

**Minutes of a virtual meeting of Shobnall Parish Council
held on Monday 16 November 2020 commencing at 7pm**

Present

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

In attendance

County Councillor Clarke
ESBC Councillors Allen, McKiernan and Walker
Mary Danby, Clerk

Councillor G Allen, ESBC Deputy Leader (Regeneration and Planning Policy)

Councillor Allen had requested an opportunity to meet with the council and for parish members to speak directly with him on a range of district responsibilities. He explained that his portfolio broadly covers planning policy and enforcement and executive functions of planning control, business support and LEPs, economic development, Town Centre regeneration, brownfield strategy and the use of S106 for brownfield development. He invited questions from Councillors.

Q How close is ESBC to fulfilling its quota of new housing?

A Did not have the information to hand and undertook to supply this to the council.

Q How many planning permissions have not been actioned by applicants?

A Did not have the information to hand and undertook to supply this to the council.

Q When do you get to the stage when no more development can happen?

A The Space for Dwellings Supplementary Planning Document had been revised in 2019 and this will guide that decision as there is obviously a limit to how much development can be absorbed, he added that the new national legislation is likely to allow building upwards.

Q What information is given to the Planning Committee? Is there a toolbox to help them to ensure that we have high quality development and infrastructure to meet needs?

A By the time an application gets to Committee it is too late for changes to roads/infrastructure, it is also difficult to overturn Officer's recommendations and applicants can only be expected to mitigate any problems that their development might create.

Q The council recently submitted comments on The Lawns development. What will happen with those comments, will the Planning Committee see them?

A After the consultation period the Planning Officer will address material planning consideration queries and these will be provided to the Committee, respondents submitting non-material planning considerations will be advised that these cannot be considered in the planning process.

Q Was it correct that the new national legislation will allow HMOs up to six flats?

A Permitted development up to third floor appear to be permissible under the new legislation but local criteria will have to be met prior to works commencing, e.g. parking will have to be provided for the development.

Q What support is there for parish councils on planning applications?

A He and the Planning Officers are happy to provide support as required and suggested that emails be sent when the need arises. The Planning Manager had been tasked to go to speak to parish councils if there are particularly contentious applications in their areas.

Q Will the parish councils be kept informed on progress with the Town Deal?

A Yes, via the two parish council representatives on the Town Deal Board.

- Q** It was felt that the Town Deal consultation had been rushed.
A The final Town Deal document is almost ready, and the proposed schemes must be prioritised to spend the £25m Government funding.
- Q** Parish Councils can help to get consultation information out to the public via their websites.
A This was noted.

Public Forum

No members of the public were present at the meeting.

- 2020-21/97 Apologies**
Councillor Asghar
- 2020-21/98 Declarations of interest**
None declared.
- 2020-21/99 Written applications for dispensations under the Localism Act 2011**
None were received.
- 2020-21/100 Updates to Councillors' Register of Interest Forms**
No updates were notified.
- 2020-21/101 Minutes**
Resolved That the Minutes of the meeting held on 19 October 2020 be approved and signed as a true record.
- 2020-21/102 Matters arising from the previous meeting**
None raised.
- 2020-21/103 County Councillor's report**
Councillor Clarke reported that:
- § All SCC Councillors had been given £20,000 to allocate in their areas. Most of his allocation had been allocated to drains. A problem persisted in Shobnall Street where a new drain had been installed – Amey will be revisiting the site on 26 November. Other drains, including those on Wetmore Road and Wharf Road used to have puddles after rainfall but these no longer appear following jetting of the drains. The other hot spots identified and submitted to SCC had now been jetted and were now working properly. The remaining drains will be jetted w/c 30 November.
 - § Bridgewater Road properties internet connection: a resident had done a lot of work on this and Virgin Media are putting fibre optics in. Virgin Media say that the developer has offered £5,000 towards the installation and they are willing to do the work for that price (the information was to be confirmed).
 - § Shobnall Road resurfacing: SCC had sent out 2500 letters to residents regarding the proposed rubber cushions to slow down the HGVs. He said that 105 responses had been received to the written consultation with a 50/50 vote in favour of this proposal. SCC will send another letter to residents answering some of the concerns raised and explain the reasons for the rubber cushions proposal. This matter is still under consideration. Councillors Dennis and Dittmer said that they had not received the letter from SCC – Councillor Clarke asked that their addresses be sent to him and he would investigate why the letters had not been sent.

- § He was working with two schools which had reported social distancing problems and he was due to meet with the newly formed Active School Travel team which had been set up to look at problems caused by parking outside schools. A survey had been done which included some of the Shobnall schools and he would be discussing the reported issues with the team.

2020-21/104 Borough Councillors reports

Councillor McKiernan reported:

- § The CCG had said that the Gordon Street Surgery was now up and running again and that telephone triage and a buddy practice system were in place. The Trent Meadows Surgery was now not running.
- § She asked if anyone had gone to the Town Hall for a Covid-19 test. She noted that testing at Community facilities is done by nurses whereas people had to do the tests themselves at the Town Hall.
- § The October Planning Committee meeting had been cancelled.
- § She and Councillor Walker had been dealing with problems with dog fouling which had been reported at the Cemetery.

Councillor Walker reported:

- § He had been contacted by a Waterloo Street resident regarding a long-running anti-social behaviour problem with their neighbours. Information had been gathered and ESBC will use this to deal with the problem.
- § He had been contacted by a resident regarding an overflowing bin outside the BACT Hub, junction Grange Street/Casey Lane. He had visited the site several times but had not been able to confirm the problem, photos had now been provided by the resident and these had been provided to ESBC Officers for action.
- § Issues were being issued with blue bin collections when some have not been emptied for two cycles due to being refused by the Refuse team. He had worked with ESBC Officers to resolve this issue.
- § Unity Park: ESBC had confirmed that it was unlikely that the see saw would be returned due to frequent vandalism in the past, but another piece of age appropriate play equipment would be provided in its place. The litter picking and bin emptying is done on a weekly basis, as with other play areas and the new gates had been installed to stop people accessing the site when it is closed.

2020-21/105 Financial matters

2020-21/105.1 Schedule of payments

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Clerk	BACS	14.48	2.42	Reimbursement re iPad case purchased for a councillor
Clerk	BACS	723.42	2.40	Clerk's salary and expenses
Bloomin' Gardens	BACS	426.00	71.00	The Link: Litter picking and grass cutting
NCVO	BACS	195.00	0.00	Writing successful bids training course (3 delegates)
Total Payments		1,358.90	75.82	

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

2020-21/105.2 Bank reconciliation

Bank Reconciliation	£
Current Account	51,390.44
HSBC Business Money Manager Account	30,134.10
Total Funds Available as at 31 October 2020	81,524.54

Resolved That the above was a true record.

2020-21/105.3 Earmarked Reserves (EMRs) as at 31 October 2020

Earmarked Reserves	£
Elections	10,000.00
Bus shelter project	15,000.00
Link Park: New fitness and play equipment	37,000.00
Parish boundary signs	5,000.00
Replacement IT	1,000.00
Writing competition	3,000.00
General Reserve	10,524.54
	81,524.54

Resolved That the information be noted.

2020-21/106 Draft 2021/22 budget and actual income and expenditure as at 31 October 2020

Resolved That:

- a) The draft 2021/22 budget and report showing receipts and payments as at 31 October 2020 be received.
- b) It was noted and that Councillors will be asked to approve the draft budget and set the 2021/22 precept at the December meeting.

2020-21/107 Shobnall Parish Council website

It was noted that there had been 122 visits to the website in the 30 days to 06 November 2020.

Councillors received data collated from the website's Content Management Program (CMP) which gave details of when people visited the website, where they were located and which web pages they visited.

Agreed That the data be presented quarterly to the council, i.e. February, May, September and December annually.

2020-21/108 Planning matters

2020-21/108.1 Planning applications

Resolved That the following observations be submitted to ESBC:

Application No.	Location	Proposal
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 for proposed elevations and parking survey)
<p>Objection on the following grounds:</p> <p>§ Insufficient parking in an area which already has parking challenges</p> <p>§ The proposed development is contrary to the requirements of the Conservation Area in which the property is located</p> <p>§ The proposed development is against the principles of the Shobnall Neighbourhood Plan (Policies T5: Parking; Policy HD2: Housing Design Quality; HD5: Character Areas)</p>		
P/2020/00840	Rear of 169-170 Waterloo Street	Change of Use of building to commercial catering facility
<p>Comment:</p> <p>Is there adequate off-road packing for delivery vehicles?</p>		
P/2020/00917	209 Waterloo Street	Change of Use from Class C3 (Residential) to Class C3 (Residential) and Class A3/A5 (Dessert Shop) including installation of shop front, roller shutters and external staircase on rear elevation
<p>Comment:</p> <p>The proposed development will result in an increase in goods traffic in an area which already has parking challenges</p>		
P/2020/0921	Silvertown UK (Silentbloc UK Ltd) Wellington Road	Erection of a storage building
<p>No objection</p>		
P/2020/01221	77 Outwoods Street	Change of Use of residential dwelling (Class C3) to a Residential Care Home (Class C2) and erection of a single storey rear extension
<p>Objection on the following grounds:</p> <p>The proposed development will result in traffic/parking issues in an area which already has parking challenges</p>		

2020-21/108.2 Planning decisions

Resolved That the notified planning decisions be received and noted.

2020-21/108.3 146 Victoria Street

It had been brought to the council's attention that building work to erect a rear extension is ongoing at 146 Victoria Street and it was believed that the necessary permission(s) were not in place.

Councillors expressed their concern that the building is unsafe and that it is being constructed without complying with current Building Regulations.

Agreed That the information be formally sent to ESBC's Enforcement Officer for investigation.

2020-21/109 Staffordshire County Council: Statutory Consultation re Waiting Restriction Amendments – Duke Street and Princess Street areas

Agreed That councillors inform the Clerk via email confirming whether they support the proposals set out in the above consultation.

2020-21/110 Councillors questions

2020-21/110.1 Bus Shelters

Councillor Donlon asked if bus shelters could be installed outside the Town Hall and opposite the Town Hall.

Agreed That the Police, Staffordshire Highways and Midland Classis be asked for their thoughts on the proposed locations and that this matter be an agenda item for the next meeting of the council.

2020-21/111 Correspondence and Circulars

2020-21/111.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's weekly newsletters have been circulated to all Councillors.

2020-21/111.2 Highways England

The weekly A38 Traffic Management Bulletins have been circulated to all Councillors.

2020-21/111.3 Staffordshire Police

The local Police Officers' report had been circulated to all Councillors.

2020-21/112 Replacement laptop for the Clerk's use

Councillors were advised that the current Acer Aspire E15 laptop had been purchased in June 2015 and now runs incredibly slowly (as recently confirmed by the council's IT consultant) and takes a long time to be operational from power up, it also often freezes due to overheating and sound quality for video conferencing is not acceptable.

The Clerk had sourced quotations but as the current prices were sale prices and therefore the actual purchase would probably be at full price, i.e. up to £985 plus VAT.

Resolved That the Clerk be authorised to purchase a replacement laptop to an upper ceiling of £985 plus VAT.

2020-21/113 Items for next meeting

No items were raised.

Date of next meeting

Monday 21 December 2020 commencing at 7.00pm via Zoom.

The Meeting closed at 9pm

Signed

Date