

**Minutes of a meeting of Shobnall Parish Council
held at Brook House, Shobnall Road
on Monday 14 August 2023 commencing at 7pm**

Present

Councillors Dittmer, Donlon, Pennicott and Shilton

Also present

ESBC Councillor McKiernan

Mary Danby, Clerk

Public Forum

No members of the public were present.

1. Election of Chair

Resolved That Councillor Pennicott be elected Chair for the ensuing year.

2. Election of Vice Chair

Resolved That Councillor Shilton be elected as Vice Chair for the ensuing year.

3. Apologies

None, all Parish Councillors were present.

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

None had been received.

5. Minutes

Resolved That the Minutes of the meeting held on 17 April 2023 be approved as an accurate record.

6. Matters arising

None raised.

7. Borough Councillor report

Councillor McKiernan reported that:

- The May elections had seen a Labour majority returned, the Cabinet had been established and the Borough Council wants to focus on helping the community.
- The Councillor Community Fund had been replaced with the Ward Enhancement Fund which will be launched later this year.
- Discussions were ongoing regarding Bass House and Museum; she added that the Archives will open on Station Street in the near future.
- The Unity Park Open Day had taken place recently, new play equipment had been installed and community gardening was beginning to take place.

8. Financial matters

8.1 Schedule of payments up to 04 August 2023

Payee		Gross £	VAT £	Description
April 2023				
Clerk	BACS	779.94	2.20	Salary and expenses
MW Cripwell Ltd	BACS	120.00	20.00	Defib inspections (March)
SLCC	BACS	90.77	0.00	2023/24 Subscription (Pro rata)
SPCA	BACS	690.39	0.00	2023/24 Subscription
Viking	BACS	115.98	0.58	Postage stamps
Kim Squires Internal Audit Services	BACS	256.16	0.00	2022/23 Internal Audit
Clerk	BACS	117.90	19.65	Reimbursement: Printer toners
HSBC	DD	8.00	0.00	Bank charges
May 2023				
M Reeves	BACS	7,675.00	0.00	Dallow Lock mural (deposit)
MW Cripwell Ltd	BACS	54.00	9.00	Defib: Replacement starter pack
Clerk	BACS	769.77	0.00	Salary and expenses
Computer Lifeline	BACS	140.00	0.00	Laptop repair £45.00; Website hosting support £95.00
Viking	BACS	117.89	10.48	Printer toner and postage stamps
HSBC	DD	8.00	0.00	Bank charges
Clerk	BACS	40.36	6.73	Reimbursement: Smallpdf PRO Annual Subscription
June 2023				
Rialtas Business Solutions Ltd	BACS	122.02	20.34	Alpha accounts software support and annual licence
HSBC	DD	8.00	0.00	Bank charges
MW Cripwell Ltd	BACS	120.00	20.00	Defib inspections (May 2023)
HMRC	BACS	605.79	0.00	NI/PAYE 2023/24 1 st qtr
Clerk	BACS	746.87	0.00	Salary and expenses
Computer Lifeline	BACS	35.00	0.00	IT Support (reconfigure 1 No. iPad)
Computer Lifeline	BACS	342.00	0.00	Email/Domain Services – Annual subscription
Edwards Cleaning Co	BACS	125.00	0.00	Cleaning: Mural and noticeboards
July 2023				
HSBC	DD	8.00	0.00	Bank charges
Clerk	BACS	745.97	0.00	Salary and expenses
MW Cripwell Ltd	BACS	120.00	20.00	Defib inspections (June 2023)
Total expenditure		13,962.61	128.98	

Resolved That the above payments be retrospectively approved.

8.2 Schedule of payments due as at 04 August 2023

Payee		Gross £	VAT £	Description
August 2023				
HSBC	DD	8.00	0.00	Bank charges
Zurich Municipal	BACS	440.98	0.00	2023/24 Insurance premium
Viking	BACS	80.00	0.00	Postage stamps
MW Cripwell Ltd	BACS	294.00	49.00	Defib inspections (April and July 2023); Replacement AED prep kit
Clerk	BACS	747.67	0.00	Salary and expenses
ESBC	BACS	407.80	0.00	Reimbursement of cost of election
Totals		1,978.45	49.00	

Resolved That the above payments be approved.

8.3 Bank reconciliation at 31 July 2023

Bank Reconciliation	£
Current Account	74,781.75
Business Money Manager Account	30,388.24
	105,169.99

Resolved That the above was a true record.

8.4 Earmarked Reserves (EMRs) as at 31 July 2023

Earmarked Reserves	£
Elections	10,000.00
Proposed skatepark extension	44,100.00
Dallow Lock mural refurbishment	6,325.00
Replacement IT equipment	5,000.00
Speed Indicator Device	5,555.00
Benches	2,000.00
General Reserves	32,189.99
	105,169.99

Resolved That the EMRs be agreed.

8.5 Receipts/payments to 31 July 2023

Agreed The report be noted.

8.6 Bank account signatories

Resolved That Councillors Pennicott and Shilton and the Clerk be nominated as signatories on the council's HSBC bank accounts and that any two of the signatories are required to action any instructions given to the bank other than electronic payments which are administered by the Clerk and approved by the council at each meeting.

8.7 Conclusion of Audit for the year ended 31 March 2023

Mazars LLP, the council's Auditor, had completed their audit for the year ended 31 March 2023 and no comments or recommendations had been made for the council to consider.

The Clerk reported that the Notice of Conclusion of Audit had been displayed on noticeboards and published on the council's website on 14 August 2023.

Resolved That the report be noted.

9. Projects: Update

Councillors received an update on the ongoing projects.

Resolved That:

- a) The report be noted.
- b) Councillors Pennicott and Shilton be authorised to sign the Section 50 application for permission to install the Speed Indicator Device (SID).
- c) The County Councillor be requested to chase the SCC Officers regarding the council's application for a licence to install a bench on SCC Highways land.

10. Review of policies and documents

Resolved That no amendments were required to the following policies and documents:

- Anti-Fraud and Corruption Policy
- Document Retention and Disposal Policy
- Financial Regulations
- Information and Data Protection Policy
- Publication Scheme
- Risk Assessment
- Risk Management Policy
- Standing Orders
- Statement of Internal Control and Annual Review of Effectiveness of Internal Control

11. Planning matters

11.1 Planning applications

Application No.	Location	Proposal
P/2023/00775 No objection	Burton House 8 Shobnall Road	Conversion of the City Tax shop (Class E) to Use (Class C4) comprising 4 bedsits and 1 bedroom
P/2023/00785 No objection	Curzon Court Business Centre Curzon Street	Outline application for the erection of a detached building to form up to 22 flats including details of access and demolition of existing buildings

P/2023/00823	Briggs House Derby Street	Display of halo illuminated sign above bay door to the South East of the site facing the car/lorry park
No objection		

11.2 Planning Decisions

Resolved That the report be noted.

12. Councillors' questions

Councillor Pennicott asked that Palletforce be reinvited to attend a future meeting to discuss the noise levels caused by HGV's braking which significantly impacts on residents late at night.

13. Correspondence and circulars

13.1 SPCA

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

13.2 Highways England

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

13.3 Staffordshire County Council: Data Protection Service for The Data Protection Act 2018/GDPR

Councillors were advised that Staffordshire County Council were offering a Data Protection service to all Parish and Town Councils through the Information Governance Unit.

Resolved That the offer be declined as the council is happy with its current arrangements.

13.4 CPRE: Invitation to parish councils to join CPRE

Resolved That the invitation be declined.

13.5 SPCA: Supporting the delivery of Health and Wellbeing initiatives with Town and Parish Councils

Resolved That the communication be noted.

14. Items for the next meeting

Review of the Shobnall Neighbourhood Plan.

15. Date of next meeting

Tuesday 10 October 2023 commencing at 7pm at Brook House, 18 Shobnall Road, Burton upon Trent DE14 2BA

The meeting closed at 8.10pm

Signed

Date