

# Minutes of the Newborough Parish Council Meeting – Monday 6<sup>th</sup> October 2025

Present, Cllr N Clarke, Cllr Gould, Cllr Sanders, Cllr Skipper, Cllr Mainwaring

Also, present C Holmes, 1 Parishioners

## 1. Apologies for absence

Borough Cllr Hudson, County Councillor Brown, Cllr J Clarke, Cllr Bell

## 2. Declarations of Interest

None

## 3. Chairman's Opening Remarks

The Chairman welcomed councillors and parishioners to the meeting and thanked them for their attendance.

He reminded all present of the upcoming **Remembrance Service** to be held on **Duffield Green on Monday 11th November**, led by Rev. Terry and with participation from the children of Needwood Primary School. All parishioners are warmly invited to join this important community occasion.

He also encouraged parishioners to take part in the **Village Clean Up**, noting that any time offered would be greatly appreciated. Tea, coffee, and bacon sandwiches will be provided for volunteers as a thank you.

Finally, the Chairman highlighted the forthcoming **Christmas Lights Switch-On event**, which will feature a Christmas quiz, live entertainment, and the ever-popular snow machine

## 4. Public Forum (10 mins allocated)

The position of the church was discussed, with concerns raised regarding both the financial challenges and the fact that those currently caring for the church are not getting any younger.

Suggestions were made about the future of the building, including the possibility of developing the space into a multipurpose venue that could also serve as a wider community facility.

## 5. County & Borough Cllr Reports

### Cllr Catherine Brown – Needwood Forest Division

Report for August 2025 (for Parish Councils & Borough Councillors)

## Headlines

- Community Fund progressing well; several small grants awarded/being prepared.
- Continued focus on Highways communications, closures signage, and issue escalation.
- Engagement across health & care scrutiny, quarry liaison, and reservoir steering work.
- Ongoing training completed in Adult Social Care, Safeguarding, and Data Protection/Cyber.

## Community Fund updates

- **Newborough School – £500 awarded** for a much-needed book corner (meets SCC criteria).

## Meetings & attendance

- **Parish Councils:**
  - Newborough PC – **Mon 1/9/25** (attended).
  - Abbots Bromley PC – **Thu 25/9/25** (attended).
  - Yoxall PC – LGR meeting for the Division.
- **Liaison/Steering/Other:**
  - Barton Quarry Liaison Meeting.
  - **SCC Health & Care Scrutiny & Overview** meeting.
  - **B5013 Blithfield Reservoir Steering Group** – organised by Cllr Brown; attendees included 3 SCC County Cllrs, 3 PCs, MP, Deputy PFCC, and two Highways teams.
  - Site meeting with **Highways team and inspector** on Thorney Lanes.
  - **Midlands Partnership NHS Foundation Trust** AGM.

## Training completed

- Adult Social Services, Safeguarding & Guardianship.
- Data Protection & Cyber Security (two sessions, including civil contingencies).

## Highways

- High email volume continues; **no schemes known to be paused** due to the administration's **3-month highways programme suspension**.
- **Road closures:** concerns raised with Highways about frequency, poor signage/directions, and limited usefulness.
  - **Request:** please report specific closure problems (location, dates, signage issues).
  - **Preference checks for clerks:** advise if you **do not** want road-closure notices circulated

## SCC Care Home consultation (Concern)

- Current **25-mile placement limit** is a concern for residents' wellbeing; **15-mile limit requested**.
- Following Health & Care meeting, expected **extension of consultation** period and **circulation of documents** to councillors/PCs **did not occur**.

#### **Correspondence & community**

- Numerous emails from charities and local groups seeking assistance.

#### **Forthcoming**

- Attending **Staffordshire YFC County AGM & Celebration – October** (by invitation).

#### **Requests / Actions for PCs & Clerks**

1. **Agendas & meeting dates:** please continue to share to support attendance/planning.
2. **Road closures:** send details of problematic closures/signage.
3. **Community Fund:** contact Cllr Brown for guidance; note that **match/other funding** may be required for some items (e.g., sports goals, defibs).
4. **Closure notices preference:** tell Cllr Brown if you **prefer not** to receive routine road-closure notices

#### **PCSO Report**

Between **01/09/2025 – 30/09/2025**, the following incidents were reported in the Yoxall area:

- **Blackmail** – 1 report
- **Business Burglary** – 1 report (unauthorised access to a premises)
- **Residential Burglary** – 1 report (missing items from a home)
- **Harassment** – 2 reports (relating to two separate ongoing issues between parties)
- **Theft – Other** – 1 report (theft of timber)

There were **no reports of Anti-Social Behaviour (ASB)** during this period.

Additionally, there was **1 reportable Road Traffic Collision (RTC)**, relating to a car versus truck incident.

#### **6. Minutes of the Parish Council held on 1<sup>st</sup> September 2025**

All agreed to be a true record of the meeting.

**Action: Clerk to convert to upload to website**

#### **7. Matters arising from those minutes.**

None

## 8. Review Planning Applications

Planning No:	Date	Premises	Planning requested	Council Actions	Decision
P/2025/00476	25.06.25	Hillcott , Duffield Lane, Newborough , Staffordshire, DE13 8SH	Conversion of garage to form new dwelling	Comments added	Registered
P/2025/00742	31.07.25	Chantry Cottage, Roost Hill, Newborough, Staffordshire, DE13 8ST	Change of use of land to form part of residential curtilage, retention and additional formation of hard standing to form driveway and erection of a detached double garage with external staircase	No comments added by the council.	Registered
P/2025/00267	30.07.25	Hollybush Cottage, Hollybush Road, Newborough, Staffordshire, DE13 8SF	Erection of a single storey rear link extension, conversion of outbuilding to office/utility with associated external alterations and replace ground floor rear window with french door.	No comments added by the council.	Registered
P/2025/00680	13.08.25	Pur Brook Farm, Bromley Road, Newborough, Staffordshire, WS15 3FX	Erection of an agricultural building for storage & housing cattle	No comments added by the council.	Registered
P/2025/00667	27.08.25	Newhall Farm, Thorney Lanes, Staffordshire, Newborough , DE13 8RZ	Erection of timber hay barn for the storage of hay.	No comments added by the council.	Registered
P/2025/00882	05.09.25	Swarbourn Lodge, Duffield Lane, Newborough, Staffordshire, DE13 8SH	Pollarding to leave a 4 metre high trunk of one Ash tree (T1) and Crown reduction in height up to 4 metres of one Silver Birch tree (T2)		New
P/2025/00680	17.09.25	Pur Brook Farm, Bromley Road, Newborough, Staffordshire, WS15 3FX	Erection of an agricultural building for storage & housing cattle		New
P/2025/00882 – No comments added by the council. P/2025/00680 - No comments added by the council.  <b>Action: - Clerk to add comments to ESBC Planning Portal</b>					

## 9. To review highways issues

All items previously discussed in September have now been reported to the relevant people and are awaiting works.

**Action: Clerk to continue to chase and to pass on to County Councillor Brown should nothing be heard.**

## 10. To discuss upcoming village events.

**Remembrance Day (11th November) Duffield Green**– All parties confirmed, including the school and Rev. Terry. Poppies and weighted bags to be collected from the barn when convenient.

**Christmas Lights Switch-On (28th November) Village Centre**– Road closure application in progress. Rev. Terry will prepare a Christmas Quiz, to be held in the Church as the pub function room is unavailable that evening. It was agreed to purchase further fluid for the snow machine and clerk to create a Christmas poster advertising the event.

**Well Dressing** - The Well Dressing was discussed, and it was agreed to plan for **2026**, with the event to take the form of a **food and drink fete**.

Action: Cllr Clarke to put poppies out in the village; Clerk to send the poster to Cllr Bell to distribute and to add to the parish post & noticeboard; Clerk to purchase snow machine fluid; Clerk to create a Christmas Lights Switch On poster

## 11. To the village clean up event

The Village Clean Up will take place on **Saturday 15th November**. Bacon cobs will be provided for volunteers. The Clerk will create a poster to advertise the event. The Christmas lights will also be put up on the same day, and additional volunteers are welcome.

Action: Clerk to create a poster for the village clean up

## 12. Clerk's Report: to include banking changes, finance & correspondence.

### • CORRESPONDENCE & ONGOING MATTERS

Police reporting poster sent to County Councillor Brown

Traffic calming sign on A515 reported on Staffs Report it app

Dropped drain on Duffield Lane reported on Staffs Report it app

Gullies on Duffield Lane reported on Staffs Report it app

Drop in the road outside the pub reported on Staffs Report it app

30mph sign faded on Hollybush Road reported on Staffs Report it app

Duffield Lane directional sign reported on Staffs Report it app

Broken Hadley Lane sign reported to Staffs County Council contact. No response yet received.

Email sent to County Councillor Brown regarding poor state of pothole repairs

School sent a letter regarding poor parking and asked to move the school buddies to the junction. This has been sent in a newsletter to the parents. Response received. *I have spoken with Mr Baxter and obviously as a school we completely appreciate the importance of keeping our children and the whole community safe. As we have in the past, we will send a message to all our families regarding the parking concerns that you have outlined. We also always ask any visitor coming to school to park with consideration to the community.*

Please rest assured that we support the Parish Council in their drive to keep everyone safe.

Civil enforcement made aware of issues with school parking and asked to attend.

Remembrance poster and handout created

All register of interests for councillors uploaded to the website and sent to ESBC.

A parishioner reported increasing growth of Himalayan Balsam along the riverbanks, noting its tall pink/white flowers and the risk of it spreading into gardens. They stated that, as an invasive species comparable to Japanese Knotweed, it should not be placed in brown bins or disposed of where it could seed or spread, and that affected soil may also require removal. The river was identified as a key route for dispersal. The parishioner believes it is unlawful to allow the plant to grow on private property and asks that the council issue a warning/awareness notice to residents with guidance on identification and proper, lawful disposal to prevent further spread

The fence on Moat Lane was reported, and it was explained that SCC Highways have recently received a report about this and it has already been investigated. They confirmed that following a site visit and checking highway records, this fence has not been erected on highway land.

Correspondence from ESBC regarding the suitability of open spaces in the parish

- **FINANCE**

Date	Payment No	Budget Category	Invoice Details	Invoice Amount		Gross
				Net	VAT	
01/09/2025	OLP46	Mowing and Mower Expenses	Grass Cutting	-£117.00		-£ 117.00
01/09/2025	OLP47	Mowing and Mower Expenses	James Bullock	-£226.00		-£ 226.00
01/09/2025	OLP48	Mowing and Mower Expenses	James Bullock	-£226.00		-£ 226.00
11/09/2025	OLP49	Village additions	Poppies	-£60.00		-£ 60.00
19/09/2025	OLP50	Precept		£8,812.00		£ 8,812.00
19/09/2025	OLP51	Bank Interest	Charges	-£4.25		-£ 4.25
25/09/2025	OLP52	Clerks Salary	HMRC	-£280.08		-£ 280.08
06/10/2025	OLP53	Clerks Salary		-£476.07		-£ 476.07

All payments agreed by the council

• **Bank Balances as of 30<sup>th</sup> September 2025**

Current Account	64993563	£23,114.36
Savings Account	73882462	£15,818.47
Well Dressing Account	73880562	£3116.88
<b>TOTAL</b>		<b>£42,049.71</b>

<b>Cumulative Funds Balance:</b>			
Balance B/Fwd - 1st April 2025		£34,850.39	
Add Total Income		£18,153.22	£19,312.65
Less Total Expenditure		£10,953.90	£16,808.08
	Balance C/Fwd	<b>30-Sep-25</b>	<b>£42,049.71</b>
			<b>£2,504.57</b>
<b>Balance Sheet</b>			
<u>Long Term Assets:</u>			
Investments		£0.00	£0.00
<u>Current Assets:</u>			
Bank (at period end - less cheques not presented)		£42,049.71	
<u>Debtors:</u>			
VAT on payments	unclaimed VAT - type in here at year end		
		<b>£42,049.71</b>	<b>£0.00</b>
<b>Fund Balance</b>			
<u>Bank Reconciliation as at</u>	30/09/2025		
-HSBC Treasurer Account		£ 23,114.36	
-HSBC Business Money Manager Account		£ 15,818.47	
-HSBC Business Money Manager Account		£ 3,116.88	
Balance as per Bank Statements		<b>£42,049.71</b>	<b>£0.00</b>
<i>Less cheques not yet presented</i>			

**13. Councillors Reports**

Cllr Sanders raised the broken flagpole, and it was agreed to look at repairing it

It was decided that the works would be complete on the issues raised in the tree survey.

It was agreed to cancel Dec meeting

Cllr Bell sent in information in regard to the well repair. Repointing and roof repairs completed, and the well rodded as far as possible under Guy Harte's property in the hope of improving flow. It is understood that Andy Sulin does not intend to charge NPC for the work (originally quoted at £1,400) as a gift to the village. A thank you was expressed for this on behalf of the parish council.

**Action: Cllr Sanders & Cllr Skipper to look at repairing the flagpole; Henry Hall to be instructed to complete the tree survey work; Clerk to process December meeting cancellation.**

Meeting closed at 20.54pm  
Next Parish Council Meeting – Monday 3<sup>rd</sup> November 2025

Parish Council information can be found on the internet at -  
[www.newboroughparishcouncil.org.uk](http://www.newboroughparishcouncil.org.uk)

**Signed by Chairman**

Name:

Signature:

Date: