

**Minutes of a meeting of Shobnall Parish Council  
held at Brook House, Shobnall Road  
on Monday 17 January 2022 commencing at 7pm**

**Present**

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

ESBC Councillor McKiernan  
Mary Danby, Clerk

**Public Forum**

No members of the public were present.

**140. Apologies**

Councillor Asghar

**141. Declarations of Interest and written applications for dispensations under the Localism Act 2011**

None received.

**142. Update to Councillors' Register of Interest**

None received.

**143. Police**

The Police report had been circulated to all Councillors prior to the meeting.

**144. Minutes**

**Resolved** That the Minutes of the meeting held on 20 December 2021 be approved as an accurate record.

**145. Matters arising from the previous meeting**

None raised.

**146. Borough Councillors' reports**

Councillor McKiernan reported that:

- She had been trying to get something off the ground to improve Unity Park. A second site meeting had been held on 11 January which had been attended by representatives from ESBC, SPC and the Police. The Police reported that they were unaware of any ASB problems in the Park, and said that only the Parish Council was reporting that there were issues. Councillor McKiernan said that she would like to encourage Mothers to plant up planters on the site. She said that suggestions for possible improvements had been met with little enthusiasm due to lack of funding available for the Park. She said she would continue in her efforts to encourage the community to take an interest in the Park.
- The Mosque Committee elections, which had been delayed from July 2021, would be taking place in the near future.
- She had accepted an invitation to visit Lichfield Library which had been relocated from a bespoke building to a converted church in the city centre and which was seen to be an example of what might be achieved in moving Burton Library to the Market Hall. She noted that Lichfield District Council leased the building, they did not own it and she felt it did not compare with what was being proposed for Burton.

- She was collaborating with the community on raising awareness around diabetes. She said that a community event would be arranged for later in the year which would focus on health and wellbeing, not just diabetes.

#### Post meeting note

Councillor Walker had been unable to attend the meeting due to work commitments, but he had provided the following information:

- He had had to get involved with ongoing issues in Outwoods Street with the Care Home and residents in the street.
- He had been informed by County Councillor Afsar that more gully cleaning was going to be done in Shobnall, including Shobnall Street, Waterloo Street and Outwoods Street.

#### 147. County Councillor's report

A report was unavailable as Councillor Afsar was not present at the meeting.

#### 148. Financial matters

##### 148.1 Schedule of payments

Payee	Payment method	Gross £	VAT £	Description
Clerk	BACS	938.38	36.65	Salary and expenses
HSBC Bank	DD	8.00	0.00	Bank charges
Girlguiding UK (Burton on Trent) HQ	BACS	76.50	0.00	Room hire @ Brook House (June – December 2021 inclusive)
Viking	BACS	70.08	11.68	Vacuum pump flask, stirrers, paper cups, stationery
<b>Total</b>		<b>1,092.96</b>	<b>48.33</b>	

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

##### 148.2 Bank reconciliation as at 31 December 2021

Bank Reconciliation	£
Current Account	61,232.69
HSBC Business Money Manager Account	30,137.87
<b>Total Funds Available</b>	<b>91,370.56</b>

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

##### 148.3 Earmarked Reserves (EMRs)

	£
Elections	10,000.00
Bus shelter project	10,000.00
Community projects	37,000.00
Parish boundary signs	5,000.00
Replacement IT equipment	5,000.00
General Reserve	24,370.56
	<b>91,370.56</b>

**Resolved** That:

- The information be noted.
- Consideration be given in the 2022/23 financial year to installing vandal-proof seats on the path from Moor Street – Shobnall Road (running parallel to the former Imex Centre site), subject to permission being given by Staffordshire Highways.

**149. Actual income and expenditure to 31 December 2021 and draft 2022/23 budget**

It was noted that the Precept as stated (see Minute No. 150 below) would not increase the Council Tax paid by residents paid in the current financial year.

**Resolved** That the report be noted and that the 2022/23 budget (attached - Annex 1) be approved.

**150. 2022/23 Precept**

**Resolved** That a Precept of £35,409 be declared on ESBC.

**151. Website**

There had been 25 visits to the website in the 30 days to 10 January 2022.

**152. Planning matters**

**152.1 Planning applications**

Application No.	Location	Proposal
P/2021/01618	86 Derby Street	Erection of a single storey rear extension
No objection		

**153. Staffordshire County Council: Temporary Prohibition of Traffic – Waterloo Street**

Notification had been received stating that an Order will come into operation on 31 January 2022 to prohibit any vehicle from proceeding in that length of Waterloo Street from its junction with Byrkley Street to its junction with Dallow Street unless the vehicle is being used in connection with the works; or unless the vehicle requires access to premises on the length of road. Access for pedestrians will be available. Access to Waterloo Street will also be restricted from side streets with local diversions in place. The side streets are Edward Street, Albert Street and Casey Lane. It was anticipated that the works will be completed by 11 March 2022.

An alternative route for traffic will be available via A5121 Byrkley Street, A5121 Derby Street, Victoria Road, Dallow Street, Waterloo Street and vice versa via A5121 Borough Road and A5121 Waterloo Street.

**Resolved** That the information be noted.

**154. ESBC: Public Space Protection Order 2022 Review**

ESBC had advised that under the Anti-Social Behaviour (Crime and Policing) Act 2014, East Staffordshire Borough Council was required to review the Public Space Protection Orders every three years and they will be conducting a review in 2022. In the first instance they were asking for expressions of interest regarding the existing Orders, whether the existing ones should continue, any variations or for any new Orders to be considered. They will then arrange a formal consultation for applications to be submitted.

**Resolved** That ESBC be advised of the following comments:

**Dogs PSPO**

Shobnall Parish Council is no longer responsible for The Link Park, Moor Street, Burton upon Trent - the County Council has leased it to Equal Support Opportunities, Voluntary Services Centre, Union Street, Burton Upon Trent.

**Alcohol PSPO**

Councillors asked if consideration could be given to creating a new Alcohol PSPO for the area around the Weighbridge Inn, Grain Warehouse Yard, off Derby Street, Burton upon Trent as there have been problems with people drinking alcohol in the street and the linked ASB.

**155. ESBC: Consultation on the renewal of Selective Licensing in Anglesey Ward**

ESBC had advised that it is proposing to renew the Selective Licensing Scheme in the eastern part of Anglesey Ward. It was proposed that the renewal of the existing Licensing Scheme will start 12 September 2022 and last for 5 years.

**Resolved That:**

- The consultation be noted.
- ESBC be asked for evidence of improvements to the standard of housing for tenants in the Shobnall Parish under the existing Licensing Scheme.

**156. Councillors' questions**

156.1 Councillor Shilton asked that the Police be requested to send a representative to Parish Council meetings whenever possible.

**157. Correspondence and circulars**

**157.1 SPCA**

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

**157.2 Highway England**

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

**Date of next meeting**

Monday 21 February 2022 at 7pm at Brook House, 18 Shobnall Road.

The Meeting closed at 8.30pm

Signed .....

Date .....

**SHOBNALL PARISH COUNCIL**  
**ACTUAL INCOME & EXPENDITURE TO 18 JANUARY 2022 AND**  
**APPROVED 2022/23 BUDGET**

	2021/22			2022/23
	Budget	Projected Year End	Actual As at 18/01/2022	Approved Budget
	£		£	£
<b>INCOME</b>				
Precept	33,862	33,862	33,862	35,409
Council Tax Support Grant	2,098	2,098	2,098	2,098
Money Manager Account: Interest	9	4	2	4
Refund on duplicate payment	-	-	-	-
<b>Total Income</b>	<b>35,969</b>	<b>35,964</b>	<b>35,962</b>	<b>37,511</b>
<b>GENERAL RUNNING COSTS</b>				
<b>Employee Costs</b>				
Clerk's salary	9,929	9,929	8,109	10,530
Employer's NI	158	158	112	160
Mileage	400	100	56	300
Use of Home as Office	134	134	111	134
<b>Total Employee Costs</b>	<b>10,621</b>	<b>10,321</b>	<b>8,389</b>	<b>11,124</b>
<b>Annual Running Costs</b>				
Highway lighting (maintenance)	30	28	28	30
Subscriptions & Memberships	700	710	710	710
Computer LifeLine	400	342	342	400
RBS Accounts Support	124	124	124	130
Website	150	150	150	150
IT Software	145	195	144	200
Insurance	434	353	353	353
Audit Fees	510	412	412	510
Payroll Services	80	90	-	90
ICO	40	35	-	35
<b>Total Annual Running Costs</b>	<b>2,613</b>	<b>2,439</b>	<b>2,263</b>	<b>2,608</b>
<b>Administration Expenses</b>				
Video conferences/meetings	144	24	24	-
Printing and Stationery	300	400	400	300
Council mobile	90	90	75	90
Publications	-	-	-	150
Postage	120	200	172	200
Room Hire	450	120	77	180
Refreshments	200	10	62	50
Training & Conference	850	200	170	850
S137 grant aid	3,000	6,110	4,394	6,000
Bank charges	-	32	8	100
Sundries	200	100	67	200
<b>Total Administration Expenses</b>	<b>5,354</b>	<b>7,286</b>	<b>5,448</b>	<b>8,120</b>
<b>Defibrillators</b>				
Defibrillators and heated cabinets	-	3,195	-	-
Installation	-	1,050	-	-
Maint/replacement pads/battery packs	-	400	-	1,650
<b>Total Defibrillators costs</b>	<b>-</b>	<b>4,645</b>	<b>-</b>	<b>1,650</b>

	2021/22			2022/23
	Budget	Projected Year End	Actual As at 18/01/2022	Approved Budget
	£		£	£
<b>Noticeboards</b>				
Supply and installation	-	2,900	-	-
Maintenance	-	100	-	100
<b>Total Noticeboard costs</b>	-	<b>3,000</b>	-	<b>100</b>
<b>Dallow Lock mural</b>				
Cleaning		200	100	<b>200</b>
<b>Total Mural costs</b>		<b>200</b>	<b>100</b>	<b>200</b>
<b>Link Park</b>				
Litter Picking	4,050	2,350	2,350	-
Grass Cutting	275	120	120	-
Play equipment inspection	-	-	-	-
Bramble Clearance	520	-	-	-
Equipment Maintenance	1,000	160	160	-
<b>Total Link Park Costs</b>	<b>5,845</b>	<b>2,630</b>	<b>2,630</b>	
<b>Projects</b>				
Contingency	5,000	-	-	5,000
Project Work	3,500	-	-	9,000
<b>Total Projects</b>	<b>8,500</b>	-	-	<b>14,000</b>
<b>VAT Data</b>				
VAT on receipts			806	-
VAT on payments			769	-
<b>Net Receipts over Payments</b>	-	-	<b>37</b>	-
<b>TOTAL EXPENDITURE</b>	<b>32,933</b>	<b>30,521</b>	<b>19,599</b>	<b>37,802</b>
<b>TOTAL INCOME</b>	<b>35,969</b>	<b>35,964</b>	<b>36,769</b>	<b>37,511</b>
<b>NET INCOME OVER EXPENDITURE</b>	<b>3,036</b>	<b>5,443</b>	<b>17,170</b>	<b>- 291</b>

<b>Earmarked Reserves</b>				
Election Expenses	10,000		10,000	10,000
Bus Shelters	10,000		10,000	10,000
Community projects	37,000		37,000	37,000
Parish boundary signs	5,000		5,000	5,000
Replacement IT	5,000		5,000	5,000
<b>Total Earmarked Reserves</b>	<b>67,000</b>		<b>67,000</b>	<b>67,000</b>