



# SEIGHFORD PARISH COUNCIL

*Minutes of the Meeting held  
at Great Bridgeford Village Hall on  
Monday 20<sup>th</sup> January 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 R Wilkes  
Cllr M Hodgkins  
Cllr D Burgess

## 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.

SCC Cllr Mark Winnington

Members of the Public - 6  
Kelly Day – Clerk

20/01/25/1

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

SPC Cllr Peter Brown (apologies)  
SBC Cllr Jack Rose (apologies)  
SCC Cllr Jeremy Pert (apologies)

20/01/25/2

### **Declaration of interests:**

None declared.

20/01/25/3

### **Public Open Forum:**

- Seighford Estate Landlord, Michael Eld reviewed the key findings from the recent Housing Needs Survey distributed across all three wards. He noted that, as per the previous minutes, the demand for increased housing had decreased since the last survey. However, he highlighted that the response rate rendered the findings statistically invalid. As originally recommended, Mr Eld strongly recommended getting an external agency to conduct these surveys again to get a more representative and valid response. The Chair added that this matter would go on the next meeting's agenda for further discussion.
- MOP expressed their thanks to the Parish Council and Cllr Mark Hodgkins for cutting back the hedge at the village shop.
- It was raised that the parking area by the ford is in poor condition with large puddles.
- MOP said Seighford Footpath 34 needs urgent attention as previously reported. **Action: Clerk to follow this up with SCC.**

20/01/25/4

**Updates from Borough/ County Councillors:**

SCC Cllr Winnington provided an update. SBC are proposing to increase precept by 2.99% and SCC by 4.99%.

20/01/25/5

**Parish Council Meeting held on the 18<sup>th</sup> November 2024**

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

Cllr Hayward read an email from MOP to the SBC Planning Officer, Dean Piper. The email raised concerns regarding the on-going noise and lack of action at the Drive Me site on Seighford Airfield. **Action: Clerk to chase Dean Piper for an update on this matter.**

Cllr Price informed the meeting that recent articles had been published in The Village Voice and Eccleshall Gazette about the new Gill Cox memorial at Derrington playfield. The official opening date is yet to be confirmed.

20/01/25/6

**Planning matters:**

None to report.

20/01/25/7

**Parish Councillors Report:**

**Derrington**

Cllr Wilkes

Reported on a recent meeting with SCC Countryside Officer, Tim Cleary and SCC Cllr Winnington to discuss the twice unlawful removal of the 'slow cyclists' signs on the Greenway.

Mr Cleary suggested installing two replacement signs at the two ends of the track which are the busiest, but didn't dismiss chicanes as a longer-term solution. The safety of speeding E-bikes is an increasing concern on the track too. **Action: Clerk to contact Tim Cleary to discuss next steps.**

Cllr Hayward

Read an email from MOP, which suggested introducing a Derrington litter pick and raised the issue of increased dog fouling in Derrington village.

Cllr Brown (via Cllr Hayward)

Still working with community First Responders and has arranged a free defibrillator familiarisation session in January for anyone to attend.

**Great Bridgeford**

Cllr Price

The meeting to discuss having dropped pavements on Jasmine Road was postponed due to bad weather.

There has been severe flooding on Eccleshall Road, Gt Bridgeford.

Read an email from MOP re the poor condition of Dale Lane, Haughton which is full of potholes and needs better drainage. They also raised the issue of burning rubbish from a nearby premises. SCC Cllr Winnington agreed that the road is in

a poor state and said he will continue to apply pressure, but it won't be resolved overnight.

Cllr Burgess

Flooding on Whitgreave Lane seems to have returned after it was cleared.

**Seighford**

Nothing to report.

20/01/25/8

**Chairman's report:**

- Had the honour of turning on the Seighford Christmas lights.
- Attended SPCA online Chairman development course, which was informative.

20/01/25/9

**Highways, footpaths and playing field matters**

- To approve quote for a new piece of play equipment in Seighford playfield.  
The quote from Elevate Play at £12,000 was agreed, however it was requested that the Clerk challenge the £1,574 delivery charge as the company is only in Derbyshire. Proposed by Cllr Price. Seconded by Cllr Hayward. **Action: Clerk to contact company re quote and report back to Cllrs before placing order.**
- To provide an update on discussions with the Landlord over the Seighford Playfield since October's Extraordinary meeting.  
Mr Michael Eld was present and said the contact at Seighford Settled Estate has now changed. **Action: Clerk to send all recent communication to Mr Eld, so he can follow it up with the estate and provide a response.**
- Councillors D Burgess, R Wilkes and M Hodgkins to provide their playground reports and raise any issues concerning their respective playfields.  
Cllr Wilkes  
Carried out inspection on Derrington playfield in December and noted there had been an improvement on the condition of the equipment since the previous inspection. However, new bark is urgently needed on the ground below the double swing. The equipment could with the cleaning and re-painting in some areas.  
Cllr Burgess  
Still to submit report for Great Bridgeford.  
Cllr Price  
Commented that the hedges still need cutting. **Action: Clerk to chase Dan Ingham.**
- To discuss the best procedure for inspecting playfields from 2025.  
Cllr Price said Streetscene (part of SBC) carry out a weekly inspection of Doxey playfields so this could be the best solution. The Councillors agreed. **Action: Clerk to ask Streetscene if they offer this service and the costs. Source quotes for one annual inspection from qualified provider.**

20/01/25/10

**To provide an update on the criminal damage to 'slow cyclists' signs on the Derrington track and discuss alternative solutions, including the possible use of chicanes.**

Two sets of signs have now been removed. Speed humps were suggested, but could make path impassable for less mobile pedestrians. SCC said they could put a sign at each end and monitor it and possibly add rumble strips. This will not definitely stop the speeding cyclists, so chicanes would be the best solution.

20/01/25/11

**To discuss the replacement of the Hazelnut trees that were illegally removed from Black Hole Lane, Derrington.**

Three quotes for replacement hazelnut trees were presented. It was resolved to accept the quote of £22+VAT per tree and to order two trees. Proposed by Cllr Price. Seconded by Cllr Burgess. SCC Cllr Winnington said SCC will try to put TPOs on the remaining trees.

20/01/25/12

**To discuss the location for the planting of three trees being donated by Philip Horton on the boundary between Seighford Village Green and Church View House.**

Mr Horton kindly offered to plant a Copper Beech, Crimson Maple and Ash Rowan and the location presented was agreed. Proposed by Cllr Price. Seconded by Cllr Hayward.

20/01/25/13

**To approve the provision and payment of refreshments for April's Annual Parish Meeting.**

It was agreed to have a £25 maximum allowance for the 2025 Annual Parish Meeting. Proposed by Cllr Hayward. Seconded by Cllr Burgess.

20/01/25/14

**To provide an update on the re-formatted asset list and methods to keep it up to date, including use of Parish Online.**

Cllr Price has updated and re-formatted Great Bridgeford's asset list and will input them onto Parish Online. **Action: Cllr Hayward has agreed to check and update Derrington's asset list and Cllr Hodgkins will update Seighford.** Once all reformatted, Clerk can consolidate them into one asset list to be checked and annually approved.

20/01/25/15

**To approve the civic amenity dates and locations for 2025 at a cost of £118 per visit.**

Seighford and Derrington sites and dates approved. Proposed by Cllr Hayward. Seconded by Cllr Price.

20/01/25/16

**Finance – Clerk:**

- a) To approve bank reconciliation.
- b) To receive an update on expenditure against the budget for 2024/25.

- c) To approve accounts for payment.  
 Payments and bank reconciliation agreed. Proposed by Cllr Burgess.  
 Seconded by Cllr Hayward.

CHQ/B/	Amount	VAT	TOTAL	Payee	Reason for payment	Approval/minute ref num	Online authorisation
BACS08	£ 600.00	£ -	£ 600.00	Seighford Settled Estates	Seighford Football field and kickabout field	Commercial Lease/Stat	David Price, Peter Brown
BACS09	£ 132.95	£ -	£ 132.95	Staffordshire County Council	Website hosting fee	Statutory	David Price, Peter Brown
BACS10	£ 110.00	£ -	£ 110.00	SLCC	Annual membership	Annual membership	David Price, Peter Brown
BACS11	£ 21.00	£ -	£ 21.00	Great Bridgeford VH	Use of hall for November 24 meeting	Stat payment	David Price, Peter Brown
IACS 11	£ 23.00	£ -	£ 23.00	Great Bridgeford VH	Use of hall for January 25 meeting	Stat payment	David Price, Peter Brown
BACS12	£ 471.00	£ -	£ 471.00	Kelly Day	Salary for November	Stat payment	David Price, Peter Brown
BACS12	£ 365.10	£ -	£ 365.10	Kelly Day	Salary for December	Stat payment	David Price, Peter Brown
BACS12	£ 3.00	£ -	£ 3.00	Kelly Day	Expenses - paper	Stat payment	David Price, Peter Brown
	£ 1,726.05	£ -	£ 1,726.05				

- d) To approve projects for inclusion in the 2025/26 budget. Councillors to email their suggestions for approval at March's meeting.
- e) To approve budget for 2025/26. To be approved at March's meeting.
- f) To review the presented interest account options and approve the most appropriate account for the Parish Council. It was proposed to transfer around 40k (subject to reserves in 25/26) to CCLA. **Action: Clerk to get full details of CCLA for approval in March.**

20/01/25/17

**Update from Community Committee representatives**

Derrington Village Hall

Appealing for more volunteers.

20/01/25/18

**Personnel and Recruitment**

- a) To discuss recruitment ideas to the vacancy on the Great Bridgeford ward.  
 It was agreed to do a leaflet drop for the vacancy in Great Bridgeford.  
 Proposed by Cllr Price. Seconded by Cllr Burgess. **Action: Clerk to get quotes and order around 350 flyers.**
- b) To discuss the safe disposal of an old Parish Council laptop.  
 Stafford Computing offer a free service, so it was agreed to ask them to dispose of it. Proposed by Cllr Burgess. Seconded by Cllr Hodgkins. **Action: Cllr Price to arrange disposal.**
- c) Having regard to the recent resignations of Parish Councillors Neil Brown and Mark Turnbull, to discuss the arrangements to be made for the data relating to Seighford Parish Council business to be removed from their computer equipment including smart phones to ensure full compliance with GDPR.  
**Action: Clerk will consult with the Information Commissioners Office and SPCA and SLCC to determine the appropriate procedure for ensuring the deletion and removal of all council-related correspondence and information from personal electronic devices, email accounts and paperwork.**

20/01/25/19

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

*The copy date for both magazines is the 15<sup>th</sup> of the month. Members to email the Clerk their contributions. Members to email the Clerk their contributions to the publications.*

Copy date of The Bugle is now earlier in the month. Put this item further up March's agenda.

**Next meeting:** The next Parish Council meeting will be held at Seighford Village Hall on Monday 17<sup>th</sup> March 2025 at 7.30pm.

The Chairman thanked members for their attendance and closed the meeting at 21:44

DRAFT