

NOTICE OF PARISH COUNCIL MEETING (LGA 1972)

This Agenda Pack was issued with the Agenda for a Sandon and Burston Parish Council meeting on Tuesday 5th November 2024 at Sandon Parish Rooms, Lichfield Road, Sandon, Stafford ST18 0DN.

Issued by - *Mrs VRE Gibson* – Parish Clerk

Date: 29 October 2024

AGENDA PACK

- 24.11.001 APOLOGIES AND APPROVAL OF ABSENCES
- 24.11.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS.
Councillors to declare any interests, a failure to declare a disclosable pecuniary interest at a meeting is a criminal offence under section 34 of the Localism Act 2011.
- 24.11.003 TO RESOLVE THE MINUTES OF THE MEETING HELD ON 9th September 2024 ARE A CORRECT RECORD
- 24.11.004 TO RESOLVE THE MINUTES OF AN EXTRAORDINARY PARISH MEETING HELD ON 1st October 2024 ARE A CORRECT RECORD
- 24.11.005 STAFFING MATTERS – TO CONSIDER AND APPROVE NEW CLERK APPOINTMENT
Clerk appointed on 7th October with a 3-month probationary period. Council will set up a Staffing Committee in January meeting to manage staffing matters.
- 24.11.006 PUBLIC PARTICIPATION
The item, Public Participation, allows 15 minutes of each Parish Council Meeting, for members of the public to make representations or give evidence in connection with items included on the agenda. Each representation must be a maximum of 3 minutes. At the discretion of the Chairperson, the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
- 24.11.007 TO RECEIVE STAFFORD BOROUGH COUNCILLOR REPORT
- 24.11.008 TO RECEIVE STAFFORDSHIRE COUNTY COUNCILLOR REPORT
- 24.11.009 TO CONSIDER AND APPROVE DRAFT BUDGET 2025-2026
Councillors received the draft budget prior to the meeting and will discuss amendments needed.
- 24.11.0010 TO CONSIDER AND APPROVE AN EXTRAORDINARY MEETING ON 3RD DECEMBER 2024 FOR THE PURPOSE OF CONFIRMING BUDGET AND PRECEPT REQUEST FOR 2025-2026
Councillors will consider meeting on 3rd December to confirm budget and precept request to Stafford Borough Council for 2025-2026
- 24.11.0011 TO CONSIDER AND APPROVE BUDGET AND PROJECT PLAN FOR INFORMATION BOARD FOR SANDON STOCKS
Councillors will review current funds (2024-2025) and set budget for project and discuss/confirm the project plan.
- 24.11.0012 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING:
- PLANTERS – SANDON VILLAGE CENTRE
Councillors to confirm current funds availability (2024-2025), review quotation received for two planters and agree delivery date for project.
Chair/Clerk to confirm permission has been granted to install.

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- The Openness of Local Government Bodies Regulation 2014 – allows the filming and recording of Parish Council meetings

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- HEARING LOOP
Councillors to confirm current funds availability (2024-2025) and review quotation received for Table Mac3, plus 4 neck loops and agree delivery date for project.
 - BUS SERVICE – UPDATE
Councillors to discuss correspondence from County Councillor, suggesting Parish Council approach First Bus.
 - CANAL TOW PATH
Council to receive an update on the hedges along tow path
 - CANAL CULVERT
Council to receive an update from Canal and River Trust on request to clear culvert
 - FOOTPATH 36 AND REPLACEMENT BRIDGE
Council to receive an update from Staffordshire County Council regarding the timeline for completion of the project.
 - BOAT IN BURSTON CAR PARK
Council to receive update on request to remove the boat.
 - COUNCIL EMAIL ADDRESSES
Council to consider and approve the format of Councillors email addresses for Council business.
- 24.11.0013 TO CONSIDER AND APPROVE THE NALC CIVILITY AND RESPECT PLEDGE AND DIGNITY AT WORK POLICY
Councillors received details of the NALC Pledge and Policy and will consider adoption of both.
- 24.11.0014 TO CONSIDER AND APPROVE THE ROLES FOR COUNCILLORS
Councillors will consider which role they would like to perform for the Parish. See list of roles on main agenda.
- 24.11.0015 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS- applications on website.
- 24.11.0016 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF THE LIST ON MAIN AGENDA AND RECEIVE FINANCIAL UPDATES.
Councillors will review and authorise payments on main agenda and receive financial updates from the Clerk.
- 24.11.0017 ASSET REGISTER UPDATE
New printer purchased and added to Asset Register. Council to confirm new value of assets
- 24.11.0018 CORRESPONDENCE
Council to review correspondence received between meetings.
- 24.11.0019 CLERK REPORT
Clerk to provide report to Council on undertaking since last meeting.
- 24.11.0020 COUNCILLORS REPORTS (INFORMATION ONLY)
Councillors to bring items to be considered for future Agendas.

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