

Sandon and Burston Parish Council Meeting Minutes

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

Minutes of a meeting held on Tuesday 4th March 2025, at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN. The meeting commenced at 7pm.

Present: Cllr H Wildblood (Chairman), Cllr A Greaves, Cllr P Hickey, Cllr R Wildblood, Cllr G Wyatt, Mr Michael Eld (SANDON ESTATE), a member of the public and the clerk.

25.03.001 APOLOGIES AND APPROVAL OF ABSENCES.

Cllr Beatty (SBC), Cllr Aspin (SBC), Cllr L Barnett, Cllr A Hudson. APPROVED

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

25.03.003 TO RESOLVE THE MINUTES OF PARISH MEETING HELD ON 7th January 2025 ARE A CORRECT RECORD. RESOLVED

25.03.004 PUBLIC PARTICIPATION – Member of Public invited to speak but declined.

25.03.005 **SANDON ESTATE – RECEIVE A PRESENTATION FROM ESTATE MANAGER REGARDING “CALL FOR SITES” SUBMITTED TO STAFFORD BOROUGH.**

Michael Eld, Sandon Estate Manager, provided a presentation on the sites submitted to Stafford Borough Council, after the Borough Council put out a Call for Sites.

<https://www.staffordbc.gov.uk/call-for-sites-including-brownfield-land-register>

Michael Eld explained how Call for Sites operates within Stafford Borough Council. Sandon Estate has submitted sites for consideration (details on map, see Appendix A) and confirmed that Stafford Borough Council current Local Plan did not include allocation for Sandon and Burston.

Michael Eld highlighted the details of the sites submitted:

Sites 1,2,3,4 and 5 are infill sites, with local needs housing a priority.

Site 6 is for Bungalows and Affordable Housing.

Site 7 is infill site

Site 8 is proposed for an Estate Office and Yard.

Site 9 and 10 is a 10-acre site, with plans for low density, high value, arts and craft houses (max of 8 houses).

Site 11 has been offered as a leisure facility site.

Site 12 will extend the existing commercial industrial site.

The Borough will review all sites received from Stafford Borough landowners and will decide on which sites are successful – the decision will be in the next draft of the local plan, which will be on the Borough website in due course.

Michael Eld advised on the process for Affordable Housing via a community led scheme (Housing Need Survey) and offered to work with Council on the process, if the Call for Sites is not successful.

The Parish Council outlined the need for S106 to be added to any development to increase facilities within the Parish, especially highways (speed limit reduction, junction safety for B5066/A51) and bus service. Councillors requested an update regarding the Sandon School and emphasized the need for redevelopment of the site due to ongoing anti-social

behaviour on the site. Michael confirmed a capital project was on going. Councillors requested that the Call for Sites map be updated to include both access to the proposed sites and current footpaths. The access to the sites is critical due to concerns of further access points onto the already busy A51.

The Council thanked Michael Eld for his presentation.

25.03.006 TO RECEIVE ORAL/WRITTEN REPORT FROM BOROUGH/COUNTY COUNCILLOR -
NONE

25.03.007 TO CONSIDER AND APPROVE AUDIT SERVICES FOR 2025-2026
Council RESOLVED to appoint Black Rose Solutions Ltd.

25.03.008 TO CONSIDER AND APPROVE FULL PAYROLL SERVICES FOR 2025-2026
The Council considered two quotations to provide payroll and pension services and
RESOLVED to appoint Bradleys Ltd.

25.03.009 TO CONSIDER AND APPROVE GENERAL RESERVES POLICY and General Reserves
Table 2025-2026.
Councillors reviewed the Policy and RESOLVED to adopt.

25.03.0010 TO CONSIDER AND APPROVE NEW FINANCIAL REGULATIONS
Councillors reviewed the Policy and RESOLVED to adopt.

25.03.0011 TO CONSIDER AND APPROVE AMENDMENT TO STANDING ORDERS (15 XIV AND XV)
RE PLANNING COMMENTS SUBMISSIONS.
Councillors reviewed the amendment to existing Policy and RESOLVED to adopt.
RESOLVED

25.03.0012 TO CONSIDER AND APPROVE NEW EMAIL ADDRESS FOR PARISH COUNCIL BUSINESS
Councillors considered the correspondence from SCC regarding closure of email service to
Parish Councils. RESOLVED for Clerk to create a gmail account and to request mail
forwarding service from SCC for 6 months.

25.03.0013 TO CONSIDER AND APPROVE QUOTATION FOR LITTER SIGNAGE WITHIN PARISH.
Councillors considered request from residents for litter signage. Councillors considered
quote for A5 signage and RESOLVED for Clerk to order 4 signs for Sandon and 6 signs for
Burston. Cllr H Wildblood to install in Burston and Cllr Hickey to install in Sandon. RESOLVED
to add to future Budgets to ensure signage maintained.

25.03.0014 TO CONSIDER AND APPROVE SUBMITTING A REQUEST TO STAFFORD BOROUGH
COUNCIL FOR ADDITIONAL LITTER and DOG WASTE BINS.
Councillors reviewed existing bins and RESOLVED for Clerk to make a request to SBC for the
following: an extra dog bin by Burston Pool, a new Litter bin by Burston Junction (opposite
Greyhound pub, by the mast), a new dog bin on Purl Lane with signage, a new bin on
pavement by Sandon Rooms, a new Dog waste bin near bus shelter by Sandon Shop, a new
litter bin (next to existing Dog Waste Bin) on corner of Church Lane, a new bin by Church Car
Park.

25.03.0015 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

BOAT IN CAR PARK – BURSTON – UPDATE

Clerk sent resident follow up letter requesting removal of boat and trailer – 21.01.2025.
Clerk contacted Zurich Insurance Legal Team for advice regarding trespass on Council land.
Councillors reviewed respond from resident regarding removal and RESOLVED to write back to resident requesting removal of both items by end of May 2025. Clerk will provide an update in July meeting.

FOOTPATH 36 – TWO SAINTS WAY – BRIDGE REPLACEMENT - UPDATE

Clerk requested that SCC Rights of Way Committee discuss the project in Committee meeting 21st February 2025. Council reviewed response from Cllr Victoria Wilson, Rights of Way Committee Chair, advising no timeline for completion of repair. (see Appendix B).
Council RESOLVED to submit a Freedom of Information request to Staffordshire County Council for correspondence regarding the project between Cllr Parry (SCC Ward Councillor), Paul Rochfort (Rights of Way Manager), Becky Fuller (Project Manager, Rights of Way).
Council RESOLVED to write to Cllr Victoria Wilson, Rights of Way Committee Chair requesting details of funding for the project and correspondence and timeline regarding the funding.
Council RESOLVED for Clerk to create a timeline of events regarding the project, starting with bridge damage (2023) up until current day.
Council RESOLVED to write to Sir Gavin Williamson MP thanking him for his support.
Council RESOLVED to write to Stone Rural PC, St Rufins Church and Two Saints Way Committee to update them.

FREEDOM OF INFORMATION REQUEST – GULLIES CLEARING – REVIEW REPORT

Council received information and reports from SCC on 21.01.2025.
Councillors RESOLVED to request information and reports in “Plain English”, as current format is not user friendly. Council requires dates of when gullies in the Parish have been emptied.

SPEED INDICATOR SIGNS PROJECT – UPDATE

Clerk sent email to Staffordshire Safer Roads, offering to make a financial contribution to convert the existing 3 static signs on A51 to digital. No response received for Meeting.
Council RESOLVED to write to Chris Noble, Staffordshire Chief Constable to make offer, as Police are part of the committee who decided which signs are digitized in Staffordshire.
Council reviewed the news item regarding campaign by Hilderstone Residents to cut the speed limit to 40mph on the B5066 Hilderstone Road near Meir Heath, Staffordshire and RESOLVED to write to the Clerk of that Parish (Hilderstone) and Mr Jim Davies (previous Chairman) to exchange ideas and support for speed reduction on Hilderstone Road.
BBC News <https://www.bbc.co.uk/news/articles/cz03rgk2j28o>

POST OFFICE AND BUS QUESTIONNAIRE – RESULTS

Councillors reviewed the Questionnaire results, which will be posted in the News area of the website. Council RESOLVED for Clerk to write to Bus Company and John Patterson (SCC

Transport Co-ordinator) providing details of bus requests from residents.

Council noted that the correspondence from the Post Office that hours will change and that the Post Office will leaflet each household with details.

BURSTON CULVERT – UPDATE

Clerk contact SCC Flood Risk Management Team to request silt removed from stream bank. SCC Flood Risk Management Team advised: “Where there are issues with lack of maintenance on an ordinary watercourse, in accordance with Section 25 of the Land Drainage Act 1991 we write to riparian landowners, reminding them of their duties, these letters will be sent once landowner contact details are confirmed.”

SANDON PLANTERS – CONSIDER AND APPROVE QUOTATION FOR PLANTING

Council RESOLVED to accept the quote from Oak Tree Farm Project to provide vibrant plants in the growing season (2025) for the two self watering planters, which will be placed next to the bench, in front of Dog and Doublet, Sandon. Cllr Hickey to liaise with Oak Tree Farm Project.

REMEMBRANCE SUNDAY – ROAD CLOSURE REQUEST - UPDATE

Councillors considered the response received from Chris Noble, Staffordshire Commissioner advising that lack of resources for Police to close road.

Councillors discussed the arrangements that took place in 2024 and agreed that the Church was a successful venue. RESOLVED for Clerk to write to Remembrance Day co-ordinator in Sandon regarding 2025 plans with a suggestion to move ceremony to the Church permanently. Councillors RESOLVED for Clerk to obtain a quotation for a memorial plaque showing all names from the existing war memorial on A51, that could be installed in the Church area, if the ceremony was to move.

25.03.0016 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

PARISH COUNCIL WEBSITE NOW HAS A PLANNING PAGE.

To view the applications please visit Stafford Borough Council website

<https://www.staffordbc.gov.uk/planning-public-access>

NEW

24/39960/FUL - Burston Cottage Farm Lichfield Road Burston - Proposed curtilage increase to include adjoining barn along with domestic extensions to rear, side and front of existing dwelling – No comment submitted 20.02.2025

24/40006/FUL - Greyhound Cottage Old Lichfield Road Burston Stafford Staffordshire ST18

ODR- The reconfiguration of an existing garage/annexe into a self-contained dwelling – Council RESOLVED to add the following comments: Sandon and Burston Parish Council would request that SCC Highways review the two exits from Burston onto the A51, as additional vehicles will now use both exits.

25.03.0017 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVE FINANACIAL UPDATES:

Interim Audit took place 11th February 2025 with Black Rose Solutions Ltd. Report sent to Councillors 13.02.2025. RESOLVED that the report has been read by Councillors.

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Information Commissioner's Office (ICO) for Data Protection registration. Legislation will be introduced to increase these fees in 'early 2025'. The fee payable by most local councils with turnover under £632,000 or no more than 10 members of staff, will rise from £40 to £52.

(Council receives a £5 discount, as pay by DD)

Asset Register updated to include Grit Bin Scoop – new value – £9,808.63, Clerk and Chair signed.

NATWEST Signatures – Clerk confirmed 4 signatures to be removed, Clerk will add new signatures in March.

GDPR Contract – SCC issued a renewal for this year from 25.02.2025 until 06.06.2025 – Clerk signed .

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
RECEIVED AFTER AGENDA ISSUED		
39/1046	SCC GDPR Contract (25.02.2025-06.06.2025)	£50
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

Abandoned Car - Request from resident regarding abandoned car, Burston – reported to SBC via website – 16.01.2025

Lamp Post Light - Request from resident regarding lamp post light not working – Clerk requested lamp post number -C1, on A51 by Burston Turn, nearest postcode is for Grey Hound Pub, ST18 0DR or three words location ///sweat.awoke.list – reported 21.01.2025

Food Waste – Burston Pond – Resident requested signage as food waste is being dropped on pond verge. 21.01.2025 – 4 signs laminated put around pond 28.01.2025

Keep Burston Tidy signs – resident requested signage to replace food waste signs. 03.02.2025. Advised Council will discuss in March meeting.

Mayor of Stafford Charity Event - Friday 9 May 2025.

25.03.0019 CLERK REPORT

Highways Log – updated and reported bollards by War Memorial

Sandon Parish Room Committee – email offering support and requesting contact for our website– 14.01.2025 and 04.02.2025 – Sandon Parish Room accepted offer from Cllr Liann Barnett and provided contact details, which are on website.

Post Office – emailed contact with update on powers of the Parish Council and offered to publicise the opening hours consultation – 14.01.2025 and 04.02.2025.

Dog Waste Bin – Burston Pool – requested second bin by email to staffordbc.gov.uk – 13.02.2025

Grit Bin Scoop installed in Burston Grit bin – 17.02.2025

Remembrance Sunday – email sent to Chris Noble PA at Staffordshire Police – 18.02.2025

Highways – reported damage to priority sign on Canal Bridge B5066 – 18.02.2025

Planning page for website – SCC created 20.02.2025

25.03.0020 COUNCILLORS REPORTS (information only)

Councillors discussed working relationship with Sandon Estate and requested that minutes be sent to Estate after each meeting.

Items for next Agenda – Permissible Footpath Requests to Sandon Estate.

Update on Footpath Clearing – the contractors has cleared the Burston side of the Parish and will continue through to Sandon side between end of March.

Councillors discussed moving May meeting from 6th May to 13th May, due to quorate issues for 6th May. Clerk to update website.

Council RESOLVED to extend the meeting by 10 mins.

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

Council RESOLVED confirmation of appointment of Clerk, as per NALC contract.

Council RESOLVED adjustment of Salary Standing Order – NALC November 2024 briefing re: scale rate.

Council RESOLVED for the Clerk Staffordshire Pension to commence April 2025.

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

Councillors RESOLVED to adopt Frame of Reference.

Council RESOLVED for Cllr R Wildblood, Cllr G Wyatt and Cllr H Wildblood to form Staffing Committee. NALC Good Employer Guide will be provided to Committee members.

DATE OF NEXT MEETING:

The Annual Meeting and next Parish Council meeting will be held on **13th May 2025**.

Annual Meeting at 7pm, followed by the Parish Meeting.

The meeting was formally closed at 21.09

Signed.....