



ANNUAL PARISH COUNCIL MEETING

Thursday 28th May 2026 7pm

The Village Hall, Hill Ridware, Rugeley, Staffordshire, WS15 3QT

MINUTES

In Attendance: Cllr's Kate Mason (Chairman), Sharon Lycett, Vinay Patel Raaj, Barbara Steele & Ian Lowe.
Parish Clerk: Robert Pritchard
Guest Councillors: County Councillor Janet Higgins
Members of Public: 11

MEETING STARTED: 7:00PM

26/60 Election of Chairman: Cllr Kate Mason was elected Chairman, moved by Cllr Steele and seconded by Cllr Raaj.

26/61 Election of Vice-Chairman: Cllr Barbara Steele was elected Vice-Chairman, moved by Cllr Mason and seconded by Cllr Steele.

26/62 Apologies: None.

26/63 Declarations of Interest and Dispensations: None.

26/64 Minutes: The minutes were approved, moved by Cllr Raaj and seconded by Cllr Mason.

26/65 Public Participation: A residents raised the digital switchover on telephone lines and delays with local postal deliveries causing missed medical appointments and residents should be encouraged to use the NHS app. They asked if information could go on the parish council website.

A residents raised a planning application 26/00541/FULM, Woodhouse Farm , Pipe Lane, Pipe Ridware. A public meeting has been called by local residents.

Residents requested a Christmas Tree at the entrance to the village.

A concern was raised about overgrown hedges restricting footpath access., residents were advised to report it to Staffordshire County Council.

The Big Lunch is taking place on 6th June at from 12.30. The event is open to the whole parish, and volunteers would be welcome.

Initials _____

26/66 Reports from County and District Councillors (for information) if present. County Councillor Janet Higgins reported she is dealing with reports of potholes and other local issues. The County Council community fund is open again and applications are welcome from local groups and good causes. She asked residents to contact her directly with any highways issues. It was reported back to the County Councillor that the application for a community event was rejected by the Community Fund, the council asked is she could review this refusal.

26/67 Clerk's Report: The report was approved, moved by Cllr Mason and seconded by Cllr Steele.

26/68 Reports of Parish Councillors (for information):

Cllr Lowe reported that he had met with residents regarding the neighbourhood plan renewal. Work is ongoing

26/69 Financial Matters

26/69.1 The following payment made under delegated authority were approved, moved by Cllr Lowe and seconded by Cllr Steele.

ITEM	AMOUNT
Stationery	£18
Dog Poo Signage	£180
Payroll Fees	£228.00
Website Fees	£60.00
Email Fees	£179.98
Room hire	£18.00
Insurance	£1033.57
Stationery	£35.97
Room hire	£19.00
Bin Emptying Fees	£2710.66
Children's Walk Items	£151.60
Parish Online Mapping System	£96.00

26/69.2 The following pending payment was approved, moved by Cllr Lowe and seconded by Cllr Steele

ITEM	AMOUNT
Internal Audit Fee	£181.50

26/69.3 To following standing order was approved, moved by Cllr Lowe and seconded by Cllr Lycett.

ITEM	AMOUNT
Starboard Systems	£37.20

26/69.4 The financial reconciliation (April 2026) was approved, moved by Cllr Steele and seconded by Cllr Lowe.

26/69.5 The 25/26 CIL report was approved, moved by Cllr Mason and seconded by Cllr Raaj.

26/70 Planning: To consider the following application.

Application Number	Date	Address	Description

Initials _____

26/00541/FULM	8 th May 2026	Woodhouse Farm , Pipe Lane, Pipe Ridware, Rugeley	Erection of 3no pig units, covered muck store, service room and associated infrastructure and works
---------------	--------------------------	---	---

Councillors will send the Clerk their views after the public meeting.

26/71 Update Bank Signatories: The council resolved to remove Cheryl Nowell as a signatory. Cllr's Sharon Lycett & Vinay Patel Raaj will be added as signatories on the account. Robert Pritchard (Clerk/RFO) is the account administrator. Moved by Cllr Mason and seconded by Cllr Steele.

26/72 To agree Committees and membership for the 2026/27 Municipal Year: The council approved A Staffing Committee with the following membership - Cllr Mason, Cllr Vinay and Cllr Lycett. Moved by Cllr Mason and seconded by Cllr Steele.

26/73 To Approve Policies: The following policies were approved, moved by Cllr Raaj and seconded by Cllr Steele.

- Standing Orders
- Financial Regulations
- Risk Management
- Asset Register
- To carry over any policies approved in the past 12 months.

26/74 Schedule of Meetings for the 2026/27 Municipal Year: The schedule was noted.

26/75 Annual Governance and Accountability Return (AGAR) 25/26. The council resolved to approve the following, moved by Cllr Raaj and seconded by Cllr Steele.

- 26/75.1 The Annual Bank Reconciliation
- 26/75.2 The Annual Internal Audit Report and agree any actions
- 26/75.3 The Annual Governance Statement
- 26/75.4 The Accounting Statement
- 26/75.5 The commencement date for the exercise of public rights

26/76 Council Projects and Community Events: Cllr Raaj reported that the School Lane football pitch is an issue that needs more attention. The council would like to support those who are responsible for the site and identify ongoing funding to help maintain/improve the site. Anyone with knowledge of the site is encouraged to come forward. Cllr Mason reported that planting flowers has been undertaken in the village. Several community events are planned, supported by many community groups.

26/76 Co-option: The council has two vacancies –

Martin Brown was co-opted to the first vacancy - moved by Cllr Mason and seconded by Cllr Steele.
Neil Cox was co-opted to the second vacancy - moved by Cllr Mason and seconded by Cllr Steele.

26/77 Items for next meeting: Christmas Tree

26/78 Date of next meeting: Council Meeting: Thursday 25th June 2026 at 7pm.

The meeting closed at 7.45pm

CHAIRMAN SIGNATURE _____ **25th June 2026**

Initials _____