

Sandon and Burston Parish Council Meeting Minutes

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

DRAFT Minutes for a meeting held on Tuesday 5<sup>th</sup> May 2026, at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN. The meeting commenced at 7.30pm.

Present: Cllr H Wildblood (Chairman), Cllr A Greaves, Cllr O Antcliff, Cllr R Wildblood, Cllr G Wyatt, Cllr K Aspin (SBC) and the clerk.

26.05.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr A Hudson - APPROVED

26.05.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS.

Cllr O Antcliff submitted a request re Grant item 26.05.006  
RESOLVED

26.05.003 TO RESOLVE THE MINUTES OF PARISH MEETING HELD ON 3<sup>rd</sup> March 2026 AS A CORRECT RECORD. RESOLVED

26.05.004 PUBLIC PARTICIPATION - NONE

26.05.005 COUNCIL VACANCY – NOTICE AND CO-OPTION UPDATE

Stafford Borough Council advised notice to be displayed from 27<sup>th</sup> March – 20<sup>th</sup> April.  
Stafford Borough Council advised co-option can take place.  
Co-option advert created and put on website and noticeboards – closing date for applications 9<sup>th</sup> June, with a view to co-opt in 7<sup>th</sup> July meeting.  
RESOLVED.

26.05.006 TO CONSIDER AND APPROVE A COMMUNITY GRANT APPLICATION

Council reviewed the Burston Tea Party application received on 28.04.2026.  
RESOLVED to pay a community grant of £500 and for Clerk to arrange funds transfer.

26.05.007 TO CONSIDER AND APPROVE BURSTON CULVERT REPAIRS REPORTED AND REPAIRS NEEDED

Stafford Borough Council carried out repairs on the paving slabs inside culvert, but repair failed. Reported again and metal stakes will be installed to hold slabs in place.  
Council requested gravel be removed from under the bridge, in order that water flows correctly. No response from Stafford Borough to this request.  
Councillors reviewed their powers regarding ditches/ponds and power to deal with offensive ditches. (Ditches and ponds - Power to drain and maintain ponds and ditches to prevent harm to public health. Public Health Act 1936, s.260. Nuisances - Power to deal with offensive ditches. Public Health Act 1936, s. 260)  
Council RESOLVED for Clerk to investigate powers and to get a quote from a land surveyor regarding works needed to clear the build up of gravel and debris in the culvert under the canal as this is becoming seriously restricted and needs clearing to avoid flooding up stream – the quote will be considered in July meeting. Clerk to also contact Canal and River Trust for guidance.

26.05.008 TO CONSIDER AND APPROVE STAFFORDSHIRE COUNTY COUNCIL DATA PROTECTION SERVICE CONTRACT 2026-2027

Councillors reviewed the Staffordshire County Council service contract and RESOLVED to

renew the Tier 1 contract and the Gap analysis required.

Budget reviewed and RESOLVED to virement funds from General Reserves to cover Budget shortfall of £180.

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

COMMUNITY LITTER PICKING EVENT – 25.04.2026 – UPDATE

The litter picking event was a success, lots of residents attended and over 10 bags of rubbish collected. Council RESOLVED to hold this event annually.

RESOLVED for Clerk to upload photos of the event onto the website.

COUNCIL LEAFLET AND E-NEWSLETTER LETTER TO RESIDENTS – UPDATE

Lavins Printers provided the leaflets and letters.

Council RESOLVED to distribute the mailing by 3<sup>rd</sup> week of May to all homes in the Parish.

RESOLVED to add the leaflet to the website.

RESOLVED for Clerk to send out the first e-newsletter by end of May.

FOOTPATH 36 – BURSTON – TWO SAINTS WAY – UPDATE

SCC advised need to wait until ground is fully dry to take heavy machinery and carry out a further environmental report, they are hoping for Installation in June 2026 – update on the website.

Council discussed the request to open up the fencing so that resident can access the footpath between now and when bridge installed. No update at the time of meeting.

RESOLVED for Clerk to contact SCC regarding timeline for the Environmental Report to ensure delay avoided.

22/36919/OUT - LAND OFF SANDON ROAD AND MOD 4 SITE BEACONSIDE STAFFORD - UPDATE

SBC advised they will have accepted the Highways Report provided to the Planning Committee and will not consider the Dynamic Transport Planning Ltd report. They confirmed that the S106 will be signed shortly. NOTED.

The Council RESOLVED for Clerk to obtain the full historic traffic count report for the A51.

The Council RESOLVED to request two traffic count reports, at a cost £330 on the A51.

Traffic Report location would be across both sides of the A51 at the Sandon Shop location.

The Council RESOLVED to request a traffic count on the B5066 after the development has opened.

SANDON STOCKS INFORMATION BOARD - UPDATE

Cllr Antcliff updated the Council the history and photographic details collected for the information board and will circulate the design before July meeting.

A REPORT REGARDING SPEEDING ON A51 FROM SANDON TO STONE – APPROVE ACTIONS

RESOLVED to move this item to July Meeting.

- 26.05.0010 TO CONSIDER AND APPROVE THE CANAL BRIDGE WORKING GROUP REPORT  
Clerk sent letter to Highways outlining requests for area – **See Appendix A**  
SCC received a response that Cllr Mynors would consider the requests in his next Divisional Highway Programme (DHP) meeting in May.  
RESOLVED for Working Group to liaise with Trent Valley Collaboration Group.  
Confirmed Working Group dates for 2026 as:  
25/6/2026, 20/8/2026, 22/10/2026 and 17/12/2026.
- 26.05.0011 TO CONSIDER AND APPROVE REPORTING OF FOOTPATH FURNITURE REPAIRS NEEDED IN PARISH.  
Council RESOLVED for Clerk to report to Canal and River Trust repairs needed on Canal Bridge 87. Request a gate as stile high not accessible for walkers.  
Council RESOLVED for Clerk to report to SCC Rights of Way team a broken finger post by Woodcock Lane, Burston, footpath number to be confirmed.
- 26.05.0012 TO RECEIVE AN REPORT REGARDING THE TRENT VALLEY COLLABORATION GROUP MEETING HELD ON 14.04.2026  
Cllr Wyatt attended the meeting. SCC confirmed that traffic speed count requested by Parish Councils would now cost £300 for each request, previously no cost.  
Hixon Parish Council are working with Cllr Mynors (SCC) regarding a bus link to Stone from Rugeley, via Amerton Farm. Council RESOLVED for Clerk to send our Bus Questionnaire to Cllr Mynors with a request that Sandon and Burston are included in the proposed bus route.
- 26.05.0013 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:  
NONE RECEIVED.  
Council RESOLVED for Clerk to investigate planning updates, as two decisions have not be received.
- 26.05.0014 TO RECEIVE ORAL/WRITTEN REPORT FROM WARD BOROUGH/COUNTY COUNCILLOR  
Cllr Aspin (SBC) advised that Call to Land maps for the Parish available and provided copies for the Council. RESOLVED for Clerk to scan and send to Councillors and to forward to Sandon Estate Office as map does not reflect Estate presentation.  
Hollywood Farm pre-planning meetings have been requested.  
SBC will have a new Mayor.  
Stafford Town/Parish Council creation process is ongoing.
- 26.05.0015 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVE FINANCE UPDATES  
ICO Certification 2026-2027 on website  
92-bt paid between meetings – to adhere to Financial Regs for late payment  
RBL Poppy Appeal 2025 donation – both cheques cashed £120 total – Council informed 31.03.2026 – RESOLVED for funds to stay with Poppy Appeal, due to low donations in past.  
Accounts spreadsheet closed for year end – 31.03.2026  
1 -BT paid between meetings – Clerk used delegated powers with Chair approval.  
**Staffordshire Pension fund Standing Order amendment made to reflect new rate– new rate May 2026.**  
TGM Ltd invoice – grass cutting – Invoice not received RESOLVED to pay between meetings

Sandon and Burston Parish Council Meeting Minutes

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

to avoid late payments.

RESOLVED for all payments below to be made.

Ref/Cheque	Item	Amount
91-so	Staffordshire Pension Fund	£109.51
92-bt	Working Group room hire – 19 <sup>th</sup> Feb	£40
92a/dd	HP Ink – March	£6.49
93-so	Council Administration	£368.23
94-so	Homeworking allowance	£10
<b>Received</b>		
19	NatWest Interest – March	£12.41
<b>End of Financial Year 31.03.2026</b>		
1/BT	Marchington IT – new lap top and HDMI adaptor	£162.20
2/SO	Staffordshire Pension Fund – April	£109.51
2a/dc	Lavins Printers – Council leaflet and e-newsletter letters	£151 (inc £6 VAT)
3/so	Council Administration – April	£368.23
4/so	Homeworking Allowance	£10
5/1126	SJS Home and Garden – Verge Spraying	£171.80
6/1127	Bradley Payroll services 2025-2026	£146.88 (inc £24.48 VAT)
7/1128	Zurich Insurance – Annual premium	£300
8/1129	Staffordshire Parish Council Association – Training GW	£48(inc £8 VAT)
9/1130	Staffordshire Parish Council Association – Annual Subscription	£272.70
<b>Received after Agenda Issued</b>		
10/dc	Post Office – Agenda postage	£6.60
11/1131	Black Rose Solutions Ltd – Audit 2025-2026	£202.26 (inc £33.71 VAT)
12/1132	Sandon Room – Litter Picking Event room hire	£40
13/dd	HP Ink – April	£6.49 (inc £1.08 VAT)
<b>RECEIVED</b>		
1	Stafford Borough Council – Precept – 1 of 2 instalments	£8,697.48

Bank Accounts		
Current Account	16,059.66	
Business Reserves	16,077.98	
		32,137.64
unpresented income	0.00	
unpresented cheques	1,723.96	
		30,413.68

<u>Unpresented Cheques</u>		
10-dc	6.60	
2a	151.00	
3	368.23	
12-1132	40.00	
13-dd	6.49	
4	10.00	
5-1126	171.80	
6-1127	146.88	
7-1128	300.00	
8-1129	48.00	
9-1130	272.70	
11-1131	202.26	
		1,723.96

Receipts and Payments		
a. Opening Balance 1st April 2026	23,711.87	
b. Total Receipts	8,697.48	
c. Total Payments	1,995.67	
d. Suplus in year	6,701.81	
e. Closing Balance	30,413.68	

## 26.05.0016 CORRESPONDENCE

**Bloor Homes** - will be closing the section of Sandon Road (B5066) leading to Beaconside Road (A513), to all road traffic from 6 April, for a period of 6 weeks. Details on website 24.03.2026

**Food Waste** – Stafford Borough Council advised that from Monday 13 April 2026 the food waste collection service will begin. Residents should put their food waste caddy out each week on the same day as either their waste or recycling bins. Further information can also be found at [www.staffordbc.gov.uk/food-waste](http://www.staffordbc.gov.uk/food-waste)

**Freedom of Information** request made 16.04.2026 – response sent 21.04.2026.

**Burston Tea Party** – organisers confirmed the date as 12<sup>th</sup> July 2026

**Footpath 36** – resident enquired to timeline of opening access to the Canal – 28.04.2026

**Joint Terrorism Analysis Centre (JTAC)** provided an update on the UK threat level – 05.05.2026

26.05.0017 CLERK REPORT

**Community Grant** – Clerk updated applicant and requested they re-apply.

**Bench repairs** – confirmed contract – confirmed works will be completed by July.

**Culvert repair and Woodcock Lane Bridge** – requested culvert repairs and removal of gravel from under the bridge – 21.04.2026

**Caravan in Burston**– requested update from Enforcement Team – 21.04.2026

SBC Enforcement have allocated a case number USE/00036/EN26 and sent letter asking for removal of caravan, as no planning permission in place.

**Freedom of Information request** - Staffordshire County Council Information Governance Team advised response appropriate - 21.04.2026

**Pension Regulator** – completed declaration 29.04.2026

**Community Grant** – requested forms from SCC re Burston Bench repairs – fund opens on 11<sup>th</sup> May 2026 <https://www.staffordshire.gov.uk/council-and-democracy/councillors-and-committees/county-councillors-fund/apply-online> – 30.04.2026

26.05.0018 COUNCILLORS REPORTS (information only)

**Councillor Training** - Cllr Owain Antcliff booked onto Councillor Training 11<sup>th</sup> May 2026

**Asset Transfer** – Burston Pool – Councillors RESOLVED for this item to be included in July meeting due to Local Government Reorganisation. Clerk to contact SBC, Zurich Insurance and Fishing Club.

**New Noticeboards** – Burston and Sandon – RESOLVED for this item to be on July Agenda and for Clerk to obtain two quotes for consideration.

Fly Tipping in Sandon – Large amount of branches in layby between the main road and Church. Clerk to report and to include Fly Tipping information on the website.

A51 footpath sweeping – Clerk to obtain price for a min road sweeper to clear paths for consideration in July meeting.

Mile Marker – Sandon one needs painting – Clerk to report and gain information on restoration process.

A51 – noted that all cats eyes have been removed from Sandon to Stone – Clerk to enquire dates for resurfacing.

Hedges – overgrown hedge outside cottage on A51, next to Sandon Shop – Clerk to report to Sandon Estate.

Hedges – overgrown hedge obscuring the 40mph sign on Hilderstone Road – Clerk to report to Sandon Estate.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 7<sup>th</sup> July 2026 at 7pm. The meeting was formally closed at 20.59

Signed.....

Appendix A

**Canal Bridge Working Group – Letter to Highways – 10.03.2026**

Dear Highways Team,

Sandon and Burston Parish Council have asked me to write to you to raise a number of highway safety and traffic management concerns affecting the Sandon and Burston area. These issues have been identified by our Working Group with input from local residents and road users, and we would appreciate your review and consideration of potential improvements.

**Traffic volume and speed management**

We would like consideration given to the introduction of a 7.5-tonne weight restriction within the village to help reduce the volume of increasingly heavy vehicles using the canal bridge. In addition, we request a broader review of speed limits in the area, including:

- Assessing whether sections currently subject to a 40 mph limit would be more appropriate at 30 mph
- Extending the 40 mph limit to the top of Sandon Bank on the B5066
- Extending the 40 mph buffer along the A51 dual carriageway to provide a safer transition from 60 mph to 30 mph
- Reviewing speed limits at the north-west end of Sandon beyond the Burston turning for consistency and safety

**Pedestrian, cyclist and crossing safety**

Access into Burston from the A51 presents challenges for both vehicles and pedestrians who must cross the carriageway, and pedestrians following the A51 footpath are currently required to divert through the village. We therefore request:

- Assessment of the feasibility of traffic signals to support safe crossing into Burston
- Provision of a continuous footpath linking the canal bridge and railway footbridge to the A51

**Canal bridge and Sandon Bank safety measures**

At the canal bridge on the B5066, drivers frequently fail to recognise the give-way priority arrangement. Improved road markings and/or illuminated signage would help clarify priority and reduce conflict and could include signage to show pedestrians on the road and create an on road footpath.

On Sandon Bank, limited visibility combined with queuing traffic creates potential hazards; therefore, advance warning signage and improved lighting before the bend.

**A51 / B5066 junction and local signage clarity**

The junction of the A51 and B5066 has become a particular concern due to accident history, visibility challenges, and driver confusion around the triangular island containing the war

memorial. We request a coordinated review to include:

- Potential reshaping or redesign of the triangular island to clearly reinforce clockwise traffic movement
- Improvements to visibility for vehicles turning onto the A51
- Clearer road markings and rationalisation of signage to reduce clutter for traffic entering the village from the dual carriageway

**Local environment around Mumbles Nursery**

In the vicinity of Mumbles Nursery (Lichfield Road, Sandon), clearer signage and road markings promoting a “20 is plenty” environment would help reinforce appropriate speeds in this sensitive location.

We would be grateful if these matters could be reviewed and, where appropriate, progressed through feasibility assessment, consultation, and implementation.

We welcome the opportunity to discuss these points further or provide additional local context if helpful.

Thank you for your attention to these concerns, and we look forward to your response.

Yours faithfully,

Cllr Adam Greaves  
Chair of Sandon and Burston Working Group.

DRAFT