

**MINUTES OF THE MEETING OF SHOBNALL PARISH COUNCIL  
HELD AT BROOK HOUSE, SHOBNALL ROAD ON MONDAY 21 JUNE 2021 COMMENCING AT 7PM**

**PRESENT**

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

**In attendance**

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

**PUBLIC FORUM**

No members of the public were present.

**16. Apologies**

None, all Parish Councillors were present.

**17. Declarations of Interest**

None declared.

**18. Written applications for Dispensations under the Localism Act 2011**

None had been received.

**19. 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.

**20. Minutes**

**Resolved** That the Minutes of the meeting held on 04 May 2021 be approved as an accurate record.

**21. Matters arising**

None raised.

**22. County Councillor's report**

Councillor Afsar reported that:

- The proposed Waterloo Street highway safety and layout improvements are out for public consultation until 29 June and the works are scheduled for January – March 2022.
- Potholes and gully's continue to be reported for repair in Wellington Street, Shobnall Street, Princess Street, Derby Road, etc - he will raise these issues at a Highways meeting on 29 June.
- The poor condition of the roads had been reported to him, but he stressed that there were problems throughout Burton and that the County Council budget for repairing and maintaining roads is £25.6m - £3m less than 2020/21. He is lobbying the MP for increased funding.
- He referred to the Market Hall and Library plans under the Burton Town Deal. The proposed relocation of the Library into the Market Hall will go out to public consultation later this year. £1m has been allocated to move the Library to the Market Hall. Councillors noted that the Library is SCC's responsibility and the Market Hall is ESBC's responsibility.

**Agreed** That the council write to the Town Deal Board and ESBC to (a) express its extreme disappointment at the proposal to relocate the Library to the Market Hall and (b) asking for details and an update on Project G.

- He had been asked for a cricket pitch to be provided in one of the parks. Councillor McKiernan said she will look at a possible site which is for sale behind Marstons.
- He had met with the CCG Chair regarding GP surgeries in the area and he had handed over complaints for investigation – another meeting had been scheduled in 6/8 weeks. Residents are asked to log their complaints so that these can be investigated. The possibility of two surgeries moving to another location is being investigated further.
- He had met with the Police Inspector and feedback was awaited on issues which he had passed on to her. More foot patrols had been requested.
- Covid-19 infections currently remain stable. People need to be encouraged to take up the vaccine when the opportunity arises and to self-test.
- Speeding issues had been reported, i.e. Shobnall Street. He asked if there was a Community Speed Watch (CSW) scheme in the parish – he was advised that no scheme is in place for Shobnall.
- Littering is a problem in some areas, mainly where people move out of HMOs and bed sits.

**23. Borough Councillors' reports**

**Councillor McKiernan** reported that:

- The destruction of play equipment at Shobnall Fields will be taken up with Everyone Active.
- Anti-social behaviour had been reported on Sawmill Way – motorcycles are being ridden through the estate and residents have asked for a gate at the canal end to stop it being used as a thoroughfare. She has asked the PCSO to get involved.

**Councillor Walker** reported that:

- The Town Deal Board seemed to be taking up a lot of time across the town.
- The Gordon Street Surgery had been raised at the recent CCG meeting – long waits are being reported to get through on the telephone, etc. The CCG are aware of what is happening at the surgery, but they would be pleased to receive more information from the community.
- Vernon Terrace is quiet. A query was raised as to whether items are fly tipped due to the County Council's charges to dispose of these at the tip. Councillor Afsar said that he will take up comments on the tip charges with the County Council and he will report back to the next SPC meeting.
- Poor living conditions have been reported in rented accommodation (flats) and landlords are not dealing with these issues.
- Councillor Dennis said that she thought HMOs had to be registered and checked before being let to tenants. Councillor Walker said that HMOs do have to be registered but formal inspections are not currently being done.
- Town Deal Board – a further consultation will be undertaken later in the year on the proposals to be funded from the Investment Fund.
- The Uttoxeter Master Plan will be considered at the next ESBC Full Council meeting – residents have petitioned against the Plan.
- An Urgent Motion is being sought for the next ESBC Full Council meeting to discuss the petitions against the proposed Library move.

**24. Financial matters**

**24.1 Schedule of payments**

<b>Payments</b>	<b>Payment Method</b>	<b>Gross £</b>	<b>VAT £</b>	<b>Transaction Detail</b>
SPCA	BACS	50.00	0.00	Training fee
Edwards Cleaning Company	BACS	100.00	0.00	Mural cleaning
Toplis Associates Ltd	BACS	254.40	42.40	2020/21 Internal Audit fee
Bloomin' Gardens	BACS	461.50	76.92	Litter picking £390.00 Supply new lock to bollard £5.50

				Remove & dispose of burnt litter bin £66.00
SPCA	BACS	60.00	0.00	Training fees
HMRC	BACS	544.79	0.00	NIPAYE 2021/22 1 <sup>st</sup> qtr
Clerk	BACS	755.94	1.39	Clerk's salary & expenses
Computer Lifeline Ltd	BACS	342.00	0.00	Annual subscription – email & domain services
<b>Total Payments</b>		<b>2,568.63</b>	<b>120.71</b>	

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

**24.2 Bank reconciliation as at 31 May 2021**

Current Account	£57,456.86
Business Money Manager Account	£30,135.60
<b>Total funds available as at 31 May 2021</b>	<b>£87,592.46</b>

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

**24.3 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	17,592.46
	<b>87,592.46</b>

**Resolved** That the information be noted.

**25. Actual income and expenditure as at 31 May 2021**

**Resolved** That the report be noted.

**26. Internal Audit Report for the Year Ended 31 March 2021**

**Resolved That:**

- a) The report be received and noted.
- b) The Internal Auditor's comment regarding the low level of General Reserve at the Year End be noted for future reference. Councillors noted that the General Reserve had been increased following receipt of the first payments of the Precept and CTSG.

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

**27.1 Section 1 – Annual Governance Statement 2020/21**

**Resolved That:**

27.1.1 The council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

27.1.2 The council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

- 27.1.3 The council had only done what it has the legal power to do and has complied with the Proper Practices in doing so.
- 27.1.4 The council had during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
- 27.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.
- 27.1.6 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.
- 27.1.7 The council had responded to matters brought to its attention by internal and external audit.
- 27.1.8 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.
- 27.1.9 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.
- 27.2 **Section 2 – Accounting Statements 200/21**  
**Resolved** That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2021 be approved and that the Chair be authorised to sign the document.
- 28. Review of policies and documents**  
**Resolved** That the following policies and documents be approved with no amendments:
- Anti-Fraud & Corruption Policy
  - Asset Register
  - Financial Regulations
  - Financial Risk Assessment
  - Information & Data Protection Policy
  - Members & Officers Subsistence / Mileage Policy
  - Publication Scheme
  - Standing Orders
  - Statement of Internal Control and Annual Review of Effectiveness of Internal Control
- 29. Grant Aid form**  
Deferred to the next meeting.
- 30. Replacement noticeboards**  
Deferred to the next meeting.
- 31. Shobnall Parish Council website**  
There had been 36 visits to the website in the 30 days to 14 June 2021.
- 32. To consider planning matters**  
**32.1 Planning applications**

<b>Application No.</b>	<b>Address</b>	<b>Proposal</b>
P/2021/00670 No objection	129 Princess Street	Erection of a single storey rear extension
P/2021/00682 No objection	29 Needwood Street	Erection of a part two storey and single storey rear extension
P/2021/00755 No objection	24 Outwoods Street	Erection of a single storey rear extension

**32.2 Planning decisions**

**Resolved** That the planning decisions be noted.

**32.3 ESBC: Cycling Strategy**

The Borough Councillors were asked for their thoughts on ESBC's Cycling Strategy regarding the chicanes along the Kingfisher Way. Parish Councillors believed that this could also be argued for the entrance footpaths into Shobnall Fields. It was noted that there were access issues on all the entrances into Shobnall Fields, but it was acknowledged that removing the existing barriers would enable motorcycles, etc to access the area.

**Agreed** That this item will not be pursued by the council.

**32.4 Correspondence from a resident**

A resident had contacted the council highlighting several issues that he had noted in the Parish regarding HMOs, speeding traffic – Shobnall Street, junction Casey Lane/Waterloo Street and overgrown hedge at the junction Grant Street/Shobnall Road.

**Agreed** That the council will respond to the resident as follows:

**HMOs**

- Councillors confirm that the parish council, as a statutory consultee in the planning process, considers each planning application as they are received and responds to ESBC.
- Unkempt gardens, tenants' behaviour outside properties, etc could be reported to ESBC's Community & Civil Enforcement Officers (01283 508856 or at the weekend on 07966 342 082).
- Councillor Dennis noted that ESBC have agreed to undertake a Feasibility Assessment on the use of an Article 4 Directive to control the growth in HMOs. An article can be found online published by the Burton Mail on 7<sup>th</sup> May 2021 ([Outrage over sudden surge in Burton family homes being used as bedsits - Staffordshire Live \(staffordshire-live.co.uk\)](https://www.staffordshire-live.co.uk/news/burton/outrage-over-sudden-surge-in-burton-family-homes-being-used-as-bedsits-staffordshire-live-staffordshire-live-co-uk/1444444)). The ESBC Cabinet considered the report at its meeting on 10<sup>th</sup> May 2021 – the agenda and minutes can be found on their website ([Cabinet - 10th May 2021 \(eaststaffsbc.gov.uk\)](https://www.eaststaffsbc.gov.uk/news/cabinet-10th-may-2021)).

**Shobnall Street: Speeding traffic**

This issue will be passed to the local Police for investigation/action.

**Junction Casey Lane/Waterloo Street**

These issues will be passed to County Councillor Afsar with a request that he take these up with the County Highways officers. The issues will also be reported to the local Police.

**Overgrown Hedge: Junction Grange Street/Shobnall Road**

This will be reported to the County Council for action as they have the powers to require property owners to cut back hedges.

**33. The Link Park**

**33.1 Surrender of lease**

The County Council’s Property Sub-Committee met on 02 June and agreed to accept the council’s request to surrender the lease early. The Assistant Director for Commercial and Assets said in an email on 07 June *“I will get our lawyers to draft a formal deed of surrender and send it to you, so shouldn’t be more than 2 to 4 weeks until it is formally handed back”*.

**Agreed**                    That the council will formally resolve to sign the Deed of Surrender at the next meeting.

**33.2 Damaged streetlight**

Bloomin’ Gardens reported on 14 June that a streetlight column had been damaged on the cycleway through The Link Park, the Clerk had reported the issue to Staffordshire County Council on the same day.

**34. To receive questions from Councillors**

None raised.

**35. Correspondence and Circulars**

35.1 **Staffordshire Parish Councils’ Association (SPCA):** The weekly newsletters had been circulated to all Councillors.

35.2 **Highway England:** A38 Traffic Management Bulletins had been circulated to all Councillors.

35.3 **Staffordshire County Council:** The Coronavirus updates had been circulated to all Councillors.

**35.4 Street Naming for proposed residential development at Lawns Farm, Shobnall Road**

The Assistant Development Coordinator, Lovell Partnerships Ltd had contacted the council saying that whilst they were still undertaking a marketing strategy for the proposed scheme, it is believed that this will be themed around the adjacent brewery and relative to the town’s industrial history. There are six roads within the development requiring street names appropriate to the development and surrounding area, and they asked that the council consider two proposed names: ‘COOPERS CLOSE’ and ‘UNION WAY’ – both taking context from the heritage of the locality, and they also asked that the council suggest four other potential street names.

**Agreed                    That:**

- a)            This item be deferred to the next meeting of the council.
- b)            In the interim, the council would like to see former County Councillor Ron Clarke recognised and asked that “Clarke” be used for one of the estate roads.

**36. Items for next meeting**

Councillor Shilton asked that the provision of defibrillators in the Parish be added to the agenda for consideration at the July meeting.

**Date of next meeting:**

Monday 19 July 2021 at 7.00pm at Brook House, 18 Shobnall Road, Burton upon Trent DE14 2BA.

The Meeting closed at 9.20pm

Signed .....

Date .....