

APPROVED MINUTES OF THE MONTHLY PARISH COUNCIL MEETING
HELD ON THE 7th JULY 2026
AT CHURCH EATON VILLAGE INSTITUTE

PRESENT: Parish Councillors, Messrs A.Brown, J.Gibbs (Vice Chairman), D.Massie, S.Moore (Chairman) B.Sharratt, Stafford Borough and Staffordshire County Councillor, J.Rose, the Clerk Mrs D.Key and seven members of the public.

The Chairman Councillor S.Moore welcomed all those present, and opened the meeting at 7.30pm. The Chairman also explained how the meeting worked and when members of the public had opportunity to participate particularly during the Open Forum section.

APOLOGIES: There were apologies from Parish Councillor A.Lloyd.

MINUTES: The minutes from the previous meeting held on the 2nd June 2026 were deemed as a true record and proposed for approval by Councillor B.Sharratt and seconded by the Vice Chairman Councillor, J.Gibbs. All were in favour.

MATTERS ARISING: The vacancy created by the recent passing of Councillor Sheila Dodd was discussed. The Clerk reported that this vacancy would need to be filled according to the six month rule which states that if a vacancy occurs over six months from the date of the next scheduled ordinary elections in May, the Council has to hold an election if ten or more electors call for one. If there was no call for an election the Parish Council could then co-opt a new councillor. The Clerk was therefore asked to contact the elections office at the Borough Council so they could issue the relevant casual vacancy notice.

The Clerk had contacted the assistant contracts manager, Becky Martin at the Borough Council Recycling and Waste Operations about the recent change in location for the civic amenity lorry visit to the Parish. Ms Martin had responded to say that there was no need at this time to amend the risk assessment form etc but would probably have to amend this information for the 2027 visits.

LATE ITEMS AGREED BY THE CHAIR: There were no late items.

OPEN FORUM: Various members of the public reported that the sink hole in the High Street was still not filled in and that there was still complications over whose responsibility this was. This matter had been mentioned in the house by local MP Leigh Ingham and Staffordshire Councillor Jack Rose was still pressing for this matter to reach a satisfactory conclusion. It was reported that Severn Trent Water had actually been out to visit the site today and there were now concerns that foul water pipes had been incorrectly connected to the storm water one. The Parish Council were to continue pressing for this matter to be dealt with as soon as possible.

C.E.V. PLAYGROUND: Councillor B.Sharratt reported on his weekly inspections of the carried out during the previous month. He confirmed that grass had been cut twice and everything seemed in good order however he was concerned that a fence post was leaning due to the weight of overhanging foliage and it was worth keeping an eye on it and potentially to cut back the growth. There was a complaint about a missing grip on one of the pieces of adult gym equipment which was to be attended to. Councillor A.Brown was to

conduct the playground inspections for the forthcoming next month. The Vice Chairman was to undertake the August inspections.

PLANNING: A planning application (reference 26/42003/HOU) for 6 Malthouse Lane, to demolish the existing conservatory and create a two storey side/rear extension and single storey front/ rear extensions was discussed. There were no objections made to this application. It was reported that, as instructed the Clerk had requested an extension of time for this application to be discussed and included in an agenda. This request had been refused. This problem of planning applications being received just after a meeting had been held was discussed at length and it was generally felt that 21 days was often not long enough for a reasonable consultation period. Sometimes it was not possible without an extension to be able to put the application on an agenda for a wider consultation. Stafford Borough Councillor took note of these concerns.

It was agreed that the Parish Council would respond to the recent request to comment on the Borough Local Plan by re-submitting the newly created Parish Plan.

HIGHWAYS: The Clerk had now heard back from County Highways following the freedom of information request originated by Councillor A.Brown. Concerns were raised by Councillor A.Brown over recent highways matters and particularly over the poor standard of maintenance work on the various Parish highways. The response from Highways appeared to supply satisfactory answers. The Chairman felt it was a worthwhile exercise and thanked Councillor Brown for his hard work on this. The Parish Council were also grateful to Mr David Woodward who had supplied photographs of the recent poor surface dressing of the Church Eaton to Gnosall Road to support this request.

FLOODING: There were no updates on flooding matters and the Chairman again reiterated that both the proposed works on the south of the village to improve the route of water, and work around Smithy Croft had been postponed in order to avoid disturbing any ground nesting birds.

STANDING ORDERS REVISIONS: The Chairman was reviewing the Council's Standing Orders and had received some feedback from fellow Councillors. As a result the Chairman was to amend the orders and present them for adoption at the next meeting.

HANGING BASKETS AND TUBS COMPETITION: The Clerk had appointed this year's judge but asked if the competition could be renamed as The Sheila Dodd Memorial Hanging Baskets and Tubs Competition in memory of Sheila. Members of the Parish Council were all in agreement to rename this.

FINANCE: The Clerk reported that she had sent all the relevant paperwork to the auditors including the exemption certificate and that the information for the notice board and web site had been posted by Councillor Lloyd and Vice Chairman Councillor Gibbs.

The Clerk confirmed she had paid the latest JWH grass cutting invoice amounting to £110.00 which had been received in the middle of June.

The Parish Council insurance currently with Zurich would be soon up for renewal. The Clerk was to send the renewal notice to the Chairman for consideration.

The HSBC bank had emailed the Clerk over the recent passing of Councillor Dodd and confirmed that they had removed Sheila's details from the mandate.

CORRESPONDENCE: Mr Steven Rutherford who was in attendance at the meeting was asked about filling the vacancy created on the Church Eaton Grammar School Educational Foundation Board of Governors by the recent passing of Councillor Sheila Dodd. Mr Rutherford stated that the Parish Council nominated trustee did not need to be a member of the Parish Council. The Governors did have someone in mind who seemed favourable to the requirements of the role and would send the Clerk more information on this individual to forward to the Council. The Parish Council would discuss this at the next meeting

The Clerk had received an email to state that all the parish defibrillators were emergency ready. An invitation for the Chairman to attend the Battle of Britain commemoration on the 13th September 2026 had also been received.

The Clerk had forwarded any other correspondence to all Councillors.

DATE OF NEXT MEETING: It was agreed that there would be no meeting in August unless an emergency matter arose. The next meeting of the Parish Council would therefore be held on the 1st September 2026 at 7.30pm in the Village Institute. The meeting closed at 8.30pm.