

## SANDON and BURSTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 11<sup>th</sup> April 2018 At Sandon Parish Room Commencing at 7.30pm.

#### Present

Councillor C Capjon  
Councillor R Harris  
Councillor P Hickey  
Councillor S Shelley                      Chairman  
Councillor R Wildblood

District Councillor    Councillor A Harp

Parishioners :-            None  
Clerk    B A Boughey

**18/001            Apologies                      Councillor G Massey**

18/001.1        Other Apologies            County Councillor    Councillor I Parry

**18/002            Minutes**

RESOLVED that the minutes of the Parish Council meeting of 14<sup>th</sup> March 2018 be signed by the meeting Chairman.

**18/003            Chairman's Announcements            None**

**18/004            Declarations of Disclosable Personal Interests, Personal Declared Interests and other Personal Interests..**

18/004.1        Councillor Harris in relation to possible discussions regarding the proposed work on Footpath 36.

**18/005            Outstanding Matters                      Reports and Updates**

18/005.1        Footpath 36 - Section of the footpath from Burston Pool to the field bridge.  
Work to stabilise the banks of the stream.

18/005.1.1     No progress to report, work proposed for late May.

18/005.2        Burston Conservation Area Proposal  
No progress to report.

18/005.3        The meeting arranged by Councillor Parry with County Council Highways Engineers and held on 12<sup>th</sup> January 2018.

18/005.3.1     No Highway Engineer proposals received.  
Councillor Parry provided a progress report by email, proposals expected before the next Parish Council meeting.

18/005.4        Revised Bus Service through Sandon.  
From the beginning of April the 842A service between Stafford and Longton commenced, providing a weekday service through Burston and Sandon to Stafford at 07.38 / 07.39 respectively with a journey back from Stafford late afternoon.

18/005.5        Pump Square on the Hilderstone Road. Access to the lay-by.  
RESOLVED to erect a gate and associated fencing at the lay-by access at Pump Square.  
Quotation from Simon Down, Fencing Contractor, Yew Tree Farm, Sandon.  
£425.00 plus VAT. LGA 1972 s137.

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**18/006            Planning**

18/006.1        Applications returned to Stafford Borough Council - Reply Awaited

- 18/006.1.1 17/27668/FUL Barn at Sunnyside, Butterhill Bank, Burston  
Conversion of Agricultural Building to form a Dwelling.
- 18/006.2 Application decisions by Stafford Borough Council.  
18/006.2.1 18/28011/FUL White House Lane Cottage, White House Lane, Hollywood  
*Permitted* Extensions to existing dwelling and Change of Use (vehicle access & outbuildings from agricultural to domestic use)
- 18/006.3 Applications received by the Parish Council for Consultation.  
18/006.3.1 18/28280/HOU Romer Cottage, Butterhill Bank, Burston.  
Two storey side and rear extension plus conversion of outbuildings to form holiday letting accommodation.  
RESOLVED. Not to object to the house extension but to raise concerns about resulting increased traffic from the holiday lets accessing the A51 opposite the Burston junction.
- 18/006.4 Planning Appeals or Queries *None*

### **18/007 Finance**

- 18/007.1 Financial Statement presented by the Clerk. Bank Statement reconciliation checked.  
18/007.2 Staffordshire Parish Councils' Association Annual Subscription £127.00 LGA 1972 s143  
RESOLVED to pay the annual subscription.
- 18/007.3.1 Clerk's Photocopying April 2017 to March 2018 £62.29 LGA 1972 s111  
18/007.3.2 Clerk's Postage April 2017 to March 2018. £ 20.94 LGA 1972 s111  
RESOLVED to reimburse the Clerk for Photocopy and Postage costs, total £83.23
- 18/007.4 End of Year Accounts. Presentation of Accounts.
- 18/007.5.1 Signing Accounts Book, Receipts & Payments Statement & Supporting Statement  
18/007.5.1.1 Signing completed by the Chairman and the Clerk (as the Responsible Financial Officer)
- 18/007.6.1 Presentation of Asset Register and Income & Expenditure Estimates  
18/007.6.2 Updated Accident Risk and Financial Risk Assessments presented  
Assets such as benches, notice boards and flagpole to be inspected
- 18/007.7 Internal Audit arrangements. Hands & Co. (Chartered Accountants) to undertake the audit prior to the May meeting.
- 18/007.8 External Audit arrangements and requirements. Mazars Seminar attended by the Clerk  
Certificate of Exemption (Neither gross income or expenditure exceeding £25,000) to be signed following the Internal Audit. Required information to be published on the website before 1<sup>st</sup> July.
- 18/007.9 BHIB Insurance Brokers - Aviva Insurance - Renewal of Policy  
Quotation due to be provided before the May meeting. Renewal date 1<sup>st</sup> June.

The meeting was adjourned for the County and District Councillor's reports and convened thereafter.

- 18/008 Report from County Councillor.** Not present.  
Report on progress regarding the Highway proposals following the 12<sup>th</sup> January received.  
Commenting on the rumour regarding the junction at the Dog & Doublet which was raised at the last meeting - it was just an unfounded rumour.

### **18/009 Report from District Councillor.**

- 18/009.1 Councillor Harp reported on the ongoing dispute between the Borough Council and Simon Hartley Fishing Club regarding Burston Pool Fishing Stages and Lease payment and that the Refuse Collection was now contracted to Veolia.

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### **18/010 Items Raised by Member Councillors / Clerk**

- 18/010.1 Councillor Capjon  
18/010.1.1 Website - Councillor Capjon now has the password to amend website information directly.  
18/010.1.2 The Post Office Service at Sandon Parish Room provided by Haughton Post Office,

complaints of erratic opening time with users looking elsewhere for service.  
Councillor Shelley to discuss the matter with the providers as continued service was important for the community and the Parish Room.

- 18/010.2 Councillor Capjon and Councillor Wildblood.  
The poor state of the Two Saints Way footpath from the Canal Bridge towards Aston. Footpath 36 (Sandon) / Footpath 23 (Aston by Stone).  
The walkway section believed to be the responsibility of Staffordshire Wildlife Trust. The Trust to be contacted in the first instance before contacting County Rights of Way.
- 18/010.3 Clerk / Councillor Hickey  
Proposal to provide an occasional community bus service to Stafford in conjunction with Milwich. Community Transport Stafford Area could provide a service with a 12 / 14 seat vehicle at a return cost of £64 given one stop in Milwich and one in Sandon.  
RESOLVED to pursue the proposal.
- 18/010.4 Councillor Shelley  
18/010.4.1 Parish Council Donation to Sandon Parish Room.  
Thank you for the donation from the Trustees.  
18/010.4.2 Senior Citizens Lunch for this year.  
RESOLVED that Councillor Shelley proceeds with the arrangements.

**18/011 Correspondence**

- 18/011.1 Staffordshire County Council  
Rights of Way Consultation conclusions. Report for information.
- 18/011.2 Stafford Borough Council  
Invitation to the Chairman to attend the Annual Council Meeting , Mayor Making Ceremony and reception on Saturday 12<sup>th</sup> May.
- 18/011.3 Staffordshire Parish Councils' Association  
18/011.3.1 Weekly email update emails circulated for information.
- 18/011.4 Community Council of Staffordshire  
Announcement of merger with "Support Staffordshire"  
Subscription request on hold until the merger is completed.
- 18/011.5 Stone Liaison Group. Minutes of last meeting and next meeting date 25<sup>th</sup> April.
- 18/011.6 Stone Town Council. Two invitations from the Mayor's Office.  
Charity Evening on 4<sup>th</sup> May and Civic Dinner on 21<sup>st</sup> April. For information.

**18/012 Date of Next Meeting** Wednesday 9<sup>th</sup> May 2018. The Annual Meeting of the Parish Council following the Annual Parish Assembly which commences at 7.30pm Sandon Parish Room. Councillor Harris submitted his apologies.

The Meeting concluded at 8.55pm.

Signed \_\_\_\_\_ Chairman

Date \_\_\_\_\_