

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 9<sup>th</sup> September 2025 at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN.**

**Issued by - Mrs VRE Gibson – Parish Clerk**

Date: 02 September 2025

**AGENDA PACK**

25.09.001 APOLOGIES AND APPROVAL OF ABSENCES

25.09.002 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.

25.09.003 TO RESOLVE THE MINUTES OF THE MEETING HELD ON 1<sup>st</sup> July 2025 ARE A CORRECT RECORD

25.09.004 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.

25.09.005 TO CONSIDER AND APPROVE COMMUNITY GRANT POLICY AND APPLICATION FORM AND HOW TO ADVERTISE COMMUNITY GRANT POLICY.

The Council will review two examples of a community grant policy and application and confirm adoption of policy and application form.

The Council will consider and approve how to advertise the 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

The Council will consider quotations received to weed control for the remainder of 2025 and for full year in 2026.

The Council will approve awarding the contracts for both 2025 and 2026.

25.09.007 TO CONSIDER TWO QUOTATIONS AND APPROVE ONE FOR A GRASS CUTTING CONTRACT WITHIN THE PARISH for 2026-2027

The Council issued a Grass Cutting Criteria to two contractors and will consider two quotations for grass cutting with the Parish. The Council will approve awarding the contract for 2026-2027

25.09.008 TO CONSIDER TWO QUOTES FOR A TWO DRAWER (FOOLSCAP) FILING CABINET AND APPROVE ONE FOR PURCHASE OF ASSET.

The Council will consider two quotes to purchase a filing cabinet for council paperwork.

25.09.009 TO CONSIDER AND APPROVE A TRAINING POLICY FOR COUNCILLORS AND CLERK.

The Council will review three examples of a training policy and confirm adoption of the policy.

25.09.0010 TO REVIEW/MONITOR BUDGET FOR 2025-2026 AND CONFIRM AN ACTION PLAN FOR REMAINDER OF THE YEAR (March 2026).

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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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The Council will review the unspent funds for this financial year and confirm an action plan for the remainder of this financial year.

25.09.0011 TO DISCUSS AND AMEND DRAFT BUDGET FOR 2026-2027 WITH THE VIEW TO APPROVE FINAL BUDGET IN NOVEMBER 2025 MEETING.

The Council will discuss the items within the DRAFT Budget and will make recommendations and amendments.

25.09.0012 TO DISCUSS SOLUTIONS FOR PEDESTRIAN SAFETY ON THE B5066 - CANAL BRIDGE TO DOG AND DOUBLET

The Council will discuss concerns about pedestrian safety while using the Canal Bridge on B5066 with a view to make recommendations to SCC Highways Team.

25.09.0013 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING:

See list on main Agenda

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

25.09.0015 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR

The Council will receive reports from the SBC and SCC Ward Councillors

25.09.0016 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF THE LIST **ON THE AGENDA** AND RECEIVE FINANCIAL UPDATES.

25.09.0017 CORRESPONDENCE

The Council will review correspondence received between meetings and make recommendations.

25.09.0018 CLERK REPORT

25.09.0019 COUNCILLORS REPORTS (INFORMATION ONLY)

The Councillors will bring items for consideration for future Agendas.

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

The Council will consider recommendations from the Staffing Committee.

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