Barlaston Park – this item is still deferred as it is subject to commencement of planning application 18/18215/FUL. Residents had commented that the shop will be provided free of charge, this is not the case. The agreement with My Homes Plus (formerly Stafford & Rural Homes) was to offer the site as a commercial opportunity, if this fails the building will be utilised as a bungalow.
- 195 Land at Meadow Road update – This will be added to the July Cabinet agenda.
- 213 Parish Council representation as a School of Governors – in the absence of Cllr Adams-Elsmore, this item to be deferred.
- 214 Joint Playing Field Committee – minutes of the meeting were distributed.
- The Cricket Club have asked for a letter of intent for grant purposes regarding the renewal of the lease. They have agreed it will be a 30-year term at £5 per annum and are looking at the renewal lease document now. The Parish Council resolved to approve the letter of intent.
 - It was noted the gate at the entrance to the public footpath at Malthouse Lane was rotten. The Clerk reported the issue to the Public Rights of Way Team at Staffordshire County Council who have agreed to supply a replacement. This should be delivered this week.
- 221 Planning Training update – The 12 July has been confirmed with Urban Vision, a time of 6:30pm was agreed and will be held virtually. The Cllrs asked for training on planning issues such as Solar Panels and temporary structures.
- 22 Jubilee Bench update – The Clerk advised the bench has been ordered and will take approx 8 – 12 weeks to arrive, the cost was c.£1,600. The Clerk has applied for the s115e licence to plant from County to enable the Parish Council to locate the bench outside Orchard Place. It was suggested the bench be sited by the newly planted oak tree.
- 23 Village Green seating – it was resolved for the Clerk to email details of proposed designs prior to the next meeting.
- 24 Formation of a Youth Council – Following the initial enthusiasm the Clerk has not heard anything. There was an offer to provide a table at the Jubilee Event to engage with the local community, but this was not taken up. It was resolved to remove this item from the agenda.
- 38 Committee updates:
1. Environmental Committee – Following the recommendation for the Parish to consult the residents, the Clerk arranged for a consultation form to be available at the Jubilee Event. The Clerk submitted the findings. Due to the popularity of the items, it was resolved to purchase the following:
 - 1 x dragonfly
 - 1 x spider
 - 3 x mushrooms

- 1 x Xylophone
- 1 x stepping logs frame

Although the Hobbit Play Hut proved popular however safety concerns were raised, it was resolved not to purchase this.

A suggestion was made to install willow structures as these absorb moisture and would prove beneficial in drying out the marsh area. It was resolved for the Clerk to liaise with the supplier to come up with some designs / costings.

It was noted the wildlife area was not well publicised and appropriate signage was required which needed to be in keeping with the 'wild play' theme. The Clerk to investigate. It was also suggested we look at rustic gates at the entrance to the play area from the Downs Car Park.

Mr Joe Poultney had re-planted the planters around the village, positive comments had been received on the red / white / blue configuration in the run up to the Jubilee event. It was disappointing that the plants at Cocknage had been stolen and had to be re-planted. Due to the increase in plant prices the total cost of project was £375. It was resolved to accept these costs.

The Lengthsman advised it was 12 months since he undertook the weed spraying and path clearance works at Barlaston Park and did the Parish Council wish him to undertake the works again this year. The costs are not included in the annual charge. It was resolved to accept this recommendation.

2. Finance Committee – items covered in item 40.
3. HR Committee – deferred.

Exclusion of the press and public under S2 and S3 of the Public Bodies (Admission to Meetings) Act 1960 during consideration of item 38 (4) below because of the confidential nature of the items for discussion.

4. Entertainment Committee - Platinum Jubilee Event

The Clerk submitted a draft copy of the 'lessons learnt' document. A final copy will be released once the full costings had been received.

A financial report detailing the Clerk's expenditure incurred in the run up to and during the event was provided, it was resolved to accept these figures.

Cllr Fisher thanked the Clerk and asked she pass on the thanks of the Parish Council to her husband for providing the music during the day and evening sessions.

The Clerk issued a list of volunteers who took part in the Jubilee event, it was resolved for the Clerk to publish the names on the noticeboard as a special thank you for their efforts.

39 Highways Issues:

- Speed Watch – Michelle Shaker will attend the Stone Town Council meeting on Wednesday 27 July to discuss any issues / concerns. The Clerk distributed the latest figures submitted by Mr David Norman.
- Speeding on Station Road / Old Road / Meaford Road / Longton Road – The Clerk is still awaiting response from the County Council regarding the speed sign for the Crossing Patrol Officer.
- 20's Plenty for Staffordshire – Cllr Bentley asked if the Council had signed up to the 20's Plenty campaign, it was noted the Parish had signed up to support the campaign at its inception. A further meeting of the group was due to take place imminently.

40 To note financial matters:

- (a) Bank reconciliation reports – the Clerk submitted the latest reconciliation reports, it was resolved to accept these.
- (b) Schedule of payments report June payments 2022 – it was resolved to accept these.

Expenditure – Jubilee Event	NET	VAT	Payment
Jacksons Marquee – Inv 22088 – Marquee / matting / lighting / tables / chairs	1966.00	393.20	BACS
Churchill Support – Inv PF-001676 – Security for marquee	1296.00	259.20	BACS
Local Toilet Hire – Inv 117216 St John's Church	200.00	40.00	BACS
Local Toilet Hire – Inv 117215 Downs Car Park	200.00	40.00	BACS
Local Toilet Hire – Inv 117217 The Green	630.00	126.00	BACS
Kirsty Walker T/A The Happy Donkey Company	450.00	0.00	BACS
D C Sellers T/A Dave Lesley – Evening Entertainer	200.00	0.00	BACS
Jumparty Ltd – Inv #835699 – Bouncy Castles / Football game	973.00	0.00	BACS
S J Halls T/A Stone Cold Soberish – Day time entertainment	300.00	0.00	BACS
Alec Powell Magician – Punch & Judy	250.00	0.00	BACS
Stewart Jones – Power Supply During Event	25.00	0.00	BACS
Charlotte Davies – Day time entertainment	40.00	0.00	BACS
Canprint Inv 32181 – 1575 postcards / postage – 11 A1 Posters / 30 A5 posters	1437.50	287.50	BACS
Canprint Inv 32208 – 1 1800 x 450 banner / 150 Wild Play Flyers for event	140.00	28.00	BACS
CJ & RM Austin – T/A Chris Stratman – acoustic guitarist during day event	120.00	0.00	BACS
Stafford Borough Council Inv 7070290335 – 10 bins / bags / collection	110.00	22.00	BACS
Steve – Sound Systems – provision of electrical extension cables	95.00	0.00	002827
C Hurst – Procurement of equipment for the event	236.23	0.00	002878
Expenditure - Standard	NET	VAT	Payment
The Secret Kitchen – Inv 1174 – Catering for the Annual Meeting	280.00	56.00	BACS
K St Leger, Salary & Expenses	954.38	0.00	BACS
Staffordshire County Pension Fund	316.17	0.00	002879
Zoom – video conferencing Inv150108040	11.99	2.40	DD
Hosting Systems – Voice over IP inv 69086	10.00	2.00	DD
BT – Broadband	26.66	5.33	DD
Buxus Green – Grounds Maintenance Inv 202206	995.83	0.00	002880
Rialtas – Alpha Accounts System – Inv	129.00	25.80	002881
SLCC Renewal Inv MEM239777-1	171.00	0.00	002882
BHIB Insurance Renewal	1,045.73	0.0	002883
John – Bunting	140.00	0.00	002884
Income	NET	VAT	Cheque
Credit Local Toilet Hire (not supply of toilets to Downs / St John's)	400.00	80.00	BACS

- 41 Auditors report and recommendations – the comments were duly noted and accepted by the Parish Council.
- 42 Section 1 Annual Governance Statement – it was resolved to accept Section 1 of the Annual Governance Statement and was duly signed by the Chairman and witnessed by the Parish Clerk.
- 43 Section 2 Annual Governance Statement – it was resolved to accept Section 2 of the Annual Governance Statement and was duly signed by the Chairman.
- 44 To note date for the commencement of the Exercise of Public Rights
It was resolved to publish the date on 17 June 2022
Exercise of Public Rights to be undertaken between 20 June 2022 to 29 July 2022

- 45 Risk Assessment updates and determine actions
- Pavement on the green adjacent to the War Memorial, the Clerk advised contractors would not undertake the works as they would be liable if they damaged any cabling. Cllr Bentley believed the works were undertaken by Open Reach and would liaise with the Clerk to identify the location on their system.
 - Rialtas Cloud – deferred.
 - Signage at the corner of Longton Road / Station Road – this item had been previously reported to the County Council who confirmed the number of signs on the post were excessive and needed reducing, however no works were undertaken. The Clerk has again reported this issue.
- 46 Grant application(s) – no applications had been received.
- 47 Access from Canal Side onto Station Road – visibility due to the humpbacked bridge was minimal which was exacerbated by the speed of the traffic down Station Road. The tent structure at the Plume of Feathers also minimised visibility from the opposite direction. The Clerk noted she had reported the structure to the enforcement officer, however as this was a temporary structure there would be little they could do. It was resolved to add this item onto the Planning Training.
- The Clerk would liaise with Highways to see if visibility warning signs could be installed before the bridge to warn traffic there was a junction over the brow and to reduce speed accordingly.
- 48 Failure of the railway barriers – following the recent incident which damaged the barriers, a video was submitted showing a tractor accessing the crossing when the warning lights were activated. It appeared the sensors had not picked up the vehicle as the train continued through the junction at speed. The Clerk to submit the video to Network Rail for comment.
- 49 HGV coming through Old Road / Meaford Road from Strongford – the road closure along Old Road has seen HGV's existing the Strongford Site along Meaford Road and Tittensor Road, it was noted they should only be using Meaford Road, the Clerk to liaise with Severn Trent to report the issue. It was also noted some of these vehicles were speeding.
- 50 Orchard Place – residents had reported the shop area was looking unkept and would like to see SARH re-vamp the shop frontages. The bollards were also in a poor state of repair and all needed re-painting. The Clerk advised since SARH had become My Homes Plus, communication had broken down. She will however report the findings.
- 51 Allotment Lease renewal – The Clerk advised the legal department of Staffordshire County Council were in the process of submitting the new lease document.
- 52 Assistance to the Guides – Cllr Bentley attended a meeting to determine what help the Parish Council could provide in trying to assist the Guides in recruiting new members to run the group. The existing volunteers were feeling the strain and need some assistance, especially for succession planning. They did not want to encroach on Stone or Stoke if possible. If a recruitment campaign is not successful it could see the closure of the group.
- They were looking to use their funds to produce a flyer which would be distributed locally by the Post Office. The Parish Council recommended new signage as the site is not identifiable especially to new families who have moved into the area and resolved to pay for this.
- Cllr O'Dunne suggested a fun day to promote the group, possibly setting up the green with activities such as horse racing / coconut shy etc.
- It was recommended they submit a grant application to assist with their campaign.
- 53 Planning issue(s) – no planning applications were received.
- 54 To receive items for inclusion in next month's agenda
- It was noted in 2024 it would be the 130 anniversary of the Parish Council.
 - Cllr Dando submitted her apologies.
- 55 Date of next meeting Parish Council Meeting – 5 July 2022

barlastonparishclerk@gmail.com