

Drayton Bassett Parish Council

Parish Clerk: Robert Pritchard

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October 2025

REPORT OF THE CLERK

Correspondence:

The council has received contact from residents about the last meeting, this query has been answered.

The correspondence raised at the last meeting has been responded to and signposting provided where appropriate.

A list of jobs is being compiled for the handyman, once appointed.

PSPO (Dogs on leads):

Lichfield District Council has started consultation on the PSPO. Residents who wish to make their views known and need to respond to Lichfield District Council directly.

Highways:

The damaged verge at Salts Lane has been reported to Staffordshire County Council.

A temporary Road Closure Order has been issued for Salts Lane, Drayton Bassett. It is requested by South Staffs Water for new connection works being undertaken between 27th Oct at 8am and 30th Oct at 5pm. Details are here: <https://one.network/?tm=GB145749612>

Planning:

The response to the planning application at the last meeting has been submitted.

Training:

I attended the 2nd training session for CiLCA qualification.

Bulbs:

I have spoken to the nursery, the bulbs mentioned at the last meeting are not available to order until April 2026, with availability in August 2026.

Handover Process:

The access to the banking has been slow, but access has just been approved by Lloyds. The council will consider transfer to a specialist provider for Parish Councils, Unity Bank Trust. This provider is much easier to use.

Budget:

A draft budget is being prepared for the November meeting. The budget will contain a number of projects by the parish council and further improve accountability and transparency.

Scribe:

Quotes for Scribe are attached to the agenda. Scribe is a specialist software for parish councils to manage the councils financial transactions. It increase audit compliance and financial control. As well as making year end processes more automated. Bank reconciliations will be carried out once Scribe is operational. The quote includes

1. Software purchase £299 (Required)
2. Structure £149 (Requested)
3. £37 per month standing order (Required)
4. Year to date transaction import £499 (Optional. Provides a significant timesaving benefit).

Costs include VAT which is reclaimed.

Goal posts:

The councils wishes to order new goalposts and is in the process collating quotes for sets that are both sturdy, but have the functionality to be moved.