

Sandon and Burston Parish Council Meeting Minutes

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

DRAFT Minutes of a meeting held on Tuesday 3rd March 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 A Greaves, Cllr G Wyatt, Cllr Mynors (SCC), Cllr Aspin (SBC), Cllr O Antcliff, one member of the Public and the clerk.

26.03.001 APOLOGIES AND APPROVAL OF ABSENCES - Cllr Rosemary Wildblood - APPROVED

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

26.03.003 TO RESOLVE THAT THE MINUTES FOR THE MEETING HELD ON 13th January 2026 ARE A CORRECT RECORD. RESOLVED.

26.03.004 TO CONSIDER AND APPROVE CO-OPTION OF A PARISH COUNCILLOR.

Stafford Borough Council confirmed Council could co-opt a new Councillor. Advert on website from 20.01.2026.

Councillors considered an application received in confidence and asked Mr Owain Antcliff to give a 3 minute presentation to the meeting and Mr Owain Antcliff outlined his experience and interest in the Parish.

Council voted unanimously to accept the application and Mr Owain Antcliff signed the Acceptance of Office document, countersigned by Clerk (Proper Officer).

RESOLVED for Clerk to update website and inform Stafford Borough Council.

26.03.005 PUBLIC PARTICIPATION - NONE

26.03.006 TO CONSIDER AND APPROVE IT POLICY

Councillors considered an IT Policy and RESOLVED to adopt it. Clerk to add to website.

26.03.007 TO CONSIDER QUOTATIONS FOR TWO NEW BENCHES FOR BURSTON POOL AND RECONSIDER QUOTE FOR REFURBISHMENT OF EXISTING BENCHES.

Council considered two quotes for new Benches and re-considered quote from SJS Home to refurbish existing benches. RESOLVED to accept refurbishment quote. Clerk to inform contractor.

Cllr Mynors (SCC) advised Council could apply for the Community Fund, opening in April to cover costs of refurbishment. RESOLVED for Clerk to apply.

26.03.008 TO CONSIDER AND APPROVE A COMMUNITY GRANT APPLICATION

Councillors considered the application received. Council RESOLVED to ask the community group to re-apply providing more detail regarding projects and funds required.

26.03.009 TO CONFIRM ARRANGEMENTS FOR ANNUAL PARISH EVENT

Councillors considered best way to engage with residents and RESOLVED to have a Parish Council stand at both Sandon Fete and Burston Tea Party in 2026.

RESOLVED to used event budget funds to create promotional material for stand.

26.03.0010 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

SPEED INDICATOR SIGNS

Parish Council updated that SCC are reviewing their Speed Indicator Signs policy and will update the Council once the review has taken place. SCC advised new procedure for installation requires a Speed Survey for each proposed location (3 in Parish) at a cost of approx. £300 per survey. SCC will then review the survey and make recommendation about the locations. SCC provided historic speed survey data.

RESOLVED to NOT move forward with the current project and use Budgeted Funds for a future speed project. Clerk to Earmark Funds.

STATIC SPEED DEVICES (A51)

Clerk sent an email to Police asking if Safer Staffordshire had decided which devices will become digital and when – 22.01.2026

Safer Staffordshire Roads Partnership updated the Council – 29.01.2026:

“Plans for the next phase of camera upgrades have not yet been progressed, so I am unable to confirm whether the A51 through Sandon will be included. A review of camera sites is expected later this year.”

RESOLVED for Clerk to continue to liaise with Police and Safer Staffordshire to request Sandon 3 Static Cameras become digitalised.

CANAL BRIDGE WORKING GROUP REPORT – UPDATE

The Working Group met on 19th February and provided a report for Councillors to consider.

RESOLVED Frame of Reference to be amended, to remove retired Councillor and add Cllr Antcliff.

RESOLVED for all actions within the report to be carried out by Working Group.

RESOLVED for Clerk to send Highways Letter to Staffordshire County Council.

RESOLVED for Cllr Greaves to set up a Whatsapp Group (telephone numbers withheld) to liaise with Working Group members between meetings.

Next meeting 23rd April in Sandon Room, Sandon.

COUNCIL LEAFLET AND E-NEWSLETTER RESIDENTS LETTER – CONSIDER AND APPROVE

Tri-fold Council Leaflet created and reviewed by Councillors.

RESOLVED to include Community Grant information.

Councillors considered a quote to print 250 leaflets printed. RESOLVED to accept quotation.

Clerk to liaise with Lavins Printers.

E-NEWSLETTER FOR RESIDENTS – UPDATE FROM ICO

Clerk created a letter for residents explaining e-newsletter project. Clerk created a Gmail email address for distribution of bi-monthly e-newsletter.

Stafford Borough Council confirmed 265 on Elector Roll in 170 properties within Parish.

Information Commissioner Office (ICO) confirmed proposed data controls correct.

RESOLVED to accept quotation for printing 170 letters and enveloping with Council Leaflet.

Clerk to liaise with Lavins printers.

RESOLVED for Councillors to distribute the letter and leaflet by hand.

INFORMATION BOARD - UPDATE

Council discussed the creation of the Sandon Stocks information board and RESOLVED for Cllr Antcliff to create a design for consideration by Council in either May or July meeting.

FOOTPATH 36 – REPLACEMENT BRIDGE

SCC advised works will start when ground is stable, possibly in March 2026, unable to open fencing around site due to health and safety – update on website 27.01.2026

NOTED

CANAL BRIDGE 85 – STILE REPLACEMENT

Canal and River Trust confirmed they will replace the stile with a gate and put steps into the slope – works completed 03.03.2026. RESOLVED to send Thank you email to Canal and River Trust.

22/36919/OUT – LAND OFF SANDON ROAD AND MOD SITE 4, BEACONSIDE, STAFFORD

Clerk sent follow up email (03.02.2026) to SBC asking for an update and quoting our covering letter sent in October 2025, “advising that it is apparent that the transport aspect of the current application have not given appropriate consideration to the necessary study area, including B5066 Sandon Road, towards the A51, Lichfield Road”

SBC advised still with Stafford County Highways - 03.02.2026

Sent a follow up email to Dynamic Transport Planning Ltd asking for guidance, no response prior to meeting – 03.02.2026

Councillors discussed Stafford Borough Council inaction regarding the request to return application to the Planning Committee and RESOLVED for Clerk to create a Press Release and send to all news outlets in area. Cllr H Wildblood will be contact for press.

RESOLVED to create a Media Policy for consideration in May meeting.

26.03.0011 TO CONSIDER A REPORT REGARDING SPEEDING ON A51 FROM SANDON TO STONE AND APPROVE ACTION REQUIRED

Councillors RESOLVED to consider this item in the May Meeting.

26.03.0012 TO CONSIDER AND APPROVE DATES/AREA FOR COMMUNITY LITTER PICKING EVENT

Councillors RESOLVED to organise the Litter Picking Event on 25th April at 10am – Starting at Sandon Room, Sandon and afterwards to provide tea, coffee and cake to participants.

RESOLVED for Clerk to book Sandon Room, create Poster for Noticeboards and website.

Clerk to liaise with Stafford Borough Council (SBC) to confirm litter collect points in both Sandon and Burston.

RESOLVED for Cllr Greaves and Cllr Hudson to publicise via existing residents WhatsApp group. Cllr Hudson to confirm he will provide equipment.

26.03.0013 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:
NONE.

26.03.0014 TO RECEIVE ORAL/Written REPORT FROM BOROUGH/COUNTY COUNCILLOR

Cllr Aspin (SBC) – advised Council Tax rise will be 2.9% this year, Borough collects all taxes.

Consultation regarding creation of a Parish for Stafford Town ends 22nd March 2026.

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New Food Waste Bins will be introduced to Borough, first collect in early April.

Cllr Mynors (SCC) – advised Better Road Map plan will have £15m budget. Ofsted report could highlight failure for SEND support, extra £5m has been allocated to resolve.

Confirmed that Four Ashes Recycling Plant will continue to burn waste to create electricity.

26.03.0015 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVED FINANCIAL UPDATES

S137 - The Ministry of Housing, Communities and Local Government has informed us of an increase in the Section 137 expenditure limit for parish and town councils in England for the 2026/27 financial year. The new limit is £11.60 per elector, up from £11.10 in 2025/26, in accordance with Schedule 12B of the Local Government Act 1972. Section 137 of the Act allows parish and town councils to incur expenditures for purposes that benefit their communities when no specific statutory power is available."

VAT 126 – resent claim – payment now received.

76/BT payment made between meetings – to comply with late payments in Financial Regs.

Internal Audit Trail completed by Cllr R Wildblood – 09.02.2026

Internal Audit – 24th February 2026 – report sent to Councillors 26.02.2026

Poppy Wreath – November 2025 – donation cheque ref 50/1105 is uncashed – Clerk contacted regional coordinator to arrange for new system for 2026 Wreath. Replacement cheque to be sent direct to regional coordinator. RESOLVED.

Assertion 10: Sandon and Burston confirm a gov.uk email address for Clerk, Accessibility statement on the website, Data Protection Notice/Policy, Data Audit by Staffordshire County Council, ICO publication scheme and Information Commissioner Office (ICO) membership.

Catering donation – unable to make the donation due to bank details not provided. RESOLVED all payments to be made are correct.

Ref/Cheque	Item	Amount
76/BT	SJS Home – Noticeboard repositioning	£37.50
77/SO	Council Administration – Jan	£368.23
78/SO	Homeworking Allowance	£10
79/so	Staffordshire Pension - Jan	£109.51
80/dd	HP Ink	£7.99
81/DC	Post office	£3.60
82/1110	SLCC Annual Membership	£79
83/dc	JCA Graphics, Dog Fouling Signs	£38.40
84/DC	Post Office – postage for signs	£6.90
84a/dd	HP Ink – Feb	£6.49
85/so	Council Admin – Feb	£368.23
86/so	Homeworking Allowance	£10
87/so	Staffordshire Pension – Feb	£109.51
RECEIVED after Agenda issued		
88/dc	Bargain World – Lock Box for Council	£8.99
89/1111	RBL Poppy Appeal donation – replacement cheque	£60
RECEIVED		

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16	NATWEST interest – January	£12.53
17	VAT Refund	£384.82

Reconciliation on 03.03.2026		
Receipts and payments		
a. Opening balance 1st April 2025		£ 20,254.42
b. Total receipts	£	16,812.14
c. Total payments	£	12,821.87
d. Surplus/(Deficit) in the year (b-c)	£	3,990.27
e. Closing balance (a+d)	£	24,244.69

Bank accounts		date
Current account	£8,414.12	03.03.2026
Business Reserve Account	£16,065.57	03.03.2026
	£24,479.69	
Add: unrepresented income	£0.00	
Less: unrepresented cheques	£235.00	
	£24,244.69	

Unrepresented cheques		
	50-1105	£60.00
	57-dd	£36.00
	82-1110	£79.00
	89-1111	£60.00
Total		£235.00

26.03.0016 CORRESPONDENCE

TVCG Meeting – 14th April 2026 – Clerk confirmed Cllr Wyatt will attend

Police Surgery – Sandon Rooms – Friday 13th February 2026 at 6pm – details on website

B5066 – Car tyre damage – resident requested information on claims for tyre damage due to pothole – Clerk sent SCC claim link to them. 09.02.2026

Local Government Reorganisation – consultation until 26th March 2026.

Full details of the consultation and how to respond is on Parish Council website or visit -

<https://www.gov.uk/government/consultations/local-government-reorganisation-in-staffordshire-and-stoke-on-trent/proposals-for-local-government-reorganisation-in->

[staffordshire-and-stoke-on-trent](#)

Age Friendly information provided by NALC – Councillors received copy – 10.02.2026

B5066 Road Closures Working Group - Hopton and Coton Parish Council requested update on when SBPC Councillors could attend the Hopton and Coton Working Group – 17.02.2026

Fibre Optic for Burston – photo of works taking place, no other information – 17.02.2026

Dog Owner – Law Change – details on website in news area – 19.02.2026

26.03.0017 CLERK REPORT

Noticeboard in Sandon repositioned, Burston unable to reposition – 27.01.2026

Cherry Tree project – SPCA offered two trees, Council declined, as no Council owned land to plant them on. 03.02.2026

Dog Fouling signs – quote for 2 signs accepted.

Signs will be located in Woodcock Lane and Canal Bridge 85 lane.

(spec: 5in x 5in dark green Aluminium Composite Board with white lettering) “ Burston welcomes responsible Dog Walkers”. Cllr H Wildblood to install.

Dog Fouling – Pink Spray – requested help from SBC dog fouling team -

dogs@staffordbc.gov.uk – 10.02.2026 – advised they will visit the area. Requested A4 posters for pub and noticeboards. 12.02.2026 – posters provided to Cllr Greaves and Cllr H Wildblood.

Caravan, Burston – requested an update from Planning Enforcement Team – 17.02.2026, none received.

Biodiversity Policy – Clerk provided Councillors with example of policy from Eccleshall PC and SLCC guide – 17.02.2026

26.03.0018 COUNCILLORS REPORTS (information only)

Requested Clerk to produce a new Councillor contact sheet for 2 Noticeboards.

Requested Clerk to report to Canal Trust broken stile, details to be provided.

Requested Clerk to contact Streetscene to report Pool Culvert blocked by branches/vegetation due to heavy rain, slab has been dislodged and blocking inlet.

Requested both Culverts by Burston Pool to be added to May Agenda.

Cllr Wyatt to highlight Speed Limit reduction on A51 from Sandon to Stone.

DATE OF NEXT MEETING:

The next meeting will be the Annual Parish Meeting, followed by the Parish Meeting and will be held on 5th May 2026 at 7pm and 7.30pm. The meeting was formally closed at 20.39

Signed.....