

Sandon and Burston Parish Council Meeting Minutes

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

Minutes of a meeting held on Tuesday 4th November 2025, at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN. The meeting commenced at 7.02pm.

Present: Cllr H Wildblood (Chairman), Cllr L Barnett, Cllr A Greaves, Cllr P Hickey (Vice Chairman), Cllr G Wyatt, Cllr Aspin (SBC), plus 6 members of the public and the clerk.

25.11.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr R Wildblood, Cllr A Hudson - APPROVED

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

25.11.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 9th September 2025 ARE A CORRECT RECORD. RESOLVED

25.11.004 TO RECEIVE A PRESENTATION BY STAFFORDSHIRE COUNTY COUNCIL REGARDING FOOTPATH 36 BRIDGE REPLACEMENT – Not confirmed.

SCC provided a report instead of attending the meeting, see item 25.11.0010 for report.

25.11.005 PUBLIC PARTICIPATION – 15mins*

Members of public requested to speak about an item not on the Agenda, the Chair used his discretion and agreed to hear residents concerns regarding the B5066 road closure.

The road closure is initially for 8 weeks, then one year. Resident advised the closure is for pre-work for the 2,000 houses on MOD Site.

Concerns raised about traffic finding short cuts to avoid road closure, Within Lane and Salt Banks and for the businesses affected during the one-year closure.

Residents requested: Parish Council to engage with SCC Highways regarding the traffic plan and to enquire why the road is to be closed for so long and ask for a list of works being carried out on the road.

Parish Council advised residents it was not consulted by SCC or made aware of the road closure by SCC, due to not being within the parish boundaries. The Parish Council advised the meeting of a traffic report commissioned by the Parish Council and has been provided to SCC and SBC regarding the MOD planning for 400 houses, which will be an appendix to minutes.

Resident thanked the Parish Council for clearing the footpath as makes a huge difference.

Resident highlighted footpath surface from Burston Pool alongside stream is now deteriorating due to works being carried out on Footpath 36 bridge.

25.11.006 TO CONSIDER AND APPROVE QUOTATION FOR CANAL FOOTPATH 85 STILE AND STEP REPAIRS

Councillors considered a quotation to repair stile and replace steps on Canal Footpath 85. RESOLVED. Clerk to confirm works to go ahead.

25.11.007 TO CONSIDER AND APPROVE QUOTATION FOR BURSTON BENCHES RESTORATION AND PAINTING

The Council RESOLVED to move this item to January meeting.

25.11.008 TO CONSIDER AND APPROVE BUDGET 2026-2027

Councillors received Budget on 16.09.2025.

Council RESOLVED the Budget as £19,453.98. Clerk to upload onto the website.

25.11.009 TO CONSIDER AND APPROVE PRECEPT REQUEST FOR 2026-2027 TO STAFFORD BOROUGH COUNCIL (SBC)

Council RESOLVED to make a Precept request to Stafford Borough Council for £17,076.95.

Clerk to submit request to SBC.

25.11.0010 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

FOOTPATH 36 – BRIDGE REPLACEMENT - UPDATE

The Parish Council received the following report from Garry Hunt at SCC on 04.11.2025

As an update, we've been engaging with the Environment Agency and have a provisionally accepted design with their regional team, however we are still waiting formal consent from their national team. We are in regular communication with EA to progress matters asap. All documents and fees have been paid as part of the standard process, so we are just waiting for the final approval.

In parallel to this ongoing discussion with the EA, our contractors are lined up ready to commence, such we are hoping to be on site hopefully in December, to get the route back open. This will include installation of the initial scaffolding access from which the permanent structure can be assembled.

We can provide further updates as required, however will let you know as soon as the EA consent is granted.

The Council RESOLVED to continue to engage with SCC until the footpath is reopened.

CANAL BRIDGE MEETING UPDATE AND CONSIDERATION OF A WORKING GROUP AND ITS FRAME OF REFERENCE.

A meeting with SBC regarding the issues of the Canal Bridge on B5066 was held at Sandon Estate Office. From this meeting, a list of suggestions was created to solve issues. The Councillors had an informal meeting to discuss creating a Working Group to follow up on requests to solve issues. Cllr Hickey provided the meeting with details of the actions to be considered. See Appendix A for full details.

Councillors RESOLVED to form a working group and Clerk to create Frame of Reference for Working Group.

Council RESOLVED to form a Working Group with Cllr Hickey, Cllr H Wildblood, Cllr Greaves and two members of the public.

MOD PLANNING APPLICATION –UPDATE

The Councillors received the commissioned Technical Report regarding the traffic modelling that SCC undertook for this planning application, 22/36919/OUT - PROPOSED RESIDENTIAL DEVELOPMENT, LAND OFF B5066 SANDON ROAD, BEACONSIDE, HOPTON, STAFFORD.

Clerk sent Technical Report, covering letter and covering note to SCC and SBC asking for the Planning Committee to take the application back to Committee. Copied Salt PC into

communications. The Technical Report is included in Appendix B

SPEED INDICATOR SIGNS – UPDATE

Councillors consider the response from SCC regarding the proposed locations and RESOLVED for the Clerk to complete all tasks requested by SCC, including contacting residents who will be affected by the installation.

COMMUNITY LUNCH – UPDATE

Councillors RESOLVED to move this event to Summer 2026.

INFORMATION BOARD – STOCKS IN SANDON

Councillors RESOLVED to consider this item in January 2026 meeting.

25.11.0011 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

To view Planning documents use SBC planning portal -

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

NEW

24/38740/LBC -The Old Smithy Hilderstone Road Sandon Stafford Staffordshire ST18 0DU-

Replacement windows - Listed Building Consent application has been amended. The applicant has submitted additional drawings of the proposed windows. Comments submitted: no objections via planning portal.

25/41258/FUL at Romer Cottage Butterhill Bank Burston - new single-storey link extension to connect and unify the two cottages into a single home with associated works including reclassification of the former guest house (Class C1) to become part of the main as a unified dwelling. No comment submitted.

25/41091/FUL | PROPOSED BARN CONVERSION TO LOCAL PLACE OF WORSHIP WITH CAR PARKING AND LANDSCAPING (Use Class F.1f) | Barn 2 At Burston Cottage Farm Lichfield Road Burston Stafford Staffordshire. Council considered this application and RESOLVED to add the following comments: Sandon and Burston Parish Council would like to make the following comments: There is concern about traffic access on and off the site, the safety of people pulling out and entering the site needs to be consider, as the road currently has a national speed limit. The Council would request that the speed limit be consider by the Planning Committee, with a view to liaising with SCC Highways Team to reduce the speed limit from the national speed limit to 30mph. The Parish Council would also like to ensure that traffic restrictions are imposed for both on road parking and for the layby, so that no overflow parking for this site takes place either on the road or in the layby. The Parish Council would also like Highways to consider ensuring adequate road markings for the entrance are included within the planning decision. The Parish Council also notes that the footpath, in that area, is on the opposite side of the road which would make gaining access on foot to the site dangerous, due to the national speed limit of the road.

25.11.0012 TO RECEIVE ORAL/WRITTEN REPORT FROM WARD BOROUGH/COUNTY COUNCILLOR

Cllr Aspin updated the Council on SBC plans for Government Reorganisation and invited members of the Parish Council to a meeting on 10th November 2025 at 6pm in Civic Centre, Stafford. The final plan will be submitted to Government and Elections are due in May 2027.

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25.11.0013 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVE

FINANCE UPDATES:

All September payments made on 11.09.2025

Salary and Pension Standing Orders amended to reflect NALC pay scale. 11.09.2025

Cheque 1104 paid between meetings – Financial Regs

VAT 126 form submitted 25.09.2025 for £249.42

Asset Register update. Filing cabinet purchased using Debit Card (DC) – 16.09.2025. Asset Register updated and signed by Chair and Clerk.

Audit – Clerk has confirmed interim audit for 24th February 2026 with Black Rose Solutions Limited.

Canal informal Meeting – Councillors thanked Cllr Barnett for making her room available for the meeting and RESOLVED to make a donation of £30 towards costs. RESOLVED to pay by Bank Transfer between meetings.

Lap top service – Marchington IT advised to upgrade memory to 8gb – cost £37.99 plus labour – RESOLVED

Christmas Decorations – confirmed Budget for Sandon and Burston - £150 per village. RESOLVED to refund in January meeting.

Oak Tree Farm – Burston flower tubs works completed. RESOLVED to pay invoice between meetings.

RESOLVED to pay all below payments.

Ref/Cheque	Item	Amount
41/1104	SJS Home and Garden Services – Weed spraying – June	£38.20
42/DC	A50 Furniture – two drawer filing cabinet	£166.80 (inc £27.80 VAT)
43/so	Staffordshire Pension Fund	£100.87
44/so	Council administration – September	£339.18
45/so	Homeworking allowance – September	£10
46/dd	HP Ink – September	£6.49 (inc £1.08 VAT)
47/so	McAfee – annual subscription	£109.99
48/so	Staffordshire Pension Fund	£100.87
49/dc	JCA Graphics – Bus Stop Signs x 3	£45.96 (inc £7.66 VAT)
50/1105	RBL Poppy Appeal donation	£60
51/1106	Oak Tree Farm – Sandon Planters – bulb planting	£150
52/1107	SJS Home and Garden – Weed Control – September 2025	£171.80
53/so	Council Administration – October	£339.18
54/so	Homeworking allowance – October	£10
Invoices Received after Agenda issued		
55/1108	Dynamic Transport Planning Ltd – MOD Traffic Report	£1980 (inc £330 VAT)
56/dd	Microsoft 365 – Annual Renewal	£84.99

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57/dd	CRPE – The Countryside Charity – Annual Subs	£36
RECEIVED		
8	NatWest – interest August	£13.33
9	Nat West – interest Sept	£14.72
10	VAT 126	£249.42
11	Precept – second half	£7,825.50

<u>Bank accounts</u>		date
Current account	14,031.31	16.10.2025
Business Account	16,002.11	30.09.2025
	30,033.42	
Add: unpresented income	0.00	
Less: unpresented cheques	776.94	
	29,256.48	

<u>Receipts and payments</u>		
a. Opening balance 1st April 2025	20,297.41	
b. Total receipts	16,263.86	
c. Total payments	7,304.79	
d. Surplus/(Deficit) in the year (b-c)	8,959.07	
e. Closing balance (a+d)	29,256.48	

25.11.0014 CORRESPONDENCE

TVCG meeting at 10am on 8th October 2025 at Gayton Village Hall. Cllr Hugo Wildblood and Cllr Hickey attended.

TVCG meeting – arranged a meeting with SBC officers - SBC have suggested either 19 or 20 November, one PC Councillor to attend- sent to Councillors 23.10.2025.

NALC – Civility and Respect – Statement of Assurance – sent to Councillors 30.09.2025 – Cllr H Wildblood redacted statement on website 07.10.2025.

The Staffordshire Sustainability Board is hosting free tree giveaway events – details on the website 21.10.2025

Hixon and Area Community First Responders are holding a recruitment day in January 2026 – provided Sandon Room booking contact.

25.11.0015 CLERK REPORT

Grass Cutting Contract 2026 sent to TGM Ltd – 23.09.2025

Weed Control Contract 2025-2026 sent to SJS Home and Garden Services – 23.09.2025

Bench painting – placed order with SJS Home and Garden - they advised benches needed

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repairs – new quote to be considered.

Bulb Planting – Sandon and Burston – placed order with Oak Tree Farm.

Community Grant Policy sent to Councillors 16.09.2025 – on website 23.09.2025

Training Policy sent to Councillors 16.09.2025 – on website 23.09.2025

Communicating with Communities Part 1 – 10/11/25 at 09:30 booked for Cllr Wyatt

Working Groups - examples of two working group frame of reference sent to Councillors 18.09.2025

Canal Bridge 85 – footpath stile and steps – Chairman advised stile and steps hazardous, due to Footpath 36 bridge being closed and extra traffic. Rights of Way Team unable to repair. Clerk obtained quote to repair stile and provide sleeper steps.

Bus Stop signs – “**This Bus Stop has no Bus Service**” –placed order 14.10.2025 – Clerk to bring to meeting for Cllr Hickey and Cllr Wildblood to install.

Canal Bridge Footpath 85 – stile and steps need replacing due to health and safety concerns for residents – quote obtained for consideration.

Parish Council Archives at SCC Records Office – put the list into policy area of website and updated contact details with SCC Records Office. 30.09.2025

Grit Bin – Burston – grit delivered, put next to grit bin – 16.10.2025

Lengthsman Contract – Clerk sent Councillors examples – 21.10.2025

25.11.0016 **COUNCILLORS REPORTS** (information only)

Cllr Hickey to update Council on Police Surgery event – they no longer do a newsletter only Alerts. Can hold Police Surgery if requested. Clerk to add to January Agenda.

Cllr H Wildblood, reported continued road flooding in Burston, by triangle. Clerk to report to SCC Highways.

Councillors considered inviting SCC Highways to Sandon for a walk about, this will be considered by the Canal Bridge Working Party.

War Memorial in Church – Clerk to add to March Agenda.

School in Sandon Estate continues to be vandalised, Clerk to contact PCSO Fry and ask Sandon Estate for an update on plans for securing property.

Compass article will include all meeting dates and link to Parish Council website.

- The Public left the meeting.

25.11.0017 **STAFFING COMMITTEE RECOMMENDATION re: Council administration.**

PUBLIC EXCLUDED (Public Bodies(Admissions to meetings)Act 1960)

Council RESOLVED to accept the Staffing Committee recommendations regarding salary scale, pension scale and holiday entitlement. Clerk to update Standing Orders. Clerk annual appraisal will take place in January.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on Tuesday 6th January 2026 at 7pm. The meeting was formally closed at 20.56

Signed.....

Appendix A

Canal Bridge (B5066)

Suggested actions for Working Group are as follows.

1. A 7.5 tonne weight limit to help reduce the volume of traffic which is getting heavier.
2. Traffic lights to control the traffic coming from Stafford end of B5066.
3. Lighting and Signage before the bend on Sandon Bank to show possible queueing traffic.
4. Better line marking at the bridge and lighting of priority signs.
5. A footpath from the canal bridge and railway footbridge, from bridges to the A51.
6. Work with SBC and SCC to add a weight restriction limit to the Canal Bridge.
7. Signage to show pedestrians on the road with no footpath (the weight limit would also help with safety concerns on the bend of the Railway bridge).
8. The Junction of the A51 and B5066 is getting particularly bad with numerous accidents and vehicles using the wrong side of the war memorial to turn right towards Stafford. Consider a reshaping of the triangle that the war memorial stands on to make it look more obvious that traffic moves round it in a clockwise direction,
9. Signage and road markings are made clearer, with “20 is plenty” in the area of Mumbles Nursery.
10. The redesign of A51/B5066 junction to make visibility far clearer for traffic turning onto the A51.
11. Ask for SCC to review the signage at A51/B5066 junction, as need less clutter of road signs coming off of the dual carriage way into the village.
12. Parking restrictions on the road outside of Mumble Nursery.
13. Consult Highways on the need for the present 40mph speed limit to be reduced to 30mph and a 40mph be extended to the top of Sandon Bank on the B5066, to extend the 40mph along the A51 dual carriageway to allow a buffer from 60 mph to 30 and also to do the same on the N west end of Sandon beyond the Burston turning.

Appendix B – MOD Planning Application – Technical Report and Letter.