

SHOBNALL PARISH COUNCIL

Minutes of the Meeting of Shobnall Parish Council held at Burton Town Hall on Monday, 19th February 2018.

Present for all or part of the meeting:

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

In attendance: Mrs. K. Squires (Clerk), Cllr. P Walker (ESBC), and Cllr. R. Clarke (SCC).

Absent: Cllr. S. McKiernan (ESBC) had sent her apologies

Public participation.

A governor of Grange Community School asked for support in principle for a project to install a Multi-Use Games Area (MUGA) on an area of land adjacent to the school. This support could influence grant applications to various funding schemes. The Council agreed support in principle.

2017-18/214. Apologies. There were no apologies.

2017-18/215. Declaration of interests. There were no declarations of interest.

2017-18/192. Written dispensation under the localism act 2011. There were no written applications for dispensation.

2017-18/216. Updates to Councillors' register of interest forms. There were no changes to members' registers of interest.

2017-18/217. Minutes of the Full Council meeting of 15th January 2018. Grange Street School should be changed to Grange Community School. It was resolved, with the above amendment, to approve these as a true record.

2017-18/218. Matters arising from the Full Council meeting of 15th January 2018.

BACT – three-year funding. A representative of BACT would present a report at the parish meeting in April. It was resolved to discharge this item.

Casual vacancies. An advertisement had been distributed for display at various venues across the Parish.

Work on The Link. Clarification of the quote regarding the bins had been sought but not received. The Clerk would seek further quotes.

2017-18/220. Report from PCSO. PCSO Worden had sent his apologies.

2017-18/221. Report from the Borough Councillors. Work to replace the fencing on Shobnall Street/Shobnall Fields would commence on 5 March funded by ESBC, ownership of the fence disputed. Drawings of plans for Unity Park were due to be completed at the end of February. These were to include reconfiguring of the play areas and would cost about £25,000 - £30,000. Views of residents would be considered in any plans. The Councillor reported problems with fly-tipping and car parking at Shobnall Close. A number of anti-foreigner stickers had been collected as advised by the PCSO at the previous meeting.

Flooding remained a problem in several areas; this appeared to be linked to inadequate depth of drains rather than blocking. Cllr. Clarke (SCC) reported that, following a four-year investigation exercise to identify areas where gullies required more frequent unblocking, drains would be cleared annually, bi-annually and tri-annually depending on need. Councillors across the County were challenging this. Outside of this briefing, Cllr. Dittmer raised concerns about a broken window on a property on Grange Street; Cllr. Walker would investigate.

2017-18/222. Report from the County Councillors. Car parking near to Grange Community School remained a problem to waste management vehicles as the service road was frequently blocked by parents dropping off and collecting children. This could also present problems to emergency vehicles. The road was not adopted and was unlikely to be. This was challenged by Councillor Shilton who pointed out that in the past, ESBC had charged wayleaves to residents for access to this land. It seemed more likely that when the adjacent land was put under Trent and Dove management, the road was omitted from any agreement. Councillor Clarke would investigate further. Plans to move Social Services from St Paul's Square to The Hub were going ahead. Car parking problems could be addressed by the reconfiguring of the car park and using land at the Grain Warehouse. Potholes remained a problem; call 0300 111 8000 to complain.

2017-18/223. Financial matters.

Bank reconciliation.

Current a/c B/F		28,535.73
Add: Unpresented cheques		
100940 Bloomin Gardens	439.80	
100941 Ladywell Accountancy Services	62.50	
100942 Clerk's salary and expenses	502.90	
Total unpresented cheques		1,005.20
Add Receipts this month		0.00
Adjusted a/c		29,540.93
Bank statement January		29,540.93

It was resolved that this was a true record.

Schedule of payments:

Schedule of Payments	Cheque No.	Gross inc VAT	VAT
Bloomin Gardens	100943	256.80	42.80
Eon highway lighting	100944	30.53	5.09
Computer lifeline	100945	40.00	
HMRC	100946	293.80	
Clerk's salary and expenses	100947	457.64	
	Total Payments	1,078.77	47.89

It was resolved to approve these payments.

2017-18/224. Grant payment to Burton Athletics Club. A discussion took place. It was resolved to defer a decision pending a more detailed application.

2017-18/225. Maintenance of Parish Notice Board. The notice board in Moor Street had been repaired. Only one side of the notice board at The Hub could be accessed as the lock appeared to be broken.

2017-18/226. Casual Vacancy. This had arisen following the non-attendance at meetings by Cllr. Khan. It was resolved to inform ESBC that this vacancy had arisen.

2017-18/227. Reclamation of tablet from former councillor. The former councillor had agreed to return the tablet.

2017-18/228. Clerk's pension. The Clerk was offered the opportunity to be enrolled in a pension but declined this offer. It was resolved to discharge this item.

2017-18/229. Update on compliance with Pensions' Regulations. The staging date had passed on 1st February. The Clerk had completed all tasks to ensure full compliance with requirements. It was noted that the new Clerk would need to be offered the opportunity for enrolment. It was resolved to discharge this item.

2017-18/230. Progress towards appointing a new Clerk. A shortlist of four had been agreed. The Clerk would write to invite applicants to interview. Interviews would be held on 26th February.

2017-18/231. General Data Protection Regulations (GDPR). The Clerk had completed a checklist that indicated actions that were to be taken towards compliance. There was a lot of work to be done. Registration with ICO had not been possible as the registration website had been taken offline following a hacking event. Advice received had indicated that neither Clerk nor councillors should be appointed as Data Protection Officer (DPO) because of conflict of interest. The Clerk had approached Computer Lifeline about taking on this role but his knowledge of Data Protection Act was not detailed enough. The website manager had assured the Clerk that the website was compliant as only data available 'in the public domain' was held and that website did not use cookies. SCC was offering a service to take on a virtual DPO. This was considered. It was resolved to defer a decision to the next meeting.

2017-18/232. Venue for future meetings. This had arisen because the Town Hall would start charging for use of the room after April. Several venues were considered. It was resolved to defer a decision to the next meeting.

2017-18/233. Planning matters. The following applications had been received:

REFERENCE P/2018/00004: Works to a Protected Tree. Crown lift (T1 to T6) to 2.4 metres to clear footpath or 6.5 metres to clear carriageway above ground level of 6 London Plane trees (G1 of TPO 4) Wellington Street Almshouses, Wellington Street, Burton upon Trent, Staffordshire. No comment.

REFERENCE P/2018/00082: Listed Building Consent. Listed Building application to reposition a timber gate and fence 2 metres forward Town Hall, King Edward Place, Burton upon Trent, Staffordshire. No comment.

REFERENCE P/2018/00159: Installation of back up generator with rain cover fixed to new concrete plinth in external service yard. Town Hall, King Edward Place, Burton upon Trent, DE14 9SA. No comment.

REFERENCE: P/2018/00121: Prior Approval for the conversion of offices (Class B1 (a)) to form four flats with associated parking. 6 Victoria Road, Burton Upon Trent, Staffordshire, DE14 2LU. No comment.

2017-18/234. Questions from Councillors. Some Councillors were experiencing problems opening documents on the tablets. The Clerk would send contact details for Computer Lifeline.

2017-18/235. Update on progress with Shobnall Neighbourhood Plan. Progress, though slow, was being made. Some amendments had been made following a meeting with Naomi Parry (ESBC). Although the travel report was not included in the appendices, it was referenced in the main body of the report.

2017-18/236. Update on The Link. No report.

2017-18/237. Update on Unity Park. No report to be added to that presented by Cllr. Walker.

2017-18/238. Correspondence and Circulars.

SPCA weekly bulletins

Email Cllr. S. McKiernan (ESBC) with information about two events: PC support requested.

Pensions' Regulator: letter acknowledging compliance with regulations (attached to these minutes)

2017-18/239. Reports from representatives.

Community Conversation. No report

2107-18/240. Items for next meeting.

Date of next meeting: Monday 19th March 2018. To be held at Meadowside Leisure Centre.