

SHOBNALL PARISH COUNCIL

Minutes of the Meeting of Shobnall Parish Council held at Meadowside Leisure Centre on Monday, 19th March 2018.

Present for all or part of the meeting:

Cllr. P. Dennis (Chair)
Cllr. M. Yousaf
Cllr. Y. Donlan
Cllr. D Shilton

In attendance: Kim Squires (outgoing Clerk), Mary Danby (new Clerk), Cllrs. S. McKiernan and P. Walker (ESBC), and Cllr. R. Clarke (SCC).

Absent: None

Public participation. No members of the public were present.

2017-18/240. Apologies. Cllrs. M. Hoare, M. Dittmer and R. Lewis had submitted their apologies. It was resolved to approve these apologies.

2017-18/241. Declaration of interests. There were no declarations of interest.

2017-18/142. Written dispensation under the localism act 2011. There were no written applications for dispensation.

2017-18/243. Updates to Councillors' register of interest forms. There were no changes to members' registers of interest.

2017-18/244. Minutes of the Full Council meeting of 19th February 2018. It was resolved to approve these as a true record.

2017-18/245. Matters arising from the Full Council meeting of 19th February 2018.

Casual vacancies. There had been no further interest in the vacancies. There were four vacancies on the Council.

Work on The Link. It was resolved to leave this until the next financial year.

Grant application Burton Athletics Club. The Clerk had asked for a breakdown on spending for this but had not received a reply.

Parish Notice Board. The notice board at Moor Street had been vandalised again. The Clerk had spoken to Ian Vanes-Jones at BSDC who had removed the notice board pending a decision by the Council about possible relocation. The problem with the current location was that it was in an area where people tended to 'hang around' making vandalism more likely. Possible new locations were discussed. It was resolved to defer a decision until the next meeting.

Casual vacancy. As Ms. Khan had not been officially registered with ESBC as a Councillor, then technically, a new vacancy had not arisen. It was resolved to discharge this item.

Tablet. Ms. Khan had not returned the tablet. Cllr. Dennis would visit Ms. Khan.

Tablet issues. Those Councillors encountering difficulties with the tablets had been given the contact number of Computer Lifeline. None of the Councillors had taken action to remedy the problems.

2017-18/246. Report from PCSO. PCSO Sarah Mason had received reports of anti-foreigner post-its attached to lamp posts on Wellington Street but had not found any. Cllr. Walker had a small number which he would pass on to the CPSO.

2017-18/247. Report from the Borough Councillors. Cllr. Walker reported that because of cuts to budgets the Council was considering outsourcing Leisure Centres, the Function Suite at the Town Hall and Shobnall Playing Fields.

The fence at Halcyon Way was now finished.

There were on-going problems with fly-tipping at Vernon Terrace and Shobnall Close. Problems with potholes continued.

Gordon Street Surgery had been put into Special Measures; this reflected more on poor processes than patient care which was very good. Problems with obtaining an appointment reflected the national shortage of GPs.

Cllr. McKiernan reported that she had set up a Mental Health Café at Café Zen. Three sessions were arranged. The first had been well attended. The next was to be on 20th April. If Cllr. McKiernan sent the poster on time, this could be added to the website and put on notice boards.

Plans for a Cancer Awareness session had been postponed until the summer.

ESBC would be commemorating 100 years of women's suffrage with an event on 8th July.

2017-18/248. Report from the County Councillor. Cllr. Clarke reported that there had been no change with problems associated with parking at Grange Street, the relocation of Social Services staff from St. Paul's Square, and potholes – which were becoming worse because of harsh weather.

Budgets continued to be reduced and spending on highways would fall in the next three years from £52,000,000 to £7,000,000.

Resurfacing projects over the coming year included Shobnall Road (Forest Road to Oakley Grange) and Wellington Road.

Flooding caused by blocked gullies continued to be a problem. It was unlikely that anything would be done until all investigations into the matter were complete. One area was particularly bad and a local shop was losing business as a result. Cllr. Walker was to send details including pictures to the Clerk.

2017-18/249. Financial matters.

Bank reconciliation.

Current a/c B/F		27,456.96
Add: Unpresented cheques		
100943 Bloomin Gardens	256.80	
100944 EON Highway Lighting	30.53	
100945 Computer Lifeline	40.00	
100946 HMRC	293.80	
100947 Clerk's salary and expenses	457.64	
Total unpresented cheques		1,078.77
Add Receipts this month		0.00
Adjusted a/c		28,535.73
Bank statement February		28,535.73

It was resolved that this was a true record.

Schedule of payments.

Payments	Cheque No.	Gross incl VAT	VAT
SPCA subscription	100949	610.00	
Bloomin Gardens	100950	256.80	42.80
HMRC	100951	244.60	
Clerk's salary and expenses	100952	416.71	
ICO	100953	35.00	
	Total Payments	1,563.11	42.80

It was resolved to approve these payments.

2017-18/250. To approve appointment of new Clerk. It was resolved to approve the appointment of Mary Danby as Clerk and Responsible Finance Officer (RFO). A letter to the HSBC had been prepared to inform the bank that Mary Danby was the RFO and requesting that she had access to online banking and that the contact address should be changed to her address. The Clerk was given a letter, informing her of her rights to entry onto a pension scheme.

2017-18/251. Policies:

- Equal opportunities policy**
- Sickness and absence policy**
- Grievance policy**
- Disciplinary policy**

It was resolved to adopt the policies.

2017-18/252. Update on General Data Protection Regulations (GDPR). The outgoing Clerk would be working with the new Clerk to ensure that Shobnall PC would be compliant with the regulation by its implementation date of 28 May 2018. The decision about the appointment of a Data Protection Officer was deferred to the next meeting.

2017-18/253. Purchase of a filing cabinet to store Council records at the new Clerk's address. As the Clerk had already cleared a lockable filing cabinet that was suitable for this purpose, it was decided that it was not necessary to purchase another.

2017-18/254. Venue for future meetings. The Clerk had booked Princess Street Training centre for the next meeting. There would be no charge for this. It was resolved to defer a decision on whether to use the centre for future meetings until the next meeting.

2017-18/255. Planning matters. The following applications had been received:

P/2018/00207 22 Price Court Shobnall Road Burton upon Trent DE14 2BX Erection of a single storey rear extension. No comment.

P/2017/01652 Former Burton Adult Training Centre Shobnall Street Burton upon Trent DE14 2HE Demolition of existing building to facilitate the erection of 26 dwellings and formation of an access. The Council had already started concerns about loss of on-street parking caused by the proposed development.

2017-18/256. Questions from Councillors. Cllr. Yousaf asked if Graham Hunt had provided any information about the Community Conversation project. Cllr. Clarke reported that changes at SCC meant that Mr. Hunt was no longer involved with the Community Conversation project, but he could not recall the name of the officer now managing the

project. It was resolved to invite Mr. Hunt's successor to the next meeting. If he was unable to attend, a written update would be requested.

2017-18/257. Update on progress with Shobnall Neighbourhood Plan. The document was nearing completion and would then go forward for referendum.

2017-18/258. Update on The Link. An email about the vandalised notice board and litter on the site had been received. The Clerk would respond thanking the ESBC CCEO who had sent the email.

2017-18/259. Update on Unity Park. No report.

2017-18/260. Correspondence and Circulars.

SPCA weekly bulletins

Andy Mason email asking about funding towards the fence at Halcyon Way. The Clerk had responded that this would be added to the next agenda for consideration.

2017-18/261. Reports from representatives.

Community Conversation. No report.

2107-18/262. Items for next meeting.

Email from Andy Mason

Flooding

Contribution from Graham Hunt/ his replacement

Date of next meeting: Monday 16th April 2018 at Princess Street Training Centre.