



SEIGHFORD PARISH COUNCIL

*Minutes of the Meeting held
at Seighford Village Hall on
Thursday 17th April 2025
Starting at 7.30pm*

Kelly Day & RFO: Tel: 07931 167 081 E-mail: clerk@seighford-pc.org.uk

Present

Cllr J Busby (Chairman)
Cllr M Hayward
Cllr D Price
Cllr R Wilkes
Cllr D Burgess
Cllr P Brown

Abbreviations:

Cllr: Councillor
SPC: Seighford Parish Council
MOP: Member of the Public
SCC: Staffordshire County Council
SBC: Stafford Borough Council
SLCC: Society of Local Council Clerks
SPCA: Staffordshire Parish Councils' Association.

Members of the Public - 1
Kelly Day – Clerk

17/04/25/1

To receive apologies and accept and record any reasons for absences:

SBC Cllr Jack Rose
SCC Cllr Jeremy Pert
SPC Cllr Christine Blackmore
SPC Cllr Mark Hodgkins
SPC Cllr David Burgess (arrived at 19:46pm)

17/04/25/2

Declaration of interests:

- Kelly Day, Clerk declared an interest in items 10 and 13a

17/04/25/3

Public Open Forum:

N/A

17/04/25/4

Updates from Borough/ County Councillors:

Cllr Winnington noted that the replacement 'slow down' signs for the Derrington track are imminent.

17/04/25/5

Parish Council Meeting held on the 17th March 2025

- a) The minutes of the meeting were approved as a correct record and signed, subject to the spelling correction of 'Creswell' in 17/03/25/8. Proposed by Cllr Brown. Seconded by Cllr Price.

It was noted that the bark under the Derrington park swing had been replaced.

17/04/25/6

Planning matters:

17/04/25/7

Highways, footpaths and playing field matters

- To provide an update on discussions with the Landlord over the Seighford Playfield.

Seighford Estate representative, Michael Eld gave clarification regarding Clause 9 in the Heads of Terms – the Lift and Shift clause – which stipulates that any relocation of existing equipment on the play field will be carried out at the landlord's expense, not the tenant's.

He explained that Clause 30 does not prevent SPC from objecting to future planning applications. It just refers back to the Lift and Shift clause, which would then apply. Mr Eld stated he was willing to remove the word 'adjacent' to address concerns regarding ambiguity and agreed to add further detail to the Lift and Shift clause for SPC's review.

The Chair and Cllr Price noted that the wording in the planning clause appeared ambiguous, and SPC's legal advice confirmed this concern.

Mr Eld offered a tenancy at will as an alternative arrangement, which would allow either party to withdraw with three months' notice.

Cllr Burgess queried why Clause 30 was being discussed at all noting that in March's meeting it had been agreed that this clause would be removed and the only outstanding matter was to clarify the Lift and Shift clause. He also expressed concern that if the objection clause remained, progress would likely continue to stall as SPC may not be able to agree to its inclusion. Mr Eld recommended that advice be sought from a commercial solicitor. Mr Eld also suggested that John Holmes of SBC be consulted for guidance on the most appropriate course of action, particularly regarding any impact on SPC's powers to object to planning applications. but then changed this to Head of Law of SBC. The Chair asked that the revised Heads of Terms be circulated to all councillors and SPC's solicitor for review. It was agreed to include this on include this on the next meeting's agenda.

- To discuss permissions for Cooper Perry Primary School to use the football field during school hours.

Michael Eld suggested that the school become the direct tenant of the football field, on the condition that they sub-let the field to Seighford Football Club. He noted that SPC's involvement in the tenancy is a legacy arrangement which no longer serves a necessary purpose.

The Chair agreed that it would be sensible for SPC to relinquish its role in the tenancy, particularly as there is no formal community association between SPC and the football club. Councillors were unanimously in favour of this approach. It was agreed that Mr Eld would consult with the school to determine whether they are willing to take on the lease and associated rent and for next steps to be discussed at the next meeting.

17/04/25/8

Cllr Hodgkins and Cllr Hayward to provide an update on the reformatting and mapping of assets in Seighford and Derrington respectively, ready for approval in June 2025.

- Cllr Hayward has re-formatted Derrington's and allocated every asset he could find an asset number.
- No update on Seighford, which still needs completing. Cllr Price will speak to Cllr Hodgkins.
- Cllr Hayward noted that the fencing around the Seighford playfield was damaged. It is likely this will need replacing once Head of Terms agreed and play equipment has been installed.

17/04/25/9

To discuss whether to commission an external company to conduct the affordable housing needs surveys across all parishes again to get a more statistically valid result.

Cllr Price explained that the necessity of an affordable housing needs survey had been overtaken by events. At the SBC Cabinet Meeting on 6th March 2025, the forward planning team had been instructed to start work on the new 2020-2040 Local Plan, the first 2020-2040 Local Plan being no longer relevant with Central Government's housing targets. No action to be taken.

17/04/25/10

To discuss a grant application from Katharine House Hospice to purchase syringe driver lock boxes at a cost of £114.

Approved. Proposed by Cllr Price. Seconded by Cllr Brown.

17/04/25/11

To consider commissioning an updated tree health and safety survey across the parish to assess the condition of existing trees and ensure public safety.

It was agreed for the Clerk to get three quotes for the three playing fields. Proposed by Cllr Hayward. Seconded by Cllr Brown.

17/04/25/12

Finance – Clerk:

- a) To approve opening a Public Sector Deposit Fund account with CCLA and the transfer of an agreed amount of reserves from April 2025.

It was resolved to approve the transfer of £45,000. The Clerk will establish the appropriate method for transferring the funds between accounts and confirm the necessary authorisation process. Proposed by Cllr Hayward. Seconded by Cllr Price.

- b) To review and discuss the findings of the recent Interim Internal Audit conducted by Black Rose Solutions.

Cllrs noted the audit and recommendations.

- c) To approve accounts for payment.

Proposed by Cllr Busby. Seconded by Cllr Brown

CHQ/BACS	Amount	VAT	TOTAL	Payee	Reason for payment	Approval/minute ref num
BACS 17	£ 77.11	£ 15.42	£ 92.53	Print Stafford	annual parish meeting leaflets	Approved via email
	£ 77.11	£ 15.42	£ 92.53			
				Above paid after March meeting and before April extra meeting		
BACS 18	£ 1,225.13	£ 245.03	£ 1,470.16	Stafford Borough Council	Grass cutting services	16/09/24/13
BACS 19	£ 365.10		£ 365.10	Kelly Day	Salary for March	Stat payment
BACS 20	£ 412.68	£ -	£ 412.68	SPCA	SPCA/NALC subs	Subscription
BACS 21	£ 96.00	£ 19.20	£ 115.20	Geosphere Ltd	Parish online subs	Subscription
BACS 22	£ 244.00	£ 48.80	£ 292.80	JRB Enterprise Ltd	Dog dispenser bags	on-going payment
BACS23	£ 132.00	£ -	£ 132.00	DM Payroll Services	25/26 Payroll services	Stat payment
	£ 2,474.91	£ 313.03	£ 2,787.94			

17/04/25/13

Personnel and Recruitment

a) Approval for The Clerk, Kelly Day, to undertake CiLCA during 2025/26 at a cost of approximately £1,000 inc VAT.

It was resolved to approve the Clerk, Kelly Day, to undertake CiLCA during 2025/26. Cllr Price will explore the inclusion of a payback clause - to be agreed by both parties - in the event the Clerk leaves within two years of successfully completing the qualification. Proposed by Cllr Wilkes. Seconded by Cllr Burgess.

b) To resolve any issues that councillors are having accessing or opening emails and attachments.

This was discussed. Cllr Price seems to be experiencing problems sending emails, so this needs exploring.

17/04/25/14

To discuss and agree SPC news in the two church parish magazines

The copy date for both magazines is the 10th of the month. Members to email the Clerk their contributions. Members to email the Clerk their contributions to the publications.

Explore sending brief of each meeting's minutes with next meeting date and contact details using AI. **Action: Cllr Brown to explore this.**

Next meeting: The Annual Parish Council meeting will be held at Derrington Village Hall on Monday 28th April 2025 at 7.30pm.

The Chairman thanked members for their attendance and closed the meeting at 21:08