

SHOBNALL PARISH COUNCIL

Minutes of the Meeting of Shobnall Parish Council held at Burton Town Hall on Monday, 16th October 2017.

Present for all or part of the meeting:

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

In attendance: Mrs. K. Squires (Clerk), Cllr. S. McKiernan (ESBC) and R. Clarke (SCC).
Cllr. P walker had sent his apologies.

Public participation. No members of the public were present.

2017-18/118 Apologies. Cllr. D. Shilton, Y. Donlon and R. Lewis had submitted his apologies. It was resolved to approve these apologies

2017-18/119 Declaration of interests. There were no declarations of interest.

2017-18/120 Written dispensation under the localism act 2011. There were no written applications for dispensation.

2017-18/121 Updates to Councillors' register of interest forms. There were no changes to members' registers of interest.

2017-18/122 Minutes of the Full Council meeting held on 18th September 2017. Item 2117-18/111 P. wright should read P. Walker and reference to The Link should read Unity park. It was resolved to approve these minutes with the above amendments as a true record.

2017-18/123 Matters arising from the Full Council meeting of 18th September.

Risk assessment. The Clerk distributed a draft document. It was resolved to adapt this to suit the needs of the Parish.

Year end audit papers on website. These were found.it was resolved to discharge this item.

Storage of minutes. The Clerk had been unable to receive a definitive answer to this question of how long a Clerk should store minutes before they were archived. The Clerk was attending the annual SLCC conference and would ask there. It was noted that no copies of minutes from before June 2015 were held. Most were held in electronic format.

BACT – three-year funding. The Clerk would investigate when the payment had been made.

2017-18/124. Report from the County Councillor. Cllr. Clarke reported that the consultation on collaboration between the police and fire authority had found no support for the idea that the police should take over the fire authority. The resulting report was now being considered by the Minister.

The Local Priorities Group had surveyed the number of trees in the county and found East Staffordshire to have the lowest number of trees. Free trees were being offered by the National Forest to home owners and organisations. Cllr. Clarke urged the Council to consider matters such as leaf-fall when planting trees should the Council decide to take up this offer.

Cllr. Clarke had taken up the matter of debris being left by contractors at Red House Farm development on Reservoir Road with SCC. There had subsequently been an improvement.

No information on proposed location of multi storey car park at Queen's Hospital was available.

It was reported that the Children's Centre on Waterloo Street had been closed and the site would be sold.

There had been problems with rats reported at Shobnall Marina. This was blamed on the poor storage of mattresses at the nearby waste disposal facility. The mattresses were now being correctly stored. It was hoped this would alleviate the rat problem.

The County Council were still charging for disposal of non-household waste. This was being challenged.

Cllr. Clarke reported that there had been a consultation regarding charges for burials at council-owned cemeteries. Burials were currently subsidised by the Council. It was proposed to withdraw this subsidy resulting in an increase of 30% in charges. Charges would still be less than in neighbouring areas. Concerns had been raised by the Muslim community who, at present, use volunteers to prepare graves in accordance with Muslim religious requirements. The Council wished to take over this work, citing health and safety concerns. This would inevitably lead to higher costs. A decision on this had not been reached.

Cllr. Clarke reported that bridge works continued to cause congestion in the town. It was hoped the works would be completed earlier than expected. Work on the second bridge was likely to be delayed until school holiday time.

2017-18/125. Report from the Borough Councillor. Cllr. McKiernan commented on the reduction of Scrutiny Committees from five to two and on the reduced frequency of Council meetings. There had been a Health Scrutiny Committee meeting to discuss proposals to merge the Burton and Derby hospitals. A meeting, which the Chief Executive was to attend, was arranged for 30th October.

Cllr. McKiernan had spent an hour with the Burton Hope homelessness organisation. She had been shocked by the numbers of homeless people. ESBC funding of £75,000 had been given to the YMCA to provide outreach services for homeless people; it was planned to use St. Paul's Church as a winter shelter.

Cllr. McKiernan had visited Grange Community School and had contributed from her Borough Community fund to help finance a school trip to Shugborough in January.

Cllr. McKiernan confirmed that she was on the Licensing Committee.

8.10 pm Cllrs. McKiernan and Clarke left the meeting.

2017-18/126. Financial matters.

Bank reconciliation.

Current a/c B/F		23,090.54
Add: Unpresented cheques		
100915 P. Dennis Clerk's expenses	27.08	
100916 P. Dennis printer cartridge	19.99	
Total unpresented cheques		47.07
Add; Receipts this month		21.00
Adjusted a/c		23,158.61
Bank statement 16 September		23,158.61

It was resolved to approve this as a true record.

Schedule of payments.

Payments	Cheque No.	Gross inc VAT	VAT
Bloomin Gardens inv. 642376	100927	436.80	72.80
Clerk's salary and expenses	100928	252.14	
Grant Thornton audit charges	100929	300.00	50.00
ESBC refreshments June	100930	9.60	1.60
	Total Payments	998.54	124.40

It was resolved to approve these payments.

2017-18/127. Report from Grant Thornton and follow-up actions. The external audit report repeated the report made by the internal auditor. Acting on recommendations, the Clerk had initiated a receipts and payments accounting system, a risk assessment was being prepared, VAT errors had been identified, actions were being taken to pass administration of payroll to an independent agency who would register the Council for PAYE, an asset register had been prepared, the insurance company was now aware of assets held and had prepared anew quotation to reflect this change, the Clerk had produced monthly bank reconciliations dating to the start of the financial year, work was being done to make the website compliant with the transparency code. The Clerk would report on the progress of actions in future meetings.

017-18/128. Appointment of Ladywell Accountancy services to administer payroll. It was resolved to appoint Ladywell Accountancy services. The Clerk would report on this at the next meeting.

2017-18/129. New quote from Zurich Insurance. The quote (£717.41) was considered. It was resolved to accept this quote. It was resolved to ask for a full breakdown of what the policy now covered.

2017-18/130. Planning matters. The following applications were considered:

P/2017/01181 Detailed Planning Application: Retention of ATM machine 165 Waterloo Street Burton upon Trent Staffordshire DE14 2NG. No comment.

P/2017/01186 Advertisement Consent Retention of internally illuminated ATM fascia signs 165 Waterloo Street Burton upon Trent Staffordshire DE14 2NG. No comment.

The Clerk reported the following decisions:

P/2017/00479 77 Reservoir Road. First and second floor extensions and three dormer windows to rear. PERMIT

P/2017/00265 Marston's Brewery. PERMIT

P/2027/00928 19 The Grange, part one/two storey side extension. PERMIT

P/2017/00689 Land Adjacent To, Grange Close, Burton upon Trent, Staffordshire, DE14 2JG. Demolition of existing garages to facilitate the erection of 8 dwellings comprising of four pairs of semi-detached dwellings with associated car parking. PERMIT

Barton Under Needwood Cemetery: removal of 10 prunus and 5 sorbus trees. ALLOWED

P/2017/01033 Community Centre and Mosque, 7-10 York Street, Burton upon Trent, DE14 2LX. Erection of a single storey front and side extension, erection of minaret and front boundary wall, railings and gates. PERMIT

The following comment had been received:

P/2017/01105 Burton Enterprise Centre, Waterloo Street, Burton Upon Trent, Staffordshire, DE14 2NB. As this property was the former Art School and is from the Burton County Council Education era, so as such, we feel that this building is significant and helps in the general placing (in history) of the area. Therefore, we welcome the reuse of this property, but we would like to see the outside of the building remain intact, unless this would prevent the building being converted.

Regards

Mick Clifford
Chairman of Planning Sub Committee
Burton Civic Society

2017-18/131. Membership of Employment Committee. It was resolved that Cllrs Hoare, Dittmer and Dennis would sit on the Employment Committee and would interview short listed candidates.

2017-18/132. Job description and person specification for new Clerk and to set dates for advertisement and interviews. These were discussed. It was resolved to advertise the vacancy, which would be for 15 hours, in the SPCA bulletin Burton job centre, with Ian Burley, through local County and Borough Councillors and the Government Gateway by October 31st. The closing date for applications would be 17th November. Short listing would take place on 20th November. Interviews would take place on 27th November subject to the availability of a room in the Town Hall.

2017-18/133. Questions from Councillors:

Should shareholdings be declared on register of interests? The Chair responded that this was not required.

There was a concern about lack of communication from ESBC; the Council had been unaware of the consultation relating to the cost of burials. The Clerk would investigate how to ensure future communications were improved.

The item regarding purchasing promotional materials had disappeared off the agenda. The event for which these were required would be before the next meeting. It was resolved that a maximum of £99 could be spent on items such as pens, lanyards.

2017-18/134. Report from PCSO. The PCSO was not present.

2017-18/135. Update on progress with Shobnall Neighbourhood Plan. Timothy Jones had indicated that he was able to undertake the examination of the plan.

2017-18/136. Update on The Link. There was no report.

2017-18/137. Update on Unity Park. There was no report.

2017-18/138. Correspondence and Circulars.

ESBC planning updates.
SPCA weekly bulletins.

2017-18/139. Reports from representatives. There were no reports.

2107018/140. Items for next meeting.

Allocation of funds
Short list applicants for Clerk's post
Budget
Chairman's Allowance
Casual vacancies

Date of next meeting: Monday 20th November 2017