

NOTICE OF ANNUAL PARISH COUNCIL MEETING (LGA 1972)

To Members of the Parish Council:

CLlr H Wildblood (Chairman), Cllr A Hudson (Vice Chairman), Cllr A Greaves, Cllr O Antcliff, Cllr R Wildblood, Cllr G Wyatt.

This NOTICE IS HEREBY GIVEN that an ANNUAL meeting of Sandon and Burston Parish Council will be held at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN commencing at 7 pm on Tuesday 5th May 2026 and members of the Council are hereby summoned to attend for the purposes of transacting the following business. The meeting will be open to the public unless the Council otherwise directs. (Public Bodies (Admission to Meetings) Act 1960

Issued by – Cllr Hugo Wildblood - Chairman

Date: 28 April 2026

A25.05.001 ELECTION OF CHAIR - 2026-2027

A25.05.002 ELECTION OF VICE CHAIR - 2026-2027

A25.05.003 APOLOGIES AND APPROVAL OF ABSENCES

A25.05.004 TO RECEIVE DECLARATIONS OF INTERESTS

A25.05.005 TO CONSIDER AND APPROVE THE MINUTES THE ANNUAL MEETINGS HELD ON 13TH MAY 2025 ARE A CORRECT RECORD

A25.05.006 CHAIRMAN REPORT 2025-2026

A25.05.007 TO CONFIRM THE STAFFORD BOROUGH COUNCIL DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS FORMS HAVE BEEN COMPLETED FOR 2026-2027.

A25.05.008 TO CONSIDER AND APPROVE COUNCIL POLICIES FOR 2026-2027 AND CONFIRM GPC

Anti harassment and Bullying Policy	Business Risk Assessment	Clerk Scheme of Delegation	Code of Conduct and Officer Protocol
Community Engagement	Complaints procedure	Co-option of Councillors	Data Protection
Data Audit	Dignity at Work	Dispensation Form	Documents Retention and Disposal – plus Appendix A
Equality and Diversity	Financial Regulations	Freedom of Information and Publication Scheme	Freedom of Information process
General Reserves Policy and Table	Grant Awarding Policy	Grievance Policy	Homeworking Policy
IT Policy	Lone Worker Policy	Media Policy	Parish Plan

* 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.

- The Openness of Local Government Bodies Regulation 2014 – allows the filming and recording of Parish Council meetings

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Social Media policy	Staffing Committee – Frame of Reference	Standing Orders	Canal Bridge Working Group – Frame of Reference
Model Councillor/ Officer protocol	Civility and Respect		

TO CONFIRM COUNCIL MEETS CRITERIA FOR GENERAL POWER OF COMPETENCE (GPC (LA 2011 s1(1))

A25.05.009 TO CONSIDER AND APPROVE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-2025 (AGAR)

TO CONSIDER AND APPROVE CERTIFICATE OF EXEMPTION FOR 2025-2026

TO CONSIDER AND APPROVE ANNUAL GOVERNANCE STATEMENT 2025-2026

TO CONSIDER AND APPROVE ASSET REGISTER 2025-2026

TO CONSIDER AND APPROVE ACCOUNTING STATEMENTS 2025-2026

TO CONSIDER AND APPROVE BANK RECONCILIATION AND EXPLANATION OF VARIANCES.

TO CONSIDER AND APPROVE NOTICE OF PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS (REG 15(2) ACCOUNTS AND AUDIT REGULATIONS 2015) (AGAR)

A25.05.0010 TO CONSIDER AND APPROVE COUNCILLOR RESPONSIBILITIES FOR 2026-2027

RESPONSIBILITIES	COUNCILLOR
Highways x 2	
Staffing Committee x 3	
Community Engagement	
Notice boards – Sandon and Burston X 2	
Asset Inspection x 2	
Footpaths x 2	
Internal Audit trail	
Newsletter	
Compass newsletter	
Canal Working Group x 3	

A25.05.001 TO CONSIDER AND APPROVE MEETING DATES FOR 2026-2027 BI-MONTHLY PARISH COUNCIL MEETINGS.

7th July 2026, 1st September 2026, 3rd November 2026, 5th January 2027, 2nd March 2027, 4th May 2027

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