



Shobnall Parish Council

c/o 32 Hillcrest Rise, Burntwood WS7 4SH

Mobile: 07521 022738

Email: clerk@shobnallpc.co.uk

www.shobnallpc.co.uk

Our Ref: MD

11 December 2023

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council at **Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA on Monday 18 December 2023 commencing at 7pm** at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby

Clerk

Public Forum

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

AGENDA

- 1. To receive apologies for absence**
- 2. To receive Declarations of Interest and receive written applications for dispensations under the Localism Act 2011**
- 3. To consider the Minutes of the meeting held on 20 November 2023 (Enclosure 1)**
- 4. To consider matters arising from the previous meeting**
Minute no. 32 – Bench
 - The Clerk approached Kate Kniveton MP on 21 November seeking her assistance in resolving the long outstanding application to install a bench on the pedestrian walkway from Moor Street – Shobnall Road.
 - The following response dated 10 November was received from Patrick Flaherty, Chief Executive, Staffordshire County Council via email on 21 November:

Thank you for your correspondence received in connection with the above matter.

I understand that the officer from the Road Adoptions Team dealing with this matter has been off on long term sickness since 8 June 2023. Since this time her colleagues have not been able to access her e-mail account so were not aware of your ongoing communication.

Correspondence between departments at the beginning of October alerted the Road Adoptions Team of the previous communication that had taken place and that this matter has not progressed. I can confirm that the Section Agreements Manager Sharon Daniels will be progressing this accordingly and you will therefore hear from her directly soon.

I am very sorry that this matter has been delayed and I can appreciate that this will have been frustrating for you. With Ms Daniel's input, this application can now move forward.

- The following email was received from Steve Babb, Technical Support Officer (Section Agreements) on 01 December:

I have been requested to take your application forward, following long term sickness of my colleague, who unfortunately is still off work, so please accept my sincere apologies on behalf of Staffordshire County Council for the delay in getting this application processed.

The application is currently with a colleague in our legal department who is in the process of drafting the agreement, the application will require the placing of a Notice on site, giving anyone who might want to object to the bench being sited in that location, time to submit a formal complaint, and if after 28 days there are no objections, the licence will be issued to you. My colleague will send me the notice next week, and I will arrange for it to be put up in the vicinity of where the bench will be sited.

- Mr Babb confirmed in a second email on 01 December that the Notice had been displayed on 30 November and when the 28 day objection period has passed, assuming that there have been no objections, the Licence will be issued by their Legal Team.

5. County Councillor and Borough Councillors' reports

6. Financial matters

6.1 Schedule of payments

Payee		Gross £	VAT £	Description
SPCA	BACS	90.00	15.00	Training fee
Edwards Cleaning Co	BACS	125.00	0.00	Mural and noticeboards cleaning
HMRC	BACS	803.32	0.00	NI/PAYE 3 rd qtr 2023/24
Clerk	BACS	1,217.47	0.00	Salary and expenses
MW Cripwell	BACS	144.00	24.00	Defib inspections (November)
HSBC	DD	8.00	0.00	Bank charges
Totals		2,387.79	39.00	

6.2 Bank reconciliation as at 30 November 2023

Bank Reconciliation	£
Current Account	88,414.22
Business Money Manager Account	30,524.38
	118,938.60

6.3 Earmarked Reserves (EMR)

Earmarked Reserves	£
Elections	9,592.20
Proposed skatepark extension	44,100.00
Dallow Lock mural refurbishment	6,325.00
Speed Indicator Device	5,555.00
Replacement IT equipment	5,000.00
Benches	3,000.00
	73,572.20
General Reserves	45,366.40
	118,938.60

7. Receipts and Payments as at 30 November and Draft 2024/25 Budget (Enclosure 2)

8. Planning matters

8.1 Planning applications

Application No.	Location	Proposal
P/2023/01275	Lovell Partnerships Ltd Branston Locks Shobnall Road	Application under Section 73 to vary Condition 1 (Plans) attached to the Reserved Matters application P/2020/00857, for the erection of 190 dwellings and associated garaging to amend the Materials Distribution plan drawing to allow for alternative bricks
P/2023/01283	The Alfred 51 Derby Street	Conversion and alteration to existing Public House to form 7 apartments including single storey rear extension, store and cycle store

8.2 Planning decisions

Application No.	Location	Proposal
P/2023/01173	4 St Pauls Square	Felling of one Cypress Conifer tree
Decision: That the Local Planning Authority has no objection to the work and does not propose to make a TPO in this instance		

9. Councillors' questions/reports

10. Correspondence and Circulars

10.1 Staffordshire Parish Councils' Association (SPCA)

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

10.2 Highways England

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

10.3 St Aidan's Church

The following email was received on 22 November from Terry Bloor, Associate Archdeacon (Stoke upon Trent) and Interim Minister – Stafford Episcopal Area:

We are grateful for the Parish Council's continuing interest in the future of St Aidan's, Shobnall.

At the moment the draft scheme is dealing with the aspect of proposed closure of the church for regular public worship as it is thought this is no longer pastorally required. If after, the public consultation period it is found to no longer be pastorally required the Church Commissioners will work with the Diocese in an attempt to establish a new use for the building; at that stage of the process we would be happy to enter into conversation with the parish council.

11. Items for the next meeting

Date of next meeting

Monday 15 January 2024 commencing at 7pm at Brook House, 18 Shobnall Road, Burton upon Trent DE14 2BA

**Minutes of a meeting of Shobnall Parish Council
held at Brook House, Shobnall Road
on Monday 20 November 2023 commencing at 7pm**

Present

Councillor Pennicott, Chair
Councillors Dittmer, Hoare and Shilton

Also present

Anthony Hemmings and Ray Faulkner, ESO CIC
Mary Danby, Clerk

Public Forum

Mr Hemmings and Mr Faulkner gave a presentation which outlined the work of the Equal Support Opportunities (ESO) CIC, explaining that they would be applying for funding from ESBC's Ward Enhancement Programme (WEP) as they were looking to build and equip a new community centre on land to the rear of B&Q. They also explained that, separate from the WEP application, they were fundraising to purchase a new mini bus as their original one had been stolen. Mr Faulkner said that ESO was requesting financial assistance from the Parish Council in support of the WEP application.

Mr Hemmings and Mr Faulkner were thanked for their presentation and advised that they would be informed in due course of the council's decision on the funding request.

29. Apologies for absence

Councillor Donlon

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

None had been received.

31. Minutes

Resolved That the Minutes of the meeting held on 14 August 2023 be approved as an accurate record.

32. Matters arising

Bench: The Clerk reported that despite having contacted the Cabinet Member for Highways and Transport and the County Council's Chief Executive seeking clarification as to why the decision on the application to install a bench on the Staffordshire Highways grass verge on the pedestrian walkway from Moor Street – Shobnall Road had yet to be notified. **Agreed** that pressure be put on the County Council for clarification as what was holding up the application; **it was further agreed** that the MP be requested to assist in this matter if no response is received from the County Council.

33. County Councillor and Borough Councillor reports

No reports had been received.

34. Financial matters

34.1 Schedule of payments

Payee		Gross £	VAT £	Description
Clerk	BACS	748.36	0.00	Salary and expenses
HSBC	DD	8.00	0.00	Bank charges
SPCA	BACS	126.00	21.00	Training fees
MW Cripwell Ltd	BACS	120.00	20.00	Defib inspections October 2023
Totals		1,002.36	41.00	

Resolved That the above payments be approved.

34.2 Bank reconciliation at 31 October 2023

Bank Reconciliation	£
Current Account	89,916.58
Business Money Manager Account	30,524.38
	120,440.96

Resolved That the above was a true record.

34.3 Earmarked Reserves (EMRs) at 31 October 2023

Earmarked Reserves	£
Elections	9,592.20
Proposed skatepark extension	44,100.00
Dallow Lock mural refurbishment	6,325.00
Speed Indicator Device	5,555.00
Replacement IT equipment	5,000.00
Benches	2,000.00
	72,572.20
General Reserves	47,868.76
	120,440.96

Resolved That the EMRs be agreed.

35. Receipts and Payments up to 31 October and Draft 2024/25 Budget

Resolved That:

- The report be noted.
- Consideration be given to the council providing additional defibrillators, benches and litter bins around the Parish.
- The draft expenditure figures be adjusted by 3% to take account of anticipated inflation.
- The Clerk provide a report detailing the effect on Council Tax bands for a number of different precept options for comparison at the next meeting.

36. Shobnall Leisure Complex / Burton Athletic Club: ESBC Ward Enhancement Programme (Public Forum 10 October and Minute No. 26.5 refer)

Resolved That:

- a) The application from the Burton Athletics Club for financial support for the WEP application be declined. Councillors felt that the objective, i.e. to install a stand for athletic meetings, would not bring measurable benefits to Shobnall Parish at the local level as the stand is primarily intended to enable more prestigious meetings to be held on the site and therefore attracting more people from a wider area.
- b) The application from Shobnall Leisure Centre for financial support to replace the floodlighting be declined. Councillors felt that the objective, i.e. to replace the floodlights with LEDs, was a business decision which should be funded from the business's own funds. However, the Parish Council said that it is keen to see more community projects offered where there is a more measurable benefit for the community and it would be willing to consider funding requests in the future which would benefit Shobnall Parish residents at the local level.
- c) The application from ESO CIC for financial support for the WEP application be declined. Councillors felt that the project is too large a commitment for the Parish Council at this time. However, the Parish Council would be willing to consider funding requests in the future, e.g. for specific items within the building, as the project progresses.

37. Grant Aid application

Resolved That the grant aid application for £500 from The Childrens Air Ambulance Service be approved.

38. Planning matters

38.1 Planning applications

Application No.	Location	Proposal
P/2023/01017	237 Shobnall Street	Change of Use from residential dwelling (C3) to a House in Multiple Occupation (C4) to accommodate 4 residents
<p>Objection on the following grounds:</p> <ul style="list-style-type: none"> ▪ The Supporting Statement states that the occupants would use bus, bike, motorcycle or walk for commuting and leisure purposes. The Parish Council is of the opinion that the occupants are likely to have vehicles. Given this likelihood, 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). ▪ The increase in WC/bathroom facilities could potentially adversely affect drainage/sewerage capacity in the area. ▪ There is a demand for larger family homes in the area (Shobnall Neighbourhood Plan Policy HD3 – Housing Mix). 		
P/2023/01054	25 Grange Street	Change of Use from residential (Class C3) to a 4 bed House in Multiple Occupation (C4)
<p>Objection on the following grounds:</p> <ul style="list-style-type: none"> ▪ The Supporting Statement assumes that the occupants would use bicycles or walk for commuting and leisure purposes. The Parish Council is of the opinion that the occupants are likely to have vehicles. Given this likelihood, 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). ▪ The increase in WC/bathroom facilities could potentially adversely affect drainage/sewerage capacity in the area. ▪ There is a demand for larger family homes in the area (Shobnall Neighbourhood Plan Policy HD3 – Housing Mix). ▪ The Planning Statement refers to the Local Plan, NPPF and the Housing Act 2004 but omits any reference to the Adopted Shobnall Neighbourhood Plan 2017-2031. 		

38.2 Comments submitted to ESBC retrospectively approved

The Clerk liaised with all Parish Councillors regarding the following planning application as ESBC required the Parish Council's comments before the council were next due to meet. The following comments were submitted to ESBC:

Application No.	Location	Proposal
P/2023/001173	4 St Pauls Square	Felling of one Cypress Conifer tree
No objection		

38.3 Planning Decisions

Resolved That the report be noted.

39. Wildlife and Countryside Act 1981

Staffordshire County Council (Public Footpath between Shobnall 3 and Shobnall Road in Shobnall Parish) Modification order 2019

The County Council had advised that on 28 July 2023 the Secretary of State for Environment, Food and Rural Affairs confirmed the above Order made under section 53 of the Wildlife and Countryside Act 1981 with modification.

Resolved That the information be noted.

40. Correspondence and circulars

40.1 SPCA

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

40.2 Highways England

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

41. Exclusion of the Press and public

Resolved That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

41. Staffing Matters

Resolved That following confirmation from NALC/SLCC that the pay increase for 2023 had been agreed, backdated to 01 April 2023, the increase be applied to the Clerk's salary (scp 17) with immediate effect.

42. Date of next meeting

Monday 18 December 2023 commencing at 7pm at Brook House, 18 Shobnall Road, Burton upon Trent DE14 2BA.

The meeting closed at 8.50pm

Signed

Date

SHOBNALL PARISH COUNCIL
ACTUAL RECEIPTS & PAYMENTS TO 30 NOVEMBER 2023 AND DRAFT 2024/25 BUDGET

	2022/23		2023/24			2024/25
	Budget	Actual	Budget	Projected YE	Actual at 30/11/23	Draft Budget
	£	£	£	£	£	£
RECEIPTS						
Precept	35,409	35,409	37,180	37,180	37,180	38,295
Council Tax Support Grant	2,098	2,098	2,098	2,098	2,098	2,098
Money Manager Account: Interest	4	142	120	475	243	400
VAT on receipts	-	2,228	-	489	489	400
Total income	37,511	39,877	39,398	40,242	40,010	40,793
PAYMENTS						
Employee Costs						
Clerk's salary	10,530	10,881	11,099	11,661	6,891	12,011
Employer's NI	160	254	300	300	123	310
Mileage	300	32	300	70	58	100
Use of Home as Office	134	134	134	134	89	134
Parking fees	-	3	-	1	1	-
Total employee costs	11,124	11,303	11,833	12,166	7,162	12,555
Annual Running Costs						
Highway lighting (maintenance)	30	32	35	35	-	40
Subscriptions & Memberships	710	728	785	781	781	805
Computer LifeLine	400	432	400	400	377	410
RBS Accounts Support	130	129	175	102	102	192
Website	150	150	150	95	95	100
IT Software	200	144	250	250	34	250
Insurance	353	412	412	441	441	450
Audit Fees	510	426	456	466	466	480
Payroll Services	90	95	110	95	-	110
ICO	35	35	35	35	-	35
Total annual running costs	2,608	2,582	2,808	2,700	2,296	2,872
Administration Expenses						
Printing and Stationery	300	365	300	225	173	300
Council mobile	90	90	90	113	74	138
Publications	150	52	150	-	-	200
Postage	200	159	225	325	250	400
Room Hire	180	172	220	200	-	275
Refreshments	50	6	50	30	10	50
Training & Conference	850	-	625	150	105	625
Bank charges	100	96	100	96	64	100
S137 grant aid	6,000	587	6,000	2,000	500	6,000
Sundries	200	23	200	50	12	200
Total administration expenses	8,120	1,550	7,960	3,189	1,188	8,288
Defibrillators						
Defibrillators and heated cabinets	-	1,065	-	-	-	4,900
Installation	-	2,082	-	-	-	2,000
Monthly inspections	-	990	1,200	1,200	700	2,400
Call outs	-	-	300	150	-	300
Replacement pads/battery packs	-	-	400	400	190	500
Total defibrillators costs	-	4,137	1,900	1,750	790	10,100
Bleed emergency control kits						
Control kits and cabinets	-	-	-	-	-	-
Monthly inspections	-	-	650	-	-	-
Call outs	-	-	300	-	-	-
Replacement kits	-	-	200	200	-	200
Total bleed control kit costs	-	-	1,150	200	-	200
Noticeboards						
Cleaning	100	50	50	50	25	50
Total noticeboard costs	100	50	50	50	25	50
Dallow Lock mural & noticeboard						
Cleaning mural & noticeboard	200	200	200	200	100	200
R&M mural	-	-	5,000	5,000	-	500
Total Dallow Lock mural costs	200	200	5,200	5,200	100	700
Projects						
Contingency	5,000	-	5,000	1,000	453	5,000
Project Work	9,000	510	3,500	7,686	7,686	8,000
Total projects	14,000	510	8,500	8,686	8,139	13,000
VAT Data						
VAT on payments	-	1,164	-	267	308	-
Net receipts over payments	-	1,164	-	267	308	-
TOTAL EXPENDITURE	36,152	21,398	39,401	34,208	20,008	47,765
TOTAL INCOME	37,511	39,876	39,398	40,242	40,010	40,793
NET INCOME OVER EXPENDITURE	1,359	18,379	- 3	6,034	20,002	- 6,972

Assumes 3% increase
TBC

Assumes additional 4 No. defibs and cabinets @ £1,225 each
Assumes c£500 per installation
Assumes 4 No. packs @ £125 each

Earmarked Reserves	Opening funds	As at 30/11/2023
Election Expenses	£ 10,000	£ 9,592
Proposed skatepark extension	£ 44,100	£ 44,100
Dallow Lock mural refurbishment	£ 14,000	£ 6,325
Replacement IT	£ 5,000	£ 5,000
Speed Indicator Device	£ 5,555	£ 5,555
Bench	£ 2,000	£ 3,000
	£ 80,655	£ 73,572

Funds statement as at 30 November 2023	
Total funds held in bank accounts	£ 118,938.60
LESS Earmarked Reserves	-£ 73,572.00
LESS budgeted expenditure to YE	-£ 14,116.00
General Reserves	£ 31,250.60

*Assumes 2 No. King's Coronation benches and 2 No. Invicta litter bins including licence and permit fees and installation