

Sandon and Burston Parish Council Meeting Minutes

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

DRAFT Minutes for a meeting held on Tuesday 13<sup>th</sup> January 2026, at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN. The meeting commenced at 7pm.

Present: Cllr H Wildblood (Chairman), Cllr A Hudson, Cllr R Wildblood, Cllr G Wyatt, Cllr A Mynors (SCC), six members of the public and the clerk.

26.01.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Aspin (SBC), Cllr Barnett, Cllr Greaves – APPROVED.

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

26.01.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 4<sup>th</sup> November 2025 ARE A CORRECT RECORD. RESOLVED

26.01.004 PUBLIC PARTICIPATION\*

The Chairman of Simon Hartley Fishing Club (Burston Pool) addressed the meeting regarding the Pool need for dredging, due to 10 years of silt build up. The Club are approaching Stafford Borough Council to carry out the work and are asking for support from the Parish Council with the Clubs request to Stafford Borough Council.

The Club confirmed they would provide a copy of the lease they have with Stafford Borough Council by the March meeting, so that the Councillors can understand the responsibilities for maintaining the Pool. The Club confirmed that the Culvert is also in need of dredging due to silt build up.

The Club confirmed they are looking for funding to carry out the work, if Stafford Borough agrees to the works being carried out and the Parish Council provided both the Grant Application and will provide other forms of funding information that they have, this will enable the Club to research further.

Cllr Mynors (SCC) highlight the Community Grant process for SCC and advised that SCC have a Flooding Team that may be able to help. Cllr Mynors will liaise with the Simon Hartley Fishing Club re Grants and Flooding.

The Parish Council noted that no lilies grow on the Pool now, due to the silt build up.

26.01.005 COUNCIL VACANCY – UPDATE

Due to a resignation on 16<sup>th</sup> December 2025, the Parish Council were advised by Stafford Borough Election Team that a Notice of Vacancy must be displayed in our Noticeboards and on our website from 18<sup>th</sup> December 2025 until 14<sup>th</sup> January 2026. After that date, Stafford Borough will advise if an Election takes place or if the Council can co-opt.

26.01.006 TO CONSIDER AND APPROVE VICE CHAIRMAN FOR COUNCIL

RESOLVED for Cllr Ashley Hudson to be Vice Chair until May 2026 meeting.

26.01.007 TO CONSIDER AND APPROVE CO-OPTION POLICY.

Councillors reviewed the Co-option Policy and RESOLVED to adopt it.  
Clerk will put onto the website.

26.01.008 TO CONSIDER AND APPROVE QUOTATION FOR BENCH REPAIRS – BURSTON POOL

The Council reviewed the quotation for the repairs to both benches by Burston Pool and

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RESOLVED not to carry out the works but for the Clerk to research the prices for two new benches and bring back to March meeting.

RESOLVED for Clerk to review the Budget for Assess Maintenance/Purchase and report back to March meeting.

RESOLVED for Cllr R Wildblood to investigate current benches regarding any dedication on them.

26.01.009 TO CONSIDER AND APPROVE COUNCIL INFORMATION LEAFLET

Councillors reviewed an example of a tri fold leaflet and RESOLVED for Clerk to create a draft version for the further review in March meeting.

26.01.0010 TO CONSIDER AND APPROVE CREATION OF A RESIDENT'S EMAIL LIST IN ORDER TO SEND OUT A BI-MONTHLY E-NEWSLETTER.

Councillors considered how to create an email list and RESOLVED for the Clerk to start the process with guidance from the Information Commissioners Office on GDPR.

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/>

**RESOLVED** for the process to include:

create a draft letter to resident explaining the project.

create a stand-alone gmail email address for newsletter distribution

create a password protected excel spreadsheet to hold data

create newsletter guidelines document for review by Council

obtain number of households in Parish from Election Team

obtain quotes for printing of letter.

print letter and then distribute letter to residents – Council to review letter and distribution method in March meeting.

26.01.0011 TO CONSIDER AND APPROVE NEW NOTICEBOARD QUOTATIONS

Council considered quotes for a new Noticeboard and RESOLVED not to purchase but for existing Noticeboards to be turned by 90 degrees and to only have either the minutes of previous meeting or Agendas within them.

26.01.0012 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

**SPEED INDICATOR SIGNS – CONSULTATION UPDATE**

The Council sent consultation letters to all residents that live near to the proposed sites for the Speed Indicator signs, as requested by SCC Highways Team. 25.11.2025.

Sandon Estate provided a letter of support for the project – 16.12.2025.

Clerk sent details to SCC Highways Team but had no update for the meeting due to holiday season.

Council RESOLVED that if SCC Highways Team agree the sites before March meeting, then the Chair/Clerk will progress the project and provide an update in March meeting.

**FOOTPATH 36 – BRIDGE REPLACEMENT - UPDATE**

The Council received an update from **Cllr Andrew Mynors, see Appendix A.**

The Council RESOLVED to request that the fencing be removed so that access can be gained

from Burston to Canal Bridge 86.

Council RESOLVED to make a request for the scaffolding temporary bridge to be hand balled into place, in order that the footpath can reopen before the spring.

\*\* Cllr Mynors (SCC) advised he will make both requests directly to the Team who are involved in the works. Cllr Mynors advised that there are no further parts to the process that SCC are waiting for and only weather is creating the issues.

#### **INFORMATION BOARD – SANDON STOCKS – UPDATE**

No Update regarding the project.

Cllr Wyatt reported a Facebook post from a resident regarding the stocks and wanting information.

#### **CANAL FOOTPATH 85 STILE AND STEP REPLACEMENT – update**

Clerk reported broken stile to Canal Trust website, Case Number: 1586798 and they confirmed the stile is their responsibility to repair.

Cllr H Wildblood has a site visit with **Simon Martin, River and Canal Trust Operational Manager** on Thursday 15<sup>th</sup> January at 10am.

Council RESOLVED to request a kissing gate replace the stile and for steps to be installed within the steep slope as it is a well-used route for Burston, Aston and Stone residents.

#### **MOD PLANNING – UPDATE**

##### **22/36919/OUT - PROPOSED RESIDENTIAL DEVELOPMENT, LAND OFF B5066 SANDON**

**ROAD, BEACONSIDE, HOPTON, STAFFORD** - The Clerk sent the Technical Report regarding the traffic modelling that SCC undertook for this planning application to SBC, SCC on 30<sup>th</sup> October 2025, asked for an update on 18<sup>th</sup> November and 16<sup>th</sup> December 2025. No Update prior to meeting.

Council RESOLVED for Clerk to contact the consultant who provided the Technical Report to advise on the next step.

Council RESOLVED to consult with neighbouring Parish Councils with the view to create a media campaign regarding the Planning application.

##### **20/0001327103 - R A F STAFFORD BEACONSIDE STAFFORD STAFFORDSHIRE ST18 0AQ.**

Road Closure for this planning application were not received, as our Parish was not on the list for updates re: Road Closures.

Salt and Hopton PC provided details then Bloor Homes via their communication team Calcomms, confirmed road closure information, see Appendix B.

#### **CHRISTMAS DECORATIONS - UPDATE**

Council Thanked both Cllr Hudson and Cllr Greaves for installation of the trees in Burston and Sandon.

#### **26.01.0013 TO CONSIDER AND APPROVE THE CANAL BRIDGE WORKING GROUP REPORT**

Frame of Reference for the working group is on the website.

The Working Group met on 2<sup>nd</sup> December in Sandon Room and agreed the meeting for 2026. 19/2/2026, 23/4/2026, 25/6/2026, 20/8/2026, 22/10/2026 and 17/12/2026.

The Working Group advised that room rental costs would need to be reviewed in the March Parish Council meeting.

**26.01.0014 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:**

NEW

**25/41415/PIP** - Permission in Principle - Construction of two semi-detached buildings to provide four new dwelling houses and associated parking and amenity land - Land Off Hilderstone Road, Sandon, Stafford. **Comments sent 11.12.2025**

Sandon and Burston Parish Council would like to make the following comments on this proposed development on Hilderstone Road, we would like SBC to work with SCC Highways team to carry out a traffic survey, with particular attention to traffic turning from A51 onto the B5066, as speeding and overtaking does occur on this stretch of road from the A51 up to the proposed site and traffic from both Stocks Lane and Purl Lane have experienced difficulties turning onto the B5066 due to traffic speeds.

The Parish Council acknowledges the splay lines on the development plans but would like SCC Highways to ensure that road markings are installed to ensure no on-street parking and no overtaking markings are installed. The parking for both the residents and visitors needs to be increased, to prevent on street parking. The number of units is not excessive, but the development would need to be assessed by SCC Highways with the parking being set further back from the road, as the location is on a corner and the road experiences high volume speeding traffic.

The Parish Council are currently working with SCC to install a speed indicator sign on this stretch of the road due to the historic speeding issuing experienced by the current residents of Hilderstone Road.

**25/41195/FUL** – Greyhound Cottage Old Lichfield Road, Burston- Variation of Condition 2 (approved drawings ) on application 24/40006/FUL. **No comment** sent 16.12.2025

**25/41639/PAR** - Concrete Framed Barn, Hollywood Farm, Uttoxeter Road, Hollywood, Stone, Staffordshire ST15 8RB - Prior Approval - Conversion of redundant agricultural building to three dwellings. RESOLVED for Councillors to send comments to Clerk before 25.01.2026

**25/41644/PAR** - Pole Barn, Hollywood Farm, Uttoxeter Road, Hollywood, ST15 8RB - Prior Approval - Conversion of redundant agricultural building to one dwelling. – RESOLVED for Councillors to send comments to Clerk before 2<sup>nd</sup> February

**26.01.0015 TO RECEIVE ORAL/WRITTEN REPORT FROM BOROUGH/COUNTY COUNCILLOR -**  
Cllr Mynors updated the meeting as each item on the agenda was discussed. The Council thanked Cllr Mynors for his continued support.

**26.01.0016 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW**

All November payments made 06.11.2025

**Payment** 58/BT, 59/BT, 61/BT, 67/BT, 72/BT, 73/BT, 74/BT made between meetings – to comply with late payments in Financial Regs.

**VAT Reclaim** posted 27.11.2025 – amended and resent 09.12.2025

**Internal Audit Trail** – sent accounts to Cllr R Wildblood – 27.11.2025

**Banking** – Clerk made a complaint to NATWEST regarding the rejection of a mandate earlier in the year. NATWEST upheld the complaint and provided £100 compensation and agreed to process the mandate. Council RESOLVED to add the £100 to the Community Event Budget. RESOLVED to make all payments below.

Ref/Cheque	Item	Amount
58/BT	TGM – Grass Cutting	£270 (inc £45 VAT)
59/BT	Sandon Room Annual Meeting Room rent	£240
60/dc	Postage – Consultation letters and 2 <sup>nd</sup> class stamps	£19.56
61/bt	Marchington IT – Computer service and memory card	£38
62/so	Staffordshire Pension Fund	£109.51
63/so	Homeworking Allowance	£10
64/so	Council Administration	£368.23
65/dd	HP Printer Ink – October	£6.49 (inc £1.08 VAT)
66/dd	HP Printer Ink – November	£13.99 (inc £2.33 VAT)
66a/1075	Unpresented cheque from 2024 - Refreshments	£42.99
67/BT	Oak Tree Farm Project – Burston Planters	£270
68/so	Staffordshire Pension – December	£109.51
68a/DD	Campaign to protect countryside CPE – annual subs	£36
69/so	Home working allowance – December	£10
70/so	Council Administration – December	£368.23
71/dd	HP printer ink – December	£6.49 (inc £1.08 VAT)
1109	Void Cheque	
72/BT	Cllr A Hudson – Christmas Lights Batteries refund – Burston	£34.16
73/BT	Cllr A Greaves – Christmas Tree – Sandon	£104.98
74/BT	SCC – Website hosting Gold Package and domain name – Annual fee	£162.99
75/dc	Post Office – Stamps	£13.60
RECEIVED		
12	Nat West Interest	£13.79
13	NatWest – complaint compensation	£100
14	Nat West Interest	£11.67
15	Nat West Interest	£13.77

Reconciliation on 30.12.2025	
<b>Receipts and payments</b>	
a. Opening balance 1st April 2025	20,254.42
b. Total receipts	16,662.47
c. Total payments	11,315.95
d. Surplus/(Deficit) in the year (b-c)	5,346.52
e. Closing balance (a+d)	25,600.94

Bank accounts		date
Current account	9,330.38	29.12.2025
Business Account	16,015.90	27.11.2025
	25,346.28	
Add: unpresented income	384.82	
Less: unpresented cheques	130.16	
	25,600.94	

26.01.0017 CORRESPONDENCE

**The Council received 7 items of correspondence:**

**Hopton and Coton PC** requested that Sandon and Burston PC join a Working Group and work together regarding the road closures for the MOD planning applications. **RESOLVED** to join their working group, once Hopton and Coton has set it up.

**Local Government Reorganisation** – Cllr Mark Deaville, (Staffordshire Moorlands) letter received – **NOTED**

26.01.0018 CLERK REPORT

**Lest We Forget** message on website – 11.11.2025.

**Poppy Wreath** laid by Cllr P Hickey – 09.11.2025

**One.Network Traffic Alerts** – clerk created an account for traffic updates – 11.11.2025

**SCC Traffic and Network Team** – clerk requested SCC traffic updates – 11.11.2025

**Sandon School Vandalism** – clerk sent Estate an email asking for an update, they advised external professional company engaged to install steel doors – 11.11.2025

**Electorate within Parish** – 265 confirmed by SBC.

**No through Road signage** – Burston – AMEY agreed to install no through road signs, so that people do not try to get to Enson Lane via Burston – 20.11.2025 – **Councillors advised that signs had not been installed, Clerk to follow up.**

**Highways Log and Accident Log updated** – on website 02.12.2025

26.01.0019 COUNCILLORS REPORTS (information only).

1. Spring TVCG meeting – Cllr Hugo Wildblood will attend the next meeting being held in

Ingestre with Tixall Parish Council.

2. Accident by War Memorial – Cllrs to send details to Clerk for Accident Log.
3. Litter Pick in Spring – to be added to March Agenda.
4. Speed limit reduction for Traffic from Burston turn on A51 to Stone Roundabout (2.5miles) – Cllr Hudson to provide a report to March Meeting.
5. Dog Fouling – Burston – Clerk to contact SBC to ask for guidance on how to educate dog walkers. Clerk to order two board signs, “Burston welcomes responsible dog walkers,”, for installation on Woodcock Lane and by Canal Bridge 85 stile. Laminated Poster to be provided to Greyhound Pub for display.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 3<sup>rd</sup> March 2026 at 7pm. The meeting was formally closed at 20.35

Signed.....

## Appendix A

### FOOTPATH 36 REPLACEMENT FOOT BRIDGE

Cllr Andrew Mynors SCC Ward Councillor sent the below update on 11<sup>th</sup> December 2025:

*We have now received the required approval from the Environment Agency to install the temporary structure, since putting forward the proposal in August. This was a statutory step and, unfortunately, the approvals process took significantly longer than anticipated.*

*Since then, the prolonged wet weather has made the ground conditions on site too unstable for machinery to operate safely. As a result, we are not in a position to carry out the installation before Christmas, as originally planned.*

*Our teams remain fully prepared and ready to begin work as soon as conditions allow. We are now aiming to install the temporary bridge early in the New Year, subject to safe access and continuing monitoring of the site.*

*I appreciate that this delay will be disappointing, and I want to reassure you that we are doing everything within our control to progress the work as quickly and safely as possible.*

*I will share a further update once installation can commence.*

## Appendix B

### Bloor Homes via Calcomms update on Sandon Road road closures.

An update on the next phase of works scheduled on Sandon Road and Beaconside, which have now been confirmed and approved by Staffordshire County Council.

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Sandon Road – Work will start on 05/01/26 and will run until week commencing 06/04/26 to construct the drainage and utility infrastructure for the new development, and to facilitate highway improvements later in the year.

The works will be completed under a single-lane road closure which will prohibit southbound traffic from the A51 towards Beaconside, and an alternative route will be signposted.

Beaconside – Works starting on 13/01/26 and running until week commencing 20/02/26 to also construct new drainage and utility infrastructure for the new development.

The works will take place along Beaconside between the junctions of Paton Drive and Sandon Road.

The works will be completed under temporary traffic signals, which will maintain traffic flow throughout. The extent of the temporary traffic management will be adjusted as required throughout the works.

We recognise that these works may cause some inconvenience to residents and road users. Please be assured that we are committed to minimising disruption wherever possible and advance signage will be installed on site prior to the start of works.

By doing both sets of work concurrently will reduce the overall duration of the disruption and be finished sooner.

If you have any questions, please contact the Contractors via Calcomms email -  
[engagement@calcomms.co.uk](mailto:engagement@calcomms.co.uk)