Sandon and Burston Parish Council Meeting Minutes
https://sandonandburstonpc.org.uk/

Minutes for a meeting held on Tuesday 7th July 2026, at Sandon Parish Room, Lichfield Road, Sandon, Stafford ST18 0DN. The meeting commenced at 7pm.

Present: Cllr H Wildblood (Chairman), Cllr A Greaves, Cllr R Wildblood, Cllr G Wyatt, Cllr K Aspin (SBC), 6 residents and the clerk.

26.07.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr O Antcliff, APPROVED

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

26.07.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 5th May 2026 ARE A CORRECT RECORD

Chairman advised that item 26.05.0016 Correspondence – Burston Tea Party – was an incorrect record – The resolution by Council was not included, "to have a stall, with both Council leaflets and a Council banner at the event, Clerk to purchase for the event".

Subject to these amendments, the Chairman moved that the minutes of the meeting held on 5th May 2026 be signed as a correct record. RESOLVED

26.07.004 TO RESOLVE THAT THE MINUTES OF THE ANNUAL MEETING HELD ON 5th May 2026 ARE A CORRECT RECORD. RESOLVED

26.07.005 PUBLIC PARTICIPATION

Resident 1 – thanked the Councillor for the work in Burston to tidy up the area. Requested Council to contact Open Reach to remove diversion signage by bridge. RESOLVVED for Clerk to telephone the company.

Resident 2 – introduced his family who have just moved to the parish and advised they would like to join the Working Group for the B5066 Canal Bridge. Clerk to provide Cllr H Wildblood and Cllr A Greaves contact details. Also provided planning application details they have submitted to SBC 26-42025-FUL.

Resident 3 – confirmed the Remembrance Sunday can no longer be held at the War Memorial, due to Police unable to close the road for the service. Resident proposed the War Memorial Trust provide a small stone structure in Harrowby Car Park, so the service can be held at this location moving forward. The resident requested the Parish Council write to Sandon Estate (owners of Harrowby Car Park) to enquire if Sandon Estate would be in favour of this project. RESOLVED

Resident 3 – advised Parish Council Chairman name is not on the Charity Commission website for the War Memorial Trust. RESOLVED for Clerk to update Charity Commission. provided details of War Memorial installation.

26.07.006 TO RECEIVE AN UPDATE ON CO-OPTION FOR PARISH COUNCIL VACANCY AND CONSIDER AND APPROVE FUTURE PLAN FOR ADVERTISING.

The Council displayed an advert on website and noticeboards, closing date 9th June 2026. No applications received. Council RESOLVED to readvertise the vacancy.

26.07.007 TO CONSIDER AND APPROVE MEMBERSHIP OF THE MILESTONE MARKER SOCIETY

The Council considered the membership costs - £25 per year and RESOLVED to join the Society. https://www.milestonesociety.co.uk/ The subscription year begins on 1st June each

year.
The Council RESOLVED to follow up the request to SCC Highways for permission to paint the Milestone Marker on A51 in Sandon.

26.07.008 TO CONSIDER AND APPROVE BURSTON POOL ASSET TRANSFER UPDATE FROM STAFFORD BOROUGH COUNCIL.
The Councillor were updated on SBC position regarding asset transfer, see below:
Collette Lamb, SBC Legal Services Manager advised the following:
I have received a response from the Kathryn Beeson, the Council's Corporate Assets Manager, that the Council does not currently have any plans to transfer the Asset. However, they will log your enquiry and when they are in a position to consider the transfer of the Asset they will make contact with the Parish Council. 23.06.2026.
The Council requested SBC provide both the Budget and Maintenance programme for the pool. No response received.
The Council RESOLVED for the Clerk to contact Environment Agency to request a survey on the impact of the build-up of mud/silt in the pool.
The Council RESOLVED for the Clerk to submit a Freedom of Information request to SBC asking for the programme of works and budget for the pool maintenance and records of previous maintenance.
The Council RESOLVED to continue to update The Simon Hartley Angling Club.

26.07.009 TO CONSIDER AND APPROVE QUOTATION for PARISH COUNCIL PLANTERS IN SANDON (2) AND BURSTON (4) TO BE REFRESHED WITH SUMMER BEDDING PLANTS
The Council reviewed a quote for refreshing the planters and RESOLVED to carry out the works. The Council requested drought resistant plants be used. Clerk to contact Oak Tree Farm Rural Project.

26.07.0010 TO CONSIDER PROCESS AND COSTS FOR THE PROVISION OF A BUS STOP SHELTER IN SANDON ON A51
The Council discussed the need for a Bus Shelter on the A51 located opposite the existing shelter. The Council RESOLVED for the Clerk to contact , contact SBC (Cllr) Brendan McKeown to make the request.
The Council RESOLVED if a Bus Shelter is not provided in the bus route scheme, then the Council will include costs in the 2027-2028 budget, an example of cost was reviewed.
https://www.shelterstore.co.uk/cantilever-bus-shelters - £2,921.00 +VAT plus installation

26.07.0011 TO CONSIDER AND APPROVE QUOTES FOR SANDON AND BURSTON NOTICEBOARD REPLACEMENTS
The Council considered three quotations for noticeboards and RESOLVED to purchase two boards from https://www.noticeboard.company/product/outdoor-notice-boards/outdoor-wall-mounted-notice-boards/wall-outdoor-mounted-nimbus-notice-board/
The Council RESOLVED to request SJS Home and Garden to take delivery and install in Sandon Bus shelter and Burston Bus shelter.
The Council RESOLVED to donate the existing boards to Sandon Room for a Community Project.

26.07.0012 **TO CONSIDER AND APPROVE RENEWAL OF SUPPORT STAFFORDSHIRE MEMBERSHIP**

The Council RESOLVED to renew membership at £25.
https://supportstaffordshire.org.uk/

26.07.0013 TO CONSIDER AND APPROVE RESPONSE TO STAFFORD BOROUGH COUNCIL LOCAL PLAN CONSULTATION.

The Council discussed the Local Plan for 2025-2045 and RESOLVED to send a comprehensive response to Strategicplanningconsultations@staffordbc.gov.uk
The response will be published in the September Parish Council minutes. Details of the Local plan can be viewed on SBC website.
www.staffordbc.gov.uk/new-local-plan-2025-to-2045
or contact Strategicplanningconsultations@staffordbc.gov.uk

26.07.0014 TO CONSIDER AND APPROVE COSTS ASSOCIATED WITH ATTENDANCE AT SANDON VILLAGE FETE AND TRANSPORT SHOW - 15TH AUGUST 2026.

The Council RESOLVED to book at stand at the Fete and Cllr H Wildblood, Cllr R Wildblood and Cllr G Wyatt will attend https://www.sandonfete.org/
The Council RESOLVED to print 250 Council leaflets for the event, plus 250 e-newsletter letter. The Clerk to order from Lavins Printers.
Resident 2 offered to donate a gazebo to the Parish Council for the event.
The Parish Council wish to thank resident 2 for his generous donation.

26.07.0015 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

FOOTPATH 36 – TWO SAINTS WAY – FOOTPATH BRIDGE REPLACEMENT - UPDATE

The Council requested an update on the programme of Works for installation from both Mr Flaherty and Cllr Hayley Coles – 26.05.2026 and 30.06.2026.
Cllr Hales confirmed the programme of works would be available after a site visit on 8th July 2026. The Council RESOLVED to update residents via the news area on the website when the programme of works is provided.

BURSTON BENCH REFURBISHMENT – GRANT APPLICATION - UPDATE

The Clerk applied for £253 to the SCC Community Fund as fund is a 50/50 match funding criteria – 02.06.2026. SCC confirmed successful awarded grant. 07.07.2026.
SJS Home and Garden confirmed refurbishment will be completed before Burston Tea Party.
The Council RESOLVED to send Cllr Mynors and SJS Home and Garden a Thank you letter for making this project possible.

BURSTON TEA PARTY – 12th July 2026 – UPDATE ON COUNCIL INVOLVEMENT

Council will have a stall at the event, with a Council Banner and leaflets, including e-newsletter letter. RESOLVED for costs to be virement from the Council Luncheon cost centre in the Budget. Costs reported to Council - Banner - £46.50 +VAT, 50 leaflet/e-newsletter letter - £51
The Parish Council would like to record a vote of Thanks to the family and the committee

that has arranged this event. The Council especially wanted to highlight the outstanding hand painted notices to advertise the Tea Party.

BURSTON CULVERT – UPDATE

The Council confirmed this item is on the Agenda because the man made culvert repairs carried out by SBC have failed. The Clerk requested updates on when the new repairs will be carried out, no response.

The Council confirmed the gravel under the bridge is causing potential flooding issues.

SBC Joss Presland advised the Parish Council of the following:

Please be aware requirement of a license from the Environment Agency before removing any gravel from the river / stream bed. This is due to the possibility of unintended damage to the eco-system and/or damage further downstream i.e. to banks, and the increased risk of flooding rising from higher-than-normal water speeds.

The Council RESOLVED to contact the Environment Agency regarding the gravel removal, contact SCC Flood Team to log the flood risk.

The Council RESOLVED to send Cllr Aspin (SBC Ward Councillor) all the historic requests for culvert repair.

BUS SERVICE – SANDON AND BURSTON - UPDATE

Clerk sent Bus Service questionnaire to Cllr Mynors and asked for Sandon and Burston to be included in the new bus service project that is being delivered.

(Cllr) Brendan McKeown, Stafford Borough Council advised the route would include both Sandon and Burston: 21.05.2026 - NOTED

TRAFFIC COUNT REQUEST – SANDON ROAD – A51 - UPDATE

The Clerk sent map to SCC Highways and requested a traffic count for both sides of A51.

SCC confirmed only one fee payable as will be mounted on lamp post and will count both sides of the road, the location changed due to lamp post location – traffic count data will be available in October 2026.

SCC invoice received for £316 – Council RESOLVED for Clerk to pay by BACS transfer.

SANDON STOCKS INFORMATION BOARD – UPDATE

The Council RESOLVED for Clerk and Cllr Antcliff to liaise regarding the design. The design will be circulated to Councillors between meetings.

The Council RESOLVED if design agreed between meetings, then purchase and installation can take place. The Council RESOLVED for SJS Home and Gardn to install.

CANAL BRIDGE WORKING GROUP – UPDATE

The Clerk requested an update from SCC as they advised in March 2026 that the requests made the Working Group would be discussed in the May DHP meeting – 11.06.2026 – no response received.

The Council RESOLVED for the Working Group to write again to SCC Highways and include SBC into the letter, highlighting that work on footpath could take place now, as B5066 is closed.

B5066 Road Closures – Bloor Homes planning application 22/36919/OUT – Sandon Road, MOD site, Beaconside, 420 homes. UPDATE

Hopton and Coton PC requested support regarding 12 month road closures – confirmed support and put their petition onto our website. 04.06.2026

Gavin Williamson MP confirmed he will arrange a meeting with SCC and Bloor Homes regarding the road closures. Cllr Aspin, Beatty and Mynors informed 04.06.2026.

The Council confirmed they will attend both the Gavin Williamson MP meeting and Hopton and Coton PC Working Group meetings.

e-newsletter – update

The Clerk advised one resident signed up for the e-newsletter. The Council will distribute the sign-up letters at both Burston Tea Party and Sandon Fete to encourage more sign-ups.

Council RESOLVED for a short newsletter to be sent to the current subscriber.

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

Council RESOLVED to move this item to September meeting.

26.07.0016 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

All 2025/2026 decisions uploaded to website.

AWAITING DECISIONS:

25/41091/Ful- Burston Cottage Farm, Burston - Proposed Barn Conversion to Local Place of Worship with Car Parking and Landscaping (Use Class F.1f) – recommended for Committee.

APPEALS:

25/41644/PAR - Pole Barn Hollywood Farm Uttoxeter Road - Prior Approval - Conversion of redundant agricultural building to one dwelling – Appeal started 30.06.2026 for 5 weeks.

26.07.0017 TO RECEIVE ORAL/WRITTEN REPORT FROM WARD BOROUGH/COUNTY COUNCILLOR

Cllr Aspin advised Stafford Borough has sent out details of the Local Plan for consultation.

The Stafford Town Centre development will progress this year. The existing car park will be removed and incorporated into the mixed development of residential and shops design, plus Stafford College accommodation.

Stafford Borough is awaiting the response from Government regarding Local Government reorganisation, due on 17th July.

26.07.0018 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW

All May payments made on 07.05.2026

AGAR forms on website 07.05.2026

AGAR Certificate of Exemption sent to Mazars 06.05.2026

Community Grant payment sent by Bank Transfer – 07.05.2026

Data Protection contract payment paid between meetings to avoid late payment – Financial Regs– 28.05.2026

Staffordshire Pension Fund – June payment – adjusted due to overpayment in May, will be adjusted back for July payment.

VAT 126 Claim for £130.58 sent 09.06.2026

Canal Bridge Meeting – Minute Reference 25.11.0013 – Cllr Wyatt advised that

Refreshments donation of £30 had not been paid. Bank details provided and Bank Transfer made 16.06.2026

Budget Monitoring Table – sent to Councillors 23.06.2026

Burston Tea Party – Clerk used Delegated Powers 4 to purchase Council banner and Council leaflets for the event, see Minute amendment (ref: 26.07.003). NOTED

Burston Bench Refurbishment – Chair and Vice Chair informed about an unavoidable cost for metal paint -approx. £50 – NOTED

RESOLVED to make the following payments.

Ref/Cheque	Item	Amount
14/BT	Community Grant – Burston Tea Party	£500
15/so	Staffordshire Pension Fund - May	£97.82
16/so	Homeworking allowance	£10
17/so	Council Administration - May	£368.82
18/dd	HP Ink – May	£6.49 (inc £1.08 VAT)
19/bt	Staffordshire County Council – Data Protection contract 2026-2027	£389
20/bt	TGM – Grounds Maintenance – March – May	£579 (inc £96.50 VAT)
21/so	Staffordshire Pension Fund – adjusted payment - June	£86.13
22/bt	LM Barnett – November Canal Meeting Refreshments	£30
23/so	Council Administration – June	£368.23
24/so	Homeworking Allowance	£10
25/1133	Parish Online – annual email package	£28.80 (inc £4.80 VAT)
Invoices received after Agenda issued		
26/dc	Post office – stamps	£14.40
27/1134	SJS Home and Garden Services – Burston Bench refurbishment	£581.67
28/dc	Lavins Printers –50 leaflets and letters for Burston Tea Party	£51
29/dc	JCA Graphics – Parish Council Banner	£55.80 (inc £ 9.30 VAT)
30/dd	HP Ink - June	£6.49 (inc £1.08 VAT)
RECEIVED		
3	NATWEST Interest – May	£10.87
4	VAT Refund	130.58
5	NATWEST interest – June	£12

26.07.0019 CORRESPONDENCE

Councillors Addresses - Councils are to no longer publish an elected or co-opted member's home address. From 29 June 2026, section 65 of the English Devolution and Community Empowerment Act 2026 ("2026 Act") removes the requirement for a local government

member's home address to be published in council registers of interest. The newly added section 32A of the Localism Act 2011 requires that councils do not publish details of a member's home address in public registers of interest unless an individual member explicitly requests it. – Clerk removed addresses from website and will redact Register of Interest forms when received.

Road Closures – Sandon Road (Beaconside construction) – advised that AMEY will send updates and requested email addresses from residents – put on website and signed up PC for updates – 21.05.2026

Domain website – Parish on-line advised domain name automatically renewed on 23.06.2026.

Petition – Hopton and Coton PC petition to stop the B5066 road closures – details on website 02.06.2026

Hopton and Coton PC and Gavin Williamson MP contacted Council regarding B5066 and the 12 month Bloor Homes road closures. Both requested support to change road closure timeline – confirmed SBPC support – 04.06.2026 – confirmed would attend HCPC Working Group and requested dates for Working Group meeting. Cllr H Wildblood will attend the HCPC Working Group.

Caravan – Burston Field – Enforcement Officer – John Langdon – Case Reference: USE/00036/EN26, advised letters to remove have been returned to SBC. He will carry out another site visit – 09.06.2026 and will attach a letter to caravan. Requested update 30.06.2026 no response.

Burston car park enquiry – advised Canal Boat owner that Burston Car Park is for residents only, provided Greyhound Inn contact details – 11.06.2026

Local Nature Recovery Strategy consultation – details on PC website - https://staffsandstokelnrs.co.uk/ - ends 27th July 2026

Community Grant – application form sent to The Simon Hartley Angling Club, they advised they will apply before September meeting – 23.06.2026

2nd Class mail delivery service leaflet – added to website 02.07.2026

Leukaemia & Myeloma Research UK who are seeking sites for clothes banks – forwarded to Councillors. Council suggested passing details to Sandon Room.

Public Spaces Protection Order (PSPO) Consultation - https://www.staffordbc.gov.uk/pspo-2026-consultation - consultation is open until the 16th of August 2026. Council RESOLVED to request No Dog Fouling by Burston Pool

Battle of Britain Commemoration - Sunday 13 September 2026 – invitation forwarded to Councillors.

26.07.0020 CLERK REPORT

Community Grant – Burston Tea Party – confirmed successful application and sent funds– 07.05.2026

Data Protection contract GDPR – confirmed with SCC the renewal of contract – 07.05.2026 – signed 26.05.2026

PC Meeting dates 2026-2027 – sent booking to Sandon Parish Room and updated PC website – 07.05.2026

Planning Applications – updated our website with all 2025 decisions and sent copies to Councillors – requested SBC send decision confirmation to PC, advised to sign up for

notifications 14.05.2026

Canal Bridge 87 stile repair – sent email to Canal Trust – 12.05.2026 – follow up 26.05.2026

e-newsletter – sign up from residents not as expected – asked Councillors to encourage sign-ups – 28.05.2026

Burston Bench – requested repairs be carried out by 12th July – 28.05.2026

Display Equipment checklist – Clerk completed HSE checklist – sent to Staffing Committee - 11.06.2026

Contact Us facility on website – requested digital team provide a fix, as no messages being received 11.06.2026

26.07.0021 COUNCILLORS REPORTS (information only)

Councillors noted the hedge by Chapel House, Sandon is encroaching the footpath which results in residents having to step onto the A51 carriageway. Council to telephone the owner to request hedge cut. If no response Clerk to write a letter and if still uncut, to contact Rights of Way Team.

Clerk to report to Open Reach a telephone cable that has detached and is lying in the ditch on Hilderstone Road, opposite Cruso Cottage, nearest postcode ST18 0DX.

Clerk to continue to investigate cost of footpath sweeping along A51.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 1st September 2026 at 7pm. The meeting was formally closed at 20.41

Signed…….