

**Minutes of a virtual meeting of Shobnall Parish Council
held on Monday 18 May 2020 commencing at 7.20pm**

Present

Councillor Dennis (in the Chair)
Councillors Donlon, Hoare and Shilton

In attendance

Borough Councillors McKiernan and Walker
Mary Danby, Clerk

Public Forum

No members of the public were present at the meeting.

2020-21/001

Apologies

Councillor Dittmer

2020-21/002

Declarations of interest

None declared.

2020-21/003

Written applications for dispensations under the Localism Act 2011

None were received.

2020-21/004

Updates to Councillors' Register of Interest Forms

The Clerk had forwarded East Staffordshire Borough Council's (ESBC) email to all councillors asking them to update their Register of Interest and submit them via email to the appropriate ESBC Officer. The Clerk had sent hard copies of the form to those councillors unable to electronically complete the form.

2020-21/005

Minutes

Resolved That the Minutes of the meeting held on 16 March 2020 be approved and signed as a true record. (The April meeting had been cancelled due to (a) the restrictions imposed by the Government due to the COVID-19 pandemic and (b) Regulations were to be passed by the Government giving parish and town councils the authority to hold virtual meetings.)

2020-21/006

Matters arising from the previous meeting

2019-20/181.2 Children's Writing Competition

Councillor Hoare reported that she had seen a TV news item on Grimm & Co, Rotherham who had successfully organised a children's writing competition. The Clerk had contacted Grimm & Co for their advice in organising a similar competition for the primary schools within the Parish.

2019-20/181.2

Mobile CCTV Unit

Councillors received advice from the SPCA. Borough Councillor Walker suggested that the Parish Council contact ESBC as it has recently purchased a mobile CCTV unit on a trial basis, with a view to loaning or purchasing additional units.

Resolved That the Council contact ESBC for advice/information on the purchase/loan and operation of a mobile CCTV unit.

2020-21/007

Borough Councillors reports

Councillor Walker reported that:

- Vernon Terrace was full of fly tipped rubbish again. ESBC are aware of the problem and this will be cleared as soon as possible.
- He and other ESBC councillors were busy with dealing with charitable organisations and food donations during the COVID-19 outbreak.
- He continued to receive highways complaints which he forwarded to County Councillor Clarke.

Councillor McKiernan reported that:

- She had been liaising with schools to ensure that children are being taught during the Lockdown. Online access was not an option for many families so schools were having to provide printed material.
- She had been made aware of difficulties experienced by a lot of parents in obtaining food vouchers during the Lockdown as they do not have a Smartphone or access to a computer. Schools are having to provide vouchers to parents in person at the schools.
- She was working with charitable organisations to make sure that people are getting food, etc during the Lockdown.

2020-21/008

County Councillor's report

A report was not available as Councillor Clarke was not present at the meeting.

2020-21/009

Financial matters

2020-21/009.1

Schedule of Payments

Payments	Payment Method	Gross	VAT	Transaction Detail
Bloomin' Gardens	BACS	396.00	66.00	Litter picking / grass cutting
Toplis Associates Ltd	BACS	247.56	41.26	2019/20 Internal Audit fee
Viking Payments	BACS	134.56	18.23	Postage stamps / stationery
Clerk's salary	BACS	661.39	-	Clerk's salary and expenses
Total Payments		1,439.51	125.49	

Resolved That the above payments be approved and that the documents be signed at the next face to face meeting of the council.

2020-21/009.2

Bank reconciliation

Bank Reconciliation	£
Current Account	52,230.78
HSBC Business Money Manager Account	30,123.18
Total Funds Available as at 30 April 2020	82,353.96

Resolved That the above was a true record.

2020-21/009.3

Earmarked Reserves (EMRs)

Resolved That £10,000 be moved from the General Reserves to the Bus Shelter Project EMR. As at 18 May 2020 the council's EMRs are as follows:

Earmarked Reserves	£
Elections	10,000.00
Bus shelter project	15,000.00
Link Park: new and replacement play equipment	37,000.00
Parish boundary signs	5,000.00
General Reserve	15,353.96
	82,353.96

- 2020-21/009.4 **Home as Office allowance**
The Clerk advised the council that HMRC had increased the weekly Working from Home allowance from £4 per week to £6 per week with effect from 01 April 2020. As the Clerk also works for Rolleston on Dove Parish Council, the pro rata cost to Shobnall Parish Council was now £133.71 pa (previously £89.14 pa).
- Resolved** That the revised Home as Office allowance be approved as set out above.
- 2020-21/010 **2019/20 Budget as at 30 April 2020**
Resolved That the Budget report showing receipts and payments as at 30 April 2020 be received and noted.
- 2020-21/011 **Internal Audit**
2020-21/011.1 **Internal Audit report for the Year Ended 31 March 2020**
Resolved That the Internal Audit report be received and noted.
- 2020-21/011.2 **Appointment of Internal Auditor for the 2020/21 financial year**
Resolved That Toplis Associates be re-appointed as the council's Internal Auditor for the 2020/21 financial year.
- 2020-21/012 **Annual Governance and Accountability Return 2019/20**
2020-21/012.1 **Section 1 – Annual Governance Statement 2019/20**
Resolved **That:**
- 2020-21/012.1.1 The council prepared its accounting statements in accordance with the Accounts and Audit Regulations.
- 2020-21/012.1.2 The council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
- 2020-21/012.1.3 The council had only done what it has the legal power to do and has complied with the Proper Practices in doing so.
- 2020-21/012.1.4 The council had during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
- 2020-21/012.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.
- 2020-21/012.1.6 The council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

2020-21/012.1.7 The council had responded to matters brought to its attention by internal and external audit.

2020-21/012.1.8 The council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

2020-21/012.1.9 The Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2020 be approved and the Chair be authorised to sign the document.

2020-21/012.2 **Section 2 – Accounting Statements 2019/20**
It was noted that Boxes 4 (Staff costs) and 6 (All other payments) for 2018/19 had been restated to reallocate the Home as Office Allowance and Mileage costs as these are not classed as Staff costs.

Resolved That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2020 be approved and that the Chair be authorised to sign the document.

2020-21/013 Delegation of Authority

2020-21/013.1 **Resolved** That the council delegate authority to the Clerk in consultation with the Chair and Vice-Chair (or other councillors should one or the other be indisposed) to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of an emergency situation, informed by consultation with members of the council. All decisions to be minuted appropriately. Delegated authority to cease upon the first face-to-face meeting of the council (see also Financial Regulation No. 4.5).

2020-21/013.2 **Resolved** That the above Delegation of Authority be added to the council’s Standing Orders as Standing Order 17 and the remaining Standing Orders be renumbered.

2020-21/014 Annual Meeting of the Council

Resolved That the Annual Meeting of the Council be held at the next face-to-face meeting of the council.

2020-21/015 Postponement of the Annual Parish Meeting

Resolved That arrangements for the Annual Parish Meeting be put on hold pending clarification from the Government on when such meetings may be held.

2020-21/016 Shobnall Parish Council website

It was noted that there had been 59 visits to the website in the 30 days to 05 May 2020.

2020-21/017 Planning matters

2020-21/017.1 **Planning Applications**

Resolved That the following observations be submitted to ESBC:

Application No.	Location	Proposal
P/2019/01360	52 Gordon Street	Erection of a single storey front extension
No objection		

Application No.	Location	Proposal
P/2020/00229	Duke of York 28 Victoria Street	Change of use of existing public house and existing residential accommodation to form a mixed-use development comprising Micro Ale Bar (Class A Drinking Establishment) with first floor extension to provide 5 apartments and erection of detached building to provide bin and cycle store
<p>Objection on the following grounds:</p> <ol style="list-style-type: none"> 1. Lack of outside amenity space 2. No off-street parking facility for the occupants of the five proposed dwellings or for the staff and customers of the proposed Micro Pub. This site is on a busy T junction with on street parking at a premium at all times of the day and night. 3. Conversion to this number of dwellings represents a massive over-development in an area of already dense housing. 		
P/2020/00452	Briggs House Derby Street	Application under Section 73 of the Town and Country Planning Act 1990 for a Minor Material Amendment to planning permission P/2019/01410 for the erection of a single storey link office building, formation of ancillary car parking and external alterations to existing building to include curtain walling and cladding for amendment to approved plans by way of rationalisation of external cladding materials, reorganisation of internal partitions and alterations to external elevations and reduction in external canopies, to amend the drainage details set out in Condition 5
<p>No objection provided there is sufficient parking provision for any future development to meet the needs of the site.</p>		

2020-21/017.2

Planning decisions

Resolved That the notified planning decisions be received and noted.

2020-21/018

The Link Park

Bloomin' Gardens had advised the council that a litter bin had been set fire to over the weekend of 02/03 May and only the metal liner remained. The Clerk had sourced quotations for a fire- retardant replacement bin for the council's consideration.

Resolved That Bloomin' Gardens be asked for their advice as to size of litter bin to be installed and whether it would be beneficial to install two litter bins on the site to the same specification.

2020-21/019

**The Local Government Boundary Commission for England:
East Staffordshire Electoral Review – COVID-19 Update**

Resolved That the update be received and noted.

2020-21/020
2020-21/020.1

Councillors questions

Councillor Dennis reported on a virtual meeting hosted by Kate Griffiths MP. The meeting invitation had been sent to all East Staffordshire parish/town councils and a maximum of two representatives had been permitted per council.

Councillor Dennis had found the meeting to be a worthwhile opportunity to hear other parish councils' views and it had been interesting to note that other parish councils enlisted the MPs help in resolving issues, this was something that perhaps Shobnall PC should do in the future.

2020-21/020.2

Councillor Hoare asked what was happening at the Shobnall Road junction of the Lawns Farm development, for example, will there be a roundabout at the junction?

Resolved That the query be put to County Councillor Clarke for response.

2020-21/021
2020-21/021.1

Correspondence and Circulars

Staffordshire Parish Councils' Association (SPCA)

It was noted that SPCA's weekly newsletters had been circulated to all Councillors.

2020-21/022

Items for next meeting

None raised.

Date of next meeting

Monday 15 June 2020 commencing at 7.00pm via Webex unless otherwise notified.

The Meeting closed at 8.25pm

Signed

Date