

**Notice is hereby given that the Annual Meeting of
SANDON and BURSTON PARISH COUNCIL
will be held on WEDNESDAY 9th May 2018
at Sandon Parish Room
Commencing - Following the Annual Parish Assembly
Members of the Council are hereby summoned to attend**

AGENDA

During the meeting Members of the Public are invited to ask questions or make statements otherwise Standing Orders are adopted to regulate meeting business, unless revoked.

18.05

- 1. Apologies**
- 2. Election of Chairman**
 - 2.1 Receive the Chairman's Declaration of Office
- 3. Election of Vice Chairman**
- 4 Appointment of Representative to Sandon Parish Room Trustees
Sandon War Memorial Trustees - Parish Council Chairman Ex-Officio Member**

- 5. Consider the Payment of any Annual Subscriptions**
 - 5.1 CPRE Standing Order £29.00 Annual Donation.
- 6. To Inspect any Deeds**
 - 6.1 Burston Car Park

- 7. Confirmation of Standing Orders, Code of Conduct,
Account & Audit Regulations 2011 and Governance & Accountability Guide 2010**
 - 7.1 Continued adoption of Model Standing Orders 2010.
 - 7.2 Continued compliance with the Stafford Borough version of Parish Councillors Code of Conduct.
 - 7.3 Continued adoption of the Accounting Regulations and Guidelines.
Local Audit and Accountability Act 2014.
Account and Audit Regulations 2015.
Smaller Bodies Transparency Code 2014
:Local Audit (Smaller Authorities) Regulations 2015
Compliance with the Governance and Accountability for Smaller Authorities - A Practitioners
Guide to Proper Practices March 2017.

- 8. Confirmation of Risk Assessment, Audit Calendar / Event Diary & Review Procedures**
 - 8.1 Risk Assessment - Issue 6 6th April 2017.
 - 8.2 Financial Internal Audit Calendar / Event Diary - Issue 3 6th April 2017
 - 8.3 Review Financial Control Procedures

- 9. Adoption of the General Data Protection Regulations May 2018**

- 10. Confirmation of Dates and Times of ordinary Parish Council Meetings for 2018 / 2019**
- 11. Minutes** Parish Council Meeting 11th April 2018.
- 12. Chairman's Announcements**
- 13. To receive Declarations of Interest**
 - 13.1 Disclosable Personal Interests, Personal Declared Interests and other Personal Interests.
 - 13.2 Stafford Borough Council Declarations Forms. Notification of amendments.

- 14. Outstanding Matters** Reports and Updates
- 14.1 Footpath 36 - Burston Pool to Canal Bridge. Work to stabilise a section the stream bank.
 - 14.2 Burston Conservation Area proposals.
 - 14.3 County Highway proposals following the site meeting of 12th January.
 - 14.4 Community Transport proposals
 - 14.5 Two Saints Way - state of a walkway section of the path between Burston and Aston by Trent

15. Planning

- 15.1 Applications returned to Stafford Borough Council - Reply Awaited
 - 15.1.1 17/27668/FUL Barn at Sunnyside, Butterhill Bank, Burston
 - 15.1.2 18/28280/HOU Romer Cottage, Butterhill Bank, Burston. Extension and conversions.
- 15.2 Application Decisions by Stafford Borough Council
- 15.3 Applications received by the Parish Council for Consultation
- 15.4 Planning Appeals *None*
- 15.5 Planning Queries *None*

16. Finance

- 16.1 Financial Statement.
 - 16.1.1 Bank Account Reconciliation
- 16.2 Internal Audit Report
- 16.3 Annual External Audit Accounts Statement, Governance Statement & Certificate of Exemption
 - Signing the documents by the Chairman and the Responsible Financial Officer
- 16.4 Invoice - BHIB. Annual Renewal. £ (Budget £520.00) LGA 1972 s111
- 16.5 Internal Audit Fee. Hands & Co. £ 55.00 LGA 1972 s111
- 16.6 To consider payments previously sanctioned.

17. Report from County Councillor

18. Report from District Councillor

19. Items Raised by Member Councillors

20. Correspondence

- 20.1 Staffordshire County Council Dignity Awards
- 20.2 Stafford Borough Council
- 20.3 Staffordshire Parish Councils' Association
 - 20.3.1 Weekly updates by email
- 20.4 Community Council of Staffordshire
- 20.6 Stone Liaison Meeting of 25th April. Report
- 20.7 Any other correspondence received by the meeting date, for information.

21. Date of Next Meeting Wednesday 13th June 2018. Sandon Parish Room

1st May 2018
B A Boughey Clerk
Telephone 01889 502757