



SEIGHFORD PARISH COUNCIL

*Minutes of the Extraordinary Meeting held
at Seighford Village Hall on
Wednesday 11th June 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 D Price
Cllr R Wilkes
Cllr M Hodgkins
Cllr D Burgess
Cllr P Brown
SBC and SCC Cllr Jack Rose
Members of the Public - 3
Kelly Day – Clerk

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.

11/06/25/1

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

SPC Cllr Christine Blackmore
SPC Cllr Mark Hayward

11/06/25/2

Declaration of interests:

The Clerk declared an interest in item 12

11/06/25/3

Public Open Forum:

MOP, Mr Robert Eld, informed the Council that he is currently storing the goal posts for the Seighford kickabout field. He asked whether SPC could now take responsibility for them and decide what to do with them.

11/06/25/4

Updates from Borough/ County Councillors:

Cllr Jack Rose now represents Seighford as both the Borough Councillor and Staffordshire County Councillor.

SBC matters:

Drive me noise issues: John Holmes is the new officer responsible for this matter; however, no correspondence has yet been received from him. Cllr Rose has raised the issue with SBC chief executive and will continue to push for a response.

Dale Lane: The enforcement letter has been approved by the legal department and is now awaiting approval from the planning committee before it can be issued to the owners.

SCC matters:

Cllr Rose is currently undertaking training for his new role in SCC. He has a forthcoming meeting with the highways team to discuss both short and long-term priorities.

SCC is now under the control of the Reform UK Party.

11/06/25/5

Parish Council Meeting held on the 19th May 2025

- a) The minutes of the meeting were approved as a correct record and signed. Proposed by Cllr Brown Seconded by Cllr Price.
- b) Matters arising not covered elsewhere on the agenda.
- c) To discuss actions and outcomes from previous meetings.

11/06/25/6

Planning matters:

11/06/25/7

Highways, footpaths and playing field matters**To agree a final position regarding the additional land on Seighford Playfield following latest discussions with the Landlord.**

Michael Eld, representative of the Seighford Estate, clarified that the "Lift and Shift" clause means that if planning permission is ever granted on the field, any equipment would be relocated to an agreed alternative location at the Landlord's expense.

However, councillors stated that based on previous legal advice, the Parish Council cannot accept clauses 11 (g-h), as it may preclude SPC, as a statutory body, from commenting or objecting on any future planning applications on the land. Mr Eld asked if any updated legal advice had been sought since the revised Heads of Terms were issued. Councillors confirmed that no further advice had been taken, as the problematic clause remained unchanged. Mr Eld offered three options for consideration:

1. Accept the proposed Heads of Terms.
2. Continue with the existing rolling Tenancy at Will on the additional land.
3. Decline the additional land altogether.

He also advised that a temporary Tenancy at Will could be drawn up immediately, enabling the Parish Council to take on the land while allowing additional time to review and make a final decision regarding the full Heads of Terms.

Councillors agreed to make a final resolution on this matter at July's meeting.

Other issues:

- Cllr Busby has recently spoken to Rights of Way Officer, Dominic Ward who has asked SPC to send pictures of footpaths and locations that need addressing.
- The foundations and matting under the new multiplay in Seighford is uneven and needs addressing.
- Seighford playfield needs a bin.

11/06/25/8

To discuss a donation to each of the three village halls.

It was agreed to donate £50 to each village hall.

Proposed by Cllr Busby. Seconded By Cllr Price.

11/06/25/9

To discuss a community promotional plan to gather input from residents on what recreational equipment they would like in the villages.

Item deferred to July's meeting.

11/06/25/10

Finance – Clerk:

- a) To receive and note the internal audit report.
- b) To agree and sign the Certificate of Exemption.
- c) To agree the Annual Governance Statement (Section 1 of the Annual Return).
- d) To agree the Annual Accounting Statements (Section 2 of the Annual Return).
- e) To note the date of announcement and the commencement/ end dates for the public inspection period.

Approved by Cllr Burgess. Seconded by: Cllr Price

- f) To approve accounts for payment.

Approved by Cllr Price. Seconded by Cllr Burgess.

Payment list to be approved and signed					11th June 2025		
CHQ/BACS	Amount	VAT	TOTAL	Payee	Reason for payment	Approval/minute ref num	Online authorisation
BACS 32	£ 239.94	47.99	£ 287.93	Morral Play Services	Annual inspections 23-24	19/05/25/13	COMPLETE
	£ 239.94	£ 47.99	£ 287.93				
				Above paid after May meeting and before June extra meeting			
CHQ1820	£ 100.00	0	£ 100.00	Gnosall and Community First Responders	Donation	7/03/25/12	Mark Hodgkins, David Price
CHQ1821				David Vincent (£385)	Payment for bus shelter	Approved in May's figs	Mark Hodgkins, David Price
BACS 33	£ 370.60	0	£ 370.60	Kelly Day	Salary -May 25	Stat payment	Mark Hodgkins, David Price
BACS 33	£ 19.89	£ 3.08	£ 22.97	Kelly Day	Expenses	Stat payment	Mark Hodgkins, David Price
BACS 34	£ 245.50	£ 49.10	£ 294.60	Black Rose Solutions Limited	Interim and internal audit	Stat payment	Mark Hodgkins, David Price
BACS 35	£ 750.00	0	£ 750.00	St Chad's Church	Donation	19/05/25/9	Mark Hodgkins, David Price
BACS 36	£ 750.00	0	£ 750.00	St Matthews Church	Donation	19/05/25/9	Mark Hodgkins, David Price
	£ 2,235.99	£ 52.18	£ 2,288.17				

11/06/25/11

To approve Black Rose Solutions Ltd to conduct both an interim and full audit in 2026 & 2027 at a fixed cost of £200 + 45p per mile + VAT per year.

Approved by Cllr Busby. Seconded by Cllr Brown.

11/06/25/12

Personnel and Recruitment

To discuss and consider a one off payment to Clerk for additional hours to complete the Annual Governance Return, policies and other additional duties during May – July 2025.

It was agreed to make a one-off payment of £250 for additional duties and hours during this busy period.

Approved by Cllr Burgess. Seconded by Cllr Price.

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

The Chairman thanked members for their attendance and closed the meeting at 20:47.