

Minutes of the Newborough Annual Meeting of the Parish Council – Monday 11th May 2026

Present; Cllr Clarke, Cllr Gould, Cllr Sanders, Cllr Mousley, Cllr Mainwaring
Also present C Holmes; 0 Parishioners

1. Election of the Chairman & Signing of the Declaration of Office

Cllr Gould proposed Cllr Clarke. Seconded by Cllr Mainwaring. All in favour

2. Election of the Vice Chairman & Signing of the Declaration of Office

Cllr Clarke proposed Cllr Gould. Seconded by Cllr Mainwaring. All in favour.

3. Apologies for absence

Cllr Bell, Cllr Skipper, Borough Cllr Hudson

4. Declarations of Interest

None

5. Chairman's Opening Remarks

The Chairman reported that a fantastic day was had by all at the May Day Fete. Particular thanks were extended to all volunteers who gave up their time to help organise, run, and support the event, noting that the fete could not take place without their hard work and commitment. Thanks were also given to everyone who participated in and attended the event.

Special thanks were extended to all Parish Councillors for their support throughout the day. It was noted that the event successfully raised £1,500 for several good causes.

Further thanks were given to the Clerk, Charlotte Holmes, and it was confirmed that plans are already underway for the 2027 event.

The Chairman also thanked Simon Mousley and the team at the Red Lion for all of their hard work, along with Karen from the Tea Room for kindly providing food for the Police Cadets.

6. Public Forum (10 mins allocated)

None

7. Minutes of the Parish Meeting held on 2nd March 2026

All agreed to be a true record of the meeting.

Action: Clerk to convert to upload to website

8. Matters arising from those minutes.

None

9. Review Planning Applications

Planning No:	Date	Premises	Planning requested	Council Actions	Decision
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/2025/00680	17.09.25	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/2025/01190	21.10.25	The Villa Duffield Lane Newborough Staffordshire DE13 8SH	Partial demolition of existing single storey lean to to facilitate the erection of a single storey rear extension, alterations to the existing conservatory roof and retention of conversion of detached annexe to form an ancillary annexe / Holiday let.	An issue was raised in relation to parking as currently the residents are parking on double yellow lines and concerns raised for this exacerbating the issue. This has stopped emergency vehicles previously	Registered
P/2026/00250	16.03.26	BRICK KILN FARM MOAT LANE NEWBOROUGH DE13 8SS	Erection of a first floor side extension and storm porch, installation of dormer windows to rear elevation, formation of brick plinth and alterations to fenestration	No comments added by the council.	Registered
P/2026/00334	15.04.26	DOLESFOOT FARM DOLESFOOT LANE NEWBOROUGH DE13 8SP	Change of use of the land for siting of a mobile home and installation of package treatment plant (self build)		NEW
P/2026/00334 – The parish council have no comments					
Action: Clerk to add comments to the					

10. To discuss upcoming village projects

It was agreed that the Parish Council would look into repainting the fence around the Green. The village entrance signs and iron road marker signs were discussed, and it was agreed that these would be cleaned.

The bridge within the play park was also discussed, and it was agreed to investigate making this more flood friendly. In addition, the rainbow strips will be repainted to brighten them up. The Parish Council also discussed the general condition of some of the

play park equipment and agreed to review whether any items require replacement or refreshing.

The cleaning of road signs throughout the village was also discussed, as many are currently very dirty, and it was agreed to investigate having these cleaned.

Potholes and the road surfacing on Yoxall Road were discussed, and it was agreed that these issues would be reported again to Staffordshire County Council. Concerns regarding drains leading into the village were also raised, and it was agreed to report these again to Staffordshire County Council before considering the costs of undertaking any work independently.

Heritage boards featuring local footpaths, landmarks, and information about the village were also discussed. The Clerk will investigate this further and review potential opportunities with the Borough Council in relation to the new Community Fund grants.

The triangle at the bottom of Dark Lane was discussed and it was agreed to look at reseeding the grass.

Action: Cllr Clarke to look at costs for the cleaning & repair work, Cllr Gould & Clerk to look at the playpark equipment, Clerk to report the potholes and road resurfacing, Clerk to report the drains & gullies, Clerk to look at heritage board & the community grant.

11. To discuss and approve the grounds maintenance contract 2026-2029

It was agreed to proceed with James Bullock for the ground's maintenance 2026-2029

Action: Clerk to inform the other candidates and James Bullock.

12. To approve the Data Audit 2026

The Data Audit was reviewed and approved.

Action: Clerk to upload to the website

13. Annual Governance and Accountability Return

13a. Minute to accept the internal auditors report.

The council voted to accept the internal auditors report. The certificate of exemption was signed.

13b. Complete the Annual Governance Report.

The annual governance reports have been completed, accepted and are ready for signature. All agreed.

13c. Complete the Accounting Statement for 2025/2026.

Accounting statement have been completed, accepted and are ready for signature. All agreed.

Action: Clerk to send to Mazars and publish the notice of appointment of date for the exercise of public rights

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

- CORRESPONDENCE & ONGOING MATTERS**

New Register of Interest documents sent out

Cllr Brown contacted regarding the gullies. They will be reviewed in due course

Damaged Road signs on Duffield Lane reported by a parishioner. ***This was reported and is now repaired.***

Price obtained and sent out to parishioner in relation to the memorial bench. ***This siting of this to be discussed with the parishioner.***

Potholes on Thorney Lanes reported for repair.

Potholes on Bow Meadow Lane reported for repair. ***Work on this is now complete. It was discussed that this work has not been completed to a high enough standard and tarmac has been left on the grass so this will be raised to Staffs CC.***

Parishioner correspondence regarding the precept percentage increase. The breakdown of this is detailed further in the April Annual Parish Meeting minutes.

Parishioner correspondence regarding a police contact

Action: Clerk to contact Staffs CC regarding Bow Meadow Lane; Parishioner to be contacted regarding the siting of the bench.

- FINANCE**

Date	Budget Category	Invoice Details	Invoice Amount		
			Net	VAT	Gross
01/04/2026	Clerks Salary	Salary	-£472.67		-£472.67
01/04/2026	Clerks Salary	HMRC	-£240.01		-£240.01
01/04/2026	Printing, Stationery, (inc Newsletters) Postage, Mileage etc	Stationary	-£10.79		-£10.79
08/04/2026	Village additions	Flag	-£6.99		-£6.99
08/04/2026	Village additions	Rope	-£7.59		-£7.59
08/04/2026	Village additions	Litter Pickers	-£19.98		-£19.98
08/04/2026	Maintenance (inc inspections)	Wet & Forget	-£28.75		-£28.75
08/04/2026	Software Licenses & Website	Hosting	-£83.88		-£83.88

09/04/2026	Well Dressing	Transfer for Gazebo	£679.95		£679.95
10/04/2026	Well Dressing	Sponser	£250.00		£250.00
15/04/2026	JUBILEE ROOM STORAGE		-£75.00		-£75.00
15/04/2026	PC Meetings Hall Hire		-£75.00		-£75.00
16/04/2026	Printing, Stationery, (inc Newsletters) Postage, Mileage etc		-£48.40		-£48.40
17/04/2026	Precept		£9,331.50		£9,331.50
20/04/2026	Bank Interest	Charges	-£4.25		-£4.25
01/05/2026	Clerks Salary	HMRC	-£120.41		-£120.41
01/05/2026	Additonal Costs		-£577.07		-£577.07
29/04/2026	Well Dressing	sponser	-£250.00		-£250.00
06/05/2026	Insurance		-£1,488.11		£1,488.11
06/05/2026	Clerks Salary	Salary	-£472.67		-£472.67
06/05/2026	Clerks Salary	HMRC	-£104.40		-£104.40
WELL DRESSING					
07/04/2026	Well Dressing	Kerrys Boutique	£ 30.00		£30.00
08/04/2026	Well Dressing	Mina & Frens	£ 30.00		£30.00
08/04/2026	Well Dressing	Brocklebys	£ 30.00		£30.00
08/04/2026	Well Dressing	Bagpipers	-£ 200.00		-£200.00
09/04/2026	Well Dressing	Gazebo	-£ 679.95		-£679.95
09/04/2026	Well Dressing		£ 1.22		£1.22
13/04/2026	Well Dressing	Julie Smith	£ 30.00		£30.00
13/04/2026	Well Dressing	J Wood	£ 30.00		£30.00
13/04/2026	Well Dressing	Raffle Tickets	-£ 60.60		-£60.60
15/04/2026	Well Dressing	Ministry of Donuts	£ 30.00		£30.00
16/04/2026	Well Dressing	Banners	-£ 102.76		-£102.76
16/04/2026	Well Dressing	Cable Ties	-£ 17.99		-£17.99
17/04/2026	Well Dressing	Vignoles	£ 15.00		£15.00
20/04/2026	Well Dressing	Faye Florists	£ 30.00		£30.00
20/04/2026	Well Dressing	Leaflets	-£ 30.00		-£30.00
20/04/2026	Well Dressing	Reading Rainbow	£ 30.00		£30.00
24/04/2026	Well Dressing	Acropolise	£ 30.00		£30.00
27/04/2026	Well Dressing	Chilli Guys	£ 30.00		£30.00
29/04/2026	Well Dressing	Sweets	-£ 37.46		-£37.46
29/04/2026	Well Dressing	Stationary	-£ 40.61		-£40.61
29/04/2026	Well Dressing	Floats	-£ 480.00		-£480.00
29/04/2026	Well Dressing	Met	£ 250.00		£250.00
29/04/2026	Well Dressing	pimms	£ 30.00		£30.00
01/05/2026	Well Dressing	Sum Up	£ 39.36		£39.36
01/05/2026	Well Dressing	Sum Up	£ 24.58		£24.58
01/05/2026	Well Dressing	Bottle Tombola	-£ 56.92		-£56.92
01/05/2026	Well Dressing	Sweets	-£ 17.75		-£17.75
05/05/2026	Well Dressing	Lee Mainwaring	£ 30.00		£30.00
05/05/2026	Well Dressing	Island Twist	£ 30.00		£30.00

Concerns were also raised that the grey colouring makes the stones difficult to see, creating a potential safety issue.

It was agreed that the Clerk would write to the homeowner regarding the matter.

The damaged Elton Close sign was discussed, and it was agreed that this would be reported to Staffordshire County Council.

Action: Clerk to cancel the meeting on 1st June; Clerk to write to homeowner on Dolesfoot Lane, Clerk to report damaged sign

Meeting closed at 20.31pm

Next Meeting is the Annual Parish Council Meeting – 6th July 2026

Parish Council information can be found on the internet at -

www.newboroughparishcouncil.org.uk

Signed by Chairman

Name:

Signature:

Date: