

Sandon and Burston Parish Council Meeting Minutes

<https://sandonandburstonpc.org.uk/>

DRAFT minutes of a meeting held on Tuesday 5th November 2024, at Sandon Parish Rooms, Lichfield Road, Sandon, Nr. Stafford, ST18 0DN. The meeting commenced at 7.05pm.

Present: Cllr H Wildblood (Chairman), Cllr L Barnett, Cllr A Greaves, Cllr P Hickey, Cllr R Wildblood, Cllr Karine Aspin(Borough Councillor), Member of Public and the clerk.

- 24.11.001 APOLOGIES AND APPROVAL OF ABSENCES, Cllr Gill Wyatt, Cllr Ashley Hudson – APPROVED.
- 24.11.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. - NONE
- 24.11.003 TO RESOLVE THAT THE MINUTES OF A PARISH MEETING HELD ON 9th September 2024 ARE A CORRECT RECORD - **RESOLVED**
- 24.11.004 TO RESOLVE THAT THE MINUTES OF AN EXTRAORDINARY PARISH MEETING HELD ON 1st October 2024 ARE A CORRECT RECORD. **RESOLVED**
- 24.11.005 STAFFING MATTERS – TO CONSIDER AND APPROVE NEW CLERK APPOINTMENT. **RESOLVED**
- 24.11.006 PUBLIC PARTICIPATION*
Member of Public advised that Remembrance Sunday event not being held at the War Memorial this year, due to Police unable to provide officers to hold traffic on the A51 for the 10-minute ceremony. Member of Public requested that the Parish Council write to, Chief Constable, Local MP, Crime Commissioner and Staffordshire County Council to ensure that next year ceremony can return to the War Memorial.
RESOLVED for Clerk to write to the above.
RESOLVED for Clerk to enquire about training courses to operate a Stop/Go signage on the A51 for the event.
- 24.11.007 **TO RECEIVE STAFFORD BOROUGH COUNCILLOR REPORT**
Cllr Aspin updated the Parish Council on the arrangements for Cllr Harp funeral, which will take place on 15th November 2024. The Parish Council RESOLVED to record its condolences to the family and acknowledge the outstanding contribution that Cllr Harp made to the Parish community. Chairman to send Condolence card.
Cllr Aspin updated the Parish Council on various projects being carried out by Stafford Borough: Heritage Centre, including Education centre will open on 5th November, Remembrance parade will take place on Sunday 10th November and prayers on 11th November, Christmas Lights will be turned on by 3 Olympians on 16th November, Stafford Railway Station project will start in early January, Stafford Shopping Centre demolition will start in early January, no plans for site as yet. A solar farm planning application in neighbouring parish has been sent to Appeal.
- 24.11.008 **TO RECEIVE STAFFORDSHIRE COUNTY COUNCIL COUNCILLOR REPORT - NONE**

24.11.009 TO CONSIDER AND APPROVE DRAFT BUDGET – 2025-2026

Councillors sent the Draft Budget on 17.10.2024.

Councillors discussed both this year and next year spending and **RESOLVED** for Clerk to obtain more information/quotes about current projects and future projects and issue an updated Draft budget for consideration in December meeting. **RESOLVED** to approve format of Budget. **RESOLVED** for Clerk to include next year Precept Band D figure on spreadsheet.

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 considered items for extraordinary meeting and **RESOLVED** for Agenda to include Budget, Precept request, Internal Auditor appointment, Footpath 36 Bridge replacement and Speed Indicator project.

24.11.0011 TO CONSIDER AND APPROVE BUDGET AND PROJECT PLAN FOR INFORMATION BOARD FOR SANDON STOCKS

Councillors discussed project, **RESOLVED** for Clerk to gain two quotes for a 2ftx3ft information board, and to include into next years budget. Quotes to be gained for including artwork and for supplying own artwork.

Councillors discussed a number of items to be included within the artwork, The Stocks, Trentham Tower, Stone House, Bomber site, Coffin Stone, Preacher Stone, Churches, Pitts Column, Kiln, Icehouse, Old Moat and Trent Bridge.

24.11.0012 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

PLANTERS – SANDON - CONFIRM PURCHASE BUDGET AND DELIVERY TIMELINE

Lord Harrowby, in September, approved the proposals for the installation of two planters in Sandon Village centre. Council considered two quotes and **RESOLVED** to accept Amberol Ltd quote for two 860mm Barrel Planters (Brown) and for Clerk to include within this year budget. **RESOLVED** for Clerk to obtain a quote for installing paving slabs to site the planters on and to include within this year budget.

HEARING LOOP – TO CONSIDER AND APPROVE BUDGET AND DELIVERY TIMELINE

Councillors consider the quote for the Roger TableMic II plus 4 hearing loop necklaces.

RESOLVED for Clerk to contact Deaf Society, in order that a survey of Parish Room could be carried out to ensure equipment is fit for purpose.

Council **RESOLVED** to include £2,200 into this year budget to cover the possible costs involved.

PARISH GRASS CUTTING CONTRACT – DISCUSS

Councillors discussed current contract and **RESOLVED** to include review in March 2025 meeting.

BUS SERVICE – UPDATE

Councillors on content of letters from Sir Gavin Williamson CBE MP and Cllr Parry (County).

RESOLVED for Clerk to write to First Potteries Bus Company, requesting that bus route 101

or 841 are diverted to include Parish.

Councillors discussed Stone Green Bus and **RESOLVED** for Clerk to investigate the service for Parish.

CANAL TOW PATH – UPDATE

Council updated that all hedges have now been maintained. **NOTED**

CANAL CULVERT – UPDATE

Councillor updated that Clerk wrote to River Trust, requesting a maintenance team to clear culvert of debris on 24.10.2024. No update at time of meeting. **RESOLVED** for Clerk to make further requests.

FOOTPATH 36 AND REPLACEMENT BRIDGE

Chairman updated Council on the Rights of Way Team (Staffordshire County Council (SCC)) progress regarding the Bridge replacement. Rights of Way Team advised they are in process of gaining permission to deal with two trees affecting the bridge. Assessment of damage to the bridge and lead time for repair/replacement will be available for December meeting. Council discussed gaining support for the project and **RESOLVED** to write to Aston Parish Council, Two Saints Way, Local MP and Lichfield Church Diocese.

BOAT IN BURSTON CAR PARK - UPDATE

Clerk wrote to the owner of the boat and trailer requesting removal by end of January 2025. Council **RESOLVED** for Clerk to contact Zurich Insurance regarding legal position.

COUNCILLOR EMAIL ADDRESSES – TO CONSIDER AND APPROVE FORMAT

Clerk advised Councillors to create an email address with Parish Council identifier within it. **NOTED**

24.11.0013 TO CONSIDER AND APPROVE THE NALC CIVILITY AND RESPECT PLEDGE AND DIGNITY AT WORK POLICY.

Council **RESOLVED** to adopt the Civility and Respect Pledge and adopt the Dignity at Work policy, which includes the new regulations regarding sexual harassment.

<https://www.nalc.gov.uk/campaigns/civility-and-respect/civility-and-respect-pledge.html>

24.11.0014 TO CONSIDER AND APPROVE THE ROLES FOR COUNCILLORS

RESOLVED for the following roles to be allocated to Councillors.

Footpaths	Clr Hickey, Clr H Wildblood
Highways	Clr Greaves. Clr Hudson
Internal Audit Trail	Clr R Wildblood
Noticeboards – Sandon and Burston	Clr Greaves, Clr H Wildblood
Newsletter	Clr H Wildblood
Community Engagement	Clr Barnett
Asset Management/Inspection	Clr R Wildblood, Clr Hickey

Clerk to update website.

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24.11.0015 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

Cllr Aspin (Borough) will inform Clerk of applications within Milwich Ward.

24.11.0016 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVE FINANCIAL UPDATES

New printer purchased.

NatWest account address and debit card changed.

NALC pay award 2024/2025 received.

Council RESOLVED for two Standing Orders for Council Administration and Homeworking allowance to be signed.

Council RESOLVED for all below payments to be made.

Council RESOLVED to rejoin CPRE Membership at £36 per year.

Council RESOLVED for additional signatures to be added to NatWest accounts.

Ref/Cheque	Item	Amount
1/1066	HP Printer – refund Clerk	£70
2/1067	Trent Grounds Maintenance – Grass Cutting for 2024	£564 (inc £94 VAT)
3/DC	Microsoft 365 – Annual Subscription	£59.99
4/1068	Council Administration – April to September – back pay previous Clerk	VOID Cheque
5/1069	RBL Poppy Appeal donation	£60
6/DC	HMRC – Sept/October 2024	£61.40
7/1070	Council Administration – October	£307.33
8/1071	Homeworking Allowance	£10
RECEIVED AFTER AGENDA ISSUED		
9/1072	Sandon Village Stores – April invoice	VOID Cheque
10/DC	Post Office – Second Class stamps for Council	£6.80
11/1073	Council Administration – April to September – back pay previous Clerk	£66.56
12/DC	HMRC – October (Backpay)	£16.60
1074		VOID Cheque
9/1075	Sandon Village Stores – April invoice – correct payee	£42.99

Bank Reconciliation 17.10.2024

Receipts and payments		
a. Opening balance 1st April 2024 - figure taken from Audit form		16,742.00
b. Total receipts		11,050.06
c. Total payments		4,017.91
d. Surplus/(Deficit) in the year (b-c)		7,032.15
e. Closing balance (a+d)		23,774.15

Council RESOLVED to extend the meeting by 15 mins.

24.11.0017 ASSET REGISTER – UPDATE

Clerk added new HP printer to Asset Register – **RESOLVED** for Chair and Clerk to sign.

24.11.0018 CORRESPONDENCE

Due to the amount of correspondence, Council **RESOLVED** to only minute correspondence for a vote. Correspondence received: 11

SCC Local Transport Plan (LTP)– slide show provided and request for top three transport strategy themes to be submitted to ltp@staffordshire.gov.uk. Council **RESOLVED** for Council members to review and submit comments, via their Council email address

Sakura Cherry Tree Project – details from SPCA regarding free tree for Parish. Council **RESOLVED** to pass details to Parish Rooms Committee to action.

First Responders – Stone – email from Fundraising coordinator requesting funds for a new community vehicle. Target of £40,000 for a hybrid vehicle. **RESOLVED** to donate £50.

24.11.0019 CLERK REPORT

All policies adopted in 9th September 2024 meeting uploaded to website.

Councillor Training – all Councillors offered training dates. **RESOLVED** to order 5 copies of Good Councillor guide.

Parish Map – received map from Stafford Borough Council requesting SCC to create a page on website for map.

Previous Clerk Thank you - Councillors **RESOLVED** to send a thank you letter and flowers to previous clerk. New Clerk advised handover from previous Clerk was exceptional.

Payroll – provided all details for registration.

Electoral register requested from Stafford Borough Council.

Councillors Interests forms requested from Stafford Borough Council and sent to Councillors.

Precept Team – Clerk informed Stafford Borough Council regarding meeting to set precept.

Microsoft and McAfee Subscription details changed to new Clerk Debit Card.

CPRE – The Countryside Charity, Staffordshire – contacted re subscription level for Council.

Black Rose solutions – Internal Audit – advised contract is ongoing.

Speed Indicator signs – researched costings for 3 signs, plus confirmation from Staffordshire County Council Highways regarding installation.

SCC Invoice team – advised of change of address for website invoice, due in December.

24.11.0020 COUNCILLORS REPORTS (information only)

Cllr H Wildblood requested Drain Cleaning within Parish be added to future Agenda, including a Freedom of Information request for last clean and frequency of maintenance on A51 and Milton Road.

DATE OF NEXT MEETING:

An Extraordinary Parish Council meeting will be held on Tuesday 3rd December 2024 at 7pm.
The meeting was formally closed at 21.20

Signed.....