



SEIGHFORD PARISH COUNCIL

*Minutes of the Extraordinary Meeting held
at Seighford Village Hall on
Monday 21st July 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 M Hayward
SBC and SCC Cllr Jack Rose
Members of the Public - 4
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.

21/07/25/1

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

SPC Cllr Peter Brown
SPC Cllr David Burgess
SPC Cllr Christine Blackmore

21/07/25/2

Declaration of interests:

N/A

21/07/25/3

Public Open Forum:

- MOP thanked Cllr Mark Hodgkins for installing new stiles on Footpath 20, Seighford.

21/07/25/4

Updates from Borough/ County Councillors:

Cllr Jack Rose representing both SBC and SCC.

SBC matters:

- Footpaths and ROW: No local Rights of Way Officer currently, but a new contact is expected shortly. Cllr Rose is happy to walk around the villages with councillors to view any issues.
- A bin has now been installed on the Seighford kick-about field.
- Seighford parking and traffic: Concerns raised regarding parking and traffic during Cooper Perry school pick-up times. Cllr Rose has been exploring options which could include extending the 30mph limit further around the village or reducing to 20mph. Legal costs for changes would be £5,000–£7,000, so Cllr Rose recommended considering all changes together to avoid

<p>multiple legal fees. A resident consultation will be conducted over the summer to gather views.</p> <ul style="list-style-type: none"> • Drive Me site noise: SBC Development Manager, John Holmes has now left, so there is currently no further progress regarding noise issues at the Drive Me site.
<p>21/07/25/5</p> <p>Parish Council Meeting held on 11th June 2025</p> <p>a) The minutes of the meeting were approved as a correct record and signed. Proposed by Cllr Price. Seconded by Cllr Wilkes. Approved.</p> <p>b) Matters arising not covered elsewhere on the agenda.</p> <p>c) To discuss actions and outcomes from previous meetings.</p>
<p>21/07/25/6</p> <p>Planning matters:</p> <p>N/A</p>
<p>21/07/25/7</p> <p>Parish Councillors Report:</p> <p>Cllr Price – Great Bridgeford</p> <ul style="list-style-type: none"> • MOP reported that a plaque in Doxey Fields commemorating the Second World War has been removed by a developer. The developer has confirmed it will be reinstated once development is complete. • Recent roadworks on A5013 and road closures have caused access issues. • Playfield: mole infestation has returned. Hedges need cutting back and weeds need removing on the access way off Cherry Tree Crescent. • Trees adjoining zip wire need cutting back. Cllr Hodgkins has agreed to assist with the work on the playfield. <p>Cllr Wilkes – Derrington</p> <ul style="list-style-type: none"> • Blackhole lane: 30mph speeding and speed watch sign is currently obscured by a hedge. Cllr Busby to cut back the hedge (his own). • Speeding cyclists continue to be an issue on The Greenway despite the 'slow cyclists' signs.
<p>21/07/25/8</p> <p>Chairman's report:</p> <ul style="list-style-type: none"> • The Derrington fete recently took place. • The Chair met with SBC Cllr Rose to discuss issues with speeding and parking at Cooper Perry Primary School during pick-up times. • There are problems with moles on the Seighford kick about field.
<p>21/07/25/9</p> <p>Highways, Footpath & Playing Field matters:</p> <p>a) To make a final decision (based on discussions with the Landlord) over the tenancy of the additional land at Seighford Playfield.</p> <p>It was resolved not to accept the new tenancy for the extended land and to continue with current arrangement on the existing kick about field. Proposed by Cllr Price. Seconded by Cllr Wilkes. Approved. Action: Clerk to email the Landlord with final decision.</p> <p>b) Provide an update on recent playground inspections and any maintenance work required on the 3 play fields.</p>

<ul style="list-style-type: none"> Increasing number of dogs being allowed on the Derrington park despite signage prohibiting this. Play bark in Derrington needs topping up. Action: Cllr Busby to order and lay it with help of the Derrington Councillors. Fence in Derrington play field needs straightening. <p>c) To discuss whether to join the Staffordshire Playing Fields Association at an annual cost of £20.</p> <p>Agreed to trial for 12 months at an annual cost of £20 and to review membership after the trial period. Proposed by Cllr Price. Seconded by Cllr Hayward. Approved.</p> <p>d) To provide quotes and approve chosen provider to conduct a tree health and safety survey across the three playfields to assess the condition of existing trees and ensure public safety.</p> <p>It was agreed to appoint Penkridge Arboriculture to conduct the survey at a cost of £360 including VAT. Proposed by Cllr Price. Seconded by Cllr Hayward. Approved.</p> <p>e) To discuss condition of fencing around Seighford playfield and agree on best solution.</p> <p>Action: Cllr Busby and Cllr Hodgkins to assess the fencing and obtain quotes for repairs. Cllr Busby to circulate quotes by email for councillors to approve.</p>
<p>21/07/25/10</p> <p>Derrington councillors to provide an update on the Derrington asset list ready for approval.</p> <p>Action: Cllr Hayward to revisit and complete Derrington's asset list ready for sign-off at September's meeting.</p>
<p>21/07/25/11</p> <p>To consider a Health and Well Being Project for footpaths in the Parish of Seighford.</p> <p>It was agreed to first identify which footpaths are suitable for recreational use and circular walks, with the aim of producing leaflets for residents and visitors. Cllr Price suggested setting up a working group of councillors to develop the project further. It was agreed to keep SBC Cllr Rose updated as the project progresses.</p>
<p>21/07/25/12</p> <p>To adopt the recommendations set out in NALC's SAPP Practitioners' Guide for 2025 that it is best practice to use a gov.uk domain, email, and website to maintain a consistent and professional image for a parish council.</p> <p>Action: Clerk to explore providers and bring to future meeting.</p>
<p>21/07/25/13</p> <p>Finance – Clerk:</p> <p>a) To approve bank reconciliation.</p> <p>b) To receive an update on expenditure against the budget for 2025/26.</p>

Proposed by Cllr Price Seconded by Cllr Hayward. Approved.

c) To approve accounts for payment.

Approved. Proposed by Cllr Hayward Seconded by Cllr Price.

Payment list to be approved and signed				21-Jul-25			
CHQ/BACS	Amount	VAT	TOTAL	Payee	Reason for payment	Approval/minute ref num	Online authorisation
BACS 37	£ 50.00	£ -	£ 50.00	Derrington Village Hall	Donation	11/06/25/8	Mark Hodgkins, David Price
BACS 38	£ 50.00	£ -	£ 50.00	Seighford Village Hall	Donation	11/06/25/8	Mark Hodgkins, David Price
BACS 38	£ 56.25	£ -	£ 56.25	Seighford Village Hall	Use of hall for meetings	Stat payment	Mark Hodgkins, David Price
BACS 39	£ 50.00	£ -	£ 50.00	Great Bridgeford Village Hall	Donation	11/06/25/8	Mark Hodgkins, David Price
BACS 40	£ 450.00	£ -	£ 450.00	SLCC	Payment for Kelly Day CILCA	17/04/25/13	Mark Hodgkins, David Price
BACS 41	£ 236.00	£ 47.20	£ 283.20	Netwise	Email domain renewal	Stat annual payment	Mark Hodgkins, David Price
BACS 42	£ 370.60	£ -	£ 370.60	Kelly Day	June salary	Stat payment	Mark Hodgkins, David Price
BACS 42	£ 25.41	£ 5.08	£ 30.49	Kelly Day	Expenses - ink cartridge	Stat payment	Mark Hodgkins, David Price

d) To discuss proposed Financial Regulations policy in line with NALC model regulations ready for approval. Proposed by Cllr Price. Seconded by Cllr Busby. Approved.

e) Cllr Mark Hayward to provide an update on the financial checks conducted for quarter one, ensuring that all internal finance controls have been accurately recorded and adhered with any recommendations. Update provided to all councillors.

f) To consider and approve the reduction of the earmarked reserve for play equipment from £23,000 to £15,000 in order to increase general reserves to the NALC-recommended level of 9–10 months of expenditure. Proposed by Cllr Busby. Seconded by Cllr Price. Approved

21/07/25/14

Updates from Community Committee representatives:

Cllr Hayward reported that Cooper Perry Primary School is considering becoming an academy.

21/07/25/15

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

Clerk to send key agenda items to parish magazines.

Next meeting: The next Parish Council meeting will be held at Seighford Village Hall on Monday 15th September 2025 at 7.30pm.

The Chairman thanked members for their attendance and closed the meeting at 21:03