

MINUTES OF THE ANNUAL MEETING OF SHOBNALL PARISH COUNCIL
HELD AT THE PRINCESS STREET TRAINING EDUCATION AND ENTERPRISE CENTRE, PRINCESS STREET,
BURTON ON TRENT ON MONDAY 13 MAY 2019 COMMENCING AT 7.00PM

PRESENT

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

In attendance

ESBC Councillor McKiernan
PCSOs Mondesir and Wells
Two members of the public
Mary Danby, Clerk

PUBLIC FORUM

A member of the public referred to problems experienced by residents of Princess Street caused by children playing ball games and asked if Unity Park could be turned into a grassed area for younger children, with railway sleepers used to break-up the area and therefore preventing anyone from playing ball games there. He said that the former Outwoods Park could be used for football, etc by the older teenagers. He also said that an artificial cricket pitch had been requested.

AGREED That a representative of Everyone Active be invited to the next meeting of the council to speak on their plans for the Shobnall Ward.

2019-20/1 ELECTION OF CHAIR

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

2019-20/2 ELECTION OF VICE-CHAIR

RESOLVED That Councillor Hoare be elected as Vice-Chair of the Parish Council for the ensuing year.

2019-20/3 APOLOGIES

None, all Parish Councillors were present.

2019-20/4 DECLARATIONS OF INTEREST

None declared.

2019-20/5 WRITTEN APPLICATIONS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011

None had been received.

2019-20/6 UPDATES TO COUNCILLORS' REGISTER OF INTEREST FORMS

All Councillors completed the Register of Interest forms which the Clerk would submit to ESBC.

2019-20/7 VACANCIES ON THE COUNCIL

2019-20/7.1 Co-option Process

The Clerk advised the council that the council had seven vacancies following the May Local Elections when four candidates had stood for election to the parish council. As the council's full membership is 11 councillors, the four candidates were all elected uncontested. This meant that there were seven vacancies on the council.

Publicity had been uploaded to the council's website and displayed on noticeboards inviting candidates to come forward for co-option to fill the vacancies on the council. 07 June 2019 had been set as the closing date for expressions of interest to be submitted to the Clerk and all interested persons will be invited to attend the June council meeting where they can briefly address the council. The council will then vote by ballot to select co-opted councillors. The co-opted councillors will be asked to sign Declarations of Acceptance of Office and they will take their seat at the July SPC meeting.

2019-20/7.2 Co-option

Due to personal circumstances Mrs Margaret Dittmer had been unable to submit her Nomination papers for the recent local elections and she asked the council if she could be co-opted onto the council.

RESOLVED That Mrs Margaret Dittmer be co-opted onto the council with immediate effect.

Mrs Dittmer signed her Declaration of Acceptance of Office and took her seat at the table.

2019-20/7.3 Councillor Hoare said that she knew someone who was interested in seeking co-option onto the council, but she had mobility problems and would not be able to access meetings if these were not held on the ground floor.

RESOLVED That assurance be sought from the Training Centre Administrator that lift access would be available on those occasions that meetings had to be held on the first floor of the building.

2019-20/8 MINUTES OF THE COUNCIL MEETING HELD ON 15 APRIL 2019

RESOLVED That the Minutes of the meeting held on 15 April 2019 be approved and signed as an accurate record.

2019-20/9 MATTERS ARISING FROM THE COUNCIL MEETING HELD ON 15 APRIL 2019

2018-19/183 Borough Councillor's Report re the Shobnall Leisure Complex

The following response had been received from ESBC's Leisure Services Contract Manager:

"Many thanks for your email highlighting these concerns. To clarify, in terms of the pricing at Shobnall Leisure Complex, there was an inflationary increase of 3.1% agreed with the Council with effect from 1st April 2019 based on nationally published RPI figures. This increase was within the parameters of the contract with Everyone Active and was agreed as it was in line with the Council's approved Fees and Charges Policy (or in other words is what the Council is likely to have amended its prices to if the services had remained "in-house"). This approach is consistent with previous annual increases implemented by the Council.

This percentage increase was applicable to casual users as well as to clubs using the facilities. There is no requirement for casual users to take out a paid annual membership and ad hoc use continues to be available at the facilities, however all casual users will be issued with a free Everyone Active membership card when accessing the services available.

I hope this provides some clarification on the recent pricing revisions, however if you are able to provide specific detail on the clubs that have concerns and the particular activities they are accessing them I'm of course happy to investigate further and raise with Everyone Active as necessary."

2019-20/10

PCSO'S REPORT

- PCSO Wells tabled a report detailing the crime statistics for the Ward over the previous 12-month period.
- Thefts from motor vehicles had been reported and PCSO Wells asked that an article be uploaded to the council's website advising people remove all belongings before they secure their vehicle.
- PCSO Wells said that she had information on Rangemore Street parking which she would make available to County Councillor Clarke.

ESBC Councillor McKiernan said that she and County Councillor Clarke had been contacted regarding issues with a disabled parking space on Shobnall Street where a neighbour was consistently parking on the space. PCSO Wells said that she would check with the residents if all was okay now.

In response to a query regarding Princess Street residents' concerns about ball games being played in the summer, PCSO Wells that she and PCSO Mondesir had they taken a video of children playing ball games in the street and they had spoken to Princess Street residents regarding recent problems – she said that things seem to have now settled down.

2019-20/11

REVIEW OF POLICIES AND DOCUMENTS

The following policies and documents were reviewed:

- Asset Register
- Financial Regulations
- Financial Risk Assessment
- Information and Data Protection Policy
- Members and Officers Subsistence and Mileage Policy 2019/20
- Publication Scheme
- Standing Orders

RESOLVED That no amendments were required to the above policies and documents.

2019-20/12

BANK MANDATE SIGNATORIES

RESOLVED That the existing signatories remain unchanged.

2019-20/13

BOROUGH COUNCILLOR'S REPORT

Councillor McKiernan reported that ESBC had not yet met following the recent local elections.

Councillor Hoare referred to people living in tents on Shobnall Fields and asked what was being done about this.

AGREED That the ESBC Housing Options Officer be contacted and asked whether the occupants are being, or have been, directed to the correct services to address their housing situation at the earliest opportunity.

2019-20/14 COUNTY COUNCILLOR'S REPORT

County Councillor Clarke was unable to attend the meeting, but he had asked that the council be advised that he was continuing to pursue Virgin Media and will give feedback at the next meeting. He asked that any issues experienced by residents due to the Virgin Media works be reported to him.

2019-20/15 COMMITTEE MEMBERSHIP

RESOLVED That the Remuneration/Finance and Administration Committee be disbanded and that it be re-established when necessary.

2019-20/16 PLANNING MATTERS

2019-20/16.1 Planning Applications

Application No.	Location	Proposal
P/2019/00138	210 Waterloo Street	Erection of a two-storey rear extension to form two studio flats including external staircase and internal alterations to provide increased retail area to 211 Waterloo Street
No objection		
P/2019/00297	Land off Forest Road	Application under Section 73 of the Town and Country Planning Act 1990 for a Minor Material Amendment for the demolition of existing garages to facilitate the erection of 83 dwellings including access, associated infrastructure and attenuation pond without complying with Condition 2 of planning permission P/2014/01304 relating to substitution of house types for 40 dwellings and amendment to layout on western part of the site
<p>Objection on the following grounds:</p> <p>The proposed development would adversely impact on Forest Road – this is a narrow road which is already at capacity (Shobnall Neighbourhood Plan, para.7.1 refers).</p>		
P/2019/00320	Land off Forest Road	Erection of 64 affordable dwellings on eastern part of the site and construction of vehicular access and associated works
<p>Objection on the following grounds:</p> <p>The proposed development would adversely impact on Forest Road – this is a narrow road which is already at capacity (Shobnall Neighbourhood Plan, para.7.1 refers).</p> <p>Members also query what “future access shown dashed” means (as stated on the planning layout) and query if this could refer an extension of the site and if so is this extension included in the Local Plan?</p>		

Application No.	Location	Proposal
P/2019/00452	Briggs House, Derby Street	Erection of a single storey link office building, formation of ancillary car parking and external alterations to existing building to include curtain walling and cladding
No objection		
P/2019/00465	363 Shobnall Street	Conversion of a dwelling to form 3 No. self-contained flats
Comment: There is no parking provision to serve the proposed development (Shobnall Neighbourhood Plan Policy T5 refers)		

2019-20/16.2 Planning decisions

RESOLVED That the notified planning decisions be received and noted.

2019-20/17 FINANCIAL MATTERS

2019-20/17.1 Schedule of Payments

Payments	Payment Method	Gross	VAT	Transaction Detail
		£	£	
Bloomin' Gardens	BACS	1,656.00	276.00	Invoice Nos. 644791 and 644920
Toplis Associates Ltd	BACS	247.56	41.26	2018/19 Internal Audit
Princess Street Training	BACS	47.50	-	Room hire and refreshments
Viking Payments	BACS	31.56	3.86	Stationery
Clerk's salary	BACS	725.58	12.86	Clerk's salary and expenses
Total payments		2,708.20	333.98	

RESOLVED That the above payments be approved.

2019-20/17.2 Bank reconciliation

Bank Reconciliation	£
Current Account	36,813.34
Business Money Manager Account	30,060.38
Total Funds Available as at 30 April 2019	66,873.72

RESOLVED That the above was a true record.

2019-20/17.3 2018/19 Budget as at Year End

RESOLVED That the Budget report showing receipts and payments as at 30 April 2019 be received and noted.

2019-20/18 INTERNAL AUDITOR'S REPORT FOR THE 2018/19 FINANCIAL YEAR

RESOLVED THAT:

- a) The Internal Audit report for the year ended 31 March 2019 be received and noted.

- b) The Clerk be thanked for her due diligence which had resulted in no actions being requested by the Internal Auditor.

2019-20/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2019

2019-20/19.1 Section 1 – Annual Governance Statement 2018/19
RESOLVED THAT:

2019-20/19.1.1 The council had put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2019-20/19.1.2 The council had maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

2019-20/19.1.3 The council had taken all reasonable steps to assure itself 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 the authority to conduct its business or manage its finances.

2019-20/19.1.4 The council had provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

2019-20/19.1.5 The council had carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

2019-20/19.1.6 The council had maintained throughout the year an adequate and effective system of internal audit of the accounting records and controls systems.

2019-20/19.1.7 The council had taken appropriate action on all matters raised in reports from internal and external audit.

2019-20/19.1.8 The council had considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the authority and, where appropriate, have included them in the accounting statements.

2019-20/19.1.9 The Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2019 be approved and the Chair be authorised to sign the document.

2019-20/19.2 Section 2 – Accounting Statements 2018/19
RESOLVED That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2019 be approved and that the Chair be authorised to sign the document.

2019-20/20 THE LINK PARK

Councillors received the following information:

- Concept designs and quotations for the supply and installation of play and fitness equipment from three suppliers
- Quotation for land drainage
- Quotation for bollards
- Quotation for removing the existing equipment, ground levelled and grass seeded
- Potential funding sources
- Details of the existing Lease from the County Council

RESOLVED THAT:

- a) The County Council be asked how much it would cost for the council to surrender the existing Lease.
- b) Consideration be given to removing all the equipment, levelling the site and returning the whole area to grass.
- c) The play/fitness equipment suppliers be requested to supply their concept designs in .pdf format so that these can be uploaded to the council's website.
- d) A Media Release be published directing people to the council's website and inviting them to comment on the three options being considered by the council (i.e. surrender the Lease, return the area to grass, install replacement play/fitness equipment) by 30 June 2019.
- e) Comments received from (d) above, together with all the quotations be considered at the July 2019 council meeting.

2019-20/21 TO RECEIVE QUESTIONS FROM COUNCILLORS AND REPORTS FROM REPRESENTATIVES

2019-20/21.1 Councillor Hoare reported that the trees on the ground adjacent to The Link Park need trimming as they are obscuring the view of the cycle track.

RESOLVED That the County Council be requested to undertake the necessary tree works.

2019-20/22 CORRESPONDENCE AND CIRCULARS

2019-20/22.1 SPCA: Weekly Bulletins had been forwarded to all Councillors.

DATE OF NEXT MEETING

Monday 17 June 2019 commencing at 7.00pm at The Princess Street Training Enterprise Centre, 25-28 Princess Street, Burton on Trent DE14 2NW.

The Meeting closed at 9.30pm

Signed

Date