



SEIGHFORD PARISH COUNCIL

*Minutes of the Annual Meeting held
at Great Bridgeford Village Hall on
Monday 19th May 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 (Vice-chairman)
Cllr D Price
Cllr D Burgess
Cllr C Blackmore
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 - 3
Kelly Day – Clerk

19/05/25/1

To elect a Chairman and receive a signed Declaration of Acceptance of Office

No other candidates or nominations. Existing Chairman, Cllr John Busby was proposed by Cllr Price. Seconded by Cllr Hayward.

19/05/25/2

To elect Vice-Chairman and receive a signed Declaration of Acceptance of Office

No other candidates or nominations. Existing Vice-Chairman, Cllr Mark Hayward was proposed by Cllr Busby. Seconded by Cllr Brown.

19/05/25/3

To receive apologies and accept and record any reasons for absences

SCC&SBC Cllr Jack Rose (apologies)
Cllr Wilkes
Cllr Hodgkins

19/05/25/4

Declaration of interests:

Cllr Price - item 9
Cllr Busby – item 14
Cllr Hayward - item 13

19/05/25/6

Public Open Forum:

Derrington fete on 5th July. Asked if any councillors can volunteer on the day.

<p>19/05/25/7</p> <p>Updates from Borough/ County Councillors:</p> <p>It was suggested to send a thank you card to out-going councillors, Jeremy Pert and Mark Winnington. Action: Clerk to send.</p>
<p>19/05/25/8</p> <p>Extraordinary Meeting held on Thursday 17th April 2025</p> <p>a) The minutes of the meeting were approved as a correct record and signed. Proposed by Cllr Price. Seconded by Cllr Brown.</p> <p>b) Matters arising not covered elsewhere on the agenda.</p> <p>c) To discuss actions and outcomes from previous meetings.</p> <p>Clerk updated that the quotes for the tree survey was underway and has started the process to set up the CCLA bank account.</p>
<p>19/05/25/9</p> <p>To consider the applications for a grant towards the cost of maintenance of the churchyards at St Matthew's Church, Derrington and St Chad's, Seighford</p> <p>It was agreed to donate £750 to both churches to help with rising costs. They can apply again if they have a specific project in the future. Proposed by Cllr Hayward. Seconded by Cllr Blackmore.</p>
<p>19/05/25/10</p> <p>Planning matters:</p> <p>N/A</p>
<p>19/05/25/11</p> <p>Parish Councillors Report:</p> <p>Derrington</p> <p><u>Cllr Brown</u></p> <p>Suggested it would be good to invite SBC and SCC Cllr Jack Rose for a walk around the village to discuss community issues and concerns.</p> <p><u>Cllr Hayward</u></p> <p>The road sign to Derrington is still down on the Newport Road.</p> <p>Great Bridgeford</p> <p><u>Cllr Price</u></p> <ul style="list-style-type: none"> • Playfield – tiles need lifting and relaying. • Hedges and grass on the footpath beside Cherry Tree Crescent need tidying up. • Trees overhanging the zip wire need addressing. <p><u>Cllr Burgess</u></p> <p>Poor condition of the footpath between Creswell and Great Bridgeford needs reporting again.</p> <p>Seighford</p>

Nothing to report
<p>19/05/25/12</p> <p>Chairman's report:</p> <ul style="list-style-type: none"> • The Annual Parish Meeting went well and was well attended. • New parish notice board in Derrington is now up and looks good. • Will be helping at the Derrington village fete in July.
<p>19/05/25/13</p> <p>Highways, footpaths and playing field matters</p> <ul style="list-style-type: none"> • To provide an update on discussions with the Landlord over the Seighford Playfield. <p>It was agreed to request the Landlord remove clause 11 (g-h) from the proposed Heads of Terms. Failing this SPC will formally withdraw interest in the additional land. If no response is received by the July meeting it will be assumed that the proposal has been declined and the existing Tenancy at Will arrangement will remain unchanged. Proposed by Cllr Busby. Seconded by Cllr Hayward. Additionally, concerns were raised regarding the condition of the fence surrounding the playfield. It was agreed that Cllr Busby will assess the fence and report back with recommendations at July's meeting.</p> <ul style="list-style-type: none"> • To provide an update on arrangement for Cooper Perry Primary School to use the football field. <p>In line with minute reference 17/04/25/7, this matter remains under the remit of the Seighford Estate representative, Mr Michael Eld, who is to discuss this further with the school. No further action is required from SPC.</p> <ul style="list-style-type: none"> • To consider options for improving security at the access gates to the three playing fields. <p>Security improvements are needed for the access gates at Seighford and Derrington playing fields. Cllr Busby will obtain quotes for two chains and padlocks. It was also noted that the Derrington playfield entrance is currently being widened.</p> <ul style="list-style-type: none"> • To discuss and condition and accessibility of footpaths 20 and 34 and next steps. <p>Cllr Price proposed a public footpaths project which was well received. This is to be part of a Health and Well Being programme for the Parish. Councillors will visit footpaths within their respective wards and report findings at July's meeting. SPC will continue to press SCC for necessary repairs to ensure all paths remain accessible and in good condition.</p> <ul style="list-style-type: none"> • To consider potential improvements and the installation of additional play equipment across the three playing fields. <p>SPC representatives will approach their local Village Hall Committees to consult with community groups about recreational equipment and what they would like. Suggestions will be reported back to SPC. A wider community promotional plan will also be discussed at the June Extraordinary Meeting to gather input from residents across the villages.</p> <ul style="list-style-type: none"> • To discuss further speed control measures in Seighford. <p>It was proposed that SCC and SBC Cllr Jack Rose be invited to visit Seighford during peak traffic times to observe speeding issues firsthand. Additionally, SPC will request data from the Seighford Community Speed Watch group to help substantiate these concerns.</p>

- To discuss concerns relating to the previous playground inspection company.

Cllrs agreed service was inadequate, so it was agreed to pay for the two annual inspections only, at a total of £239.94 plus VAT. Proposed by Cllr Hayward. Seconded by Cllr Brown.

19/05/25/14

To consider community concerns regarding recent fires in Derrington

Councillors noted recent concerns from residents regarding fires in Derrington. It was agreed to encourage all residents to report any incidents to the Fire Brigade or Environmental Health to ensure they are appropriately investigated and addressed.

19/05/25/15

To appoint representatives to the following external organisations:

- Cooper Perry Primary School board of governors – Cllr Hayward
- Derrington Village Hall Committee – Cllr Brown
- Seighford Village Hall Committee – Cllr Busby
- Great Bridgeford Village Hall Committee – Cllr Burgess

Proposed by Cllr Blackmore. Seconded by Cllr Price.

19/05/25/16

Policy Review:

To review and, if appropriate, approve the following council policies:

- Standing Orders
- Financial Regulations
- Risk Assessment
- Asset Register
- Information, Data Protection, IT and Email Use Policy

It was noted that all of these policies require updates to be approved at a future meeting.

19/05/25/17

Finance – Clerk:

- To approve bank reconciliation.
- To receive an update on final expenditure against the budget for 2024/25.
- To approve accounts for payment.

The payments made in-between the previous two meetings were proposed by Cllr Hayward. Seconded by Cllr Burgess.

The approval of 6 accounts for payment and bank reconciliation were proposed by Cllr Brown. Seconded by Cllr Price.

Payment list to be approved and signed				19th May 2025			
CHQ/BACS	Amount	VAT	TOTAL	Payee	Reason for payment	Approval/minute ref num	Online authorisation
BACS 24	£ 269.94	£ 53.99	£ 323.93	Peter Longstaff	Reimbursement to AED - defibs	17/03/25/12	David Price, Peter Brown
BACS 25	£ 114.00	£ -	£ 114.00	Katharine House Hospice	Grant	17/04/25/10	David Price, Peter Brown
BACS 26	£ 5,000.00	£ 1,000.00	£ 6,000.00	Elevate Play Ltd	Seighford play equipment	20/01/25/9	David Price, Peter Brown
	£ 5,383.94	£ 1,053.99	£ 6,437.93				
* Above paid after April Extra meeting and before May annual meeting*							
BACS 27	£ 385.00	£ -	£ 385.00	David Vincent	Derrington Bus shelter/ notice board	18/11/24/12	Peter Brown, Mark Hodgkins
BACS 28	£ 370.80	£ -	£ 370.80	Kelly Day	Salary -April 25	Stat payment	Peter Brown, Mark Hodgkins
BACS28	£ 7.42	£ -	£ 7.42	Kelly Day	Annual parish meeting refresh	20/01/25/13	Peter Brown, Mark Hodgkins
BACS 29	£ 37.50	£ -	£ 37.50	Derrington Village Hall	Use of hall - April 25	Stat payment	Peter Brown, Mark Hodgkins
BACS 30	£ 23.00	£ -	£ 23.00	Great Bridgeford Village Hall	Use of hall - May 25	Stat payment	Peter Brown, Mark Hodgkins
BACS31	£ 1,073.16	£ -	£ 1,073.16	Clear Insurance Management Ltd	Insurance 25/26	22/05/23/14	Peter Brown, Mark Hodgkins
	£ 1,896.88	£ -	£ 1,896.88				

19/05/25/18

Personnel:

To receive an update on the proposed payback clause in relation to the Clerk undertaking the CiLCA qualification.

To be discussed at July's meeting.

19/05/25/19

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

The copy date for both magazines is the 10th of the month.

It was agreed for Cllr Hayward to send May's draft minutes to each publication by the 10th June.

Next meeting: The next meeting of Seighford Parish Council meeting will be held at Seighford Village Hall on Monday 21st July April 2025 at 7.30pm.

The Chairman thanked members for their attendance and closed the meeting at 21:33