

## **SHOBNALL PARISH COUNCIL**

Minutes of the Meeting of Shobnall Parish Council held at Burton Town Hall on Monday, 20<sup>th</sup> November 2017.

### **Present for all or part of the meeting:**

Cllr. P. Dennis (Chair)  
Cllr. M. Hoare  
Cllr. M. Dittmer  
Cllr. M. Yousaf  
Cllr. D. Shilton  
Cllr. Y. Donlan  
Cllr. R. Lewis

**In attendance:** Mrs. K. Squires (Clerk), Cllr. S. McKiernan (ESBC).

Cllrs. P Walker (ESBC) and R. Clarke (SCC) had sent their apologies.

**Public participation.** No members of the public were present.

**2017-18/141. Apologies.** There were no apologies.

**2017-18/142. Declaration of interests.** There were no declarations of interest.

**2017-18/143. Written dispensation under the localism act 2011.** There were no written applications for dispensation.

**2017-18/144. Updates to Councillors' register of interest forms.** There were no changes to members' registers of interest.

**2017-18/145. Minutes of the Full Council meeting of 16<sup>th</sup> October 2017.** It was resolved to approve these as a true record.

**2017-18/146. Matters arising from the Full Council meeting of 16<sup>th</sup> October.**

Risk assessment. This was reviewed. It was resolved to accept this. The Clerk would send it to Branston Media for publication on the website. It was resolved to discharge this item.

Storage of minutes. The Clerk reported that hard copies of minutes had to be held by the Clerk for 5 years before being sent to the County archives. She had found minutes back to January 2013 were on the website. She had made enquiries to ascertain if it was necessary to make hard copies of minutes and was advised to do so as soon as practicable. It was resolved that as this would require a lot of printing, the Clerk would purchase a toner cartridge.

BACT – three-year funding. This would end in March 2018. It was resolved to ask BACT for a review of the work carried out during the three-year period in January 2018.

**2017-18/147. Report from the County Councillor.** Cllr. Clarke was unable to attend the meeting.

**2017-18/148. Report from the Borough Councillor.**

**2017-18/149. Financial matters.**

Bank reconciliation. It was resolved to accept this as a true record.

Schedule of payments.

Payments	Cheque No.	Gross inc VAT	VAT
Bloomin Gardens (642431)	100931	281.40	46.90
SPCA (17/273)	100932	35.00	
Zurich	100933	635.24	
Toplis Associates (984)	100934	240.00	40.00
ESBC Sep-Dec (752697)	100935	43.97	6.40
Clerk's salary and expenses	100936	373.59	0.83
	<b>Total Payments</b>	<b>1,609.20</b>	<b>94.13</b>

It was resolved to approve these payments.

**2017-18/150. Grant application from Burton upon Trent District Scouts (Beavers/cubs - 9<sup>th</sup> Burton).** It was resolved to approve this payment.

**2017-18/151. Locum Clerk's salary in line with 2017 pay scales.** It was resolved to approve this rise bac-dated to 20<sup>th</sup> September.

**2017-18/152. 2018-19 budget requirements.** Expenditure for 2017-18 was considered. It was resolved that the projections for 2018-19 were adequate to meet the Council's responsibilities for the year. The precept would be discussed in December when the level of CTSG would be known.

**2017-18/153. Allocation of funds.** Several options were considered. It was resolved to allocate funds in the following way:

Elections	10,000
Bus shelter project	
The Link project	
Total allocated funds	

**2017-18/154. Chairman's allowance.** It was resolved that the Chairman did not need an allowance during this year. This would be reconsidered at the annual meeting.

**2017-18/155. Progress of actions arising from Auditor's report.** The Clerk had met with the internal auditor who was satisfied with progress to date.

**2017-18/156. Clerk's contract.** A draft contract had been circulated; this was discussed. It was resolved to approve this.

**2017-18/157. Vacancies on the Parish Council.**

**2017-18/158. Planning matters.**

The following applications were considered:

P/2017/01314 Detailed Planning Application: Retention of single storey rear extensions to form stores and wc 191-193 Waterloo Street Burton upon Trent DE14 2NQ. No comment.

P/2017/01037 Listed Building Consent Retention of satellite dish. Travelodge Midland Grain Warehouse Derby Street Burton upon Trent Staffordshire DE14 2JJ. No comment.

**2017-18/159. Questions from Councillors.**

**2017-18/160. Report from PCSO.**

**2017-18/161. Progress with Shobnall Neighbourhood Plan.**

**2017-18/162. The Link.**

**2017-18/163. Unity Park.**

**2017-18/164. Correspondence and Circulars.**

Callisthenics Burton: request for funding.

Toplis Associates: notice of fees for 2018-19

Zurich Insurance: policy documents

**2017-18/165. Reports from representatives.**

**2107-18/166. Items for next meeting.**

**Date of next meeting:** Monday 18<sup>th</sup> December 2017

The meeting will be followed by a meeting of the Employment Committee

#### **Agenda**

- 1. To receive apologies.**
- 2. To receive Declarations of Interest.**
- 3. To receive written applications for dispensations under the Localism Act 2011.**
- 4. To shortlist candidates for Clerk's post.**