

**Minutes of a virtual meeting of Shobnall Parish Council
held on Monday 21 September 2020 commencing at 7.00pm**

Present

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

In attendance

County Councillor Clarke
Borough Councillors McKiernan and Walker
Mary Danby, Clerk

Public Forum

No members of the public were present at the meeting.

- 2020-21/59 Apologies**
None, all Councillors were present.
- 2020-21/60 Declarations of interest**
None declared.
- 2020-21/61 Written applications for dispensations under the Localism Act 2011**
None were received.
- 2020-21/62 Updates to Councillors' Register of Interest Forms**
No updates were notified.
- 2020-21/63 Minutes**
Resolved That the Minutes of the meeting held on 20 July 2020 be approved and signed as a true record.
- 2020-21/64 Matters arising from the previous meeting**
2020-21/57.2 Junction Grange Street/Shobnall Road
Councillors reported that the hedge had been cut back.
- 2020-21/65 County Councillor's report**
Councillor Clarke reported that:
- § The Staffordshire County Council (East Staffordshire) (Prohibition and Restriction of Waiting and Loading and Parking Places) (Consolidation) Order 2018 (Amendment) No. 11/2020 would be in effect from 28 September 2020. The Order introduces No Waiting at Any Time on St Pauls Street West, St Pauls Square and Needwood Street. In response to a councillor's query, he said that he was not aware of any proposal to make the whole area around St Pauls Square one-way.
 - § The consultation process is underway to remove double yellow lines on Edwards Street.
 - § He is working to see double yellow lines removed in the Parish to facilitate more on street parking spaces.
 - § The drains information has been submitted to the County Council who are trying to catch up on the backlog of outstanding jobs. He is attempting to get the new Cabinet Member to visit the Parish to see the problems first-hand.
 - § He is working with Bellway and BT to resolve a broadband problem for 95 properties on Bridgewater Road.

- § Shobnall Road had been resurfaced. The plan is to stop or slow down HGVs on Shobnall Road – the consultation process had been put on hold due to Covid-19, but this will now be taken forward electronically.
- § Mini Mart, Shobnall Road – a TRO had now been put in place which allows people to stop outside the shop for up to 30 mins.
- § He had helped by getting the County Council to reinstate school transport for a child with special needs.
- § In response to a query from a Councillor, he asked that the details of Planning Application No. P/2020/00857 (Lawns Farm – Reserved Matters) be sent to him.

2020-21/66

Borough Councillors reports

Councillor McKiernan:

- § Referred to the Boundary Review, saying that Shobnall Primary School and the Albion public house would not be within the Shobnall if the Review is confirmed as it stands.
- § She had had a tour of the Shobnall Leisure Centre and was pleased with the changes that had been made.
- § Said that she understood that a mini-enforcement exercise was to take place on 21/22 September in Shobnall.
- § Referred to problems with youths gathering, alleged drug dealing on private land at Sawmill Way and that the management company responsible for the area were keen to improve security.
- § Stronger Towns Fund: Consultation will take place via two virtual workshops w/c 28 September. She encouraged Councillors to participate in one of the workshops.
- § Was aware that the Rangemore Street planning application had been called in.
- § Cemetery: She and Councillor Walker had been involved regarding complaints that had been received by ESBC regarding parking of cars, dog fouling, etc which had been discussed at a meeting and things were now in hand.
- § Covid-19 updates were being received weekly, but a small group had now been formed and she and Councillor Walker are no longer involved and cannot input regarding Shobnall. A testing centre would be located at the Town Hall from 5/6 October (date to be confirmed).

Councillor Walker:

- § As requested, he had written to the Planning Committee Chair regarding the Duke of York planning application but to date no response had been received.
- § As requested, he had written to ESBC regarding fly tipping issues in the Ward. A response had been received regarding Vernon Terrace saying that since 2016 this had been cleared 40 times, but it is filling up again. ESBC has written to Landlords asking them to ensure that their tenants take their rubbish away when they vacate properties. ESBC had positioned a CCTV camera at the Terrace but it needs to be repositioned as it did not capture the dumping of rubbish there recently.
- § Rangemore Street planning application: He had submitted the call-in notice. ESBC were waiting for Highways comments on the application before a decision would be made on whether the application would go to Committee.
- § Stronger Towns Fund: He noted that none of the suggested projects were in Shobnall or inner Burton.

2020-21/67

Financial matters

2020-21/67.1

Schedule of payments

Payment	Payment Method	Gross £	VAT £	Transaction Details
Computer Lifeline	BACS	3,252.00	0.00	Supply 8 No. Apple iPads and setup (paid 08/09/2020)
Broxap Ltd	BACS	819.60	136.60	Supply 2 No. litter bins
Bloomin' Gardens	BACS	630.00	105.00	The Link: Litter picking, grass cutting £426.00 The Link: Install 2 No. litter bins £204.00)
SPCA	BACS	50.00	0.00	Be a Better Councillor – Delegate fee x 1
James Hallam Ltd	BACS	433.80	0.00	2020 Insurance renewal premium
Ladywell Accountancy Services	BACS	75.00	0.00	Payroll services
HMRC	BACS	568.87	0.00	NI/PAYE 2020/21 Qtr 2/4
Clerk	BACS	781.72	2.40	Clerk's salary and expenses
Total payments		6,610.99	244.00	

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

2020-21/67.2 Bank reconciliation

Current Account	£40,772.36
HSBC Business Money Manager Account	£30,133.34
Total funds available as at 31 August 2020	£70,905.70

Resolved That the above was a true record.

2020-21/67.3 Earmarked Reserves (EMRs) as at 31 August 2020

	£
Elections	10,000.00
Bus shelter project	5,000.00
Link Park: New play equipment	37,000.00
Parish boundary signs	5,000.00
Replacement IT	1,000.00
Writing competition	3,000.00
General Reserve	9,905.70
TOTAL	70,905.70

Resolved That the information be noted.

2020-21/68 2020/21 Budget as at 31 August 2020

Resolved That the Budget report showing receipts and payments as at 31 August 2020 be received and noted.

2020-21/69 Completion of the audit for the year ended 31 March 2020

Councillors were advised that Mazars, the external auditors, have completed their audit for the year ended 31 March 2020 with no matters being raised for the council's attention. As required by the Accounts and Audit (England) Regulations 2015, the Completion Notice and audited Annual Governance and Accountability Return (AGAR) were published on the council's website on 24 July 2020.

2020-21/70 Shobnall Parish Council website

It was noted that there had been 90 visits to the website in the 30 days to 14 September 2020.

2020-21/71 Planning matters

2020-21/71.1 Planning applications

Resolved That the following observations be submitted to ESBC:

Application No.	Location	Proposal
P/2020/00838	Phase 2 Unit 2 Centrum West Callister Way	Application under Section 73 of the Town and Country Planning Act 1990 for a Minor Material Amendment to planning permission P/2016/01529 for the erection of a detached warehouse unit (Class B8) with associated ancillary office accommodation, means of access, parking, ancillary structures and landscaping relating to amendments to the approved plans for a revised internal office arrangements with associated amendments to the external elevations and an additional 3 car parking spaces
No objection		
P/2020/00857	Lawns Farm Shobnall Road	Reserved Matters application relating to P/2012/01467 for the erection of 190 dwellings and associated garaging and bin/cycle store, new vehicular access off Shobnall Road, public open space, public right of way connections and associated works including details of access, appearance, landscaping, layout and scale
Comments sent to ESBC – see Annex 1		
P/2020/00875	Duke of York 28 Victoria Street	Erection of a detached building for the erection of 3 x 1 bed apartments and detached cycle/bin store
Objection on the following grounds: § The proposal is an overdevelopment of the site § No amenity space is provided in the proposal (Shobnall Neighbourhood Plan Policy HD2 Housing Design Quality) § No parking provision is provided in the proposal (Shobnall Neighbourhood Plan Policy T5 Parking)		
P/2020/00948	119 Waterloo Street	Change of Use of ground floor from A1 (Salon) to C3 (Flat)
No objection		

2020-21/71.2 Resolved That the following observations submitted to ESBC during the Summer recess be retrospectively approved:

Application No.	Location	Proposal
P/2020/00637	136-138 Waterloo Street	Change of Use of ground floor from a shop (Class Use A1) to a house in multiple occupation
No comment		
P/2020/00703	61 Shobnall Road	Erection of a single storey side/rear extension and formation of an additional parking space
Comment: Would the proposed extension obstruct the view of anyone negotiating the junction with Shobnall Road, thereby creating a safety hazard?		
P/2020/00735	13 Rangemore Street	Change of Use from existing C3 dwelling into 2 No. 3 bedroom flats, including single storey rear extension and rear dormer extension
No comment		
P/2020/00735	13 Rangemore Street	Change of Use from existing C3 dwelling into 2 No. 3 bedroom flats, including single storey rear extension and rear dormer extension (Revised Plans Received)
Objection on grounds of lack of parking provision (Shobnall Neighbourhood plan Policy T5 – Parking). The parish council supports the residents in their concerns regarding the proposed development. (ESBC Councillor Walker agreed to call in the application for consideration by the Planning Committee.)		
P/2020/00745	Former Imex Business Centre Shobnall Road	Reserved Matters application relating to P/2019/00056 for the erection of 125 residential dwellings (Class C3) including details of appearance, landscaping, layout, and scale)
No comment		
P/2020/00769	1A Lordswell Road	Removal of one Silver Birch tree (TPO 216)
No objection		
P/2020/00840	Rear of 169-170 Waterloo Street	Change of Use from Retail (Class A1) to Hot Food Take Away (Catering) (Class A5) and installation of external flue
No objection in principle but it is noted that there is a lack of car parking provision for customers when collecting their order.		

2020-21/73.3 **Planning decisions**

Resolved That the notified planning decisions be received and noted.

2020-21/72 **Ministry of Housing, Communities & Local Government (MHCLG): Changes to the current planning system – Consultation on changes to planning policy and regulations**

Resolved That the document be received without comment.

- 2020-21/73 Ministry of Housing, Communities & Local Government (MHCLG): Planning for the future – White Paper**
Resolved That the document be received without comment.
- 2020-21/74 Proposed children’s writing competition (Minute Nos. 2019-20/181.2, 2020-21/006, 028 and 047 refer)**
Deferred pending response from the Internal Auditor on his view of the proposed project.
- 2020-21/75 To receive questions from Councillors**
2020-21/75.1 Covid-19
Councillors Yousaf and Hamid expressed their concerns regarding support for the BAME communities and retailers in the Ward.
Resolved That the County Council be contacted raising the following concerns/issues:
- § How much of the Covid-19 funds is being spent on the Shobnall Ward?
 - § The health needs of the community are not being met, citing difficulty in getting Dr appointments
 - § Nothing is being done to improve the housing stock, much of which is reported as being damp and in poor repair
 - § What is being done to address the needs of the disadvantaged?
 - § How is information being disseminated to people who do not have internet access and those whose first language is not English?
 - § Improved liaison of Council Officers with retailers is required, e.g. clarification of what the difference is between a small shop and a medium one; the number of customers able to be in stores at a time; clarification of the expectation that retailers should challenge people who are not wearing face masks, etc
 - § It was noted that the local Shobnall Ward ESBC councillors are no longer involved in the local Covid-19 forum and it is believed to be important that they have the opportunity to have input into measures to deal with the outbreak and support the community.
- 2020-21/75.2 Unity Park**
Councillor Yousaf reported that the Park was littered, weeds growing up under benches and the soil was in poor condition. ESBC Councillor Walker reported that he had spoken to Officers at ESBC and this is now with contractors for the work to be done. He said that he would seek confirmation of the frequency of visits from ESBC.
- 2020-21/75.3 Planning**
Councillor Asghar felt that more information is needed to help councillors to comment on planning applications. Councillor Dennis explained that all the information is sent to all councillors by the Clerk for every application notified by ESBC and he was encouraged to ask the Clerk if he wanted guidance on how to access the information on ESBC’s website.
Agreed That the SPCA be asked if a Planning training course was due to be run this year.
- 2020-21/76 Correspondence and Circulars**
2020-21/76.1 Staffordshire Parish Councils’ Association (SPCA)
The SPCA’s weekly newsletters have been circulated to all Councillors.

2020-21/76.2 Highways England
The weekly A38 Traffic Management Bulletins have been circulated to all Councillors.

2020-21/77 Exclusion of the press and public
Resolved That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

2020-21/78 Staffing matter
Resolved That the Clerk's salary be increased by 2.75%, backdated to 01 April 2020, as set out in the 2020/21 pay scales agreed by the National Joint Council for Local Government Services (NJC).

2020-21/79 Items for next meeting
No items were raised.

Date of next meeting
Monday 19 October 2020 commencing at 7.00pm via Zoom.

The Meeting closed at 9.03pm

Signed

Date