

**MINUTES OF THE ANNUAL PARISH MEETING  
HELD AT BROOK HOUSE, 18 SHOBNALL ROAD, BURTON UPON TRENT  
ON MONDAY 17 APRIL 2023 COMMENCING AT 6.35PM**

**PRESENT**

Councillors Dennis, Dittmer, Donlon, Pennicott and Shilton

**Also present**

ESBC Councillor McKiernan

PCSO Worden

Ruel Cole

Mary Danby, Parish Clerk

**1. Minutes**

**Resolved** That the Minutes of the Annual Parish Meeting held on 19 April 2023 be approved as a true record.

**2. Chair's report**

The role of the Parish Council has continued over the year and its importance is most noted when we provide a voice for issues that concern residents or could impact the area.

The Neighbourhood Plan is as relevant today as it was when it was first designed and implemented by the Parish Council. The Neighbourhood Plan is reviewed on a yearly basis to ensure its content is still relevant and pertinent.

Throughout the year we review all documentation to ensure it is fit for purpose; as processes and the needs of the area changes, the Parish Council also reviews and updates when necessary.

This is reflected in the projects discussed and proposed during the year. Our attention has been drawn to the potential of enlarging the skate park at Shobnall Fields. The Parish Council has agreed to funding the initial appraisal for the project. We also continue to maintain and oversee our previous projects.

The mural at Dallow Lock has been assessed by the original artist, following vandalism to the protective screen. We have taken the artist's advice and are in the initial stages of putting in place improvements to enhance and maintain the mural for the long term.

To encourage and support the many people who use the footpath under Moor Street Bridge we are seeking costs and permission to site a bench near to the footpath. The provision of respite will hopefully encourage more people to be able to use this footpath to get out and about.

The Parish Council would like to have more members and actively encourage input from residents by publishing our minutes and meeting dates.

The concerns of residents regarding speeding traffic on Shobnall Road is being addressed. The Parish Council is in the process of looking at the option of installing a speed indicator device to highlight to drivers the speed they are driving at. We are aware that this option will not stop speeding vehicles but it may make a difference to the attitude of some drivers, which would be a benefit to everyone.

We would like to thank the residents and organisations who have opted to have a defibrillator installed for the community's use. The positive response has also encouraged us to look at other safety community measures we can implement within the area.

The Parish Council continues to evolve and support the area. With the boundary changes the 11 Parish Councillors will cover the same area which are now named Shobnall Canal (10 Parish Councillors) and Oaks Wood (1 Parish Councillor).

I would like to thank the Parish Councillors for the time they have invested in their duties and the role of the Parish Councillor. Thank you.

Councillor Trish Dennis  
Chair 2022-23

### 3. Financial report

#### Actual receipts and payment to 31 March 2023 and 2023/24 budget

	2022/23		2023/24
	Budget	Actual As at 31/03/2023	Budget
	£	£	£
<b>INCOME</b>			
Precept	35,409	35,409	37,180
Council Tax Support Grant	2,098	2,098	2,098
Money Manager Account: Interest	4	142	120
<b>Total income</b>	<b>37,511</b>	<b>37,649</b>	<b>39,398</b>
<b>GENERAL RUNNING COSTS</b>			
<b>Employee Costs</b>			
Clerk's salary	10,530	10,881	11,099
Employer's NI	160	254	300
Mileage	300	32	300
Use of Home as Office	134	134	134
Parking fees	-	3	-
<b>Total employee costs</b>	<b>11,124</b>	<b>11,303</b>	<b>11,833</b>

<b>Annual Running Costs</b>			
Highway lighting (maintenance)	30	32	35
Subscriptions & Memberships	710	728	785
Computer LifeLine	400	432	400
RBS Accounts Support	130	129	75
Website	150	150	150
IT Software	200	144	250
Insurance	353	412	412
Audit Fees	510	426	456
Payroll Services	90	95	110
ICO	35	35	35
<b>Total annual running costs</b>	<b>2,608</b>	<b>2,582</b>	<b>2,808</b>
<b>Administration Expenses</b>			
Printing and Stationery	300	365	300
Council mobile	90	90	90
Publications	150	52	150
Postage	200	159	225
Room Hire	180	172	220
Refreshments	50	6	50
Training & Conference	850	-	625
Bank charges	100	96	100
S137 grant aid	6,000	587	6,000
Sundries	200	23	200
<b>Total administration expenses</b>	<b>8,120</b>	<b>1,550</b>	<b>7,960</b>
<b>Defibrillators</b>			
Defibrillators and heated cabinets	-	1,065	-
Installation	-	2,082	
Monthly inspections	-	990	1,200
Call outs	-	-	300
Replacement pads/battery packs	-	-	400
<b>Total defibrillators costs</b>	<b>-</b>	<b>4,137</b>	<b>1,900</b>
<b>Bleed emergency control kits</b>			
Control kits and cabinets	-	-	-
Monthly inspections	-	-	650
Call outs	-	-	300
Replacement kits	-	-	200
<b>Total bleed control kit costs</b>	<b>-</b>	<b>-</b>	<b>1,150</b>
<b>Noticeboards</b>			
Cleaning	100	50	50
<b>Total noticeboard costs</b>	<b>100</b>	<b>50</b>	<b>50</b>

<b>Dallow Lock mural &amp; noticeboard</b>			
Cleaning mural & noticeboard	200	200	200
R&M mural	-	-	5,000
<b>Total Dallow Lock mural costs</b>	<b>200</b>	<b>200</b>	<b>5,200</b>
<b>Projects</b>			
Contingency	5,000	-	5,000
Project Work	9,000	510	3,500
<b>Total projects</b>	<b>14,000</b>	<b>510</b>	<b>8,500</b>
<b>VAT Data</b>			
VAT on receipts	-	2,228	-
VAT on payments	-	1,164	-
<b>Net receipts over payments</b>	<b>-</b>	<b>1,164</b>	<b>-</b>
<b>TOTAL EXPENDITURE</b>	<b>36,152</b>	<b>21,496</b>	<b>39,401</b>
<b>TOTAL INCOME</b>	<b>37,511</b>	<b>39,876</b>	<b>39,398</b>
<b>NET INCOME OVER EXPENDITURE</b>	<b>1,359</b>	<b>18,380</b>	<b>-3</b>
<b>Total Earmarked Reserves</b>	<b>64,100</b>	<b>80,655</b>	<b>80,655</b>

#### 4. Public participation

PCSO Worden introduced himself, saying that he had previously covered the Shobnall area but he left the area in 2018 to work in the Lichfield District policing area. He had now returned to Burton and would be covering an area including Shobnall.

He gave an overview of the work he was looking to do with young people in an attempt to resolve, or at least reduce the problems caused by anti-social behaviour.

He also said that it was possible for people to log incidents on the Live Chat facility on the Staffordshire Police website.

(The meeting closed at 7.12pm)

Signed .....

Date .....