



## Endon with Stanley Parish Council Notice of Annual Meeting of the Parish Council

Chairman: Cllr. Suzanne Sillitoe

Vice Chairman: Cllr. Phil Taylor

Dear Councillors, you are hereby summoned to attend the Annual Parish Council Meeting at  
**Endon Methodist Church, on Tuesday 12<sup>th</sup> May 2026 at 7:10pm**  
for the purpose of transacting the following agenda items

### 1. Election of Chairman for 2026/27

a. To elect the Chairman for the forthcoming year and determine the method of voting for the election (e.g. show of hands or written ballot if proposed and resolved)

### 2. Election of Vice Chairman for 2026/27

a. To elect the Vice Chairman for the forthcoming year and determine the method of voting for the election (e.g. show of hands or written ballot if proposed and resolved)

### 3. Declarations of acceptance of office to be signed by the Chairman and Vice Chairman

### 4. Apologies for Absence (with reasons, e.g. personal, work, holiday, illness)

### 5. Declaration of interests in items on the forthcoming agenda

### 6. Minutes of the Parish Council meeting held on 14<sup>th</sup> April 2026

### 7. Matters arising from the above meeting held on 14<sup>th</sup> April 2026 not on the agenda

### 8. Chairman's Remarks

### 9. Public Forum (15-minute time limit)

### 10. Dates, times and location of ordinary meetings

a. To note the dates and times of ordinary meetings of the Parish Council for 2026/27:

9<sup>th</sup> June 2026 – 7pm at Endon Methodist Church

14<sup>th</sup> July 2026 – 7pm at Endon Methodist Church

11<sup>th</sup> August 2026 – 7pm at Stanley Head Outdoor Education Centre

8<sup>th</sup> September 2026 – 7pm at Endon Methodist Church

13<sup>th</sup> October 2026 – 7pm at Endon Methodist Church

10<sup>th</sup> November 2026 – 7pm at Endon Methodist Church

8<sup>th</sup> December 2026 – 7pm at Endon Methodist Church

12<sup>th</sup> January 2027 – 7pm at Endon Methodist Church

9<sup>th</sup> February 2027 – 7pm at Endon Methodist Church

9<sup>th</sup> March 2027 – 7pm at Endon Methodist Church

13<sup>th</sup> April 2027 – 7pm at Endon Methodist Church

11<sup>th</sup> May 2027 (Annual) – 7pm at Endon Methodist Church



## 11. Working Groups

- a. In preparation for the June meeting, councillors are requested to review the membership of the following working groups and propose any amendments considered necessary at the June meeting:
- Amenities, Finance, Governance and Personnel, Grounds and Lawn Cemetery, Media and Events, Youth

## 12. Review of the council's subscriptions

- a. To consider whether the Council wishes to join the Staffordshire Playing Fields Association, at an annual cost of £20 (*Appendix 1*)
- b. To review and approve continuation of the following subscriptions for the forthcoming year:
- Staffordshire Parish Councils Association (SPCA)
  - Support Staffordshire
  - Society of Local Council Clerks (SLCC)
  - Microsoft Office 365 (Council laptop)
  - Ring (Parish Office CCTV monitoring)

## 13. Contracts

- a. To note that the Lengthsman scheme, repairs, district litter picking, grounds maintenance and lawn cemetery maintenance contracts continue to operate on a rolling basis
- b. To note that the Gardeners contract continues to operate on a rolling basis
- c. To note that Andrew Stretch continues to support the council with ad hoc tasks, including Remembrance Day poppy displays, on a rolling basis

## 14. Chairman's Allowance

- a. To agree the Chairman's Allowance for the forthcoming year, to cover reasonable expenses incurred in the role, including the purchase of small tokens of appreciation or gifts for residents in recognition of notable occasions or community contributions

## 15. Asset & Valuation Register

- a. To note the current Asset & Valuation Register, which is still a work in progress document at this time. Councillors are asked, where practicable, to assist by taking and submitting photographs and relevant information for any assets not currently included on the register (*Appendix 2 – 05/05/2026*)

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## 16. Items on Notice

- a. To note the Best Kept Village & Community Awards entry submission on 29<sup>th</sup> April 2026
- b. To receive a progress update on the Telephone Box refurbishment project
- c. To receive a progress update on the Noticeboard replacement programme
- d. To receive a progress update on the Unit 2 building replacement doors
- e. To receive a progress update on the separation of the electricity supply between the Parish Office and Unit 1A (Tearoom)

## 17. Planning

Application No.	Location	Proposed Development	Consultation Period Ends
a. SMD/2026/0168	9 Woodvale Crescent, Endon	Rear extension with enlarged balcony, internal reconfigurations with altered and additional window openings, rendering of front of property	13/04/26 (extension requested)



## **18. Finance, Accounts & Expenses**

- a. To approve the April bank reconciliation (*Appendix 3 – 12/05/2026*)
- b. To approve the May payments list (*Appendix 4 – 12/05/2026*)
- c. To note the unaudited year end statement of accounts for 2025/26 in preparation for the Internal Audit and Annual Governance and Accountability Return (*Appendix 5 – 05/05/2026*)
- d. If applicable, to receive any further banking or finance related matters from the Finance working group

## **19. Lawn Cemetery Planning (SMD/2025/0296) Update**

- a. Cllr Clulow to provide any further update in relation to the ongoing Lawn Cemetery planning application and Staffordshire Wildlife Trust matters
- b. To note the report received from the Lengthsman team regarding the removal of timber post and rail fencing at the Lawn Cemetery by an adjoining landowner (*Appendix 6 – 12/05/2026*)

## **20. Lengthsman's Team Maintenance**

- a. Councillors to report maintenance issues within the Parish for action by the Lengthsman's team

## **21. Reports**

- a. District and County Councillor Reports
  - To be forwarded to the Clerk for circulation before the Parish Council meeting. If Councillors wish members of the public forum to have access to them, please bring hard copies to the meeting for distribution. Reports will be published on the website upon receiving them
- b. Councillor Reports
  - Updates or matters to be raised by councillors

Members of the public wishing to address the Council are welcome to attend or correspondence can be emailed or posted to the Clerk.

Published: Tuesday, 5<sup>th</sup> May 2026 by (Clerk) Laura Frost