

**MINUTES OF A VIRTUAL MEETING OF SHOBNALL PARISH COUNCIL  
HELD ON TUESDAY 04 MAY 2021 COMMENCING AT 7.25PM**

**PRESENT**

Councillors Asghar, Denis, Dittmer, Donlon, Hoare and Shilton

**In attendance**

Mary Danby, Clerk

**PUBLIC FORUM**

No members of the public were present.

1. **Election of Chair**  
**Resolved** That Councillor Dennis be elected as Chair for the ensuing year.
2. **Election of Vice-Chair**  
**Resolved** That Councillor Hoare be elected as Vice Chair for the ensuing year.
3. **Apologies**  
None, all Parish Councillors were present.
4. **Declarations of Interest**  
None declared.
5. **Written applications for Dispensations under the Localism Act 2011**  
None had been received.
6. **Updates to Councillors' Register of Interest Forms**  
All Councillors had been provided with the 2021 Register of Interest form which they were asked to complete and return to ESBC.
7. **Minutes**  
**Resolved** That the Minutes of the meeting held on 27 April 2021 be approved as an accurate record.
8. **Matters arising**  
None raised.
9. **Financial matters**
  - 9.1 **Schedule of payments**

<b>Payments</b>	<b>Payment Method</b>	<b>Gross £</b>	<b>VAT £</b>	<b>Transaction Detail</b>
Currys PC World	BACS	127.46	21.24	Printer toner
SPCA	BACS	30.00	-	Training fee (1 No. delegate)
Clerk	BACS	693.23	2.40	Clerk's salary and expenses
Bloomin' Gardens	BACS	390.00	65.00	The Link: Litter picking
Girl Guides UK	BACS	500.00	-	s.137 Grant Aid (Replacement lawnmower)
<b>Total Payments</b>		<b>1,740.69</b>	<b>88.64</b>	

**Resolved** That the above payments be approved.

9.2 **Bank reconciliation as at 27 April 2021**

Current Account	£43,091.20
Business Money Manager Account	£30,134.86
<b>Total funds available as at 31 March 2021</b>	<b>£73,226.06</b>

**Resolved** That the above was a true record.

9.3 **Earmarked Reserves (EMRs)**

	£
Elections	10,000.00
Bus shelter project	10,000.00
Link Park: New fitness and play equipment	37,000.00
Parish boundary signs	5,000.00
Replacement IT equipment	5,000.00
Writing competition	3,000.00
General Reserve	3,226.06
	<b>73,226.06</b>

**Resolved** That the information be noted.

**10. Review of policies and documents**

The following policies and documents were reviewed:

- Document Retention and Disposal Policy
- Privacy Impact Assessment
- The Management of Transferable Data Policy

**Resolved** That no amendments were required to the above policies and documents.

**11. Internal Audit**

**11.1 Internal audit Report for the year ended 31 March 2021**

Deferred to the June meeting as the report had not been received from the Internal Auditor.

**11.2 Appointment of Internal Auditor**

**Resolved** That Toplis Associates be re-appointed as the council's Internal Auditor for the 2021/22 financial year.

**12. Annual Governance and Accountability Return 2020/21**

Deferred to the June meeting as the Annual Internal Audit section had not been received.

**13. PLANNING MATTERS**

**13.1 Planning Applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2021/00449	Unit 1 Fourth Avenue	Change of Use from B8 (Storage or Distribution) to B2 (General Industrial) for the assembly of locomotives and associated processes including siting of ISO container and a gas bottle storage crate
No objection		

P/2021/00519	14 Reservoir Road	Erection of a first floor rear extension and rear dormer extension
No objection		
P/2021/00547	Bossons House Princess Street	Application under Section 73 of the Town and Country Planning Act 1990 for use of former school annex to light industrial and warehousing by the removal of Condition 2 relating in a personal occupancy condition and Condition 4 relating to no loading/unloading or service access within the building and deliveries not exceeding 3.5 tonnes of planning permission CU/15261/007 dated 24.06.1998
Location map requested as the location of the above site was unclear.		

**14. Councillors' questions**

- A query was put asking if the council should be considering if it were possible for members of the public to attend meetings via Zoom. The Clerk explained that this would need the council to invest in equipment to enable in person meetings to be live streamed, members of the public would only be observers and unable to speak. Confirmation to be sought from the SLCC and/or SPCA.
- It was noted that a canine fertility centre had opened on Wellington Street where a hairdresser had formerly been trading. Did this business require a Change of Use? Query to be put to ESBC.

**15. Correspondence**

**15.1 Staffordshire Parish Councils' Association (SPCA)**

The SPCA's weekly Bulletins had been circulated to all councillors.

**15.2 Highways England**

The A38 Traffic Management Bulletins had been circulated to all councillors.

**15.3 Funding request**

A funding request had been received from the East Staffordshire Family Support Service. Councillors deferred this item to the June meeting of the council and asked that a formal application be made using the Grant Aid application form.

The Chair noted that the Grant Aid application form had not been reviewed in years and asked that the form be provided to all councillors so that they might make suggestions at the June meeting on improvements that could be incorporated.

**DATE OF NEXT MEETING**

Monday 21 June 2021 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton upon Trent DE14 2BA.

The Meeting closed at 8.25pm

Signed .....

Date .....