

Sandon and Burston Parish Council Meeting Minutes

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

DRAFT Minutes for a meeting held on Tuesday 9<sup>th</sup> September 2025, at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN. The meeting commenced at 7pm.

Present: Cllr H Wildblood (Chairman), Cllr A Hudson, Cllr P Hickey (Vice Chairman), Cllr G Wyatt and the clerk, plus 2 members of the public.

25.09.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Greaves, Cllr Aspin (SBC), Cllr Beatty (SBC), Cllr Andrew Mynors (SCC), Cllr Rosemary Wildblood, Cllr L Barnett, - APPROVED

25.09.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. None received

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

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.

The Councillors reviewed two examples and RESOLVED to adopt both policy and application form. The Councillors RESOLVED to advertise in Compass Magazine and on website.

25.09.006 TO CONSIDER TWO QUOTATIONS FOR PARISH WIDE WEED CONTROL WITH A VIEW TO AWARDING ONE CONTRACT FOR 2025 AND ONE IN 2026.

The Councillors considered two quotations and RESOLVED to award the contracts to SJS Home and Garden Services. Clerk to confirm with contractor.

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

The Councillors considered two quotations and RESOLVED to award the contract to TGM Ltd. Clerk to confirm with contractor.

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

The Councillors considered two quotations and RESOLVED to purchase from A50 furniture. Clerk to order using Debit Card.

25.09.009 TO CONSIDER AND APPROVE TRAINING POLICY FOR COUNCILLORS AND CLERK

The Councillors considered three examples and RESOLVED to adopt this policy. Clerk to upload to website.

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

The Councillors considered all items in the current year budget and RESOLVED to take the following actions.

ITEM	BUDGET	ACTION PLAN
Councillor and Clerk Training	£650	RESOLVED for Cllr Wyatt to attend

Sandon and Burston Parish Council Meeting Minutes

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

		Communication with the Community Course. RESOLVED for the New Councillors to attend SPCA training course. All Councillors to review training available.
NALC Foundation award	£150	RESOLVED this would carry forward to 2026
Asset Maintenance – Noticeboards, Bus Shelters, benches and grit boxes	£460	Councillors RESOLVED to accept quotation from SJS Home and Garden to repair/restore 2 benches by Burston Pool. RESOLVED to produce 3 signs for Bus Stops (No bus service from this shelter). RESOLVED to accept Oak Tree quote to replace annual plants with Bulbs in Sandon Planters and to increase order to include planting Bulbs into 4 Burston Planters.
Asset purchases – information board	£404	RESOLVED for Cllr Barnett to create artwork for November meeting.
Speed Indicator Sign (this year budget)	£2,214	Awaiting SCC site visit
Drain Clearance	£440	RESOLVED to review in January.
Community Lunch	£200	RESOLVED to organise in December.
Community Grants	£400	Policy adopted at this meeting. (Ref:25.09.005)
General Administration/Office Running Costs	£450	RESOLVED to reduce in next year budget. Clerk to print and post Agendas for Noticeboards.

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

Councillors reviewed each line of the DRAFT Budget. Councillors RESOLVED for Clerk to obtain an example of a Lengthsman contract. Clerk to update DRAFT Budget and send to Councillors for November meeting.

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

Councillors discussed solutions and RESOLVED to make the following requests to the Higher Authority: Weight Limit, signage on road side and on road surface, explore traffic lights, as Shugborough traffic lights work well in that Parish.

Cllr Hickey will ensure Higher Authority is informed at the Canal Bridge Meeting on 12<sup>th</sup> September 2025 and will update Councillors.

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

**FOOTPATH 36 – Burston Footpath BRIDGE REPLACEMENT - update**

Councillors advised that Staffordshire County Council will replace the footbridge rather than repair existing bridge.

Councillors were advised that request for reopening the Burston side of the footpath is not possible, due to work starting imminently.

Councillors will receive further update on 16<sup>th</sup> September.

**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

letter sent to SBC and SCC requesting application be sent back to Planning Committee and for a new Highways report to be created and considered by Planning Committee– 15.07.2025

Received response from SBC – see appendix A

Received response from SCC – see appendix B. Clerk requested Transport Assessment, and Technical Notes perhaps the full report from the Highways Team to the Planning Committee.

Councillors considered cost of requesting an external Highways Consultant to provide a report and RESOLVED to virement £2,500 from Speed Indicator Budget towards the cost.

Clerk to contact [www.dynamictransportplanning.co.uk](http://www.dynamictransportplanning.co.uk) to request costing for a report.

**CANAL BRIDGE – B5066 – WEIGHT LIMIT MEETING – confirmation of date**

Councillors advised the meeting is on 12<sup>th</sup> September at 3pm and will be held in Estate Office, Sandon Estate. Cllr Hickey to attend.

**COMMUNITY ASSET APPLICATION– ST RUFIN CHURCH, BURSTON, ST18 0GZ - update**

<https://www.staffordbc.gov.uk/assets-of-community-value>

Sent application to Stafford Borough Council and Rev'd Vivienne Starkie- 05.08.2025

SBC advised application refused – 19.08.2025 - NOTED

**SPEED INDICATOR SIGNS – SANDON – UPDATE FROM STAFFORDSHIRE COUNTY COUNCIL**

Clerk received an email to advise we are now under Lichfield team and SCC requested to resent location map to new contacts, 14.08.2025. SCC are currently short staffed, so site visit not taken place.

**25.09.0014** TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

Planning Application Validation Criteria Consultation – SBC – survey comments by 17th October 2025 - <https://www.staffordbc.gov.uk/local-validation-criteria-consultation>  
Councillors RESOLVED to add a comment – The Parish Council would like transparent communication with the Planning Department when Parish Council comments are not considered.

**25.09.0015** TO RECEIVE ORAL/Written REPORT FROM WARD BOROUGH/COUNTY COUNCILLOR

Cllr Aspin provided an update via email:

**Stafford Borough has 'Business Growth Grant'** available for businesses in our Borough. The fund is open to businesses where a minimum of 75% of the business income is from sales to other businesses. These grants are available up to 80% of projects costs ranging from £2,000 to £25,000.

The link is: [www.staffordbc.gov.uk/stafford-borough-business-growth-grant](http://www.staffordbc.gov.uk/stafford-borough-business-growth-grant)

**Post Office** - There is a consultation published by the government on the future of Post Office open now until the 6<sup>th</sup> of October. You can search 'Post Office green paper' online.

**Lecture** - High Sheriff of Staffordshire is holding a lecture on the 9<sup>th</sup> of October by admiral Sir Trevor Soar. They are looking for sponsors and helpers. £15 per ticket

[www.highsheriffs.com/staffordshire](http://www.highsheriffs.com/staffordshire)

**25.09.0016** FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVE FINANCIAL UPDATES

All July payments sent on 03.07.2025

July received correction – Nat West (4) amended from £14.10 to £14.40

NALC Pay rate for 2025/2026 received and sent to Staffing Committee

Bradleys Ltd confirmed back pay amount – April to September 2025

Council RESOLVED to make all payments below.

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

Sandon and Burston Parish Council Meeting Minutes

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

39/1103	Council Administration – Back Pay	£41.43
40/dc	Stamps – First Class x 8	£13.60
RECEIVED		
6	Nat West – June interest	£14.90
7	Nat West – July interest	£14.58

**25.09.0017** CORRESPONDENCE

**Local Government Reorganisation** – Stafford Borough Council survey received – on website and to Councillors – 29.07.2025

**Martyn's Law Explained – Training Course offered by SPCA**

What the new legislation means for village halls and rural community buildings.

Training will provide Understanding of the tiered system:

Standard Tier: Applies to venues expecting 200–799 people.

Enhanced Tier: For events with 800+ attendees.

Monday 3rd November 2025 time: 13:00-16:00

Monday 10th November 2025 time: 9:30-12:30

**Canal Bridge – B5066 - signage request** – SCC updated that The issue that you have raised will be discussed by community representatives, led by your locally elected County Councillor Andrew Mynors. This review of highway and transportation issues in your area will be conducted on a bi-annual basis in order to establish an agreed work programme which will be widely publicised within the local community.

**ACRE/NALC flooding survey to all member councils** – sent to Chair and Vice Chair to complete. <https://www.smartsurvey.co.uk/s/ACRE-NALC-survey-planning-for-flood-resilience/>

**T&PC Cark Parks & EV Charging Survey from SCC** – completed and returned 26.08.2025  
[electricvehicles@staffordshire.gov.uk](mailto:electricvehicles@staffordshire.gov.uk)

**Stone Area Parish Liaison Group** meeting on Wednesday 24 September 2025 at 3.00pm – The Parish Council will not attend.

**SPCA Annual General Meeting** – 24<sup>th</sup> November 2025 in Uttoxeter Town Hall.

**25.09.0018** CLERK REPORT

**Cllr Barnett** - Disclosable Pecuniary Interest form uploaded to website.

**TGM Ltd** confirmed the verge in Burston, with water wheel, is within the grass cutting contract – 15.07.2025

**Damage to Bollard** on A51/Milwich Rd junction reported to Highways – 15.07.2025

**Canal Bridge reflectors/ B5066** – Reported to Highways, advising very poor reflectors. Could we suggest the yellow and black strips along with the pedestrians in road signs or better still Give way to Pedestrians. 22.07.2025. SCC responded 12.08.2025, the review of highway and transportation issues in your area will be conducted on a bi-annual basis in order to establish an agreed work programme which will be widely publicised within the local community. Highways Log updated.

**Noticeboard contact sheet x3** sent to Cllr Hickey – 05.08.2025

**Hedges by the 40 mph signs on Hilderstone Road** – Cllr Hickey arranged for these to be cut by landowner

**Hedge by Gerrard Cottage on the A51** – landowner arranging to be cut.

**Compass article** submitted 07.08.2025

**F0027700 Response FOI – Footpath 36 Bridge Replacement (08.05.2025)** – Sandon and Burston PC made a request to SCC to see all correspondence regarding the Burston Footpath Bridge replacement - located on Footpath 36. The correspondence requested is between Cllr Parry (SCC Ward Councillor), Paul Rochfort (Rights of Way Manager), Becky Fuller (Project Manager, Rights of Way) in relation to the project, i.e. emails, reports, funding confirmation and landowner liaison. The project started in 2023 with the fallen tree that damaged the footpath bridge, so all correspondence from 2023 to current day required.

**SCC responded (08.08.2025):** Your request has been handled under the Environmental Information Regulations 2004, and not the Freedom of Information Act, as the information you have requested falls within scope of the broad definition of environmental information which is exempt from the Freedom of Information Act by virtue of s39. After careful consideration, we acknowledge the public interest in transparency concerning environmental information. However, the information you have requested includes internal communications protected under Regulation 12(4)(b) of the Environmental Information Regulations 2004, as well as personal data protected under Regulation 13. Balancing these factors, we find that the public interest in maintaining the confidentiality of internal communication and protecting individuals' personal data outweighs the public interest in disclosure. Accordingly, we are withholding the requested information under Regulation 12 (4)(b) and 13.

**Training Log** – Clerk created for Councillors and Clerk training 19.08.2025

**Highways Log** – requested from SCC Digital Team adding a section to the website, so that the Highways Logs can be uploaded. 26.08.2025 – created and highways log uploaded 02.09.2025

**EV Charging Survey SCC** – Clerk completed and advised of Council decision in July 2025 meeting not to install in Burston.

**First Bus** – Clerk contacted [local.authorities@firstbus.co.uk](mailto:local.authorities@firstbus.co.uk) with an offer to share questionnaire details regarding route 841 – 26.08.2025 – they advised to contact chaserider – completed contact us form 28.08.2025 - <https://www.chaserider.co.uk/contact-us/#form> – they responded to advise to contact SCC, requested their contact at SCC 02.09.2025

**Local Government Award** – NALC Foundation level (Bronze) - clerk researched procedure.

**F0027699 – Gully jetting** – the Parish Council requested the schedule of works regarding gully clearing for Lichfield Road (A51) at the Dog and Doublet junction, as deep water collects at the junction when it rains.

SCC responded providing details of clearing of gullies no: 8158 and no: 8161 and confirmed they had been jetted on 31.07.2025 and marked as non-running, this information would be passed to the inspection team for further investigation.

25.09.0019 COUNCILLORS REPORTS (information only)

Cllr Gill Wyatt has registered to attend Introduction to **Age-friendly Communities** Webinar - 10 September 2025 – AFC Network

Clerk to find three biodiversity policy examples for consideration in November meeting.

Cllr Hickey confirmed hedges will be cut in November.

Councillors acknowledged break ins at School continue and are assured Sandon Estate is dealing with the situation.

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

The Council will consider recommendations from the Staffing Committee and RESOLVED to accept NALC pay increase guidelines. RESOLVED to continue to make salary payments by Standing Order for next two years.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 4<sup>th</sup> November 2025 at 7pm. The meeting was formally closed at 8.30PM

Signed.....

**APPENDIX A - RESPONSE from Stafford Borough Council** re: REQUEST from Sandon and Burston PC re: 22/36919/OUT - Land Off Sandon Road and MOD 4 Site Beaconside Stafford - Outline planning application for residential development of up to 420 dwellings.

Email received 25.07.2025

Dear Cllr Wildblood,

Further to the correspondence below, Tim Clegg has asked me to review your email and respond on behalf of the Borough Council. I understand that the case officer, Ed Handley, has already provided a response to the Parish Clerk following a similar request to refer the planning application back to the Planning Committee.

Having taken legal advice, I can confirm that there is nothing within Stafford Borough Council's Constitution that permits the application to be called in again, as it has already been granted. I also see no legal basis for referring the matter back. Highways officers were present at the Committee meeting where the application was discussed in detail, and they are the technical experts on this matter. The Parish Council was a consultee on the application.

The officer's recommendation was followed, and full information was provided by the Highways officer who attended the Committee. The application was for outline planning permission, and the final details have been delegated. I would expect any contentious matters arising in subsequent applications to be brought before the Committee, if necessary.

The application was supported by a transport assessment that considered the impact of the proposed development on the highway network, taking into account baseline conditions and other committed developments. This included trip rates, flow difference plots, and modelling. The predicted impacts were assessed using the Stafford Transport Model and Staffordshire County Council's strategic SATURN model.



While the assessment references a previously approved scheme for 120 dwellings on part of the site, it clearly identifies this as a previous consent and makes numerous references to the now-proposed 420 dwellings. Both the technical note (June 2023) and the transport report (June 2024) refer to the 420-dwelling proposal.

Paragraph 116 of the NPPF states that “development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.” Following the submission of additional information, the local highway authority raised no objection to the proposed development and no technical concerns regarding impacts further north along the B5066.

I do not agree that an error has been made in assessing the likely impacts on the local highway network during the consideration of this application.

Please note that whilst the Parish Council does not have a right of appeal to the Planning Inspectorate in the same way the applicant does, it may submit a formal complaint through the Council’s Complaints Procedure or to the Local Government Ombudsman if it believes the Council has acted incorrectly.

I trust this response provides clarity on the Borough Council’s position.

Kind regards

Dean Piper

Head of Economic Development & Planning  
Stafford Borough Council

#### **APPENDIX B – Response from Staffordshire County Council – 18<sup>th</sup> August 2025**

Dear Councillor Wildblood.

Thank you for your email dated 15 July 2025. I would like to confirm the following in respect of highways; however, I do note that Mr Dean Piper from Stafford Borough Council has replied separately and covered some of the highway points in his message to you dated 25 July 2025.

Planning Application 22/36919/OUT was supported by a Transport Assessment, and Technical Notes, that considered the impact of the proposed development on the highway network, for the proposed 420 dwellings, considering baseline conditions and other committed developments. The Transport Assessment and additional Technical Notes were assessed by Highways Officers.

The site is located in the north of Stafford which is the location for significant development as part of the North of Stafford Strategic Development Land (SDL). As this development of 420 dwellings was within the SDL site, it was agreed with officers from Highways that the impact on the local road network would be best assessed using the existing, Stafford Transport Model (STM).



The STM is a SATURN strategic model developed by the County Council for Stafford and the SDL. The STM comprises a variable demand model which forecasts the traveller's frequency of trip and destination, and is integrated with a highway assignment model, which covers the area of Stafford. The model has been developed using a wide range of data including roadside interview and journey time data, in addition to traffic count data. Validation checks have been undertaken, on this original model.

When this application was developed, it was not possible to carry out additional meaningful surveys that could feed into the STM, as the number of road works with Stafford (Beaconsfield) would not give accurate results to an existing model. Therefore, previous data within the model, was used and validated, with forecast year models developed for 2025 and 2033 and agreed with Highways.

This application took some time, for Highways to determine, to ensure that the modelling and findings were as accurate as possible. Although this application had many challenges that needed to overcome to reach a conclusion, Highways are satisfied that their recommendations to the Planning Authority are valid and all mitigation measures needed, have been considered and agreed. An officer from Highways did attend the Committee when this application was discussed, to ensure Members had the chance to discuss accurately any highway concerns.

I trust the above is helpful to you.

Kind regards, Patrick Flaherty, Chief Executive, Staffordshire County Council.