

Sandon and Burston Parish Council

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

NOTICE OF PARISH COUNCIL MEETING (LGA 1972)

**To Members of the Parish Council:**

**CLLr H Wildblood (Chairman), CLLr A Hudson (Vice Chairman), CLLr L Barnett, CLLr A Greaves, CLLr P Hickey, CLLr R Wildblood, CLLr G Wyatt.**

**This NOTICE IS HEREBY GIVEN that a meeting of Sandon and Burston Parish Council will be held at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN commencing at 7 pm on Tuesday 4<sup>th</sup> March 2025 and members of the Council are hereby summoned to attend for the purposes of transacting the following business. The meeting will be open to the public unless the Council otherwise directs. (Public Bodies (Admission to Meetings) Act 1960**

**Issued by - Mrs VRE Gibson – Parish Clerk**

Date: 25 February 2025

**AGENDA**

- 25.03.001 APOLOGIES AND APPROVAL OF ABSENCES
- 25.03.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS.
- 25.03.003 TO RESOLVE THE MINUTES OF A PARISH MEETING HELD ON 7<sup>TH</sup> JANUARY 2025 ARE A CORRECT RECORD
- 25.03.004 PUBLIC PARTICIPATION\*
  
- 25.03.005 SANDON ESTATE – RECEIVE A PRESENTATION FROM ESTATE MANAGER REGARDING “CALL FOR SITES” SUBMITTED TO STAFFORD BOROUGH COUNCIL
  
- 25.03.006 TO RECEIVE ORAL/WRITTEN REPORT FROM BOROUGH/COUNTY COUNCILLORS
- 25.03.007 TO CONSIDER AND APPROVE AUDIT SERVICES FOR 2025-2026
- 25.03.008 TO CONSIDER AND APPROVE FULL PAYROLL SERVICES FOR 2025-2026
- 25.03.009 TO CONSIDER AND APPROVE GENERAL RESERVES POLICY AND GENERAL RESERVES TABLE FOR 2025-2026.
- 25.03.0010 TO CONSIDER AND APPROVE NEW FINANCIAL REGULATIONS
- 25.03.0011 TO CONSIDER AND APPROVE AMENDMENT TO STANDING ORDERS (15 XIV AND XV) RE PLANNING COMMENTS SUBMISSIONS.
- 25.03.0012 TO CONSIDER AND APPROVE NEW EMAIL ADDRESS FOR PARISH COUNCIL BUSINESS
- 25.03.0013 TO CONSIDER AND APPROVE QUOTATION FOR LITTER SIGNAGE WITHIN PARISH.
- 25.03.0014 TO CONSIDER AND APPROVE SUBMITTING A REQUEST TO STAFFORD BOROUGH COUNCIL FOR ADDITIONAL LITTER and DOG WASTE BINS.
- 25.03.0015 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING:
  - BOAT IN CAR PARK – BURSTON - UPDATE
  - FOOTPATH 36 – TWO SAINTS WAY – BRIDGE REPLACEMENT - UPDATE
  - FREEDOM OF INFORMATION REQUEST – GULLIES CLEARING – REVIEW REPORT
  - SPEED INDICATOR SIGNS PROJECT – UPDATE
  - POST OFFICE AND BUS QUESTIONNAIRE – REVIEW RESPONSES
  - BURSTON CULVERT – UPDATE
  - SANDON PLANTERS – CONSIDER AND APPROVE QUOTATION FOR PLANTING
  - REMEMBRANCE SUNDAY – ROAD CLOSURE REQUEST – UPDATE

\* 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.

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

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25.03.0016 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS.

25.03.0017 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVED FINANCIAL UPDATES:

Ref/Cheque	Item	Amount
30/DC	The Flower Room – Stone	£46.50
31/SO	Council Administration – January	£332.95
32/SO	Home Working Allowance	£10
33/1084	Grit Bin Scoop – Refund Clerk	19.19
34/dc	Postage – large letter stamps	5.20
35/DD	HP Instant Ink and printing – first payment	£9.99
36/SO	Council Administration – February	£332.95
37/SO	Homeworking Allowance	£10
38/1085	SLCC Membership – 50%	£75
Bank Statements		
NatWest	Date 31.01.2025	£ 5,417.80
Nat West Reserves	Date 31.01.2025	£ 15,881.72

**BANK RECONCILIATION**

Bank Accounts		Date
Current Account	5,417.80	31.01.2025
Business Reserves	15,881.72	31.01.2025
	21,299.52	
Add: unrepresented income	0.00	
Less: unrepresented cheques	485.33	
	20,814.19	

Receipts and payments		
a. Opening balance 1st April 2024 - figure taken from Audit form		16,742.00
b. Total receipts		11,541.08
c. Total payments		7,468.85
d. Surplus/Deficity in the year (b-c)		4,072.23
Closing balance (a+d)		20,814.23

25.03.0018 CORRESPONDENCE

25.03.0019 CLERK REPORT

25.03.0020 COUNCILLORS REPORTS (INFORMATION ONLY)

25.03.0021 STAFFING MATTERS – CONFIRMATION OF CLERK APPOINTMENT AND CONFIRM START DATE FOR STAFFORDSHIRE PENSION FUND - PUBLIC EXCLUDED (Public Bodies(Admissions to meetings)Act 1960)

25.03.0022 TO CONSIDER AND APPROVE STAFFING COMMITTEE FRAME OF REFERENCE AND APPOINT COMMITTEE MEMBERS X 3 - PUBLIC EXCLUDED (Public Bodies(Admissions to meetings)Act 1960)

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