

SANDON and BURSTON PARISH COUNCIL

**Minutes of the Parish Council Meeting held on 30 September 2021
in Sandon Parish Room at 7.30 p.m.**

Present:

Councillor S Shelley Chairman
Councillor R Wildblood
Councillor C Capjon
Councillor H Wildblood
Councillor G Wyatt

Absent: County Councillor I Parry (no apologies).

There were no members of the public present.

Clerk: Mrs T Gould.

21/76 Apologies Councillor A Hudson (work commitment); Councillor K Hughes (childcare) and Councillor A Harp. Mrs J Selby.

21/77 Minutes

21.77.1 The Minutes of the meeting held on 11 August 2021 be signed by the Chairman.

21/78 Chairman's announcements

21.78.1 The Chairman referred to a conversation that he had had with the Clerk of Marston parish regarding the possibility of joining their parish with Sandon and Burston.

21.78.1.1 **RESOLVED:** Following discussion the Parish Council decided not to pursue this.

21/79 Declarations of Interest

21.79.1 There were no declarations of interest.

21/80 Letter to County Councillor Ian Parry and response.

21.80.1 The Clerk read out the response to the Council. The Council expressed disappointment at the response.

21.80.1.1 Road Safety – A51. Gate ways. Matter to be discussed further under Finance.

21.80.1.2 Flooding outside Dog and Doublet reported 13 October. Ref 4215077. The matter persisted.

21.80.1.3 Burston Grid. Flooding reported 18 January. Ref 4224265. The matter persisted.

21.80.1.4 Speed of vehicles – Burston Lane. The Chairman reported that he had spoken to the farmers about this matter. Burston Councillors to monitor the

situation. Councillor Capjon asked if the small 30 mph speeding signs could be replaced.

21.80.1.5 **RESOLVED:** Clerk to invite Richard Rayson to the next meeting to address the above issues.

21/81 Finance

21.81.1 Financial Statement and Bank Account Reconciliation. Presented by Clerk and checked. The Clerk explained that the second half year precept £5017 was due on 1 October.

21.81.2 Financial Payments and requests for authorization

21.81.2.1 Road safety – A51. Gate ways. Councillors continued to express concern regarding traffic speeding along the A51. Following discussion and presentation of the quotes by the Clerk. The Council decided to purchase one large gateway w2000 m x h1.8m for Sandon (dual carriageway) and two small gateways (w1.5m x h1.8m) for either side of the A51 at Burston. Locations agreed with County Highways. Three quotes had been obtained for the supply of the gate ways and were considered by the Council. The Clerk explained the difference in appearance of the gate ways on two of the quotes. The Council preferred the appearance of the Glasdon gate ways. **RESOLVED:** Following consideration of the quotes the Council agreed to order the above gate ways from Glasdon. Cost £985.49 + VAT (large gate way) and £1911.48 + VAT (two small gate ways). Local Government and Rating Act 1997 s30. Total: £2,896.97 + VAT £579.40 = £3476.37 funded from Allocated Funds – Highways/RoW. Proposer: Councillor H Wildblood, seconder Councillor G Wyatt.

The Council went on to discuss the installation of gate ways. Two quotes had been received. The Clerk explained that three alternative quotations should be sought for the procurement of goods and services, considering Best Value, and in relation to contracted work, insurance, authorized and qualified contractors. The Clerk had contacted three other companies to obtain quotes. Two companies did not wish to quote. One other company had not responded despite follow up requests. The Clerk requested a variation in the Financial Standing Orders on this occasion.

RESOLVED: Following consideration of the quotes, the Council decided to order the installation of the gate ways from MAC Groundworks Construction Limited. Cost £5,500 + VAT. Funded from virement of £5,500 + VAT from Current Unallocated Funds to Highways/RoW. Proposer: Councillor S Shelley. Secunder: Councillor H Wildblood. Items to be added to insurance schedule and asset register in due course.

21.81.2.2 Consideration of renewal of Zoom Pro licence 2021-22. The Parish Council agreed to renew this licence for one year only. This had been auto-renewed from the Clerk's bank account on 4.9.21. Clerk presented an invoice for £143.88 (VAT £23.98).

RESOLVED: To refund the Clerk £143.88 and to cancel this licence for 2022-23.

21.81.2.3 Reimbursement of Clerk for purchase of stationery and printing. The Clerk

explained that the sum of £3.50 (File dividers £1.00 and punch pockets £2.50) (VAT £0.58); 2nd class stamps £7.92; HP Instant Ink 28 February – 30 March 2021 £3.49 (VAT £0.58); 31 March – 29 April 2021 £5.49 (VAT £0.92); 30 April – 30 May 2021 £7.49 (VAT £1.25); 31 May – 29 June 2021 £3.49 (VAT £0.58); 30 June – 30 July 2021 £3.49 (VAT £0.58); 31 July – 30 August 2021 £3.49 (VAT £0.58). Total £66.25 (VAT £5.07). LGA 1972 s111. The Clerk corrected the total stated on the agenda. This should read £38.36.

RESOLVED: Agreed to reimburse the Clerk for stationery and printing - £38.36. LGA 1972 s111.

21.81.2.4 Renewal of one year McAfee Virus Protection due 13 November 2021. £89.99 plus VAT. LGA 1972 s 111.

RESOLVED: To renew the licence.

21.81.2.5 Clerk's quarterly salary June-September 2021 (including overtime for work on updating new website). Gross £1042.56 Net £865.46 (including Mileage £31.50) PAYE £208.60. LGA1972 s112(2).

RESOLVED: To pay the Clerk's quarterly salary and the PAYE to HMRC.

21.81.2.6 Burston Pool – safety. The Clerk updated Councillors on her meeting with Staffordshire Fire and Rescue, Stafford Borough Council and Simon Hartley Angling Club. Clerk presented three quotes for the purchase of pool safety equipment (2 x 24-inch lifebuoys with tapes, 30m throwlines, 24-inch lifebuoy housings for equipment and front covers for 24-inch housing and galvanized base plate poles). Total cost: £523.84 + VAT £106.57 = £639.41. Locations agreed with Stafford Borough Council and Simon Hartley Angling Club. Virement of unallocated funds from Noticeboard £508.65 and Bench maintenance £234.01 = £742.66. No further noticeboard maintenance expected, leaving small amount available for bench maintenance, if required.

RESOLVED: To order the above equipment from Aspli. The Chairman to fit the equipment. The Chairman requested that a thank you letter be sent to Simon Hartley Angling Club to thank them for their offer to regularly check the equipment once installed. On receipt, equipment to be added to Asset Register and checked six monthly by Clerk.

21.82.2.7 Bench – Burston. The Clerk shared details of three quotes for benches. Stafford Borough Council had offered bench ends free of charge on collection. Councillor Capjon considered these designs more suitable.

RESOLVED: Chairman to collect the bench ends from Stafford Borough Council and cost replacement slats.

21.82.2.8 Bench – Sandon Church. The Chairman reported that the proposed site was County Council land. Chairman to obtain details of exact location. Clerk to request permission for siting of bench on their land.

RESOLVED: To defer to next meeting.

21/83 Community Transport. The Clerk reported that she emailed the Clerk of Milwich and Fradswell Parish Council who were meeting to discuss. Chairman to seek views of local residents who had used the service previously.

RESOLVED: Defer until next meeting.

21/84 **Report from Borough Councillor.** No update.

- 21/85 Report from County Councillor.** No update.
- 21/86 Planning.**
- 21/86.1 21/34090/FUL Hardiwick Farm, Kiplass Lane, Sandon – application awaiting decision.
- 21/87 Items raised by Member Councillors/Clerk**
- 21/87.1 The Clerk summarized the fixed assets check. Councillors H Wildblood to repaint Burston bus shelter. No further actions.
- 21/87.2 Data Protection. The Clerk presented the Information and Data Protection Policy. Councillor Capjon asked for confirmation whether this referred to subjects under the age of 13 or 16 years. Note by Clerk: Legislation referred to subjects under 13 years of age.
RESOLVED: To post the Policy on the website.
- 21/87.3 Replacement of felled tree – Burston. The Clerk summarized the information that she had received from Stafford Borough Council advising not to replace the felled tree in the same location due to the possibility of infection. An alternative location had been advised by Stafford Borough Council and was agreed by Councillors. The Clerk had obtained a verbal quote for a winter flowering cherry tree from Johnson’s Nurseries, Eccleshall. £29.95 including VAT. Funding from Unallocated Funds. Parish Council to be responsible for maintenance. LGA s137.
RESOLVED: To order the tree from Johnson’s Nurseries. Chairman to collect and pay. Parish Council agreed to reimburse Councillor Shelley - £29.95. Burston Councillors to plant. LGA s137.
- 21/87.4 Stiles – canal towpath/footpath. Clerk reported that these had been repaired.
- 21/87.5 Councillor Wyatt proposed a public event in Sandon Parish Room to publicize the work of the Parish Councillors and obtain their views on future spending.
RESOLVED: Agreed to hold the event on Saturday 13 November 2-4 p.m. Councillor Wyatt to meet with Clerk/Councillor Hughes to discuss publicity.
- 21/87.6 Councillor Capjon explained that the hedge on Woodcock Lane was not being cut as the local resident was unwell.
RESOLVED: To ask Simon Hartley Angling Club if they could assist.
- 21.87.7 Councillor Wyatt asked if more photos could be added to the website.
RESOLVED: Councillors to forward photos to Clerk.
- 21.87.8 The Chairman asked if signage of tractors on Butterhill Bank could be put on the A51.
RESOLVED: To raise this issue with Richard Rayson.
- 21.87.9 The Chairman asked everyone to be vigilant following a recent shed break-in on Hilderstone Road.
- 21/88 Correspondence**
- 21/88.1 Early discussions took place regarding marking the Queen’s Silver Jubilee. The Clerk requested that Councillors review the guidance. A flag and flagpole for Burston was not supported.
- 21.88.2 Don’t Lose Your Way – Lost footpaths. Councillor H Wildblood to follow up.

21.88.3 Invitation from Mayor of Stafford to attend Remembrance Day Parade.
Apologies to be sent.

21/89 Any Other Correspondence – none

21/90 Date of Next Meeting – 20 October 2021 at 7.30 p.m. Sandon Parish Room.
The Clerk requested that the December meeting be reinstated to consider the budget for 2022/23. Councillors agreed to this request.

The meeting concluded at 10.00 p.m.

SignedChairman

Date.....

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