

SHOBNALL PARISH COUNCIL

Minutes of the Meeting of Shobnall Parish Council held at Burton Town Hall on Monday, 18th September 2017.

Present for all or part of the meeting:

Cllr. M. Hoare (Chair)
Cllr. P. Dennis
Cllr. M. Dittmer
Cllr. Y. Donlon
Cllr. M. Yousaf

In attendance: Mrs. K. Squires (Clerk), Cllr. P. Walker (ESBC) and one member of the public. Cllrs. S. McKiernan (ESBC) and R. Clarke(SCC) had sent their apologies.

2017-18/96 Apologies. Cllr. D. Shilton and R. Lewis had submitted his apologies. It was resolved to approve these apologies

2017-18/97 Declaration of interests. There were no declarations of interest.

2017-18/98 Written dispensation under the localism act 2011. There were no written applications for dispensation.

2017-18/99 Updates to Councillors' register of interest forms. There were no changes to members' registers of interest.

2017-18/100 Minutes of the Full Council meeting held on 17th July 2017. It was resolved to approve these as a true record.

2017-18/101 Matters arising from the Full Council meeting of 17th July.

Risk assessment scoring to be confirmed. SPCA to be asked for advice.

2017-18/102 Minutes of the extraordinary meeting held on 14th August 2017. It was resolved to approve these as a true record.

2017-18/103 Matters arising from the meeting of 14th August. The Clerk reported that she had been unable to find the year-end audit papers on the internet.

2017-18/04 Public participation

Questions were asked about:

A Member of the public expressed concern that the Grange tennis club might be moving to Tatenhill. The Council said that nothing had been received through ESBC planning about a potential move. Cllr. P. Walker had spoken to Andy Mason, ESBC who was not aware of this.

2017-18/05 Engagement of a locum clerk. The Council welcomed Kim Squires to the meeting. Following the suggestion from the internal auditor the Parish Council was introduced to Kim, who will support as Clerk for three months. Kim introduced herself and left the room whilst the meeting discussed the contract of employment. It was resolved to offer the role, with immediate effect, for a three-month period and the contract of employment was signed.

A question was asked about the length of time minutes were to be kept. The Clerk said she would make enquiries.

It was resolved that the permanent position of clerk to be advertised with the relevant paperwork to be sent to Kim for this to commence.

2017-18/106 Councillors' reports. Borough Councillor's report. Cllr. Walker (ESBC) confirmed that August is a quiet month. He had put pressure on the council for the gullies to be cleaned on Shobnall Street, which has now happened. There had been complaints regarding an over grown hedge. As this belonged to the Labour Party Cllr. Walker had cut the hedge. There had been complaints received about needles on alley way going onto Waverley Lane. This has now been cleaned up.

County councillor's report. Cllr. Clarke was not present.

2017-18/107 Budget 2017/18

Draft accounts had been posted to Grant Thornton, the external auditor on 23rd August 2017. These were late due to issues with reconciliation of previous year's accounts. Everything was with the external auditors.

Purchase of promotional materials. The Clerk highlighted that the purchase of promotional items had to be done under the relevant authority. The Clerk advised that the Parish Council could consider using a Chairman's allowance for such things. The meeting thought lanyards would be necessary to help identify Parish Council representatives and would be acceptable. The Clerk to look at how a Chairman's allowance would operate, as the council felt if this was something that was agreed they would want to be very clear on the occasions it could be used.

Grant Application from Shobnall Community Centre submitted in July for part payment towards trestle tables. Parish Council resolved to approve a grant of £350.

Zurich Insurance renewal – after discussion it was decided that the Clerk would contact Zurich for a price to cover all the assets as the Parish Council did not currently have cover for the playground equipment and other assets. Insurance to be paid and additional items to be added after a quote had been received for the additional items.

VAT paperwork was considered. It was resolved that current VAT to be off set against the over-claimed VAT as soon as possible.

It was noted HMRC needed updating on the payments made to previous clerks. Action for acting clerk to provide information for HMRC.

<u>Description</u>	<u>Cheque No.</u>	<u>Total</u>	<u>Vat</u>
Room Hire June 2017 inv 751440 Cheque 100914 for this has not been cashed a new cheque to be raised.	100926	21.00	1.60
Room Hire July 2017 inv 751700	100923	21.00	1.60
Bloomin Gardens July inv-642106	100921	461.40	76.90
Bloomin Gardens August inv-642159 although invoice showed Sept	100921	461.40	76.90
Zurich Insurance 15/09/2017 to 14/09/2018	100924	305.85	n/a
Postage to Grant Thornton		7.25	n/a
Office renewal for Clerk's laptop To P Dennis £67.24	100925	59.99	10.00
Grant for Shobnall Community Centre	100922	350.00	0

agreed			
--------	--	--	--

It was resolved to approve these items.

Reimbursement of £130 from ESBC for wording on noticeboard received.

Cllrs. Shilton and Donlon were to attend a course on 16/10/2017 re Budgets, Precepts & Annual Returns – confirmed. Clerk advised that 4 required for quorum so all other councillors will need to attend the next meeting.

Discussed charges to set up the Parish Council with Ladywell Accountancy Services to pay employees. Clerk thought that one payment was made and employees could be added or removed at any time. The payment was not restricted to run within a financial year. Cllr. Dennis asked if all employers have to pay to have a reference number from HMRC or whether the Council could register itself to avoid this fee. It was resolved to consider this matter at the next meeting.

Additional costs were noted - invoice for internal auditor Toplis Associates to follow when audit had been returned. Grant Thornton invoice for external audit had yet to be received.

2017-18/108 PCSO update. No PCSOs were present. It was resolved that the attendance of the PCSO was welcomed, however, on the occasions that this was not possible an emailed updated would be acceptable. A reply email would be sent confirming this. Cllr. Walker (ESBC) had spoken to PCSO regarding unsociable behaviour near to the Town Hall. PCSO has replied to say that they have moved some individuals away from around the Town Hall and they would continue to keep an eye on the situation. An email had been received to say antisocial behaviour is continuing around Dallow Lock.

2017-18/109 Shobnall Neighbourhood Plan. It was reported that the plan was out for consultation with all residents receiving a letter detailing how they could view the draft document and comment. Closing date was 4th October 2017.

2017-18/110 The Link. Cllr. Dennis reported that Bloomin Gardens had been asked for a price to return cycle track to grassed area.

2017-18/111 Unity Park. Update given: Mike Hovers and Andy Mason agreed that Unity Park needed to be cleaned up. Meeting with local people was cancelled due to potential rain. P Walker emailed for an update to be told that the project had been handed over to Burton Albion Community Trust (BACT) with another public meeting organised. P. Wright to write to Andy Mason to express concerns over potential delays and feel that local people’s view should be considered. Funding could be coming from County. There was currently a contract for the Link and the onus was on the Borough Council to ensure that it was being carried out as damage to equipment was not being reported back. Questionnaires had been completed but residents wanted it to be community led to ensure issues were addressed.

The number of Scrutiny Committees had been reduced and there was to be no meeting of ESBC full council until December.

Ian Burley was organising an event in Unity Park on Thursday, 26th October 2017 between 10am and 2pm as part of the Shobnall Project. It would focus on local

information and health. BACT are leading on it. Attendees Cllrs. Donlon and Dittmer from Parish Council were to contact Ian direct for more information.

2017-18/112 Burton Albion Community Trust. Parish Council to confirm when three-year period of last funding comes to an end.

2017-18/113 Projects:

Bus shelters - an email of a bus shelter provider had been circulated. No report was made.

2017-18/114 Planning matters.

P/2017/01046 91 Waterloo Street, single first floor and two storey rear

P/2017/01105 Burton Enterprise Centre, conversion into 25 dwellings.

P/2017/01033 – 7-10 York Street, Burton on Trent, DE14 2LX Erection of a single storey front and side extension, erection of minaret and front boundary wall, railings and gates Community Centre and Mosque – Parish Council have contacted Mr Aftab Hussain c/o Niche Architecture Ground floor 15C Imex Business Centre Shobnall Road Burton Upon Trent DE14 2AU for further information on the height of the building. Email was sent asking for the height of the minaret.

P/2017/00775 – Land off Wellington Road, erection of a detached building for mixed use of office and warehousing

P/2017/00891- 125 Byrkley Street, change of use from commercial, erection of first floor extension to facilitate 4 self contained flats.

P/2017/00928 19 The Grange, erection of a part two storey, part single storey side extension

P/2017/00875 - 9 Grange Street, Erection of a single storey lean-to front extension

M Dittmer reported about converting garages into houses at Grange Court. The residents were not happy as not all residents had received information about the garages. One owner of the garage had notice to vacate the garages. People who used the pub also needed somewhere to park as well as the residents. Residents had now been made aware.

2017-18/115 Correspondence

SPCA Bulletin

29/08/2017 email - Final Reminder: Consultation on the Future of Joint Governance of the Police and the Fire and Rescue Services in Staffordshire – circulated.

07/09/2017 email from Ian Burley confirm attendance at Community Information Group Meeting on 6th October 2017 at Burton Library 09:00 to 11:00

Staffordshire Playing Fields Association. – email dated 06/0/2017 – subscription – circulated 11/09/2017

Staffordshire Playing Fields Association – email dated 05/09/2017- annual meeting invite on 26/10/2017 circulated 11/09/2017

Email dated 14/09/2017 from Andy Mason – opportunity for local people to take part in a Community Conversation about the future of the Trent Valley landscape, in a project called Transforming the Trent Valley. First of four meetings to be held on 03/10/2017 at the Meadowside. No one at the meeting was able to confirm their availability to attend all four meetings.

2017-18/116 MEMBER'S REPORT

Y Donlon and P Dennis confirmed that they had attended Sinai House as part of an already organised tour, which gave the history of the house and an insight on how they want to develop the site and make it sustainable.

2017-18/117 Date of next meeting_

Monday, 16th October 2017 at Burton Town Hall at 7pm.

To make block bookings for the room, to save monthly low value invoices for ESBC the following dates to be confirmed for meetings:

20th November 2017

18th December 2017

15th January 2018

19th February 2018

19th March 2018

16th April 2018

21st May 2018

18th June 2018

16th July 2018

August no meeting

17th September 2018

15th October 2018

19th November 2018

17th December 2018

Distribution:-

Parish Councillors

Shelagh McKiernan

Cheryl Maxim ESBC Civic Function Manager Cheryl.maxim@eaststaffsbc.gov.uk

PCSO – Leon Worden - Leon.worden@staffordshire.pnn.police.uk

PCSO Katie Fellows - katie.fellows@staffordshire.pnn.police.uk

Webpage

Signed