

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 4th March 2025 at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN.

Issued by - *Mrs VRE Gibson* – Parish Clerk

Date: 25 February 2025

AGENDA PACK

- 25.03.001 APOLOGIES AND APPROVAL OF ABSENCES
- 25.03.002 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.
- 25.03.003 TO RESOLVE THE MINUTES OF THE MEETING HELD ON 7th January 2025 ARE A CORRECT RECORD
- 25.03.004 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.
- 25.03.005 SANDON ESTATE – RECEIVE A PRESENTATION FROM ESTATE MANAGER REGARDING “CALL FOR SITES” SUBMITTED TO STAFFORD BOROUGH COUNCIL
The presentation will be led by the Estate Manager, outlining the Stafford Borough Council call for sites policy and present the sites submitted for consideration to the Borough Council.
- 25.03.006 TO RECEIVE ORAL/WRITTEN REPORT FROM BOROUGH/COUNTY COUNCILLORS
The Parish Council will receive reports from the Ward Councillors.
- 25.03.007 TO CONSIDER AND APPROVE AUDIT SERVICES FOR 2025-2026
The Parish Council will confirm the Auditor for 2025-2026
- 25.03.008 TO CONSIDER AND APPROVE FULL PAYROLL SERVICES FOR 2025-2026
The Parish Council will consider two quotations to supply payroll services for 2025-2026
- 25.03.009 TO CONSIDER AND APPROVE GENERAL RESERVES POLICY AND GENERAL RESERVES TABLE FOR 2025-2026.
The Parish Council will consider the General Reserves Policy and General Reserves needed to meet financial regulation requirements.
- 25.03.0010 TO CONSIDER AND APPROVE NEW FINANCIAL REGULATIONS
The Parish Council will consider the latest NALC Financial Regulations for adoption.
- 25.03.0011 TO CONSIDER AND APPROVE AMENDMENT TO STANDING ORDERS (15 XIV AND XV) RE PLANNING COMMENTS SUBMISSIONS.
The Parish Council will consider an amendment to the Standing Orders to allow planning comments to be submitted between meetings, due to bi monthly meeting schedule.
- 25.03.0012 TO CONSIDER AND APPROVE NEW EMAIL ADDRESS FOR PARISH COUNCIL BUSINESS
The Parish Council will consider which email provider to use, due to notice from Staffordshire County Council of removal of current service.

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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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25.03.0013 TO CONSIDER AND APPROVE QUOTATION FOR LITTER SIGNAGE WITHIN PARISH

The Parish Council have received requests from residents to increase the signage within the parish, the Councillors will review the artwork and quote provided.

25.03.0014 TO CONSIDER AND APPROVE SUBMITTING A REQUEST TO STAFFORD BOROUGH COUNCIL FOR ADDITIONAL LITTER and DOG WASTE BINS.

The Parish Council will review the current litter and dog waste bin capacity and consider a request to Stafford Borough Council for further capacity.

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

25.03.0016 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS.

25.03.0017 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF THE LIST ON AGENDA AND RECEIVE FINANCIAL UPDATES.

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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