



**Endon with Stanley Parish Council**  
**Annual Meeting Minutes**  
**Held on Tuesday 14<sup>th</sup> April 2026, 7:10pm at Endon Methodist Church**

Chairman: Cllr. Suzanne Sillitoe

Vice Chairman: Cllr. Phil Taylor

**Present:** (Chairman) Cllr S. Sillitoe, (Vice Chairman) Cllr Taylor, Cllr Adams, Cllr Clulow, Cllr Cowles, Cllr Houston-Smith, (District) Cllr Jebb, Cllr McCann, (District) Cllr Porter, Cllr Pugh, Cllr Richards, Cllr J. Sillitoe, Cllr Walker, Clerk: Laura Frost

**In attendance:** (District) Cllr Flunder and 4 members of the public

Meeting commenced at 7:15pm

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

**a. To elect the Chairman for the forthcoming year**

Cllr McCann nominated Cllr S. Sillitoe for the position of Chairman, seconded by Cllr Cowles.

**Resolved:** Cllr S. Sillitoe be appointed Chairman for the 2026/27 municipal year.

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

**a. To elect the Vice-Chairman for the forthcoming year**

Cllr J. Sillitoe nominated Cllr Taylor for the position of Vice-Chairman, seconded by Cllr Porter.

**Resolved:** Cllr Taylor be appointed Chairman for the 2026/27 municipal year.

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

The acceptance of office forms for the positions of Chair and Vice Chair were signed accordingly and witnessed by the Clerk.

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

- Cllr Brown – illness
- Cllr Spooner – illness
- (County) Cllr Egginton – prior engagements

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

None

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

**Resolved:** That the minutes be approved and signed.

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

- Cllr McCann requested an update in relation to the grass verges not being cut on Platts Avenue and whether the matter had been investigated by (County) Cllr Egginton since the April meeting. The Chair confirmed this would be discussed during the public forum.

**8. Chairman's Remarks**

The Chair advised that she had received a phone call from the Lengthsman team that evening, who confirmed they were happy with the fencing and boundary issues at the Lawn Cemetery. It was also noted that time would be set aside to plant the six trees sourced by (District) Cllr Porter from Sweet Meadows Plant Centre at Draycott Nurseries. Work on the noticeboards would also commence this week, alongside further planting works.



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

- (District) Cllr Flunder provided an update on Local Government Reorganisation (LGR). He advised that the meetings organised by the District Council had now concluded and thanked those who attended the Locality Meeting held on 23<sup>rd</sup> March 2026. Cllr Flunder reported that Mutual Ventures had been commissioned by the District Council to take over the organisation of further meetings with businesses, councillors, and community representatives to help develop Locality Action Plans across the Moorlands. He encouraged members and residents to attend the engagement sessions and contribute their views. Referring to the asset list prepared by the Clerk, Cllr Flunder commented that it demonstrates the complexity of what authorities are trying to achieve through the reorganisation process. He advised that the next three months are expected to focus on information gathering and encouraged members and residents to participate in meetings and raise questions where possible.
- Cllr McCann asked a resident in the public forum whether (County) Cllr Egginton had investigated concerns regarding the grass verges not being cut on Platts Avenue. The resident advised that she had not heard anything further from (County) Cllr Egginton. It was agreed for the Clerk to follow the matter up with (County) Cllr Egginton and contact him on the resident's behalf. Another resident noted that the "My Staffs" app was very useful for reporting issues and said that (County) Cllr Egginton had recommended it and demonstrated how to use it.

## 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

**Resolved:** That the schedule of meetings be noted.

## 11. Working Groups

a. Councillors were asked to review memberships of the following working groups ahead of the June meeting and propose any amendments where necessary: Amenities, Finance, Governance and Personnel, Grounds and Lawn Cemetery, Media and Events, and Youth. The Chair asked councillors to consider whether they wished to remain within their current working groups, move to alternative groups, or whether additional working groups should be established. It was also suggested that an informal "Ideas Group" could be reintroduced. This would not operate as a formal working group and would be open to any councillors wishing to participate. Councillors were asked to consider their preferences ahead of the June meeting.

## 12. Review of the council's subscriptions

- a. The Council considered the membership of the Staffordshire Playing Fields Association at an annual cost of £20.
- b. The Council considered the 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)

**Resolved:** Cllr McCann proposed to join the Staffordshire Playing Fields Association and continue with the subscriptions, Cllr J. Sillitoe seconded.

### 13. Contracts

- a. Councillors noted that the Lengthsman Scheme, repairs, district litter picking, grounds maintenance and lawn cemetery maintenance contracts continue to operate on a rolling basis.
- b. Councillors noted that the Gardeners continue to operate on a rolling basis.
- c. Councillors noted that Andrew Stretch continues to support the Council with ad hoc tasks, including Remembrance Day poppy displays, on a rolling basis. The Chair thanked Andrew Stretch for his continued assistance, including storing the poppies.

### 14. Chairman's Allowance

- a. Councillors considered the Chairman's Allowance for 2026/27. The Chair reported that approximately £100 remained from the 2025/26 allowance, which she felt had been too generous. As a result, she would be donating the remaining funds towards the Best Kept Village & Community Awards Art Competition. Cllr Houston-Smith asked how the allowance would be paid. The Chair advised that, under the revised arrangements, payments would be made on production of receipts.

**Resolved:** Cllr J. Sillitoe proposed the Chairman's Allowance for 2026/27 be set at £500, seconded by Cllr Taylor.

### 15. Asset & Valuation Register

- a. Councillors noted that the Asset & Valuation Register is a work in progress. Councillors were asked, where practicable, to assist by taking and submitting updated photographs and relevant information for any assets not yet included on the register to the Clerk. Cllr Houston-Smith asked whether all land should be included on the asset register. Cllr Pugh advised that there is a list of land requiring formal registration. (District) Cllr Flunder noted there should be a distinction between land and green spaces within the Neighbourhood Plan.

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### 16. Items on Notice

#### a. Best Kept Village & Community Awards

The Chair thanked Cllr Cowles for his work on the submission to the Best Kept Village & Community Awards. (District) Cllr Porter advised that a village-wide litter pick would take place on Sunday, 17<sup>th</sup> May at 11:00am and Monday, 18<sup>th</sup> May at 7:00pm. It was noted that St Luke's Church had also undertaken a spring clean in support of the Best Kept Village entry and upcoming Well Dressing event. The Chair highlighted concerns regarding dandelions and weeds in the Alder House and Railway Tearoom area and advised that businesses in the area would be encouraged to maintain these spaces. Cllr Cowles welcomed the litter pick arrangements and noted that the Best Kept Village judging visit was expected during the first week of June, following the Well Dressing events. The results of the Arts Competition were discussed. It was agreed that prizes of £25 would be awarded to winners, in KS1 and KS2 in both schools, funded from the Chairman's Allowance, with councillors due to attend school assemblies during the week commencing 18<sup>th</sup> May. The entries will be laminated and installed on the fencing at Willow Veterinary Clinic. Runners-up will receive a "Star Award" certificate. It was further agreed that future entries to the Best Kept Village & Community Awards should be coordinated with the Well Dressing to reduce pressure on schools entering competitions, with closer alignment of themes where appropriate.



**b. Telephone Box**

The Chair confirmed that collection of the telephone box by British Bits for refurbishment is currently awaited. The Chair reported an emergency road closure on The Village/Brook Lane due to Severn Trent Water works, which may prevent access for the collection vehicle. It was noted that if the telephone box is not collected by 22<sup>nd</sup> May, councillors will decorate it to improve its appearance for the Well Dressing weekend. Cllr Cowles expressed a preference for the telephone box to remain in situ for the judges of the Best Kept Village & Community Awards entry. (District) Cllr Porter agreed to liaise with Severn Trent Water regarding the road closure and their expected completion date.

**c. Noticeboards**

The Lengthsman will commence work on the noticeboards this week. Cllr Cowles suggested that the work would provide good publicity and proposed that updates be posted on Facebook by Cllr. J Sillitoe regarding the new noticeboards.

**d. Unit 2 Building Replacement Doors**

The Clerk reported that installation is expected in early June.

**e. Electricity Supply Separation (Parish Office / Unit 1A Tearoom)**

The Clerk confirmed that work on separating the electricity supply is still ongoing. Councillors were invited to suggest any further electricians for consideration.

**17. Planning**

<i>Application No.</i>	<i>Location</i>	<i>Proposed Development</i>	<i>Consultation Period Ends</i>
<b>a.</b> SMD/2026/0168	9 Woodvale Crescent, Endon	<b>Proposal:</b> Rear extension with enlarged balcony, internal reconfigurations with altered and additional window openings, rendering of front of property <b>Comment:</b> Cllr Clulow advised the scheme proposals raise concerns in respect to the inclusion of the enlarged balcony which due to the elevated aspect of the property, this already impacts on privacy of the neighbour's amenity space. While the existing balcony is already a concern, any increase in the space will further compromise the privacy of the neighbouring properties to both sides and the rear boundary. <b>Resolved:</b> It was resolved to support Cllr Clulow's comments as discussed and raise an objection.	13/04/26 (extension requested)

(District) Cllr Porter reported that SMD/2026/0079, 257 Bank, Leek Road planning application has been approved.

The Chair reported that 10 Spinney Close appeared to have rubble being bagged and removed from the site. (District) Cllr Porter advised that the matter is approaching the six-month progress review point following the issue of a warning notice. (District) Cllr Flunder stated that an email should have been received by the Parish Council from SMDC's Planning Department setting out details of what information the Parish Council may provide in a letter to the property owners. He added that he would follow this up again with the Planning Department to progress the matter as no email had been received.

**18. Finance, Accounts & Expenses**

**a.** The April bank reconciliation was approved

**b.** The May payments list was approved

**c.** Councillors noted the unaudited year-end statement of accounts for 2025/26 in preparation for the Internal Audit and Annual Governance and Accountability Return (AGAR).

**Resolved:** Cllr J. Sillitoe proposed, seconded by Cllr Houston-Smith.



## 19. Lawn Cemetery Update

- a. Cllr Clulow provided an update on the ongoing Lawn Cemetery planning application and matters relating to Staffordshire Wildlife Trust. He reported that limited progress had been made to date. (District) Cllr Jebb and Cllr Clulow advised that they had requested SMDC explore alternative engagement routes with Staffordshire Wildlife Trust.
- b. Councillors noted the Clerk's report with the Lengthsman team regarding the removal of the timber post and rail fencing at the Lawn Cemetery by an adjoining landowner. The Chair advised that the Lengthsman was satisfied with the outcome. The Chair further stated that the landowners laurel hedge is not expected to grow higher than the hawthorn hedge and that, provided it does not encroach, the landowner would permit the Lengthsman to cut it back.

## 20. Lengthsman's Team Maintenance

- The Chair advised that benches are included on the Lengthsman's list for repainting. The Chair encouraged councillors and residents to highlight any areas that may benefit from attention ahead of the Best Kept Village & Community Awards judging visit.
- Cllr Cowles asked whether the red and white barriers at the White Bridge could be removed entirely, as they are considered to no longer serve a purpose.

## 21. Reports

### a. District and County Councillor Reports

District reports from (District) Cllr Flunder and (District) Cllr Porter were circulated to councillors by the Clerk prior to the meeting and uploaded to the Parish Council website.

### b. Councillor Reports

- Cllr Taylor reported on the recent wildlife survey held on 17<sup>th</sup> April, noting attendance from Cllrs Houston-Smith, Adams and Porter, with a follow-up email received from Bryony Davison (Project Officer at Staffordshire Wildlife Trust) regarding the next wildlife survey scheduled for 15<sup>th</sup> June. Cllr Taylor read out an email from Bryony, and it was requested that the Endon Brownies group be included in the next wildlife survey. Cllr Taylor raised a concern regarding the proximity of the A53, noting that the busy road may present a safety risk for younger children attending the activity. Cllr Walker advised that, as Group Leader for Endon Brownies, there are only four leaders and 24 children. It was suggested that participation would be beneficial, but in smaller numbers. (District) Cllr Porter suggested the Endon Community Orchard area near the canal as a potential safer alternative location for the Endon Brownies to assist in the future. The Chair questioned the safety of the close proximity of the canal. Cllr Taylor and Cllr Walker confirmed that they would liaise with the group with a view to identifying suitable participants, potentially including older Brownies preparing to move up to Guides.
- Cllr Walker advised that the leaf planter memorial at Endon Village Hall will be planted ahead of the Best Kept Village & Community Awards judging visit. A resident, during the public forum, further reported ongoing improvement work at Endon Village Hall ahead of the Best Kept Village & Community Awards competition, including reinstating the hanging baskets.
- The Chair congratulated those involved in the Moorlands Repair Cafe held at Endon Village Hall on 9<sup>th</sup> May.
- (District) Cllr Jebb provided an update following a training session at SMDC on Biodiversity Net Gain and Habitat Banks. Cllr Jebb advised that the presentation slides would be sent to the Clerk for circulation to councillors.
- The Chair advised that the Endon Well Dressing Committee had requested permission to borrow the blue picnic benches from Station Road Memorial Park for use during the weekend event. It was noted that providing the benches would enable families to bring their own picnics and make use of seating during the event, offering a lower-cost option compared to purchasing food on site. It was further noted that Andrew Stretch would transport the benches using his own vehicle.

**Endon with Stanley Parish Council**

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Chairman: Cllr. Suzanne Sillitoe | Vice Chairman: Cllr. Phil Taylor



**Resolved:** To grant permission for the Endon Well Dressing Committee to borrow the blue picnic benches from Station Road Memorial Park for use during the weekend event.

- Cllr Cowles reported that a metal rod was protruding vertically from a picnic bench near the White Bridge/Endon Basin area. (District) Cllr Porter was asked to contact the Canal & River Trust to report the issue and request that it be repaired.

Meeting ended at 8:14pm

**Date of Next Meeting's:**

Tuesday 9<sup>th</sup> June, Endon Methodist Church at 7.00pm – Ordinary Meeting

Chairman Name	Signature	Date of Approval