

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 3rd March 2026 at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN.

Issued by - Mrs VRE Gibson – Parish Clerk

Date: 24 February 2026

AGENDA PACK

- 26.03.001 APOLOGIES AND APPROVAL OF ABSENCES
Clerk to report any apologies received.
- 26.03.002 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.
- 26.03.003 TO RESOLVE THE MINUTES OF THE MEETING HELD ON 13th January 2026 ARE A CORRECT RECORD
- 26.03.004 TO CONSIDER AND APPROVE CO-OPTION OF A PARISH COUNCILLOR.
Council to consider applications received and invite Candidates to give a 3-minute presentation to the Council on why they want to become a Councillor. Council will then vote using the Co-option Policy as a guide.
If Council vote to accept applicant, Acceptance of Office form to be signed by applicant and Chairman or Clerk.
- 26.03.005 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.
- 26.03.006 TO CONSIDER AND APPROVE IT POLICY
Council will consider an IT Policy in order to comply with Assertion 10 of the Audit process.
- 26.03.007 TO CONSIDER QUOTATIONS FOR TWO NEW BENCHES FOR BURSTON POOL AND RECONSIDER QUOTE FOR REFURBISHMENT OF EXISTING BENCHES.
Council will consider the two quotes for two new benches and will reconsider the previous quote for refurbishment of existing benches.
- 26.03.008 TO CONSIDER AND APPROVE A COMMUNITY GRANT APPLICATION
Council will consider a community grant application received on 9th February 2026 and circulated to Councillors prior to the meeting.
- 26.03.009 TO CONFIRM ARRANGEMENTS FOR ANNUAL PARISH EVENT
Council to confirm date, time, venue for the event.
- 26.03.0010 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING:
- SPEED INDICATOR SIGNS – Council will receive an update on SCC decision regarding proposed locations submitted.

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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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- STATIC SPEED DEVICES (A51) – Council will receive an update from Safer Staffordshire Roads Partnership on timeline for static devices to become digital.
 - CANAL BRIDGE WORKING GROUP REPORT – Council will receive a report from the working group and will vote on any proposed actions to be taken.
 - COUNCIL LEAFLET AND E-NEWSLETTER RESIDENTS LETTER – Council will review the wording/design of the leaflet and will review the wording for the covering letter explaining the e-newsletter to residents.
 - E-NEWSLETTER FOR RESIDENTS – Council will receive an update on information commissioners office (ICO) on how to store data for the newsletter and protocol for email distribution. Clerk to confirm e-newsletter email address.
 - INFORMATION BOARD – UPDATE
Council to receive an update on the design for the Sandon Stocks information board.
 - FOOTPATH 36 – BRIDGE REPLACEMENT – Council will receive an update from Staffordshire County Council on installation process.
 - CANAL BRIDGE 85 – STILE REPLACEMENT – Council will receive an update from Canal Trust regarding the replacement of the stile.
 - 22/36919/OUT – LAND OFF SANDON ROAD AND MOD SITE 4, BEACONSIDE, STAFFORD – Council will receive an update regarding Parish Council request for this application to be brought back to the planning committee, due to the traffic report provided to Stafford Borough Council outlining issues with Staffordshire County Council Highways report.
- 26.03.0011 TO CONSIDER A REPORT REGARDING SPEEDING ON A51 FROM SANDON TO STONE AND APPROVE ACTIONS REQUIRED. Council will consider the report and recommendations by Cllr Hudson.
- 26.03.0012 TO CONSIDER AND APPROVE DATES/AREA FOR COMMUNITY LITTER PICKING EVENT – Councillors will consider when the event takes place and which areas of the Parish to locate litter picking teams.
- 26.03.0013 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS- applications on website.
- 26.03.0014 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR – Council will receive reports from Ward Councillors.
- 26.03.0015 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF THE LIST ON AGENDA AND RECEIVE FINANCIAL UPDATES – refer to main Agenda for list of payments.
- 26.03.0016 CORRESPONDENCE
Clerk will advise on correspondence received between meetings.
- 26.03.0017 CLERK REPORT
- 26.03.0018 COUNCILLORS REPORTS (INFORMATION ONLY) – Councillors will request items for future Agendas.

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