



SEIGHFORD PARISH COUNCIL

*Minutes of the Extraordinary Meeting held
at Seighford Village Hall on
Monday 20th October 2025
Starting at 7.30pm*

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

Present

Cllr John Busby (Chairman)
Cllr Mark Hodgkins
Cllr David Price
Cllr Richard Wilkes
Cllr Peter Brown
Cllr David Burgess
Members of the Public 2
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.

20/10/25/1

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

Cllr Christine Blackmore (apologies)
Cllr Mark Hayward (apologies)

20/10/25/2

Declaration of interests:

None

20/10/25/3

Public Open Forum:

None

20/10/25/4

Parish Council Meeting held on 15th September 2025

a) The minutes of the meeting were approved as a correct record and signed subject to amendment to 15/09/25/9b. Replace five with three councillors and replace hearing with meeting. Proposed: Cllr Brown. Seconded: Cllr Wilkes Approved.

b) Matters arising not covered elsewhere on the agenda. None.

c) To discuss actions and outcomes from previous meetings. None

20/10/25/5

Playing Field Matters:

a) Provide an update and plan of action for work required following the recent annual and quarterly playground inspections.

All three playgrounds have undergone both an annual and quarterly inspection by new inspection provider which were reported to be thorough.

Cllr Price noted that all equipment at Great Bridgeford playing field has been assessed as low risk with no urgent issues identified. Councillors agreed that the majority of the repair work was required at Derrington's playfield. Cllr Wilkes and Cllr Price recommended engaging a professional contractor to undertake the highlighted repairs in all three playfields. **Actions:**

- Clerk to obtain quotes from professional contractors to carry out repair work highlighted in the inspection reports. Seek recommendations from SPCA and other councils.
- Clerk to send Seighford's inspection report to Elevate Play, highlighting the rapid deterioration and poor installation of the multi-play unit they installed in March.
- Cllr Busby and Cllr Hodgkins to repair fence and obtain costs for replacement posts.

b) To approve quote for arboriculturist to conduct work on trees recommended in recent tree survey report.

Only two quotes received to date, so a third quote is required.

Actions:

- Councillors to email clerk any more recommendations.
- Clerk to forward Seighford's tree report to the Landlord representative (Seighford Settled Estate) to request that necessary tree work be carried out and paid for by them.

20/10/25/6

Derrington councillors to provide an update on the Derrington asset list ready for approval.

Cllr Hayward not present. Deferred to November's meeting,

20/10/25/7

Clerk Reports and Finance:

a) To approve new Standing Order policy in line with NALC model regulations. Clerk to make final adjustments for approval at November's meeting.

b) To approve updated Risk Assessment Policy.

It was agreed that the Clerk will include all invoices in the digital preparation file to enable councillors to check against them when approving online payments. The Clerk will make the final amendments to the Risk Assessment Policy for approval at November's meeting.

c) To approve accounts for payment.

Cllr Price reported that the hedges at Great Bridgeford have not yet been cut back. It was therefore agreed to make the payment to Rickerscote Livestock once the work had been completed. Remaining payments approved. Proposed: Cllr Brown. Seconded: Cllr Wilkes. Approved.

CHQ/BACS	Amount	VAT	TOTAL	Payee	Reason for payment	Approval/minute ref num	Online authorisation
BACS 52	£ 160.00	£ 32.00	£ 192.00	Rickerscote Livestock	Hedgecutting 2025	16/09/24/13	Peter Brown, Mark Hodgkins
BACS 53	£ 163.19	£ -	£ 163.19	Seighford Pub Company	Reimbursement for defib pads (Seighford)	15/09/25/3	Peter Brown, Mark Hodgkins
BACS 54	£ 285.00	£ 57.00	£ 342.00	The Play Inspection Company Ltd	Quarterly inspection	17/03/25/10	Peter Brown, Mark Hodgkins
BACS 55	£ 381.80	£ -	£ 381.80	Kelly Day	Salary for September	Stat payment	Peter Brown, Mark Hodgkins
	£ 989.99	£ 89.00	£ 1,078.99				

20/10/25/8

To approve dates and locations for all 2026 parish council meetings.

19th January – Great Bridgeford VH

16th March – Seighford VH

20th April – Annual Parish Meeting – Derrington VH

18th May – Annual Meeting of Seighford PC – Great Bridgeford VH

15th June – extraordinary meeting (AGAR) – Seighford VH

20th July – Seighford VH

21st September – Derrington VH

16th November – Great Bridgeford VH

Proposed: Cllr Price. Seconded: Cllr Busby. Approved

20/10/25/9

CiLCA Update: Clerk to provide updates on learning and any actions.

Clerk provided a progress update. Unit 1 passed.

Next meeting: The next Parish Council meeting will be held at Great Bridgeford Village Hall on Monday 17th November 2025 at 7.30pm.

The Chairman thanked members for their attendance and closed the meeting at 20:34.