

Drayton Bassett Parish Council

Parish Clerk: Robert Pritchard

Email: parishclerk@draytonbassett-pc.gov.uk

The public are invited to a meeting of Drayton Bassett Parish Council which will be held on **Tuesday 21st October 2025 at 7.30pm** in The Sports Pavilion, Rectory Close, Drayton Bassett, B78 3UH.

Robert Pritchard

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Parish Clerk & RFO

AGENDA

88	Apologies:
88.1	To receive and approve reasons for absence.
88.2	Thanks to retiring councillors.
89	Declarations of Interest and Dispensations: To receive Declarations of Interests and consider granting dispensations of which written notice has been received by the Clerk.
90	Public Participation: Members of the public are invited to address the Council on any issue over which it has a power. This section will be limited to 20 minutes.
91	Chair to reopen the meeting: Members of the public may not take part in the meeting itself.
92	Minutes: (Attachment 1) To approve the minutes of the meeting held on the 16 th September 2025
93	Reports from the District and County Councillors Reports will be heard from the Bourne Vale District Councillor (Cllr Brian Yeates) and the Staffordshire County Councillor (Cllr Alex Farrell) if they are able to attend.
94	Police update: To receive an update from Staffordshire Police (if available).
95	Clerk's Report: (Attachment 2) To note and to approve any appropriate actions from the Clerk's Report.
96	Co-option: To consider co-opting an applicant for the vacancy.
97	Annual Governance and Accountability Return – AGAR (Attachment 3) To receive and note the comments of the External Auditor regarding the AGAR.
98	Finances: (Attachment 4)

98.1	Authorisation of payments:
98.2	To approve the following payments – Staffordshire Parish Councils Association £42 Vision ICT £120 Vision ICT £78 Plants £164.00 Water £46.09 ICO Fee £52.00 Source for Business (Water) £46.09 Staffing Costs £ 359.70 Play area inspection £132.00
98.3	To approve the following payments under delegated authority – Poppy Wreaths £114.00
98.4	To approve the purchase of the Scribe financial software. (Attachment 5) Authorise the purchase of the software to manage the council's accounts in order to improve financial controls. 1. Software purchase £299 (Required) 2. Structure £149 (Requested) 3. £37 per month standing order (Required) 4. Year to date transaction import £499 (Optional timesaving benefit) All costs include VAT which is reclaimed.
98.5	To approve Bradleys to provide payroll services for the council. Transfer payroll function from SAGE self service system (£13.20 p/m) to Bradleys Accounts Ltd (£16 p/a).
98.6	To approve the transfer of banking services from Lloyds Bank (Lloyds 4.25 p/m) to Unity Trust Banking (£6 per month).
99	To delegate authority to the Clerk to purchase a new laptop, MS Office licence and anti-virus software. Estimated £500 from reserves.
100	To purchase dog waste bags dispenser and bags (Attachment 6) £261.73 per dispenser with bags. Additional fitting posts would be extra.
101	Repairs to the Village Green (Attachment 7) To approve repairs to the Village Green.
102	Maintenance contract (Attachment 8) To consider the tenders received for the general maintenance contract.
103	Planning To consider new planning applications in or affecting Drayton Bassett. NONE.
104	Date of Next Meeting The next Full Council meeting is scheduled for 18th November 2025.