



# Salt and Enson

— PARISH COUNCIL —

FOUNDED IN 1894

## Full Parish Council Meeting

On: Monday 2<sup>nd</sup> September 2026

At: Salt Village Hall, Salt

From: 19:30

## Attendance

|                             |                                          |                        |
|-----------------------------|------------------------------------------|------------------------|
| Cllr Barbara Clamcy (Chair) | <del>Cllr Jenny Starr (Vice Chair)</del> | Cllr Charles Beardmore |
| Cllr Robert Walls           | Cllr Nigel Tonks                         | Cllr Fred Scott        |
| Clerk – Mrs Nikola Evans    | MOP x 1                                  | Vacant seat x 1        |
| Cllr K Aspin - SBC          | Cllr A Mynors - SCC                      |                        |

## Minutes

| Item No. | Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | <b>Declarations and Dispensations</b><br>Motion:<br>To record declarations of interest from members on any item to be discussed and record any dispensations<br><br><a href="#">None received</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2        | <b>Attendance</b><br>Motion:<br>To note and consider accepting apologies for absence<br><br><a href="#">Cllr J Starr – RESOLVED to Accept</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3        | <b>Minutes</b><br>Motion:<br>To approve the minutes of the last meeting held on 24 <sup>th</sup> June 2026<br><br><a href="#">RESOLVE to approve as a true record by all that attended</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4        | <b>Public Participation</b><br>Motions: <ol style="list-style-type: none"> <li>That, in accordance with Standing Order 3(e), members of the public be invited to make representations in relation to items on the agenda, for 20 minutes unless the Chair directs otherwise.</li> <li>That Stafford Borough Council be invited to attend and present a report to the Council.</li> <li>That Staffordshire County Council be invited to attend and present a report to the Council.</li> </ol><br><ol style="list-style-type: none"> <li><a href="#">None</a></li> <li><a href="#">Cllr Aspin SBC reported on the following:</a> <ol style="list-style-type: none"> <li><a href="#">Bloor homes information sheet to make complaints</a></li> <li><a href="#">Stafford regeneration programme, drop-in sessions to view plans</a></li> <li><a href="#">Local government reorganisation – elections will take place May 2027for unitary authority</a></li> <li><a href="#">New planning rules</a></li> </ol> </li> <li><a href="#">Cllr Mynors SCC reported on the following:</a> <ol style="list-style-type: none"> <li><a href="#">Walking Busses</a></li> <li><a href="#">Health checks</a></li> <li><a href="#">Summer pothole repairs</a></li> <li><a href="#">Information of energy saving schemes</a></li> <li><a href="#">Stone roadworks</a></li> <li><a href="#">Staffordshire history centre</a></li> <li><a href="#">Local government reorganisation</a></li> <li><a href="#">Bus service review across Staffordshire</a></li> <li><a href="#">Environmental plan.</a></li> </ol> </li> </ol><br><a href="#">All information from SBC and SCC can be found on the local authorities' websites.</a> |
| 5        | <b>Planning Applications</b><br>Motion:<br>To consider planning applications received from the local planning authority and determine the Council's response.<br><br><a href="#">None to consider</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6        | <b>Finance – RFO</b><br>Motions: <ol style="list-style-type: none"> <li>To receive and approve schedule of payments and receipts</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



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- ii. To receive and approve monthly budget summary
- iii. To receive and approve the bank reconciliation
- iv. To purchase new laptop, earmarked budget of £660 ready approved. Purchase price for new laptop "ASUS Vivobook 15 E1504FA Laptop | AMD Ryzen 5 40 | 16GB RAM | 512GB SSD" @ £399 inc. VAT
- v. To upgrade Microsoft Office Business basic subscription to Business standard which includes Microsoft office @ £12.96 per month.
- vi. To discuss and approve clerk transferring all money from reserves into current account and closing the reserves account once clerk is made a full signatory and has online access.
- vii. To discuss and approve clerk opens an instant access savings account to put reserves into which will gain interest monthly (variable rate of 0.50% - 1.21%) instead of losing bank charges of £6 a month on other current reserves account. Once clerk is made a full signatory and has online access.

Items i to iii **RESOLVED** to approve

| Payments since last meeting in July 2026 |                |        |           |       |                |         |           |            |                  |
|------------------------------------------|----------------|--------|-----------|-------|----------------|---------|-----------|------------|------------------|
| REASON                                   | PAYEE          | Income | Sub total | VAT   | Total          | Ref     | Cheque No | Minute ref | Payment Approval |
| Salary inc PAYE                          | Salaries       |        | £806.36   |       | £806.36        | 1165    |           |            | 01.07.26         |
|                                          | HMRC           |        |           |       |                |         |           |            |                  |
| Salary inc PAYE                          | PAYE           |        | £201.40   |       | £201.40        | 1166    |           |            | 01.07.26         |
| Office Expenses                          | Clerk          |        | £148.80   |       | £148.80        | 1167    |           |            | 01.07.26         |
| Bank Charges                             | Lloyds Bank    |        | £4.25     |       | £4.25          | DD      |           |            | 01.07.26         |
| General Repairs                          | Cllr J Starr   |        | £75.00    |       | £75.00         | 1168    |           |            | 01.07.26         |
|                                          | Cllr B         |        |           |       |                |         |           |            |                  |
| Councillors Expenses                     | Clancey        |        | £10.75    |       | £10.75         | 1169    |           |            | 01.07.26         |
| Salary inc PAYE                          | Salaries       |        | £265.12   |       | £265.12        | 1170    |           |            | 02.09.26         |
|                                          | HMRC           |        |           |       |                |         |           |            |                  |
| Salary inc PAYE                          | PAYE           |        | £950.98   |       | £950.98        | 1172    |           |            | 02.09.26         |
| Bank Charges                             | Lloyds Bank    |        | £6.25     |       | £6.25          | DD      |           |            | 02.09.26         |
| Misc                                     | David Croxford | £50.00 |           |       | £0.00          | Inv 001 |           |            | 02.09.26         |
| Salary inc PAYE                          | Salaries       |        | £264.92   |       | £264.92        | 1171    |           |            | 02.09.26         |
|                                          | HMRC           |        |           |       |                |         |           |            |                  |
| Salary inc PAYE                          | PAYE           |        | £200.16   |       | £200.16        | DD      |           |            | 02.09.26         |
|                                          | HMRC           |        |           |       |                |         |           |            |                  |
| Salary inc PAYE                          | PAYE           |        | £1.40     |       | £1.40          | DD      |           |            | 02.09.26         |
| Bank Charges                             | Lloyds Bank    |        | £5.75     |       | £5.75          | DD      |           |            | 02.09.26         |
| Office Expenses                          | Clerk          |        | £90.96    | £2.26 | £93.22         | 1173    |           |            | 02.09.26         |
| Salary inc PAYE                          | Salaries       |        | £291.52   |       | £291.52        | 1175    |           |            | 02.09.26         |
| Salary inc PAYE                          | Salaries       |        | £26.40    |       | £26.40         | 1176    |           |            | 02.09.26         |
| Sub Total                                |                |        |           |       | £3,352.28      |         |           |            |                  |
| less payments already made               |                |        |           |       | £2,468.91      |         |           |            |                  |
| <b>Total to be paid</b>                  |                |        |           |       | <b>£883.37</b> |         |           |            |                  |

Items iv to vii **RESOLVED** to approve, clerk to action

## 7 Policies and Procedures

Motion:

To consider and approve the following policies:

|                                                                                |                               |
|--------------------------------------------------------------------------------|-------------------------------|
| Financial Regulations                                                          | Standing Orders               |
| Complaints Procedure                                                           | Complaints Form               |
| Councillor and Officer Roles and Responsibilities                              | Disciplinary Policy           |
| Councillor Expenses Section 10 of the Financial Regulations - explanatory note | Councillor expenses policy    |
| Data Protection Policy                                                         | Equality and Diversity Policy |
| FOI Procedure                                                                  | FOI Request Form              |
| Grant awarding Policy                                                          | Grievance Policy              |



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|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|------------------------------|---------------------------------|----------------------|---------------------|--------------------------------|-----------------------------|-----------------|--|--|
|                                | <table><tr><td>Health and Safety Policy</td><td>IT and Digital Communications Policy</td></tr><tr><td>ICO Model Publication Scheme</td><td>ICO Guide to publication scheme</td></tr><tr><td>Scheme of Delegation</td><td>Social Media Policy</td></tr><tr><td>Subject Access Request Process</td><td>Subject Access Request Form</td></tr><tr><td>Risk Assessment</td><td></td></tr></table>                                                                                                                                                                                | Health and Safety Policy | IT and Digital Communications Policy | ICO Model Publication Scheme | ICO Guide to publication scheme | Scheme of Delegation | Social Media Policy | Subject Access Request Process | Subject Access Request Form | Risk Assessment |  |  |
| Health and Safety Policy       | IT and Digital Communications Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
| ICO Model Publication Scheme   | ICO Guide to publication scheme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
| Scheme of Delegation           | Social Media Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
| Subject Access Request Process | Subject Access Request Form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
| Risk Assessment                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
|                                | <a href="#">RESOLVED to approve all noted policies, clerk to upload to website</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
| 8                              | <b>Village Maintenance</b><br>Motions: <ul style="list-style-type: none"><li>i. To discuss and consider maintenance to the two trees at either side of the entrance to the Hollybush.</li><li>ii. To discuss and consider cutting back hedge on Casey to expose hidden sign.</li><li>iii. To discuss and consider cutting back Casey trees by the commemorative seat.</li></ul>                                                                                                                                                                                             |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
|                                | <a href="#">Item i – Monitor, Cllr Walls to action if any works need doing.</a><br><a href="#">Item ii – Sign is not in a good visibility location, clerk to report to highways. Hedge surrounding sign is overgrown, clerk to write to land owner and ask them to cut it back. Clerk to action.</a><br><a href="#">Item iii – Trees are overgrown and need cutting back, clerk to report to county council.</a>                                                                                                                                                            |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
| 9                              | <b>Reports</b><br>Motions: <ul style="list-style-type: none"><li>i. To receive Clerk’s report, review ongoing issues highlighted in previous minutes, and agree further actions.</li><li>ii. To receive Councillors’ reports – Information only</li><li>iii. To receive report from Salt Village Hall – Information only</li></ul>                                                                                                                                                                                                                                          |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
|                                | <a href="#">Item i – Clerk reported on the following:</a> <ul style="list-style-type: none"><li>a. Noticeboard – Holly Bush – Contacted manufacturer, provided photos of the issue, awaiting reply from their quality team with feedback/solution. Clerk to chase.</li><li>b. Clerk has been added to the bank as primary contact and is now receiving the bank statements, clerk will continue to make arrangements to be added as a signatory and gain online access.</li></ul> <a href="#">Item ii. – Nothing to note</a><br><a href="#">Item iii. – Nothing to note</a> |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
| 10                             | <b>Meeting Dates</b><br>Motions: <ul style="list-style-type: none"><li>i. To confirm next meeting date – 4<sup>th</sup> November 2026</li><li>ii. To consider items for the next agenda</li><li>iii. To confirm future meeting dates<ul style="list-style-type: none"><li>• 6<sup>th</sup> January 2027</li><li>• 3<sup>rd</sup> March 2027</li><li>• 12<sup>th</sup> May 2027 – Annual Parish Council Meeting</li><li>• 12<sup>th</sup> May 2027 – Annual Parish Meeting</li></ul></li></ul>                                                                               |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
|                                | <a href="#">Items i to iii all RESOLVED to approve, clerk to contact village hall and book</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
| 11                             | <b>Meeting Closed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |
|                                | <a href="#">20:45</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                                      |                              |                                 |                      |                     |                                |                             |                 |  |  |