

SANDON and BURSTON PARISH COUNCIL

**Minutes of the Annual Parish Council Meeting held on 9th May 2018
At Sandon Parish Room Commencing 8.15pm.
Following the Annual Parish Assembly commencing at 7.30pm
and following Public Participation which commenced at 8.00pm**

Present

Councillor C Capjon
Councillor P Hickey
Councillor S Shelley Chairman
Councillor R Wildblood
District Councillor Councillor A Harp (*from mid meeting*)
Parishioners :-
Mr Wildblood, Mr & Mrs Selby, Mr & Mrs Rundle, Mr & Mrs Hudson

Clerk B A Boughey

- 18/013 Apologies** Councillor R Harris (*Abroad*)
18/013.1 Other Apologies District Councillor Councillor A Harp
- 18/014 Election of Chairman**
18/014.1 Proposed Councillor Shelley
Proposer Wildblood Seconder Councillor Capjon
There were no other nominations, Councillor Shelley was duly elected unanimously.
18/014.1.1 RESOLVED to elect Councillor Shelley as Chairman.
18/014.1.2 Councillor Shelley signed the Declaration of Acceptance of Office Form.
- 18/015 Election of Vice Chairman**
18/015.1 Proposed Councillor Wildblood
Proposer Councillor Capjon Seconder Councillor Hickey
There were no other nominations, Councillor Wildblood was duly elected unanimously.
18/015.1.1 RESOLVED to elect Councillor Wildblood as Vice Chairman.
- 18/016 Appointment of Representative to Sandon Parish Room Trustees**
18/016.1 Proposed Councillor Shelley (Present representative)
Proposer Councillor Wildblood Seconder Councillor Capjon
There were no other nominations Councillor Shelley was duly elected unanimously.
18/016.1.1 RESOLVED to re-appoint Councillor Shelley as the Parish Council representative as a Sandon Parish Room Trustee.
- 18/016.2 Sandon War Memorial Trustees**
The Parish Council Chairman is an Ex-Officio Member.
Other Trustees - Lord Harrowby, Vicar and the Peoples Churchwarden.
- 18/017 Consider the Payment of any Annual Subscriptions**
18/017.1 RESOLVED to confirm the payment to CPRE, by Standing Order, the Annual Donation for organisations of £29.00.
- 18/018 To Inspect any Deeds**
18/018.1 Deeds to Burston Car Park presented for inspection.
- 18/019 Confirmation of Standing Orders, Code of Conduct,
Account & Audit Regulations and Governance & Accountability Guide**

- 18/019.1 Standing Orders. Confirmation to continue adoption of current Model Standing Orders.
- 18/019.2 Code of Conduct. Confirmation to continue with the Stafford Borough Council version as adopted at the Parish Council Meeting of 12 September 2012.
- 18/019.3 Continued adoption of the Accounting Regulations and Guidelines.
- 18/019.3.1 Local Audit and Accountability Act 2014
- 18/019.3.2 Account and Audit Regulations 2015
- 18/019.3.3 Smaller bodies Transparency Code 2014
- 18/019.3.4 Local Audit (Smaller Authorities) Regulations 2015
- 18/019.3.5 Compliance with the Governance and Accountability for Smaller Authorities - A Practitioners Guide to Proper Practices March 2017.

18/020 Confirmation of Risk Assessment, Audit Calendar / Event Diary & Review Procedures

- 18/020.1 Risk Assessment - Issue 6 6th April 2017 adopted.
- 18/020.1.1 Safety checks undertaken on the following assets and logged.
The two benches at Burston Pool, the Hilderstone Road Bench
The two Bus Shelters. The two Notice Boards. The Flag Pole.
The Stocks in Stocks Lane. Burston Car Park
- 18/020.1.1.1 The two benches at Burston Pool are in good order.
The Hilderstone Road bench is in reasonable order.
The two Bus Shelters were refurbished two years ago and are in good order.
The two Notice Board are in good order.
The Flag Pole is in good order as are the Stocks in Stocks Lane.
Burston Car Park is in need of surface upgrade but is reasonably adequate.
- 18/020.2 Audit Calendar / Event Diary - Issue 3 6th April 2017, continued adoption.
- 18/020.3 Audit Control Procedures that were in place were considered adequate and proportionate to address the issues raised by the Risk Assessment.
- 18/020.3.1 Internal Independent Audit completed on 2nd May by Hands & Co.

18/021 Adoption of the General Data Protection Regulations 25th May 2018
RESOLVED to adopt the regulations and enter in an agreement with Staffordshire County Council to provide guidance on the regulations and act as Data Protection Officer should it be required.

18/022 Confirmation of Dates and Times of Ordinary Parish Council Meetings 2018/2019
18/022.1 Confirmed that ordinary meetings continue on the second Wednesday of each month. Sandon Parish Room. 7.30pm.

18/023 Minutes
RESOLVED that the minutes of the Parish Council meeting of 11th April 2018 be signed by the meeting Chairman.

18/024 Chairman's Announcements No announcements

18/025 Declarations of Disclosable Personal Interests, Personal Declared Interests and other Personal Interests. None declared.

- 18/025.1 Stafford Borough Council Register of Councillors Interest Forms.
Forms to be updated by Member Councillors, if any changes need to be registered.
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18/026 Outstanding Matters Reports and Updates
18/026.1 Footpath 36 -Burston Pool to the Canal Bridge.
Work to stabilise a section of the stream bank scheduled for the third week in May.

- 18/026.2 Burston Conservation Area. No progress to report.
- 18/026.3 County Highway proposals following the site meeting of 12th January.
Highways proposals now awaiting implementation by Amey for the Canal Bridge priority system, de-cluttering the War Memorial triangle of road signs and enhanced road marking around the Burston turn of the A51.
- 18/026.4 Community Transport proposals. 12/14 seater community transport vehicle to take parishioners from Milwich and Sandon into Stafford on Wednesdays.
Advert should be published in Compass. June edition. Details to be discussed with Community Transport (Stafford & District) and costs determined between the two Parish Councils involved.
- 18/026.5 Two Saints Way - state of the walkway section (Footpath 23 Aston-by-Stone)
Staffordshire Wildlife Trust state that they do not own land and have no responsibilities for the footpath. County Council Rights of Way believe the land is owned by Severn Trent and request that more information is provided about the walkway prior to their officers checking the footpath route that now might also be impeded by ploughing operations.

18/027 Planning

- 18/027.1 Applications returned to Stafford Borough Council - Reply Awaited
- 18/027.1.1 17/27668/FUL Barn at Sunnyside, Butterhill Bank. Conversion to dwelling.
- 18/027.1.2 18/28280/HOU Romer Cottage, Butterhill Bank. Extensions.
- 18/027.2 Application decisions by Stafford Borough Council. *None*
- 18/027.3 Applications received by the Parish Council for Consultation. *None*
- 18/027.4 Planning Appeals or Queries. *None*

18/028 Finance

- 18/028.1 Financial Statement presented by the Clerk. Bank Statement from 5th May not received.
- 18/028.2 Internal Audit Report. Audit completed 2nd May. Copy circulated to Member Councillors.
No matters arising that require attention that have not already been addressed or discussed.
- 18/028.2.1 External Audit Form - Internal Audit Section completed and signed by the Internal Auditor
- 18/028.3 External Audit Governance Statement, Accounts Statement & Certificate of Exemption.
- 18/028.3.1 RESOLVED that the Governance Statement be signed by the Chairman following signature by the Clerk.
- 18/028.3.2 RESOLVED that the Account Statement be signed by the Chairman following signature by the Clerk.
- 18/028.3.3 RESOLVED that the Chairman and Clerk sign the Certificate of Exemption certifying that the Parish Council finances for the year ending March 2018 did not exceed £25,000 for either Income or Expenditure and that other criteria were met.
The required information to be published on the Website before 2nd July.
- 18/028.6 Invoice - BHIB Limited. Insurance. Premium Renewal. £478.59 (Budget £520.00)
RESOLVED to renew the Insurance as quoted. LGA 1972 s111.
- 18/028.7 Invoice. Hands & Co. Internal Audit Fee. £55.00. LGA 1972 s111.
RESOLVED to pay the invoice.

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

18/029 Report from County Councillor. Not present. No report submitted.

18/030 Report from District Councillor.

Nothing specific to report other than comments during the meeting on Borough

related issues.

18/031 Items Raised by Member Councillors / Clerk

- 18/031.1 Councillor Wildblood
Burston Car Park. Proposal from Burston resident for 10 tons of 5mm to 20mm stone to surface dress the car park. Cost of materials £284.00.
- 18/031.1.1 Concern about the use of stone and its containment within the car park area.
- 18/031.1.2 Other quotes to be obtained.
- 18/031.2 Councillor Shelley
- 18/031.2.1 Simon Hartley Fishing Club. Report on discussions with the Chairman of the fishing Club regarding their ongoing discussions with Stafford Borough on fishing stages.
- 18/031.2.1.1 Primarily a matter between Stafford Borough Council and the Fishing Club.
If requested to do so by Stafford Borough the Parish Council would comment on any increase in the number of stages.
- 18/031.2.2 Sandon War Memorial.
No news from the War Memorial Trust regarding the grant application.
- 18/031.3 Website - General discussion. June date for renewal of arrangements with Nigel Ferguson.

18/032 Correspondence

- 18/032.1 Staffordshire County Council
- 18/032.1.1 Dignity Award scheme. For information.
- 18/032.2 Stafford Borough Council *None*
- 18/032.3 Staffordshire Parish Councils' Association
- 18/032.3.1 Weekly email update emails circulated for information.
Specifically regarding GDPR and the need to appoint a Data Protection Officer.
- 18/032.4 Community Council of Staffordshire *None*
- 18/032.5 Stone Liaison Meeting. 25th April. Attended by Councillor Harris
Representatives for the County Council transport subsidy section attended to discuss the problems tackling community transport issues with a diminishing budget.

18/033 Date of Next Meeting Wednesday 13th June 2018. 7.30pm Sandon Parish Room.

The Meeting concluded at 9.34pm.

Signed _____ Chairman

Date _____

**Public Participation Meeting
Notes of the meeting held prior to the
Annual Parish Council Meeting held on 9th May 2018
Commencing at 8.00pm. Concluding at 8.15pm.**

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

Parishioners :-

Mr Wildblood, Mr & Mrs Selby, Mr & Mrs Rundle, Mr & Mrs Hudson

Clerk B A Boughey

1 Mr Selby

Advising the meeting that a talk related to Remembrance will be given in the Parish Room on Saturday 10th November. Discussion on where any money raised would go to.

2 Mr Hudson

Asking for an update on the County Highway proposals following the joint meeting between Highways, the Parish Council and Sandon Estate.

Proposals concluded by Highway Engineers and orders raised to undertake the work.

3 Mr Rundle

Querying and advising the meeting about the state of Woodcock Lane.

4 Mr Wildblood

Commenting on the parcel of land adjacent to Beck House, Burston Lane, with regard to the TPO trees on the site, the state of a remaining tree and the requirement for replacement trees.

The Parish Council understands that the land owner has discussed the matter with Stafford Borough Council and Western Power Distribution.

At the end of the Annual Parish Council Meeting Mr Wildblood wished to thank those responsible for providing the refreshments at Parish Council meetings throughout the year.