

# Drayton Bassett Parish Council

## Minutes of the Drayton Bassett Full Council meeting held Tuesday 21 October 2025 at 7.30pm

Present: Cllr R Bridge (Chair) Cllr M Gwynn  
Cllr A Price Cllr E Wilson

Also Present: Odette Ghent Locum Parish Clerk

Members of the Public: 12

County Councillor: Alex Farrell

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>88</b> | <b>Apologies:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 88.1      | To receive and approve reasons for absence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 88.2      | Thanks were given to the retiring councillors, J Williams and C Williams.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>89</b> | <b>Declarations of Interest and Dispensations:</b><br><br>To receive Declarations of Interests and consider granting dispensations of which written notice has been received by the Clerk.<br><br>Cllr Bridge declared an interest in item 102                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>90</b> | <b>Public Participation:</b><br><br>The following local issues were raised. Residents raised the following points and questions: <ul style="list-style-type: none"><li>• Speed on Drayton Lane (SCC/Police Issue)</li><li>• Hedges - the RH side of Drayton Lane towards Mile Oak direction need cutting back, also Salts Lane past the school and 1 New Row is taking up half the footpath. (SCC Issue)</li><li>• Salts Lane, the corner has eroded. (SCC Issue)</li><li>• Poor visibility - turning out of the village (Walnut House Hedge) (SCC issue)</li><li>• Road signs/give way signs have lights on but they are not working can Matt at HS2 be contacted.</li><li>• Bulbs donated by HS2, there are some available for anyone that wants them.</li><li>• PSPO, the residents can comment, can this information be made available for those residents that don't use social media, can it be displayed on the noticeboard.</li></ul> |
| <b>91</b> | <b>Chair to reopen the meeting:</b><br><br>Members of the public may not take part in the meeting itself.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>92</b> | <b>Minutes:</b><br><br>To approve the minutes of the meeting held on the 16 <sup>th</sup> September 2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Initials \_\_\_\_\_

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | These were approved, proposed Cllr Gwyn seconded Cllr Price.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>93</b> | <p><b>Reports from the District and County Councillors</b></p> <p>Staffordshire County Councillor (Cllr Alex Farrell) replied to the comment regarding reducing the village speed to 40mph. Staffs Highways require proof it's needed via a Traffic Regulation Order (TRO) which can take 12-18 months. This is a long and costly exercise involving consultation with residents and businesses.</p> <p>Clear evidence is required that people are breaking the speed limit with an 85 percentile.</p> <p>Suggested VAS signs either permanent or portable which could be moved to hot spots.</p> <p>The mention that could HS2 pay for this, any infrastructure changes would also go through a TRO</p> <p>Hedges – Drayton Lane, possibly the responsibility of the landowner, he suggested photographic evidence to be uploaded and reported on the SCC app.</p> <p>Salts Lane – corner erosion by HGV's, need to ascertain who owns this corner, if its SCC they will repair.</p> <p>Footpath in Salts Lane, the only way would be to land grab to the right.</p> <p>Moat Drive car parking issues is a Police matter.</p> <p>Funding available – <b>Councillors Community Grant</b> if there any local projects they are welcome to apply, Cllr Brain Yates also has some funding left.</p> <p>LDC have a <b>Cleaner Greener Fund</b> just launched to benefit the community, applications to be made by the end of November, the Parish Council can apply.</p> |
| <b>94</b> | <p><b>Police update:</b></p> <p>To receive an update from Staffordshire Police – no update.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>95</b> | <p><b>Clerk's Report:</b></p> <p>To note and to approve any appropriate actions from the Clerk's Report - the Locum Clerk read out the report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>96</b> | <p><b>Co-option:</b></p> <p>To consider co-opting an applicant for the vacancy - this was deferred to the November meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>97</b> | <p><b>Annual Governance and Accountability Return – AGAR</b></p> <p>To receive and note the comments of the External Auditor regarding the AGAR, the report was read out and confirmed no concerns.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>98</b> | <p><b>Finances:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Initials \_\_\_\_\_

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 98.1       | Authorisation of payments:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 98.2       | <p>To approve the following payments –</p> <p>Staffordshire Parish Councils Association £42<br/> Vision ICT £120<br/> Vision ICT £78<br/> Plants £164.00<br/> ICO Fee £52.00<br/> Source for Business (Water) £46.09<br/> Staffing Costs £ 359.70<br/> Play area inspection £132.00</p>                                                                                                                                                                                                                                                                            |
| 98.3       | <p>To approve the following payments under delegated authority –</p> <p>Poppy Wreaths £114.00</p> <p>All payments were approved, proposed Cllr Gwyn, seconded Cllr Wilson.</p>                                                                                                                                                                                                                                                                                                                                                                                     |
| 98.4       | <p>To approve the purchase of the Scribe financial software. (Attachment 5)</p> <p>Authorise the purchase of the software to manage the council's accounts in order to improve financial controls.</p> <ol style="list-style-type: none"> <li>1. Software purchase £299 (Required)</li> <li>2. Structure £149 (Requested)</li> <li>3. £37 per month standing order (Required)</li> <li>4. Year to date transaction import £499 (Optional timesaving benefit)</li> </ol> <p>All costs include VAT which is reclaimed.</p> <p>This was deferred until next year.</p> |
| 98.5       | <p>To approve Bradleys to provide payroll services for the council.</p> <p>Transfer payroll function from SAGE self-service system (£13.20 p/m) to Bradleys Accounts Ltd (£16 p/a).</p> <p>This was deferred to the November meeting.</p> <p>Proposed Cllr Bridge, seconded Cllr Price.</p>                                                                                                                                                                                                                                                                        |
| 98.6       | <p>To approve the transfer of banking services from Lloyds Bank (Lloyds £4.25 p/m) to Unity Trust Banking (£6 per month).</p> <p>This was approved to change to Unity Bank. Proposed Cllr Gwyn, seconded Cllr Bridge</p>                                                                                                                                                                                                                                                                                                                                           |
| <b>99</b>  | <p><b>To delegate authority to the Clerk to purchase a new laptop, MS Office licence and anti-virus software</b></p> <p>Estimated £500 from reserves.</p> <p>This was approved proposed Cllr Gwyn, seconded Cllr Bridge.</p>                                                                                                                                                                                                                                                                                                                                       |
| <b>100</b> | <b>To purchase dog waste bags dispenser and bags</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Initials \_\_\_\_\_

|            |                                                                                                                                                                                                                                                                                                                                                                    |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <p>£261.73 per dispenser with bags. Additional fitting posts would be extra.</p> <p>This was discussed but the suggestion was to refill the existing dispenser to ascertain if it's used and bring the purchase of an additional dispenser back to the January 2026 meeting.</p> <p>If the existing one is not being used that could potentially be relocated.</p> |
| <b>101</b> | <p><b>Repairs to the Village Green</b></p> <p>To approve repairs to the Village Green – only one quote was returned.</p> <p>The quote was approved to carry out the work and to get a price for the sets (up to £200 approved)</p> <p>Proposed Cllr Wilson seconded Cllr Price.</p>                                                                                |
| <b>102</b> | <p><b>Maintenance contract</b></p> <p>To consider the tenders received for the general maintenance contract.<br/>Cllr Bridge declared an interest and left the room.</p> <p>Quote A was approved proposed Cllr Gwyn, seconded Cllr Price.</p> <p>Cllr Bridge returned to the meeting.</p>                                                                          |
| <b>103</b> | <p><b>Planning</b></p> <p>To consider new planning applications in or affecting Drayton Bassett – there were none this month.</p>                                                                                                                                                                                                                                  |
| <b>104</b> | <p><b>Date of Next Meeting</b></p> <p>The next Full Council meeting is scheduled for 18<sup>th</sup> November 2025.</p>                                                                                                                                                                                                                                            |

The meeting ended at 8:50pm

Chairman Signature\_\_\_\_\_

18<sup>th</sup> November 2025

Initials \_\_\_\_\_