

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, Cllr L Barnett, Cllr A Greaves, Cllr P Hickey, Cllr A Hudson, 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 9th September 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: 02 September 2025

AGENDA

- 25.09.001 APOLOGIES AND APPROVAL OF ABSENCES
- 25.09.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS.
- 25.09.003 TO RESOLVE THE MINUTES OF THE MEETING HELD ON 1st July 2025 ARE A CORRECT RECORD
- 25.09.004 PUBLIC PARTICIPATION*
- 25.09.005 TO CONSIDER AND APPROVE COMMUNITY GRANT POLICY AND APPLICATION FORM AND HOW TO ADVERTISE COMMUNITY GRANT POLICY.
- 25.09.006 TO CONSIDER TWO QUOTATIONS FOR PARISH WIDE WEED CONTROL WITH A VIEW TO AWARDING ONE CONTRACT FOR 2025 AND ONE FOR 2026
- 25.09.007 TO CONSIDER TWO QUOTATIONS AND APPROVE ONE FOR A GRASS CUTTING CONTRACT WITHIN THE PARISH for 2026-2027
- 25.09.008 TO CONSIDER TWO QUOTES FOR A TWO DRAWER (FOOLSCAP) FILING CABINET AND APPROVE ONE FOR PURCHASE OF ASSET.
- 25.09.009 TO CONSIDER AND APPROVE A TRAINING POLICY FOR COUNCILLORS AND CLERK.
- 25.09.0010 TO REVIEW/MONITOR BUDGET FOR 2025-2026 AND CONFIRM AN ACTION PLAN FOR REMAINDER OF THE YEAR (March 2026).

ITEM	BUDGET	ACTION PLAN
Councillor and Clerk Training	£650	
NALC Foundation award	£150	
Asset Maintenance – Noticeboards, Bus Shelters, benches and grit boxes	£460	
Asset purchases – information board	£404	
Speed Indicator Sign (this year budget)	£2,214	
Drain Clearance	£440	
Community Lunch	£200	
Community Grants	£400	
General Administration/Office Running Costs	£450	

- 25.09.0011 TO DISCUSS AND AMEND DRAFT BUDGET FOR 2026-2027 WITH THE VIEW TO APPROVE FINAL BUDGET IN NOVEMBER 2025 MEETING.
- 25.09.0012 TO DISCUSS SOLUTIONS FOR PEDESTRIAN SAFETY ON THE B5066 - CANAL BRIDGE TO DOG AND DOUBLET
- 25.09.0013 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING:

* 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

Sandon and Burston Parish Council

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

NOTICE OF PARISH COUNCIL MEETING (LGA 1972)

- FOOTPATH 36 – BURSTON FOOTPATH BRIDGE REPLACEMENT - UPDATE
- MOD PLANNING 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. UPDATE
- CANAL BRIDGE – B5066 – WEIGHT LIMIT MEETING – CONFIRMATION OF DATE
- COMMUNITY ASSET APPLICATION– ST RUFIN CHURCH, BURSTON, ST18 0GZ – UPDATE
- SPEED INDICATOR SIGNS – SANDON – UPDATE FROM STAFFORDSHIRE COUNTY COUNCIL

25.09.0014 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS- applications on website.

25.09.0015 TO RECEIVE ORAL/WRITTEN REPORT FROM BOROUGH/COUNTY COUNCILLOR

25.09.0016 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVED FINANCIAL UPDATES:

Ref/Cheque	Item	Amount
25/so	Stafford Pension - July	£97.79
26/dd	HP Ink – July	£6.49 (inc £1.08 VAT)
27/so	Council Administration - July	£328.83
28/so	Home working allowance - July	£10
29/dc	Postage	£10.11
30/so	Stafford Pension – August	£97.79
31/1098	Stafford Pension – August top up	£15.40
32/dd	HP Ink – August	£6.49 (inc £1.08 VAT)
33/so	Council Administration – August	£328.83
34/so	Home working allowance – August	£10
Cheque 35/1099 - VOID		
Cheque 36/1100 - VOID		
37/1101	TGM Ltd – June/July Grounds Maintenance	£429 (inc £71.50 VAT)
38/1102	Council Administration Top Up – August	£10.35
39/1103	Council Administration – Back Pay	£41.43
RECEIVED		
6	Nat West – June interest	£14.90
7	Nat West – July interest	£14.58

25.09.0017 CORRESPONDENCE

25.09.0018 CLERK REPORT

25.09.0019 COUNCILLORS REPORTS (INFORMATION ONLY)

25.09.0020 STAFFING MATTERS - PUBLIC EXCLUDED (Public Bodies(Admissions to meetings)Act 1960)

The Council will consider recommendations from the Staffing Committee

* 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