

## SANDON and BURSTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 13<sup>th</sup> December 2017 At Sandon Parish Room Commencing at 7.40pm. Following Public Participation which commenced at 7.30pm.

#### Present

Councillor C Capjon  
Councillor R Harris  
Councillor P Hickey  
Councillor J Millington  
Councillor S Shelley                      Chairman  
Councillor R Wildblood

Parishioners :-                      Mr Wildblood, Mr & Mrs Hudson  
Clerk    B A Boughey

- 17/105**                      **Apologies**                      Councillor Massey  
17/105.1                      Other Apologies                      District Councillor                      Councillor Harp
- 17/106**                      **Minutes**  
RESOLVED that the minutes of the Parish Council meeting of 8<sup>th</sup> November 2017 be signed by the meeting Chairman.
- 17/107**                      **Chairman's Announcements**  
The Remembrance Service at Sandon. The Chairman attended and laid a wreath at the War Memorial on behalf of the Parish Council.  
At the conclusion of this meeting the Chairman wished all those attending a Merry Christmas and a Happy New Year.
- 17/108**                      **Declarations of Disclosable Personal Interests, Personal Declared Interests and other Personal Interests.**  
17/108.1                      Councillor Harris in relation to possible discussions in relation to the proposed work on Footpath 36.
- 17/109**                      **Outstanding Matters**                      Reports and Updates  
17/109.1                      Footpath 36 - Burston Pool to the Canal Bridge - Proposed work to stabilise the bank.  
17/109.1.1                      Decision made by the County Council Rights of Way Department on the Community Paths Initiative bid. The Parish Council had been awarded a grant of £850, £600 for improvement work on Footpath 36 and £250 for equipment that would enable the Parish Council keep Footpath 44 clear of vegetation starting where Woodcock Lane through route ends at the former railway crossing.  
17/109.1.1.1                      Grant payment would be forwarded on satisfactory completion of the work.  
17/109.1.2                      Sleepers had been provided by the County Council.  
17/109.1.3                      Two quotations tabled for undertaking the work to stabilise the bank., both in excess of £3,000  
17/109.1.4                      An alternative quotation from Brookside Business Park (Councillor Harris) which included a significant proportion of voluntary labour and use of equipment was not provided and that Councillor Harris was not currently in a position to undertake the work until at least the late Spring 2018.

- 17/109.1.5 Councillor Harris to seek alternative quotations for a revised specification.
- 17/109.1.6 Other funding sources to be considered.
- 17/109.1.7 RESOLVED to advise County Council Rights of Way of the current position and that it would be most unlikely that the work would be completed in this financial year thus it is probable that the grant would be forfeited.
- 17/109.2 Update on issues discussed with Councillor Ian Parry, County Councillor for Stone Rural Division, at the November meeting.
- 17/109.2.1 Meeting arranged with Councillor Parry, Highway Engineers and Parish Councillors on Friday 12<sup>th</sup> January, 9.00am in Sandon.
- 17/109.2.2 A separate meeting to be arranged with Highways, a Sandon Estate representative and the Parish Council to discuss the area around the War Memorial and the approach into Sandon from the South and West.

**17/110 Planning**

- 17/110.1 Applications returned to Stafford Borough Council - Reply Awaited
- 17/110.1.1 17/27023/OUT Butterhill Farm, Butterhill Bank.  
Outline application for Agricultural Workers dwelling.
- 17/110.1.2 17/27387/HOU White House Lane Cottage, White House Lane, Sandon  
Two storey side extensions.
- 17/110.2 Application decisions by Stafford Borough Council. *None*
- 17/110.3 Applications received by the Parish Council for Consultation. *None*

**17/111 Finance**

- 17/111.1 Financial Statement presented by the Clerk. Bank Statement reconciliation checked.
- 17/111.2 Clerk's Quarterly Salary. Gross £387.50. Net £310.10 PAYE £77.40 LGA 1972 s112(2)
- 17/111.3 RESOLVED to pay the Clerk's Quarterly Salary and PAYE to HMRC.  
Concurrent Function Allowance and considerations regarding the Parish Council budget requirements for 2018 / 2019 discussed.  
Precept for 2018 / 2019 to be confirmed at the January meeting.
- 17/111.4 External Audit Arrangements from 2017 / 2018. Information received from the Smaller Authorities Audit Appointments Ltd. Mazars LLP appointed as the Auditor.

The meeting was adjourned for the County and District Councillor's reports and convened thereafter.

- 17/112 **Report from County Councillor.** Not present.  
Follow up information forwarded by email following the presentation at the November Parish Council meeting.
- 17/113 **Report from District Councillor.** Not present. No report submitted.
- 17/114 **Items Raised by Member Councillors / Clerk**
- 17/114.1 Councillor Harris. The problems experienced on Burston Lane at the railway bridge on Sunday 10<sup>th</sup> December due to the snow.
- 17/114.1.1 Request for a Grit Bin to be placed by the bridge.

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**17/115 Correspondence**

- 17/115.1 Staffordshire County Council

- 17/115.1.1 Bus Review. Consultation - Option 1 resulting as the preferred option.  
Revised timetable to be implemented in April 2018 which should result in a bus service along the A51 from Weston into Stone.
- 17/115.2 Stafford Borough Council
- 17/115.2.1 Civic Carol Service Sunday 17<sup>th</sup> December
- 17/115.2.2 Mayor's Office Charity Fund Raising Events  
Quiz Night Saturday 6<sup>th</sup> January
- 17/115.2.3 Christmas Cards received from the Mayor and Chief Executive
- 17/115.2.4 Civic Amenity Charges for 2018 / 2019. Refuse Vehicle visit charge at £95.00 per hour per visit, an increase of £5.00 which includes VAT.
- 17/115.2.5 Register of Electors. 1<sup>st</sup> December 2017 revision available for collection.
- 17/115.3 Staffordshire Parish Councils' Association
- 17/115.3.1 Weekly email update emails circulated for information.
- 17/115.3.2 General Data Protection Regulations.  
Clerk's report on a briefing given by County Council officer and the implications of the revised regulations that come into force in May 2018.  
Further information and guidance from the Information Commissioners Office and NALC expected.
- 17/115.4 Community Council of Staffordshire *None*

**17/116 Date of Next Meeting** Wednesday 10<sup>th</sup> January 2018. 7.30pm Sandon Parish Room.  
The Meeting concluded at 9.25pm.

Signed \_\_\_\_\_ Chairman

Date \_\_\_\_\_

**Public Participation Meeting**  
**Notes of the meeting held prior to the**  
**Parish Council Meeting held on 8<sup>th</sup> November 2017**  
**Commencing 7.30pm. Concluding at 7.40pm**

Present

Councillor C Capjon

Councillor R Harris  
Councillor P Hickey  
Councillor J Millington  
Councillor S Shelley           Chairman  
Councillor R Wildblood

Parishioners :-           Mr Wildblood, Mr & Mrs Hudson

Clerk   B A Boughey

### **Mr Hudson**

- 1       Conservation area for Burston  
        Requesting that a conservation should be created in Burston.
- 1.1    Agenda item for the January meeting.

### **Website**

General discussion on the website shortcomings.