

**Minutes of a meeting of Shobnall Parish Council
held at Brook House, Shobnall Road
on Tuesday 19 April 2022 commencing at 7.06pm**

Present

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

Also present

ESBC Councillor Walker
Mary Danby, Clerk

Public Forum

No members of the public were present.

189. Apologies

None, all councillors were present at the meeting.

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

None received.

191. Update to Councillors' Register of Interest

None received.

192. Minutes

Resolved That the Minutes of the meeting held 21 March 2022 be approved as an accurate record.

193. Matters arising from the previous meeting

Minute No. 178 Defibrillators

The Clerk reported that a defibrillator had been ordered from Deb4Life Life at a cost of £1,065 plus VAT, Cripwells quotation in the sum of £475 plus VAT to install the defibrillator at the Shobnall Marina had also been accepted.

Resolved That the above orders be retrospectively approved.

194. Borough Councillors' reports

Councillor McKiernan had given her apologies. Councillor Walker reported:

- ESBC had recently elected Councillor George Allen as Leader of the Council.
- £23.8m previously earmarked for the Market Hall would now be used on other Town Centre regeneration projects. A Working Group had been formed to consider what should/could be done with the Market Hall.
- Another Officer had been appointed to oversee the Town Fund projects.
- He would follow-up with Officers regarding a dustbin issue on Byrkley Street.
- The Unity Park project initiated by Councillor McKiernan had been started. The community had turned out on Monday 11 April and planters had been planted. Regrettably, the planters were kicked over on the Friday evening, the community put

everything back together only for the same thing to happen on Saturday night – the community put everything back together again on the Sunday.

- The hedge on Unity Park backing onto Vernon Terrace had been set alight on 18 April – this had been dealt with by the Fire & Rescue Service.
- A resident from Forest Road/Shobnall Road had contacted him expressing concerns about an area behind the houses which had been used for parking. Apparently the owners of the land have given, users of the land, notice not to park there. She thinks this will lead to more cars parking on the road; she also queried whether the land was to be built on or shipping containers put there. Councillor Walker said he was going to make enquiries.
- Edward Street/Gordon Street – two households were reserving parking spaces by putting dustbins in the spaces. This was causing friction in the area and Councillor Walker was unsure who would resolve this situation, i.e. ESBC and/or the Police.
- That taxi drivers had turned up in numbers with their vehicles outside the Police Station to protest following a recent incident which had seen a taxi driver seriously assaulted. Councillor Walker said that approaches had been made to the relevant authorities to ask that the custody suites be reintroduced in Burton. Councillor Shilton asked how many Police Officers are attached to Burton. Councillor Walker said he would find out and report back to the next meeting.

195. County Councillor’s report

A report had not been received from Councillor Asfar.

Agreed that councillors were disappointed not to receive a report from him on matters affecting Shobnall Parish. It was noted that a report had not been received from him since July last year and councillors asked that he provide a report via email to the Clerk if he is unable to attend meetings in the future.

196. Financial matters

196.1 Schedule of payments

Payee	Payment method	Gross £	VAT £	Description
Information Commissioner’s Office	DD (pd 21/03/2022)	35.00	0.00	Data Protection renewal
SPCA	BACS	637.52	0.00	2022/23 subscription
HSBC	DD	8.00	0.00	Bank charges
Viking	BACS	69.80	4.55	Copier paper £23.82 Postage stamps £45.98
SLCC	BACS	90.00	0.00	2022/23 subscription
Clerk	BACS	700.66	0.00	Salary and expenses
Total		1,540.98	4.55	

Resolved That the above payments be approved.

196.2 **Bank reconciliation as at 31 March 2022**

Bank Reconciliation	£
Current Account	50,515.46
HSBC Business Money Manager Account	30,139.54
Total Funds Available	80,655.00

Resolved That the above was a true record.

196.3 **Earmarked Reserves (EMRs)**

	£
Elections	10,000.00
Bus shelter project	10,000.00
Community projects	34,100.00
Parish boundary signs	5,000.00
Replacement IT equipment	5,000.00
General Reserve	16,555.00
	80,655.00

Resolved That the information be noted.

197. **Actual income and expenditure to 31 March 2022**

Resolved That the report be noted.

198. **Internal Auditor's report**

Deferred to the next meeting as the report had not been received.

199. **Annual Governance and Accountability Return (AGAR)**

199.1 **Section 1 – Annual Governance Statement 2021/22**

Resolved **That:**

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

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

199.1.3 The council had only done what it has the legal power to do and has complied with the Proper Practices in doing so.

199.1.4 The council had during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.

199.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.

199.1.6 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.

199.1.7 The council had responded to matters brought to its attention by internal and external audit.

199.1.8 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.

199.1.9 The Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2022 be approved and the Chair be authorised to sign the document.

199.2 Section 2 – Accounting Statements 2021/22

Resolved That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2022 be approved and that the Chair be authorised to sign the document.

200. Website

It was noted that there had been 53 visits to the website in the 30 days to 11 April 2022.

201. Policies review

The following policies were reviewed with no revisions or amendments required:

- Code of Practice for Handling Complaints
- Community Engagement Policy
- Disciplinary Procedure
- Environmental Policy
- Health and Safety Policy
- Openness and Transparency Policy
- Risk Management Policy
- Training Policy

202. Planning matters

202.1 Planning applications

Application No.	Address	Proposal
P/2021/01634	38 Edward Street	Conversion and alterations to include the erection of a first floor and single storey rear extension to create two one bed flats
<p>Objection on the following grounds:</p> <ul style="list-style-type: none"> ▪ Overdevelopment of the site ▪ Parking issues in an area which already has inadequate on-road and off-road parking provision (Shobnall Neighbourhood Plan Policy T5 – Parking) ▪ Lack of amenity space for residents <p>(ESBC Cllr Paul Walker had agreed to call in the application for decision by the Planning Committee.)</p>		

P/2022/00330	Duke of York 28 Victoria Street	Application under Section 73 of the Town and Country Planning Act 1990 for a Minor Material Amendment to vary Condition 2 attached to P/2020/00875 for the erection of a detached building for the erection of 3 x 1 bed apartments and detached cycle store, to remove the chimneys from the scheme
No objection		
P/2022/00401	331 Shobnall Street	Change of Use from a House in Multiple Occupation (HMO) (Use Class C4) to a House in Multiple Occupation (HMO) (Suo Generis) to accommodate up to 8 residents
Objection – The proposed increase in occupancy would potentially worsen parking issues in an area which already has inadequate on-road and off-road parking provision (Shobnall Neighbourhood Plan Policy T5 – Parking). It was also noted that the existing and proposed plans do not show access to bathroom facilities for Bedroom 1.		
P/2022/00402	270 Shobnall Street	Change of Use from a House in Multiple Occupation (HMO) (Use Class C4) to a House in Multiple Occupation (HMO) (Suo Generis) to accommodate up to 7 residents
Objection – The proposed increase in occupancy would potentially worsen parking issues in an area which already has inadequate on-road and off-road parking provision (Shobnall Neighbourhood Plan Policy T5 – Parking)		

202.2 Planning Decisions

Resolved That the report be noted.

203. Councillors' questions

None raised.

204. Correspondence and circulars

204.1 SPCA

The SPCA's weekly Bulletins had been circulated to all Councillors. It was noted that a Bulletin had referred to NALC's toolkit to help local councils encourage people to stand for election.

Agreed That the Clerk download the NALC toolkit for consideration by the council as to its preferred publicity materials.

204.2 Highway England

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

204.3 Proposed skateboard extension, Shobnall Leisure Centre

Former councillor Hoare had contacted the council saying that she had spoken to Neil Brown who said that the proposal to extend the skateboard was nothing to do with Everyone Active. He told Mrs Hoare that Mike Hovers is leading the meetings for ESBC, and Dan Poyner had agreed to take the proposal forward in trying to raise the funds needed.

However, it is not absolutely clear who actually owns the land needed for the extension and it may be that the Brewery is involved, which could be holding things up.

There was also a question mark over who will pay for ongoing maintenance. For instance, the hockey club lease the land from ESBC and pay for all the maintenance themselves.

Mr Brown offered to email Mr Hovers asking for an update. Mrs Hoare confirmed that she had asked Mr Brown to direct any further information to the council.

Agreed That Dan Poyner be asked to provide an update on the proposed skateboard extension project.

Date of next meeting

Monday 16 May 2022 commencing at 7pm at Brook House, 18 Shobnall Road, Burton upon Trent DE14 2BA.

The Meeting closed at 8.35pm

Signed

Date