

**MINUTES OF THE ANNUAL MEETING OF SHOBNALL PARISH COUNCIL
HELD AT THE PRINCESS STREET TRAINING, ENTERPRISE AND EDUCATION CENTRE, PRINCESS
STREET, BURTON UPON TRENT ON MONDAY 21 MAY 2018 COMMENCING AT 7.18PM**

PRESENT

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

In attendance

Mary Danby, Clerk
Councillor McKiernan, ESBC

PUBLIC FORUM

No members of the public were present.

2018-19/001 ELECTION OF CHAIR

RESOLVED That Councillor Dennis be elected as Chair for the ensuing year.

2018-19/002 ELECTION OF VICE CHAIR

RESOLVED That Councillor Hoare be elected as Vice Chair for the ensuing year.

2018-19/003 APOLOGIES

Councillors Lewis and Yousaf had tendered their apologies for absence.

2018-19/004 DECLARATIONS OF INTEREST

None declared.

2018-19/005 WRITTEN APPLICATIONS FOR DISPENSATION UNDER THE LOCALISM ACT 2011

None received.

2018-19/006 UPDATED COUNCILLORS' REGISTER OF INTEREST FORMS

Those Members present provided their updated Register of Interest forms to the Clerk. The Clerk agreed to contact Councillors Lewis and Yousaf to ensure that their completed forms were submitted to ESBC.

2018-19/007 MINUTES OF THE COUNCIL MEETING HELD ON 16 APRIL 2018

RESOLVED That the Minutes of the Meeting held on 16 April 2018 be approved as a true record.

2018-19/008 MATTERS ARISING FROM THE COUNCIL MEETING HELD ON 16 APRIL 2018

2018-19/008.1 Minute No. 2017-18/280 – SCC Rights of Way consultation

Members were shown a copy of the current Shobnall Parish Definitive Map and they were requested to consider whether further copies should be ordered from the County Council at a cost of £5.25 per copy.

RESOLVED That additional copies of the Definitive Map were not required by Members; the Clerk was requested to contact ESBC to ascertain whether A2 sized detailed maps of the parish could be provided to all Parish Councillors and whether these would be chargeable, and if so what fee would be chargeable.

2018-19/008.2 Minute No. 2017-18.276 Halcyon Way Fence Project

Members were advised that a response had been received from ESBC confirming that “The residents were not asked for a contribution to the installation but they have been told that the wooden screening is theirs to maintain and not ESBC”.

RESOLVED That the information be received and noted and that this item be discharged from future agendas.

2018-19/009 REVIEW AND ADOPTION OF POLICIES AND DOCUMENTS

RESOLVED That the following policies and documents be approved and published on the Council’s website:

- Asset Register
- Financial Regulations
- Financial Risk Assessment[#]
- Publication Scheme*
- Standing Orders

[#]The Clerk was requested to seek a minimum of three quotations for the Council’s annual insurance for consideration at the July meeting.

*Members email addresses are to be added against photographs on the Council’s website.

2018-19/010 REVIEW BANK MANDATE SIGNATORIES

RESOLVED THAT:

- a) Councillors Dennis, Hoare and Yousaf remain as signatories to the Council’s bank accounts and that any two of the three signatories would be required for all transactions.
- b) Mary Danby, Clerk, be authorised to have electronic access (i.e. via the Internet) to the Council’s Current Account and that the relevant form be completed and submitted to the HSBC Bank.

2018-19/011 COMMITTEE MEMBERSHIPS

RESOLVED That the Committee memberships for the ensuing year are as follows:

Remuneration Committee: Councillors Dennis, Dittmer and Hoare

Finance and Administration Committee: Councillors Hoare and Shilton

2018-19/012 REPORT FROM PCSO

No report as PCSO’s not in attendance at the meeting.

2018-19/013 REPORT FROM THE BOROUGH COUNCILLOR

Councillor McKiernan reported that ESBC had appointed Councillor Chris Smith as Mayor and Councillor Colin Wileman as Deputy Mayor. Councillor McKeirnan also reported that she had attended a meeting of a domestic abuse group at Derby Women’s Centre; that the Gordon Street Surgery had appointed a new Business Manager and two new GPs; that the Thrive Café had run successfully for three months and she was working with a local lady who is looking to set-up a women’s group in Shobnall and that she was hoping to get Fair Trade going again for the ESBC area, adding that a report would be considered in due course at an ESBC council meeting.

2018-19/014 REPORT FROM THE COUNTY COUNCILLOR

No report was available as Councillor Clarke was not in attendance at the meeting.

2018-19/015 FINANCIAL MATTERS

2018-19/015.1 Bank Reconciliation

	£	£
Current Account b/fwd		27,456.96
Add: Unpresented cheques		
100954 Bloomin' Gardens & Landscapes Ltd	281.40	
100955 ESBC	49.00	
100956 Society of Local Council Clerks (SLCC0	128.00	
100957 Outgoing Clerk's salary	598.82	
100958 Clerk's salary and expenses	902.64	
100959 Mr K J Smith (Branston Media)	240.00	
Total unpresented cheques		2,199.86
Add: Receipts this month		0.00
Adjusted account		25,257.10
Bank statement as at 16 April 2018		25,893.85

RESOLVED That the above was a true record.

2018-19/015.2 Schedule of Payments

Payments	Cheque No.	Gross (incl VAT)	VAT
		£	£
Bloomin' Gardens & Landscapes Ltd:			
Removal and disposal of dangerous equipment £342.00	100960	737.40	122.90
Installation of new top to climbing wall £114.00			
Contracted litter pick/equipment inspection £281.40			
Staffordshire County Council: 2 No. Definitive Map	100961	10.25	0.00
Toplis Associates Ltd: 2017/18 Internal Audit	100962	254.17	42.36
Outgoing Clerk: Updated pay award and expenses	100963	98.06	0.00
Clerk's salary and expenses	100964	770.03	0.84
Total Payments		1,869.91	166.10

RESOLVED That the above payments be approved.

2018-19/015.3 2018/19 Budget showing actual receipts and payments as at 30 April 2018

RESOLVED That the report be received and noted. Members asked that consideration be given to the information being presented in A3 format at future meetings.

2018-19/016 GENERAL DATA PROTECTION REGULATIONS (GDPR)

RESOLVED That the following GDPR policies and documentation be approved and published on the Council's website:

- Data Audit

- Data Security Breach Reporting Form
- Document Retention and Disposal Policy
- Email Contact Privacy Notice
- GDPR (Service) Consent to Hold Contact Information
- Information Data Protection Policy
- New Councillor Contact Privacy Notice
- Privacy Impact Assessment Form
- Social Media Policy
- Subject Access Request Form
- The Management of Transferable Data Policy

2018-19/017 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 PART 2

2018-19/017.1 RESOLVED That the Certificate of Exemption be approved and signed by the Chair and RFO as the higher of the Council's gross income or gross expenditure had not exceeded £25,000 in the year ended 31 March 2018.

2018-19/017.2 RESOLVED That the following responses be made to Section 1 – Annual Governance Statement 2017/18:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

9. The Annual Return: Section 1 – Annual Governance Statement for the year ended 31 March 2018 be approved and the Chair and Clerk be authorised to sign the document.

2018-19/017.3 RESOLVED That the Annual Return: Section 2- Accounting Statements for the year ended 31 March 2018 be approved and that the Chair be authorised to sign the document.

2018-19/018 INTERNAL AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2017 RESOLVED That the Internal Auditor's report be received and noted.

2018-19/019 SHOBNALL NEIGHBOURHOOD PLAN

Members were advised that ESBC had confirmed that the Neighbourhood Plan referendum would take place on Thursday 07 June 2018. Members were also advised that banners advertising the referendum had been ordered on the Council's behalf at a cost of £71.09 (including VAT) and that a Media Release had been issued to the Burton Mail and had also been uploaded to the Council's website.

RESOLVED THAT:

- a) It be noted that the Shobnall Neighbourhood Plan referendum would take place on Thursday 07 June 2018.
- b) The cost of banners be approved.

2018-19/020 THE LINK PARK

2018-19/020.1 BMX Track

Members considered quotations for levelling the BMX track and returning the area to grass. It was noted that of the four contractors approached only two had provided quotations with the remaining two declining to quote.

RESOLVED That the quotation provided by Bloomin' Gardens and Landscapes Ltd in the sum of £4,672.50 plus VAT be accepted and the contractor be requested to provide their committed date for the works to commence and the duration of those works to completion.

2018-19/020.2 Report on condition of equipment, etc

The Council's contractor had provided a report on the current of equipment and ancillary items at The Link Park.

RESOLVED THAT:

- a) The report be received and noted and that the Clerk be authorised to give instructions for the minor remedial works to be undertaken.
- b) The Clerk be authorised to enter into negotiations with Staffordshire County Council for a 35 year extension to the current Lease for The Link. The request came from the fact that gym and play equipment had been installed on the site at considerable expense with the remainder of the area being maintained as open space and the council was looking to enhance the area in the future. The lease extension would afford the council the opportunity to seek external funding to

offset the anticipated development and those funders invariably look for a long-term continuity of ownership (albeit by lease) before awarding funding.

2018-19/020.3 Public consultation

Members were requested to consider methods of consultation that might be used to liaise with users and the general public on how they would like to see the site equipped.

RESOLVED That this item be deferred until The BMX track has been levelled and the area returned to grass.

2018-19/020.4 Noticeboard

RESOLVED That quotations be sought to replace the broken glazing with strong polycarbonate panels.

2018-19/021 MURALS AT DALLOW LOCK

Members were requested to consider whether quotations might be sought for cleaning the protective covers on the two murals. Members were unsure as to whether this was necessary.

RESOLVED That this item be deferred to the next meeting to enable Members to visit the Lock and assess whether it would be beneficial for the mural covers to be cleaned.

2018-19/022 CASUAL VACANCIES

Members were requested to approve a draft Media Release compiled by the Clerk with the aim of encouraging people to stand for Co-option to fill the four vacancies on the Council. The Release also sought to encourage two young people aged 16-18 to apply with a view to working with Members and putting forward ideas and suggestions for consideration by the Council.

RESOLVED THAT:

- a) The Media Release be approved for immediate publication in the Burton Mail and on the Councils website.
- b) The Media Release be sent to the De Ferrers Academy and the Burton & South Derbyshire College in September 2018, i.e. at the start of the new academic year.

2018-19/023 LANYARDS

Members were requested to consider quotations for the purchase of lanyards with ID badge holders for use by Members and the Clerk.

RESOLVED That this item be deferred to the June meeting.

2018-19/024 BURTON ATHLETICS CLUB – GRANT APPLICATION

Members considered a grant application for £500 from the Burton Athletics Club for assistance with meeting the cost of hiring the track facilities at the Shobnall Leisure Centre.

RESOLVED That, under the powers of the Local Government Act 1972, s137, the grant application be approved in the sum of £500.

2018-19/025 PLANNING MATTERS

RESOLVED That the following comments be submitted to ESBC:

P/2018/00437

**Unilever Best Foods UK Ltd, Bovril Production, Wellington Road, Burton Upon Trent
Demolition of gatehouse to facilitate an extension to the existing factory building,
detached chiller building, canopy and silos, and alteration to existing car parking
layout**

No comment

P/2018/00456

**Unilever Best Foods UK Ltd, Bovril Production, Wellington Road, Burton Upon Trent
Display of one internally illuminated fascia sign**

No comment

P/2018/00526

**19 Victoria Street, Burton Upon Trent
Erection of a first-floor rear extension**

No comment

P/2018/00542

**Bretby Villa, 2 Needwood Street, Burton Upon Trent
Proposed installation of ground floor to side elevation**

No comment

2018-19/026 QUESTIONS FROM COUNCILLORS

Councillor Hoare queried why a traffic census was being conducted in the Parish.

AGREED That the Clerk would seek confirmation from Staffordshire Highways on why the traffic census was being undertaken, who had asked that it be conducted and how long the census would be run for.

2018-19/027 CORRESPONDENCE AND CIRCULARS

The Clerk reported that the SPCA weekly bulletins had been received.

2018-19/028 REPORTS FROM REPRESENTATIVES

No reports were received.

2018-19/029 ITEMS FOR NEXT MEETING

- Murals at Dallow Lock (Minute No. 2018-19/021 refers)
- Lanyards (Minute No. 2018-19/023 refers)
- Confirmation of Clerk's appointment

(The meeting closed at 9.15pm)

Signed

Date