



# SEIGHFORD PARISH COUNCIL

Minutes of the Meeting held at Seighford Village Hall on  
Monday 16<sup>th</sup> March 2026 at 7.30pm

## Present

Cllr J Busby (Chairman)  
Cllr D Price  
Cllr P Brown  
Cllr M Hodgkins  
Cllr D Burgess

SCC and SBC Cllr Jack Rose

5 Members of the Public  
Kelly Day (Clerk & RFO)

## 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.

16/03/26/1

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

Cllr M Hayward (apologies)  
Cllr R Wilkes (apologies)

16/03/26/2

### Declaration of interests:

No interests were declared.

16/03/26/3

### Public Open Forum:

- A resident thanked Cllr Hodgkins for the upkeep of the flowers in Seighford village. They all look very pretty.
- Continued concerns over parking at the front of Cooper Perry Primary School.
- Representatives from Seighford Hall said a revised planning application will be submitted addressing previous concerns including parking and the potential for increase in traffic. Invited residents to contact them if they have concerns and they want to work with the community.

16/03/26/4

### Updates from Borough/ County Councillors:

Cllr Rose reported:

- Footpath between Great Bridgeford and Creswell: work has begun on clearing and improving the path which cost around £7,500. Cllr Rose used his divisional highway allowance to fund the improvements. There are similar concerns over footpath between Seighford and Clanford Road. Cllr Rose suggested it would be best for local residents to create a working group to clear it as no other funding currently available.
- Dale Lane: Enforcement action is ongoing at Dale Lane in relation to the unauthorised occupation of the site. A compliance deadline of 13th May 2026

has been issued for removal of all items, with a further deadline of 13th October 2026 to restore the land to its original condition.

- Community speeding survey has gone live with over 250 responses so far.

16/03/26/5

**Parish Council Meeting held on the 19<sup>th</sup> January 2026**

a) The minutes of the meeting were approved as a true record and signed.  
Proposed: Cllr Price | Seconded: Cllr Burgess.

- b) To consider matters arising not covered elsewhere on the agenda.  
c) To review progress on outstanding actions from previous meeting.

16/03/26/6

**Planning matters:**

To consider planning applications received since the last meeting and agree any responses.

1) 26/41893/HOU - Vicarage Cottage, Seighford. Two storey extension to rear and new porch. No objections

An additional planning application was considered (not published on agenda)

2) 25/41397/FUL Village Garage. The application was noted and discussed. No formal resolution made.

Other updates – Cllr Rose

25/41567/FUL – Great Bridgeford – Called In, recommended for refusal.

16/03/26/7

**Parish Councillors Report:**

**Derrington**

Cllr Brown

- Bleed Kit installed at Derrington Village Hall. Will investigate other suitable locations within the Parish.
- Increased dog fouling reported.
- Issued with litter and parking at Duddas Wood.

**Great Bridgeford**

Cllr Price

- Dog fouling is a problem. Met with Saul Hocking from SBC. SBC do not issue notices on lampposts now and urged people to report to directly to SBC.
- Great Bridgeford play field needs cutting so need to ask new contractor to begin the season's cuts.
- Mole hills still a problem on the playfield. **Action: Clerk to research mole catchers for future meeting.** Concerns they may just return.

Cllr Burgess

- Repairs at Great Bridgeford playground need to begin. Could potentially get funding for the grass. Cllr Burgess will look into it.

**Seighford**

Cllr Hodgkins

- Seighford playfield and fence in a poor state.

16/03/26/8

**Chairman's report:**

- Attended recent work parties with Millennium Green.
- Proposal for repairs in Derrington playfield.

16/03/26/9

**Highways, Footpath & Playing Fields:**

- To consider and approve maintenance plans and quotations for works required across the three playing fields.

Derrington

Millennium Green working group have kindly agreed to do all the work in Derrington free of charge. SPC Just need to cover material costs.

Great Bridgeford

Cllr Price to draw up a specification and schedule for the following works:

- ✓ Paint new signposts
- ✓ Sand and paint benches
- ✓ Swings including tiles
- ✓ Basket swing
- ✓ Climber
- ✓ Zip line
- ✓ Goal posts

- To approve a quotation for installation of a new fence at Seighford playing field.

Two quotations were received and considered. It was resolved to appoint Double LL Contracting at a cost of £3,624 inc VAT. Proposed: Cllr Price | Seconded: Burgess

- To discuss examples of rural road safety concerns and agree feedback to Leigh Ingham's MP's office as requested. Cllrs to send over examples.

Clerk to send over the following examples:

- Seighford main road (especially during schools)
- Derrington near the village hall
- Great Bridgeford along A5013 – speeding traffic and disregard for SID. Cllr Price asked if the speed safety camera can visit more often.
- **To discuss a proposed dog exclusion area under the Public Spaces Protection Order in respect of Great Bridgeford Children's Playing Field.**

It was agreed for Cllr Price to apply for a Public Spaces Protection Order which lasts 3 years. Deadline December 2026. Proposed: Cllr Brown | Seconded: Cllr Burgess.

16/03/26/10

**Local Government Reorganisation Consultation:**

To discuss and agree the Parish Council's formal response to the Local Government Reorganisation consultation (closing 26<sup>th</sup> March 2026).

It was resolved to support:

1. Cannock Chase proposal (North/South Staffordshire) – preferred option
2. Staffordshire County Council proposal (East/West Staffordshire) – second preference.

Proposed: Cllr Brown | Seconded: Cllr Busby. **Action: Clerk to email SPC's response.**

16/03/26/11

**Finance – Clerk:**

a) To approve bank reconciliation.

Proposed: Cllr Burgess | Seconded: Cllr Busby

b) To receive an expenditure report against the 2025/26 budget.

Noted by Councillors

c) To approve accounts for payment.

Approved. Proposed: Cllr Price | Seconded: Cllr Hodgkins

d) To consider and resolve whether to transfer additional funds to the CCLA Public Sector Deposit Account following receipt of the first 2026/27 precept instalment. Deferred to May's annual meeting.

e) To consider adoption of Scribe accounting software for financial management and include in 26/27 budget.

Approved. Proposed: Cllr Price | Seconded: Cllr Burgess. **Action: Clerk to add to budget and subscribe.**

f) To review findings of the recent interim internal audit conducted by Black Rose Solutions and agree any required actions.

Councillors noted report. It was recommended that someone other than chair or cheque signatories to sign off the bank reconciliation at each meeting. It was resolved for Cllr Burgess to sign these at each meeting.

Proposed: Cllr Brown | Seconded: Cllr Busby.

16/03/26/12

**Governance and Compliance:**

- To review and approve updated Financial Risk Assessment.

Deferred to May's meeting.

- To approve the purchase of a second hard drive for off-site data back-up storage.

It was resolved to purchase a second external hard drive for off-site storage.

Proposed: Cllr Busby | Seconded: Cllr Price.

16/03/26/13

**Grants and Donations:**

- To re-visit the purchase of life buoys for Millennium Green pond following discussions with the Millennium Green Trust.

- To consider a donation to Staffordshire Search and Rescue Team towards the purchase of a specialist drone.

Both items deferred to May's meeting
<p>16/03/26/14</p> <p><b>Annual Parish Meeting preparation:</b></p> <ul style="list-style-type: none"> <li>• Approve flyer for distribution. Flyer approved.</li> <li>• To approve printing and distribution of flyers.</li> </ul> <p>Councillors decided not to do a door-to-door flyer distribution this year.</p> <ul style="list-style-type: none"> <li>• To approve provision and payment of refreshments.</li> </ul> <p>It was resolved to provide refreshments up to £20. Proposed: Cllr Burgess   Seconded: Cllr Busby.</p>
<p>16/03/26/15</p> <p><b>Personnel and Recruitment:</b></p> <ul style="list-style-type: none"> <li>• To discuss next steps regarding the vacancy in Great Bridgeford Ward. Vacancy to be promoted at April's Annual Parish Meeting.</li> <li>• To note Clerk, Kelly Day incremental pay increase from SCP12 to SCP13 in accordance with the NALC salary scale from 1<sup>st</sup> April 2026. Noted by Councillors.</li> </ul>
<p>16/03/26/16</p> <p><b>Community Committee Representative Updates:</b></p> <p>Nothing to report.</p>
<p><b>Next meeting:</b> Annual Parish Meeting will be held at Derrington Village Hall on Monday 20<sup>th</sup> April 2026 at 7.30pm.</p>
<p>The Chairman thanked members for their attendance and closed the meeting at 21.38.</p>