

# Sandon and Burston Parish Council

Email: [clerk@sandonburston.staffslc.gov.uk](mailto:clerk@sandonburston.staffslc.gov.uk)

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**10th May 2023**

To: Members of Sandon and Burston Parish Council

Dear Councillor

You are summoned to the Annual Meeting of Sandon and Burston Parish Council which will be held on **Tuesday 16<sup>th</sup> May 2023** at **7.00pm** at **Sandon Parish Rooms, Lichfield Road, Sandon, Stafford ST18 0DN**

Yours sincerely,

*B Nicholls*

Beth Nicholls

Parish Clerk and Responsible Financial Officer

Prior to and at the conclusion of the meeting, Members of the Public are invited to ask questions or make statements to the Council

For any Members of the Public who are unable to attend the Meeting, please submit your question or comment to the Parish Clerk by emailing [clerk@sandonburston.staffslc.gov.uk](mailto:clerk@sandonburston.staffslc.gov.uk) prior to the meeting

## Agenda

- 1** To elect a Chair of the Parish Council
- 2** To elect a Vice Chair of the Parish Council
- 3** To receive apologies for absence
- 4** To confirm the minutes of the previous meeting
- 5** To consider, review and approve Standing Orders and Financial Regulations
- 6** To confirm the Council's adoption of the Councillors Code of Conduct
- 7** To review, consider and approve matters related to:
  - Provision of insurance
  - Affiliation to Staffordshire Parish Councils Association (SPCA)
  - Membership to the Information Commissioners Office (ICO)
  - Membership to the Countryside Charity (formerly CPRE)
  - Membership to Support Staffordshire
  - Provision of financial services from Howards Accountancy
  - Provision of ICT services from Staffordshire County Council
  - Provision of Data Protection Services from Staffordshire County Council
  - Provision of Internal Audit from J. Heathers
- 8** To consider the approval of payments
- 9** To consider, approve and authorise the signing of the Annual Governance Statement (AGAR) for the financial year 2022 / 2023
- 10** To consider matters related to planning applications
- 11** To receive an update from Highways
- 12** To receive a report from the Borough and County Councillors covering Sandon and Burston Parish – none at the time of printing the agenda

- 13** To consider matters related to items raised by Members
  - 13.1 To receive feedback on Parish Council social event held on 1<sup>st</sup> April 2023
  - 13.2 To receive an update on speed concerns/SIDS
  - 13.3 To discuss/agree marking Kings Coronation
  - 13.3 To discuss/agree attendees for planning course
  - 13.4 To discuss/receive quotes/agree provision of groundskeeper
  - 13.5 To receive an update on culvert and styles concerns