

MINUTES OF A MEETING OF SHOBNALL PARISH COUNCIL
HELD AT THE PRINCESS STREET TRAINING ENTERPRISE AND EDUCATION CENTRE, PRINCESS
STREET, BURTON UPON TRENT ON MONDAY 16 APRIL 2018 COMMENCING AT 7.00PM

PRESENT

Councillor Dennis (in the Chair)
Councillors Dittmer, Donlan, Hoare and Shilton

In attendance

Mary Danby, Clerk
Kim Squires, outgoing Clerk
Councillor McKiernan (ESBC)
Councillor Clarke (SCC)
PCSOs Leadley and Worden

PUBLIC FORUM

No members of the public were present.

2017-18/263 APOLOGIES

Councillors Lewis and Yousaf had tendered their apologies for absence.

RESOLVED That the apologies for absence be approved.

2017-18/264 DECLARATIONS OF INTEREST

None declared.

2017-18/265 WRITTEN DISPENSATION UNDER THE LOCALISM ACT 2011

No applications for dispensation had been received.

2017-18/266 UPDATES TO COUNCILLORS' REGISTER OF INTEREST FORMS.

No changes to members' registers of interest had been notified.

2017-18/267 MINUTES OF THE COUNCIL MEETING HELD ON 19 MARCH 2018

RESOLVED That the Minutes of the Meeting held on 19 March 2018 be approved as a true record.

2017-18/268 MATTERS ARISING FROM THE COUNCIL MEETING HELD ON 19 MARCH 2018

▪ **Grant application Burton Athletics Club**

The Clerk reported that a response to the request for further information was still awaited from the Club.

2017-18/269 REPORT FROM PCSO

PCSO Worden informed Members that they had nothing of note to report and asked if there was anything that the Parish Council wished to pass on to them.

2017-18/269.1 The Link Play Area

Councillor Shilton reported on a site visit he and the Clerk had made to The Link Play Area on 06 April 2018 following reports of damage to equipment, broken glass, litter and anti-social behaviour caused by people drinking alcohol on the site. The zip wire had had to be taken out of use due to one of the timber support legs having been removed and one of the picnic tables had been destroyed.

Councillor Shilton reminded the PCSOs that there was a Public Space Protection Order on the site. PCSO Worden said that he and his colleagues would visit The Link Play Area at various times with a view to witnessing any anti-social behaviour that might be taking place and action would be taken as appropriate.

The Clerk was requested to contact ESBC to ask for replacement Public Space Protection Order signs to be installed on the site.

2017-18/269.2 Footbridge over A38

PCSO Worden said that a public meeting was due to be held in May and input from the Parish Council would be welcomed. He undertook to contact the Parish Council when the meeting details had been confirmed.

PCSO Worden also mentioned that the bridges from Shobnall Fields and Stretton were already signed with advice on contacting the Samaritans.

2017-18/270 REPORT FROM THE BOROUGH COUNCILLORS

Councillor McKiernan said that things were currently quiet at ESBC and that staff had moved back into the Town Hall. She mentioned that a Domestic Violence Group had been set up, of which she was a member. She also said that the Mental Health Café at Zen Café would be held on Friday 20 April and that she would email a poster to the Clerk for uploading to the Parish Council website.

2017-18/271 REPORT FROM THE COUNTY COUNCILLOR

Councillor Clarke reported that there had been no change with problems associated with potholes and blocked gullies. He urged Members to report problems to SCC so that these could be logged onto the system and they would be given a reference number, they should then give that number to him and he would be able to follow up at SCC.

He confirmed that the road to Grange Street School was unadopted and that a tri-party agreement had been reached to see the road brought up to standard.

Councillor Clarke said that he had attended a meeting called by the Staffordshire Fire & Rescue Service to receive feedback from the Service and Legal Counsel regarding a potential challenge decision to merge the Service with the Police & Crime Commissioner. The meeting agreed not to challenge the merger decision due to the costs involved.

2017-18/272 FINANCIAL MATTERS

2017-18/272.1 Bank reconciliation

	£	£
Current Account b/fwd		27,456.96
Add: Unpresented cheques		
100949 SPCA	610.00	
100950 Bloomin' Gardens & Landscapes Ltd	256.80	
100951 HMRC	244.60	
100952 Clerk's salary and expenses	416.71	

100953 Information Commissioner's Office	35.00	
Total unrepresented cheques		1,563.11
Add: Receipts this month		0.00
Adjusted account		29,020.07
Bank statement as at 16 March 2018		27,456.96

RESOLVED That the above was a true record.

2017-18/272.2 Schedule of Payments

Payments	Cheque No.	Gross (incl VAT)	VAT
		£	£
Bloomin' Gardens & Landscapes Ltd: March report	100954	281.40	46.90
ESBC: March 2018 room hire	100955	49.00	
SLCC: 2018/19 Subscription	100956	128.00	
Outgoing Clerk's salary	100957	598.82	
Clerk's salary and expenses	100958	902.64	5.07
Mr K J Smith (Branston Media website hosting/renewal)	100959	240.00	
Total Payments		2,199.86	51.97

RESOLVED That the payments be approved.

2017-18/273 TO RECEIVE AN UPDATE ON THE GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk reported that both NALC and the SLCC had provided a full set of policies and guidance notes which are easily formulated to meet the Council's needs. The Clerk was confident of completing the necessary background works, including drafting the policies, before the 25 May deadline – the policies, etc will be presented for formal acceptance at the next meeting of the Council

At this stage the Clerk would recommend that the Council register an interest in taking advantage of the County Council's DPO service. The initial cost was £150 for the mandatory GAP analysis package after which the Council would be advised which level of cover would be required to enable it to meet the criteria – this would be either Tier 1 £150 per annum or Tier 2 £250 per annum or Tier 3 £450 per annum.

RESOLVED THAT:

- The information be received and noted.
- The Council register an interest in taking advantage of the County Council's DPO service and that the initial £150 fee for the mandatory GAP analysis package be approved.

2017-18/274 TO CONSIDER WHETHER ITEMS SHOULD BE REPLACED AT THE LINK PLAY AREA (see also Minute No. 2017-18/269.1 above)

Members noted that the fence repair was not being done effectively by Network Rail (plastic ties were being replaced which were almost immediately broken) and a

permanent repair was necessary. It was **AGREED** that the situation with the fence should be monitored and all damage reported to Network Rail.

It was noted that two further quotations were required for returning the BMX track back to grass. The Clerk undertook to source the quotations for consideration at the next meeting of the Council. She also undertook to approach ESBC for details of groundwork contractors currently on ESBC's approved contractor list.

Climbing Frame: Members asked the Clerk to contact Bloomin' Gardens & Landscapes Ltd to request that they install a triangular or domed top to the climbing frame to stop people from balancing bottles on the top and then knocking them down with stones, leaving broken glass on the equipment.

The damage to the picnic table and zip wire frame was noted, as was the poor condition of most of the log walk and the broken frame on the asymmetric bar. The Clerk was asked to amend the Asset Register by removing the zip wire and picnic table/benches from the Register.

The Clerk was requested to contact Bloomin' Gardens & Landscapes Ltd to ask them to assess the viability and safety of the remaining timber equipment with a view to their report being considered at the next meeting of the Council.

It was **AGREED** that any decision on replacement equipment be held in abeyance until the work to return the BMX track to grass had been completed.

2017-18/275 GRANT APPLICATION FROM 9TH BURTON SCOUT GROUP

It was noted that the Group are located outside of the Parish Council's boundary and that only 35 members were resident within the Parish.

RESOLVED That the application be declined as the Group do not meet the required criteria and they were to be advised to make an application to County Councillor Clarke for funding.

2017-18/276 HALCYON WAY FENCE PROJECT

Members were informed that ESBC had contacted the Parish Council asking if it was minded to contribute towards the cost of the Halcyon Way fence project.

RESOLVED That ESBC be asked if residents were to be asked to contribute to the cost of the fence project and its ongoing maintenance.

2017-18/277 VENUE FOR FUTURE MEETINGS

RESOLVED That arrangements be made for meetings to be held at The Princess Street Training Enterprise & Education Centre for the remainder of the Municipal year.

2017-18/278 PLANNING MATTERS

P/2017/01653

Former Burton Adult Training Centre, Shobnall Street, Burton Upon Trent DE14 2HE

Demolition of existing buildings to facilitate the erection of 26 dwellings and formation of an access

Members wished to reiterate their previous comments, i.e. that the Parish Council would not like to see any residents of Shobnall Street losing on-street parking spaces as a result of the development.

P/2018/00293

Wellington Arms, 44 Wellington Street, Burton Upon Trent DE14 2DS
Change of Use from letting rooms (Sui Generis) to a dwelling (Class C3)

No comment

P/2018/00320

55 Reservoir Road, Burton Upon Trent DE14 2BP

Raising of eaves and ridge height to facilitate first floor accommodation, erection of a ground floor rear and front extension

No comment

P/2018/00321

55 Reservoir Road, Burton Upon Trent DE14 2BP

Erection of a detached single storey residential annex

No comment

P/2018/00367

78 Curzon Street, Burton Upon Trent DE14 2DH

Erection of a detached double garage

No comment

2017-18/279 COUNCILLORS' QUESTIONS

No questions were raised.

2017-18/280 CORRESPONDENCE AND CIRCULARS

▪ **SPCA**

Weekly bulletins had been received.

▪ **Staffordshire County Council (SCC): Results of Rights of Way Consultation**

The Clerk was requested to (a) resend the original consultation documentation to all Members and (b) purchase 2 No. Definitive Maps for the Shobnall Parish from SCC.

▪ **Secretary of State for Environment, Food and Rural Affairs Direction Decision Served on SCC**

Members confirmed that they had no objection to the Definitive Map being modified to include the following footpaths and the Clerk was authorised to respond to SCC as and when the Council was formally consulted in this matter:

- Adding the footpath from Shobnall Road, opposite Reservoir Road to Borough boundary
- Adding the footpath from Lawns Farm path to Borough boundary
- Adding the footpath from Albion Hotel, Shobnall Road to Borough boundary
- Adding the footpath from A38 footbridge MR233242 to Borough boundary MR 231243
- Adding the footpath from Shobnall Road MR 231234 to A38 footbridge MR 233242

▪ **Time for the National Forest Line?**

Members confirmed that they wished to respond to the Leicestershire & Leicester Growth Strategy consultation asking that the National Forest Line (Leicester to Burton) be reinstated.

2017-18/281 COMMUNITY CONVERSATION

RESOLVED That the update on the “Building Resilient Families and Communities Pilot” submitted by Wayne Mortiboys, Strategic Delivery Manager, Staffordshire County Council be received and noted.

2017-18/282 ITEMS FOR NEXT MEETING

Election of Chair and Vice-Chair
Review Standing Orders, Financial Regulations, Asset Register
Approve GDPR policies and privacy notices
Consider quotations for returning the BMX track at The Link to grass

DATE OF NEXT MEETING

Monday 21 May 2018 at the Princess Street Training Enterprise and Education Centre, Princess Street, Burton Upon Trent immediately following the Annual Parish Meeting.

The Meeting closed at 8.45pm

Signed

Date