

DRAFT Minutes for a meeting held on Tuesday 13th May 2025, at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN. The meeting commenced at 7.30pm.

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

25.05.001 APOLOGIES AND APPROVAL OF ABSENCES

Cllr Frances Beatty (SBC), Cllr A Hudson – Approved.

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

25.05.003 TO RESOLVE THE MINUTES OF A PARISH MEETING HELD ON 4th March 2025 ARE A CORRECT RECORD. RESOLVED.

25.05.004 PUBLIC PARTICIPATION.

Member of Public addressed the meeting asking for views on the development and use of Burston Cottage Farmhouse and outbuildings. Resident requested Cllrs personal views before submitting a planning application.

Standing Orders suspended to allow Cllrs to provide personal views.

Meeting resumed at 7.40pm.

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

Burston Footpath Bridge Replacement – Footpath 36 - UPDATE

Cllr H Wildblood wrote to SCC Chief Executive Mr Flattery and previous County Councillor Cllr Parry requesting an update.

Mr Flattery provided a detailed response on the project timeline, **see Appendix A.**

Cllr H Wildblood submitted an article to *Compass/Stone Gazette*, Clerk added to website. A lengthy discussion took place regarding the timelines provided by Mr Flattery and Cllr Mynors advised he will make it a priority to liaise with Mr Flattery on behalf of the Parish Council.

Speed Indicator Signs – location and licenses

location map proposals sent to Council and SCC - 15.04.2025.

Councillors discussed the location map and revised it. Clerk to send new location map.

Static Speed Signs – A51- update on contact with Staffordshire Safer Roads/Police REGARDING REQUEST FOR DIGITALISATION.

Letter sent to Police Chief Constable offering Parish Council contribution towards the cost of digitalisation of static signs x 3 in Parish.

Letter sent to Chief Ins Peter Hall and Chief Ins McGrath re: digitalisation of devices on A51 with a number of questions on criteria for digitalisation and accepting offer for enforcement team attendance at site.

Police enforcement team reported – 30.04.2025 – A member of the team spent 1 hour at

both the lay by near the shop and the entrance of Sandon Hall. During his time there the highest recorded speed was 41mph and the only vehicle exceeding the limit. Several hundred vehicles had their speed checked during this period.

Councillors discussed the enforcement team results and RESOLVED for Clerk to send the accident log to all Police contacts and to request details of time that enforcement team attended and request a further enforcement visit during rush hour time. Council RESOLVED for Clerk to request the full report carried out by SCC on the Speed/Vehicle Count undertaken in 2023.

LITTER SIGNAGE FOR PARISH – UPDATE

All Signs now installed within the Parish.

SANDON PLANTERS – UPDATE

The Planters have been installed and planted.

25.05.006 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

NEW

23/37641/FUL at Romer Cottage Butterhill Bank Burston ST18 0DT -Reclassifying existing guest house from a Class C1 holiday let to an auxiliary dwelling, including the construction of a new linking structure connecting the two existing buildings.

Comments submitted 20.03.2025 - 1. The proposed extension over develops the plot. 2. The design of the extension is not compatible with the existing property and other neighbouring properties. 3. The size of the extension will be 'overbearing' on the neighbouring property.

NEIGHBOURING APPLICATION

22/36919/OUT - Land Off Sandon Road And MOD 4 Site Beaconside Stafford - **Outline planning application for residential development of up to 420 dwellings.**

Councillors discussed this outline planning application, as it affects the B5066 junction.

Councillors RESOLVED for Clerk to make a request, asking how SBC will mitigate the impact on the traffic on B5066/A51 junction (Dog and Doublet).

RESOLVED for Clerk to ask for a weight limit assessment to be undertaken on the Canal Bridge (B5066).

RESOLVED for Clerk to ask why River Bridge was strengthen but not Canal Bridge (both on B5066) and costs incurred.

RESOLVED for Clerk to request replacements of the Reflective Stripes on the Canal Bridge, as single lane bridge.

RESOLVED for Clerk to write to Gavin Williamson MP regarding the development and the impact on the B5066/A51 junction.

25.05.007 TO RECEIVE ORAL/WRITTEN REPORT FROM BOROUGH/COUNTY COUNCILLOR

Cllr Aspin (SBC) updated meeting that SBC Devolution proposal is to combine with ESBC, Lichfield, Cannock Chase, South Staffs and Tamworth. Next deadline in process is 28th November 2025.

Cllr Aspin advised of a Police Open Day on 14th June 2025 at the County Ground, Stafford.

Cllr Aspin advised a new SBC Local Plan being developed and will be finalised in 2027.

Cllr Aspin advised no decision yet on the SBC Call for Land process.

Cllr Mynors (SCC), advised he has been briefed on the Burston Footpath Bridge, the Solar Farm meeting at Stowe by Chartely and looks forward to being the Ward Councillor and working with the Parish Council

25.05.008 TO CONSIDER AND APPROVE PARISH COUNCIL INSURANCE - 2025-2026

Councillors RESOLVED to insure with Zurich this year, cost £300 (inc £32.14 IPT tax)

Councillors RESOLVED to obtain two quotes next year for consideration.

25.05.009 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW

All March Meeting payments made 05.03.2025

Council Administration Standing Order amended – 18.03.2025

NatWest signatories – mandate set up 18.03.2025 to add Cllr Greaves, Cllr Hickey, Cllr Wyatt.

Removal of signatures process started, but Clerk to resubmit.

NatWest cheque book ordered ref SR506156 – 18.03.2025

VAT 126 reclaim for £113.55 sent 18.03.2025

HP Printer Ink – payment details changed to PC debit card – 27.03.2025

HP Subscription – changed to £5.49 per month (100 pages) – first payment 15th April 2025

Cheque 1047 sent between meetings – using Financial Reg 6.9 (iii)

Payments 35/DD – payment recorded on March Agenda – invoice did not arrive.

TGM Ltd – Parish Grounds Maintenance contract signed (August 2024-September 2025)

Bank Reconciliation 2024-2025 completed 08.04.2025

SCC Data Protection – Tier 1 renewal - £190 –RESOLVED to renew.

RESOLVED to make all payments below:

Ref/Cheque number	Item	Amount
40/dc	JCA Graphics – Litter signs -	£120 (inc £20 VAT)
41/dc	Postage – Litter signs	£7.90
42/dd	ICO – Annual Fee – new rate	£47
43/dc	VAT 126 postage and 2nd Class Stamps	£9.40
44/so	Homeworking allowance	£10
45/so	Council administration – March	£347.97
End of financial year		
01/1047	HP Printer Ink Feb/March – refund previous Clerk	£16.98
02/SO	HP Printer Ink - April	£5.49
03/1086	Howards Ltd – Payroll 01.04.2024 to 31.03.2025	£216 (inc £36 VAT)
04/1087	SPCA Annual Subscription	£144.02
5/1088	Black Rose Solutions Ltd – Audit	£179.10 (inc £29.85 VAT)
6/SO	Council Administration – April	£328.83
7/so	Home working allowance	£10
8/so	Staffordshire Pension	£97.79
9/1089	Simon Down – Grounds works	£600 (inc £100 VAT)
RECEIVED		

Sandon and Burston Parish Council Meeting Minutes

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

1	VAT 126 refund	£113.55
2	Precept – first payment	£7,828.50

End of Year Bank Reconciliation

Reconciliation at 31.03.2025									
Receipts and payments					Receipts and payments				
a. Opening balance 1st April 2024 - figure taken from Audit form					a. Opening balance 1st April 2024 - figure taken from Audit form				16,742.00
b. Total receipts					b. Total receipts				11,573.58
c. Total payments					c. Total payments				8,061.12
d. Surplus/(Deficit) in the year (b-c)					d. Surplus/Deficity in the year (b-c)				3,512.46
e. Closing balance (a+d)					Closing balance (a+d)				20,254.46

Bank Accounts				Date
Current Account		4,383.19		31.03.2025
Business Reserves		15,914.22		31.03.2025
		20,297.41		
Add: unrepresented income		0.00		
Less: unrepresented cheques		42.99		
		20,254.42		

25.05.0010 CORRESPONDENCE

13 correspondence received between meetings.

Trent Valley Collaboration Group – next meeting, 8th October 2025 at 10am -Gayton Village Hall, Church Lane, Gayton, Staffordshire. ST18 0HL. RESOLVED for Cllr H Wildblood and Cllr P Hickey to attend.

Compass Magazine – donation request letter. RESOLVED to donate £150

Planning update - Plans to build hundreds of homes on farmland and an army site have been approved by Stafford Borough Council (SBC). The development will see up to 420 new homes built near Sandon Road and the A513 Beaconside on the north edge of Stafford, including land formerly used by the Ministry of Defence (MoD). A decision on the development was postponed by the planning committee in March 2025, so more information could be sought about potential highway issues and biodiversity explained Councillor Andy McNaughton (SBC) <https://www.bbc.co.uk/news/articles/c86jenwl3xzo> RESOLVED to contact SBC regarding traffic management – See planning item above.

Footpath 85 - Lower Burston Bridge – reported that stile at this bridge is rotting and very wobbly to climb over. The ground between the stile and the towpath is very steep and dangerous. RESOLVED to report to Rights of Way Team

Footpath 8 - footpath sign at the end of footpath Sandon and Burston 8 on Milwich Lane needs replacing – RESOLVED to report to Rights of Way Team.

25.05.0011 CLERK REPORT

Boat in Car Park – letter sent to owner 12.03.2025 requesting removal by end of May. Council advised boat has been removed.

Holiday - Staffing Committee confirmed Clerk holiday 20th and 22nd May.

Email address – Clerk found a gmail address, needs IT assistance

Litter bin and Dog waste bin/signage – request made 08.05.2025 for the following:

Dog Bin – *Burston Pool, Bus Stop (A51) Sandon Village Stores, Corner of Church Lane by Church Car Park, Purl Lane.*

Dog fouling signs – *Purl Lane*

Litter Bin – *Burston Junction (opposite Greyhound Pub), Sandon Rooms on A51*

Remembrance Sunday – sent letter to organiser, asking if ceremony to move to Church, and if so, offered a memorial plaque.

FOI – Gullies Clearing – requested an update on the jetting of gullies on A51, as registered in 2021 but report does not show when action taken (Lichfield Road report, p.61/62) – asked for FOI on current situation. Received replied giving 20 working days notice

FOI – Footpath 36 (Burston Bridge Replacement) - sent FOI via SCC website – 08.05.2025 contact at SCC is accessinformation@staffordshire.gov.uk – confirmed will receive a reply in twenty working days.

Footpath 36 (Burston Bridge Replacement) – Clerk has not written to others groups involved, will write before July meeting.

Bus Questionnaire – Clerk has not written to Bus Company.

Permissible Footpaths requests– Sandon Estate. Clerk requested details of requirements.

RESOLVED for Cllr H Wildblood to draw a map, then Clerk to submit to Sandon Estate.

SCC Parish Council website entry – asked for the Clerk and meeting details to be updated – via SPCA

25.05.0012 COUNCILLORS REPORTS (information only) – items for future agendas.

Cllr P Hickey advised footpath clearing will continue with a view to completion by July meeting.

Footpath along A51, request for SCC to carry out weed spraying.

Parish Grounds Maintenance has not yet started, Clerk to contact TGM Ltd.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 1st July 2025 at 7pm. The meeting was formally closed at 9.15pm.

Signed.....

APPENDIX A – Footpath 36 – Burston Bridge – P Flaherty project timeline email:

Date 13.05.2025 at 14:39

Dear Hugo and Ginny.

Further to my previous correspondence on 15 April, please find below an update on current activity underway and a timeline of our proposed actions to reinstate the river crossing and lift the current path closure.

Current activities

- Finalising arrangements with our specialist contractor to programme in removal of tree(s) to enable the removal of the bridge from the watercourse.
- Finalising arrangements with our environmental contractor covering ecology aspects that is essential to enable the tree works and bridge recovery to happen.

By the end of May

- Co-ordinate the attendance to site of the required resources to remove the tree(s) and bridge from the watercourse.
- Undertake a structural assessment to ascertain the suitability of the structure for reuse.
- Finalise enquiries for replacement bridges in the event that the bridge is unusable.

By the end of July

- If reusing the existing bridge, carry out any repairs or remove the bridge off site for disposal, or
- place the order for a replacement bridge and confirm manufacture and delivery date.

By the end of August

- Programme dates for replacement to be installed based on confirmed delivery date.
- Carry out environmental surveys.
- Design temporary supports to enable placement.
- Apply for necessary permissions and permits with relevant authorities.
- Continued liaison with landowners with regards to access for permanent works.

By the end of December

- Substantial completion of works to the bridge and lifting current footpath closure.

This timeline is subject to possible change due to circumstances beyond our control, such as weather and environmental conditions, but we wish to assure the local community that we remain committed to seeing the work through to completion.

Kind regards, Pat

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