



## **Shobnall Parish Council**

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Our Ref: MD

08 April 2024

**To: All Members of the Parish Council**

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held at **Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA** on **Monday 15 April 2024** immediately following the conclusion of the **Annual Parish Meeting** 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.

- 1. 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 18 March 2024 (Enclosure 1)**
- 4. Matters arising from the previous meeting**
- 5. Borough and County Councillors' reports**
- 6. Financial matters**
  - 6.1 Schedule of payments as at 08 April 2024**

Payee	Description	Payment Method	Gross £	VAT £
MW Cripwell Ltd	Defibrillator inspections (March) Call-out (Brook House defib)	BACS (pd 20/03/24)	178.50	29.75
Rialtas Business Solutions Ltd	Accounts software support and maintenance 2024/25	BACS	230.40	38.40
Clerk	Salary and expenses	BACS	826.59	0.00
Viking Direct	Postage stamps and printer cartridges	BACS	218.74	24.62
Dynamic Transport Planning	Traffic Survey (completed) £2,340.00 Air/Noise Surveys – stage payment £763.20	BACS	3,103.20	517.20
SLCC	Membership subscription (pro rata)	BACS	110.77	0.00
<b>TOTAL</b>			<b>4,668.20</b>	<b>609.97</b>

## 6.2 Bank reconciliation at 31 March 2024

Bank Reconciliation	£
Current Account	68,030.67
Business Money Manager Account	30,822.00
	<b>98,852.67</b>

## 6.3 Earmarked Reserves (EMR) at 31 March 2024

Earmarked Reserves	£
Elections	9,592.20
Contributions to community projects	35,225.00
Dallow Lock mural refurbishment	7,675.00
Replacement IT equipment	5,000.00
Speed Indicator Device	5,555.00
Benches	9,672.00
Shobnall Road surveys	7,525.00
	<b>80,244.20</b>

## 7. Receipts and payments to 31 March 2024 (Enclosure 2)

### 8. Planning matters

#### 8.1 Planning applications

Application No.	Location	Proposal
P/2023/01154	336 Shobnall Street	Erection of a two storey side and single storey rear extension, loft conversion including side dormers

P/2024/00265	Centrum 93 Unit Centrum Logistics Park Callister Way	Change of use from Storage and Distribution (Class B8) to industrial (Class B2/E(g)(iii))
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## 9. Defibrillators

### 9.1 The Albion, Shobnall Road

The Parish Council is requested to retrospectively approve the acceptance of the following quotation provided by MW Cripwell Ltd:

- Supply and install 1no. external lockable heated cabinet
- Supply and install 1no. HeartSine 360P defibrillator
- Supply and install electrical power supply
- Test and certify **£1,988.00 plus VAT**

9.2 Defibrillators were installed at Shobnall Stores, Shobnall Street and The Albion, Shobnall Road by MW Cripwell on 02 April 2024.

The defibrillators have been added to the Parish Council's insurance policy.

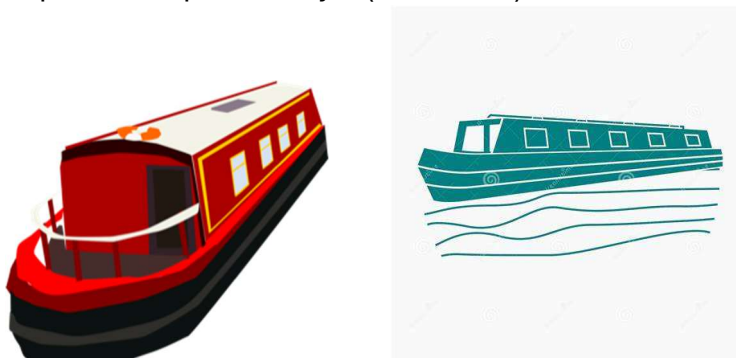
The defibrillators have been registered with The Circuit; MW Cripwell agreed to be an additional Guardian for all the Parish Council's defibrillators to ensure that notifications of potential use by the West Midland Ambulance Service are acted upon promptly should the Clerk be unavailable.

## 10. Parish Council logo

The Parish Council has previously requested that signage be used to indicate that it has supplied and installed equipment, i.e. defibrillators, emergency bleed cabinet. Ideally the signage should include the official logo but the current format is not suitable for clear reproduction and the original rendering is not held by the Clerk.

Advice has been taken from a graphic design professional and he has said that It would appear that the logo had been developed from a photograph and been stretched along its width.

To achieve reliable reproduction at different sizes, he advises that the subject needs to be more of a simple illustration using line and flat colours. He provided clip art examples for style (see below).



He said that another approach would be to take a new photograph. The ideal location would be where the canal passes by Outwoods recreation ground with a line of trees behind. However, such an approach would limit the versatility of the artwork regarding size and repro.

He has quoted a figure not exceeding £50 to design a new logo for the Parish Council for either approach, i.e. using a new photograph or a simple graphic.

**11. To receive questions from Councillors**

**12. Correspondence**

**12.1 Staffordshire Parish Councils Association**

The weekly Bulletins have been circulated to all councillors.

**12.2 Highways England**

A38 Traffic Management Bulletins have been circulated to all Councillors.

**13. Exclusion of the Press and public**

**Chair to move:**

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.

**14. Traffic Survey Report (Draft) (Enclosure 3)**

**Date of next meeting**

Monday 20 May 2024 commencing at 7pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

**Minutes of a meeting of Shobnall Parish Council  
held at Brook House, Shobnall Road  
on Monday 18 March 2024 commencing at 7pm**

**Present**

Councillor Pennicott, Chair  
Councillors Dittmer, Donlon, Hoare and Shilton

**Also present**

Mary Danby, Clerk

**Public Forum**

No members of the public were present at the meeting.

**82. Apologies for absence**

None, all Councillors were present at the meeting.

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

None were received.

**84. Minutes**

**Resolved** That the Minutes of the meeting held on 19 February 2024 be approved as an accurate record.

**85. Matters arising**

None raised.

**86. County Councillor and Borough Councillor reports**

None received.

**87. Financial matters**

**87.1 Schedule of payments**

<b>Payee</b>	<b>Description</b>	<b>Payment Method</b>	<b>Gross £</b>	<b>VAT £</b>
Sports & Leisure Management Ltd (Everyone Active)	Contribution to replacement Astroturf project	BACS	10,800.00	1,800.00
Bradleys Tax & Accountancy Services	Payroll service 2023/24	BACS	132.00	22.00
MW Cripwell Ltd	Defib inspections (February)	BACS	144.00	24.00
Clerk	Salary and expenses	BACS	835.84	0.00
HMRC	NI/PAYE 4 <sup>th</sup> qtr 2023/24	BACS	671.70	0.00
HSBC	Bank charges	DD	8.00	0.00
Information Commissioner's Office	Data protection renewal fee	DD	35.00	0.00

David Ogilvie Engineering Ltd	2 No. KC Seats c/w plaques and bolt down kits	BACS	2,793.60	465.60
<b>TOTAL</b>			<b>15,420.14</b>	<b>2,311.60</b>

**Resolved** That the above payments be approved.

**87.2 Bank reconciliation at 29 February 2024**

<b>Bank Reconciliation</b>	<b>£</b>
Current Account	83,629.31
Business Money Manager Account	30,673.64
	<b>114,302.95</b>

**Resolved** That the above was a true record.

**87.3 Earmarked Reserves (EMRs) at 29 February 2024**

<b>Earmarked Reserves</b>	<b>£</b>
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	12,000.00
	<b>82,572.20</b>

**Resolved** That the EMRs be agreed.

**88. Receipts and payments to 29 February 2024**

**Resolved** That the report be noted

**89. Planning matters**

**89.1 Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2023/01327	Carlton Court Shobnall Road	Reduce back to previous points and sever lvy at base of one multi-stemmed Sycamore tree (T1), crown lift by up to 2.5 metres of one Chilean Pine tree (T2) (TPO 380)
No objection		
P/2024/00148	3 Jennings Way	Erection of a single storey front extension
No objection		

P/2024/00222	Rear of 7-8 Grange Street	Change of use from residential annex to apartment/flat as an independent detached dwelling
Objection: There would be insufficient amenity space to provide for use of the annexe as a separate new dwelling having regard to residential amenities and in respect of highway safety having regard to East Staffordshire Local Plan Policies SP24, SP35 and DP3, the Separation Distances and Amenity Supplementary Planning Document and the National Planning Policy Framework (P2020/00158, Condition 4 refers).		

## 89.2 Planning decisions

**Resolved** That the report be noted.

## 90. Defibrillators

### 90.1 Shobnall Stores, Shobnall Street

Councillors were advised that the owner of Shobnall Stores had agreed to the installation of a defibrillator in a heated, lockable outdoor cabinet on the external wall of his premises. The owner had confirmed that he would not seek recompense for energy costs in running the heated cabinet.

MW Cripwell had quoted as follows:

- Supply and install 1no. external lockable heated cabinet
- Supply and install 1no. HeartSine defibrillator
- Supply and install electrical power supply
- Test and certify **£1,998.43 plus VAT**

**Resolved** That MW Cripwell's quotation be accepted.

### 90.2 The Albion, Shobnall Road

The Clerk reported that she had met with Marstons Estates Manager to discuss the proposal for the Parish Council to install a defibrillator in a heated, lockable outdoor cabinet on an external wall at The Albion.

Marstons are happy for the defibrillator to be installed subject to a Licence being entered into by the Parish Council. The Clerk had received the draft Licence and had sought minor amendments to be made prior to this being signed.

**Resolved That:**

- The Clerk be authorised to sign the Licence on behalf of the Parish Council.
- MW Cripwell be requested to quote to supply and install a defibrillator and cabinet.

## 91. Projects

The Clerk reported that JT & RA Deacon, a Contractor who is registered with the County Council and holds the required certification to be able to apply for a Permit to Dig, had quoted as follows:

**Speed Indicator Device (SID), Shobnall Road**

Supply metal post for speed indicator and install,  
including Permit to Dig, tarmac and concrete

**£1,490.00 plus VAT**

**King's Coronation bench, walkway between Moor Street / Shobnall Road**

- Dig out for concrete base for seat and remove waste
- Lay MOT type one
- Re-enforcing weld mesh
- Concrete base to 150 mm deep
- Take delivery of seat and install
- Including Permit to Dig

**£2,850.00 plus VAT**

**Resolved** That the above quotations be accepted.

**92. Burton Market Hall Traders Association: Community Fun Day 22 June 2024**

**Resolved** That the information be received without comment.

**93. Councillor's questions/reports**

Councillor Hoare noted that the Daffodils on Shobnall Fields had disappeared and asked what had happened to them. Councillors were of the opinion that these had probably been cut down during grounds maintenance works.

**94. Correspondence and circulars**

**94.1 SPCA**

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

**94.2 Highways England**

A38 Traffic Management Bulletins have been circulated to all Councillors.

**Date of next meetings**

Monday 15 April 2024:

Annual Parish Meeting commencing at 6.30 pm at Brook House, 18 Shobnall Road,  
Burton upon Trent DE14 2BA.

The Parish Council meeting will follow immediately after the conclusion of the Annual  
Parish Meeting

The meeting closed at 7.55pm

Signed.....

Date .....



**SHOBNALL PARISH COUNCIL**  
**ACTUAL RECEIPTS & PAYMENTS TO 31 MARCH 2024 AND 2024/25 BUDGET**

	2023/24		2024/25
	Budget	Actual At 31/03/2024	Budget
	£	£	£
<b>INCOME</b>			
Precept	37,180	37,180	39,445
Council Tax Support Grant	2,098	2,098	2,098
Money Manager Account: Interest	120	541	400
VAT on receipts	-	601	-
<b>Total income</b>	<b>39,398</b>	<b>40,420</b>	<b>41,943</b>
<b>GENERAL RUNNING COSTS</b>			
<b>Employee Costs</b>			
Clerk's salary	11,099	11,661	12,012
Employer's NI	300	354	330
Mileage	300	101	100
Use of Home as Office	134	134	134
Parking fees	-	1	-
<b>Total employee costs</b>	<b>11,833</b>	<b>12,250</b>	<b>12,576</b>
<b>Annual Running Costs</b>			
Highway lighting (maintenance)	35	36	40
Subscriptions & Memberships	785	781	805
Computer LifeLine	400	422	410
RBS Accounts Support	175	102	192
Website	150	95	100
IT Software	250	196	250
Insurance	412	441	450
Audit Fees	456	466	480
Payroll Services	110	110	110
ICO	35	35	35
<b>Total annual running costs</b>	<b>2,808</b>	<b>2,684</b>	<b>2,872</b>
<b>Administration Expenses</b>			
Printing and Stationery	300	209	300
Council mobile	90	123	195
Publications	150	-	200
Postage	225	350	400
Room Hire	220	144	275
Refreshments	50	18	50
Training & Conference	625	180	625
Bank charges	100	96	100
S137 grant aid	6,000	9,500	6,000
Sundries	200	14	200
<b>Total administration expenses</b>	<b>7,960</b>	<b>10,634</b>	<b>8,345</b>

<b>Defibrillators</b>			
Defibrillators and heated cabinets	-	-	4,900
Installation	-	-	2,400
Monthly inspections	1,200	1,300	2,880
Call outs	300	29	270
Replacement pads/battery packs	400	190	500
<b>Total defibrillators costs</b>	<b>1,900</b>	<b>1,519</b>	<b>10,950</b>
<b>Bleed emergency control kits</b>			
Control kits and cabinets	-	-	-
Monthly inspections	650	-	-
Call outs	300	-	-
Replacement kits	200	-	200
<b>Total bleed control kit costs</b>	<b>1,150</b>	<b>-</b>	<b>200</b>
<b>Noticeboards</b>			
Cleaning	50	50	50
<b>Total noticeboard costs</b>	<b>50</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	-	500
<b>Total Dallow Lock mural costs</b>	<b>5,200</b>	<b>200</b>	<b>700</b>
<b>Projects</b>			
Contingency	5,000	467	5,000
Project Work	3,500	11	1,250
<b>Total projects</b>	<b>8,500</b>	<b>478</b>	<b>6,250</b>
<b>VAT Data</b>			
VAT on payments	-	2,785	-
<b>VAT on payments</b>	<b>-</b>	<b>2,785</b>	<b>-</b>
<b>TOTAL EXPENDITURE</b>	<b>39,401</b>	<b>30,600</b>	<b>41,943</b>
<b>TOTAL INCOME</b>	<b>39,398</b>	<b>40,420</b>	<b>41,943</b>
<b>NET INCOME OVER EXPENDITURE</b>	<b>- 3</b>	<b>9,820</b>	<b>-</b>

<b>Earmarked Reserves</b>		
Election Expenses	9,592.20	9,592.20
Contributions to community projects	35,225.00	35,225.00
Dallow Lock mural refurbishment	7,675.00	7,675.00
Replacement IT	5,000.00	5,000.00
Speed Indicator Device	5,555.00	5,555.00
Benches	9,672.00	9,672.00
Shobnall Road surveys	7,525.00	7,525.00
<b>Total Earmarked Reserves</b>	<b>80,244.20</b>	<b>80,244.20</b>

#### Funds statement as at 31 March 2024

Total funds held in bank accounts	£ 98,852.67
<b>LESS Earmarked Reserves</b>	<b>-£ 80,244.20</b>
General Reserves	£ 18,608.47