

Sandon and Burston Parish Council Meeting Minutes

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

DRAFT minutes of an ANNUAL Parish meeting held on Tuesday 13th May 2025, at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN. The meeting commenced at 7pm.

Present: Cllr H Wildblood, Cllr L Barnett, Cllr A Greaves, Cllr P Hickey, Cllr R Wildblood, Cllr G Wyatt, a member of public, Cllr Karine Aspin (SBC), Cllr Andrew Moynor (SCC) and the clerk.

A25.05.001 ELECTION OF CHAIR 2025-2026 – proposed and seconded, Cllr Hugo Wildblood was unanimously voted as Chair. Acceptance signed.

A25.05.002 ELECTION OF VICE CHAIR 2025-2026 – proposed and seconded, Cllr Patrick Hickey was unanimously voted as Vice Chair.

A25.05.003 APOLOGIES AND APPROVAL OF ABSENCES.
Cllr A Hudson, APPROVED.

A25.05.004 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. NONE

A25.05.005 TO RESOLVE THE MINUTES OF ANNUAL MEETING HELD ON 7th May 2024 ARE A CORRECT RECORD. RESOLVED.

A25.05.006 CHAIR REPORT 2024-2025 – Cllr H Wildblood.

There have been many changes over the last twelve months to Sandon and Burston Parish Council. We have welcomed our new clerk, Ginny Gibson, who received an excellent handover from our previous clerk, Nikki Evans; Councillor Rosemary Wildblood stood down as Chair after 3 years in post; Councillor Caroline Capjon and Kylie Paramanis gave up their roles as councillors and we welcomed three new councillors to the council, Councillor Patrick Hickey, who rejoins the council and Councillor Adam Greaves and Councillor Liann Barnett, both joining the council for the first time. I would like to say a big thank you to those who have left us and a warm welcome to the new councillors.

This last year has seen our main activity concentrating on two large issues, firstly the River Trent bridge in Burston, which was forced off its riverbank on the Aston side of the river by a fallen Willow tree in 2023. The council has been pressing the County Council to resolve the problem ever since it occurred and at last, we have been told that there is a budget in place to resolve the problem and that this will happen in 2025. The second concern has been the speed on A51. The council have proposed to provide 3 Speed Indicator Devices (SIDs) in Sandon to encourage drivers to maintain the 40mph speed limit. The battle to have the speed limit reduced on the A51 from Sandon to past Burston continues with, hopefully, some new arguments to be put forward to the relevant authorities in an attempt to make this very dangerous stretch of road safer for the local inhabitants and for all other road users.

There have been many other matters that the council have been involved in throughout the year, the clearing and cleaning of the footpath on the A51 from Burston to Sandon and Christmas Tree lights in both villages to mention just two of the more visible successes.

Finally I would like to say a very big thank you to our very diligent clerk and to encourage members of the public to attend the bi-monthly meetings.

A25.05.007 TO CONFIRM THE STAFFORD BOROUGH COUNCIL REGISTER OF INTERESTS FORMS 2025-2026 HAVE BEEN COMPLETED. (Disclosable Pecuniary Interest)
Clerk confirmed forms will be on website.

A25.05.008 TO CONSIDER AND APPROVE POLICIES FOR 2025-2026 and confirm GPC RESOLVED to adopt the following policies, which will be added to website.

Financial Regs
Standing orders
General Reserves and table
Social Media Policy
Model Councillor-Officer Protocol
Lone Worker Policy
Homeworking policy
Grievance policy
Equality and Diversity
Dignity at Work
Complaints procedure
Anti-harassment and bullying
Staffing Committee Frame of Reference
Scheme of Delegation
Dispensation Form
Risk Assessment
Document Retention and Disposal plus appendix

TO CONFIRM COUNCIL MEETS CRITERIA FOR GENERAL POWER OF COMPETENCE (GPC (LA 2011 s1(1)) - NOTED

A25.05.009 TO CONSIDER AND APPROVE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-2025 (AGAR)

TO CONSIDER AND APPROVE **CERTIFICATE OF EXEMPTION** FOR 2024-2025

TO RECEIVE INTERNAL AUDIT REPORT

TO CONSIDER AND APPROVE **ANNUAL GOVERNANCE STATEMENT** 2024-2025

TO CONSIDER AND APPROVE **ACCOUNTING STATEMENTS** 2024-2025

TO CONSIDER AND APPROVE **BANK RECONCILIATION AND EXPLANATION OF VARIANCES.**

TO CONSIDER AND APPROVE NOTICE OF PERIOD FOR **THE EXERCISE OF PUBLIC RIGHTS** (REG 15(2) ACCOUNTS AND AUDIT REGULATIONS 2015) (AGAR) – **3rd June – 14th July 2025**

All above AGAR forms signed by RFO/Clerk and Chair. All information will be on website.

A25.05.0010 TO CONSIDER AND APPROVE COUNCILLOR RESPONSIBILITIES FOR 2025-2026
RESOLVED the following responsibilities.

RESPONSIBILITIES	COUNCILLOR
Highways x 2	Cllr A Hudson, Cllr A Greaves.
Staffing Committee x 3	Cllr Wyatt, Cllr R Wildblood, Cllr H Wildblood.
Community Engagement	Cllr L Barnett, Cllr G Wyatt.
Notice boards – Sandon and Burston X 2	Cllr P Hickey, Cllr H Wildblood.

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Asset Inspection x 2	Cllr P Hickey, Cllr H Wildblood.
Footpaths x 2	Cllr A Hudson, Cllr P Hickey.
Internal Audit trail	Cllr R Wildblood.
Newsletter	Cllr H Wildblood.

A25.05.0011 TO CONSIDER AND APPROVE MEETING DATES FOR 2025-2026 BI-MONTHLY PARISH COUNCIL MEETINGS – normally first Tuesday.

1st July 2025, 9th September (second Tuesday) , 4th November 2025, 6th January 2026, 3rd March 2026, 5th May 2026

RESOLVED, dates to be added to website.

The Next ANNUAL Parish Council meeting will be held on 5th May 2026 at 7pm. The meeting was formally closed at 7.15PM

Signed.....