

**Minutes of a meeting of Shobnall Parish Council
held at Brook House, Shobnall Road
on Monday 19 February 2024 commencing at 7pm**

Present

Councillor Pennicott, Chair
Councillors Dittmer, Hoare and Shilton

Also present

Mary Danby, Clerk

Public Forum

No members of the public were present at the meeting.

68. Apologies for absence

Councillor Donlon.

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

None were received.

70. Minutes

Resolved That the Minutes of the meeting held on 15 January 2024 be approved as an accurate record.

71. Matters arising

Minute No. 57 Bench

The Clerk reported that she had met with a Cadent technician on site at the pedestrian walkway between Shobnall Road and Moor Street. The technician confirmed that there were significant gas pipes in the area and he confirmed that a bench could only be safely installed between the two lampposts closest to the BT cabinet (Shobnall Road end).

The Parish Council had previously confirmed that it wished to install a King's Coronation bench at the above location.

The Clerk reminded the Parish Council that she was having difficulty in sourcing a contractor to install the concrete base for the bench and the bench itself but she continued to approach all likely contacts. This situation also applies to sourcing a contractor to supply and install the post for the Shobnall Road SID. She advised that the difficulty arises from the need for the contractor to be registered with the County Council and to hold NRSWA accreditation to be able to apply for the Permit to Dig.

Resolved That the report be noted.

Minute No. 65 Shobnall Leisure Complex

The Clerk reported that Everyone Active and ESBC had agreed to pay £9,000 (i.e. 50% of the cost) for the replacement astroturf project around the paddling pool. Everyone Active would invoice the Parish Council for the remaining £9,000 contribution.

The Clerk also reported that Everyone Active's contractor had offered to install 2 No. vandal-proof metal benches onto concrete bases in the area around the paddling pool free of charge.

Resolved That 2 No. KC Benches be ordered from David Ogilvie Engineering Ltd at a total cost of £2,328.00 including delivery plus VAT and the offer of free installation (as set out above) be accepted.

72. County Councillor and Borough Councillor reports

None received.

Agreed That the County Councillor be requested to liaise with Staffordshire Highways Officers to enquire if areas where there are currently grass verges could be re-used as hardstanding to provide parking spaces to help alleviate some of the on-going parking issues in the Parish.

73. Financial matters

73.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
MW Cripwell Ltd	Defib inspections (January 2024)	BACS	144.00	24.00
Viking Office UK Ltd	Postage stamps £102.95 Stationery £17.23	BACS	120.18	5.82
Clerk	Salary and expenses	BACS	845.47	5.84
Computer Lifeline	Reconfigure iPad for Cllr Hoare's use	BACS	45.00	0.00
HSBC	Bank charges	DD	8.00	0.00
TOTAL			1,162.65	35.66

Resolved That the above payments be approved.

73.2 Bank reconciliation at 31 January 2024

Bank Reconciliation	£
Current Account	84,916.95
Business Money Manager Account	30,673.64
	115,590.59

Resolved That the above was a true record.

73.3 Earmarked Reserves (EMRs) at 31 January 2024

Earmarked Reserves	£
Elections	9,592.20
Contributions to community projects	44,100.00
Dallow Lock mural refurbishment	6,325.00
Replacement IT equipment	5,000.00
Speed Indicator Device	5,555.00
Benches and litter bins	12,000.00
	82,572.20

Resolved That the EMRs be agreed.

74. Receipts and payments to 31 January 2024

Resolved That the report be noted

75. Re-appointment of Internal Auditor

Resolved That Kim Squires Internal Audit Services be re-appointed to undertake the 2024/25 Internal Audit at a fee of £220.

76. Planning matters

76.1 Planning applications

Application No.	Location	Proposal
P/2023/01369	6 Belvedere Road	Change of Use from residential property Class C3 to residential care home Class C2 for 5 people aged 16 to 25
No objection		
P/2024/00018	78 Byrkley Street	Erection of a single storey rear extension
No objection		

76.2 Planning decisions

Resolved That the report be noted.

77. Staffordshire County Council (SCC):

Borough Road Active Travel Improvement Scheme – Stakeholder Engagement

Resolved That the information be received without comment/

78. Councillor’s questions/reports

None reported.

79. Correspondence and circulars

79.1 SPCA

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

79.2 Anglesey Parish Council

Anglesey Parish Council had approached other Burton-based parish councils asking if they were willing to have an opportunity to meet with other Councillors to exchange views, ideas and possible collaborate on some issues. **Agreed** that the Parish Council was interested in progressing this opportunity.

79.3 Royal Garden Parties 2024

Resolved That the information be noted.

79.4 Shobnall Road – new pedestrian crossing

Staffordshire County Council had advised that as part of the National Cycle Network 54 (NCN 54), to improve the connectivity along Shobnall Road, there will be a parallel (pedestrian) crossing just east of the A38 overbridge, close to Price Court. The anticipated delivery date to this scheme is unknown but it is currently in the design stage which should see this part completed in Spring 2024.

Resolved That the information be noted.

79.5 Damaged fence allowing access to the A38 from Shobnall Fields

The Clerk had contacted Kate Kniveton MP asking her assistance in identifying who was responsible for maintain the boundary fence between Shobnall Fields and the A38, Ms Kniveton has responded saying that she would forward the concerns to National Highways to request their urgent attention on this matter.

Resolved That the information be noted.

80. 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 .

81. Quotations

81.1 Traffic Survey / Air Pollution Survey (Minute No. 66.2 refers)

Resolved That:

a) The following quotations provided by Dynamic Transport Planning be accepted:

- Traffic Survey £1,950 plus VAT
- Air Pollution Survey £3,180 plus VAT

b) Dynamic Transport Planning be requested to undertake an Acoustic (Noise) Survey to complement the Traffic and Air Pollution Surveys. The Clerk was authorised to accept the quotation for this work provided the cost did not exceed £2,500 plus VAT.

Date of next meeting

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

The meeting closed at 7.53pm

Signed

Date