

MINUTES OF THE MEETING OF SHOBNALL PARISH COUNCIL  
HELD AT THE PRINCESS STREET TRAINING EDUCATION AND ENTERPRISE CENTRE, PRINCESS STREET,  
BURTON ON TRENT ON MONDAY 16 SEPTEMBER 2019 COMMENCING AT 7.00PM

**PRESENT**

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

**In attendance**

County Councillor Clarke  
ESBC Councillor McKiernan  
4 Members of the public  
Mary Danby, Clerk

**PUBLIC FORUM**

- **Princess Street Training Centre:** Members of the public raised concerns about the Centre, including who owns the Centre, who runs the Centre, no AGMS had been held, is the Constitution being adhered to (e.g. priority for Muslims for funerals, etc over existing room bookings). ESBC Councillor McKiernan said that she had been in contact with the person who had written the original bid for the Centre and she was arranging to meet with this person to discuss the Centre.

**AGREED** That the Clerk undertake initial research regarding the Centre's Charity status, etc and that information be reported to the next meeting of the council.

- **Derby Street/Waterloo Street:** A member of the public said that a pedestrian crossing is required. Councillor Clarke said that the County Council had previously refused this request and would be unlikely to reconsider this decision in the current economic climate.
- **Planning Application No. P/2019/00585:** A member of the public expressed his concerns regarding the application.
- **Derby Street – Football Supporters:** A member of the public said that supporters were dropping litter in the road and outside residents' houses. Councillor Clarke suggested that the problem should be reported to the Police.

**AGREED** That the Burton Albion Community Trust be advised of the problem and asked if they would work with ESBC to alleviate the problem by sponsoring a litter bin.

- **Mosque – Parking problems:** A member of the public referred to parking problems around the Mosque and said that the number of dropped kerbs exacerbated the problem by reducing the number of available on street parking spaces. Councillor Clarke said that he was initiating a feasibility study with a view to removing any unnecessary double yellow lines in Eton and Shobnall to alleviate parking issues.
- **New development on Derby Street:** A member of the public said it had been noted that the building comprising of retail units with flats above had an overhang from which pieces were falling off and which could injure passers-by.

**AGREED** That ESBC's Planning Enforcement Department be advised of the above information.

2019-20/54

**APOLOGIES**

Councillor Asghar, ESBC Councillor Walker, PCSO Wells.

- 2019-20/55 DECLARATIONS OF INTEREST**  
None declared.
- 2019-20/56 WRITTEN APPLICATIONS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011**  
None were received.
- 2019-20/57 UPDATES TO COUNCILLORS' REGISTER OF INTEREST FORMS**  
No updates were notified.
- 2019-20/58 MINUTES OF THE COUNCIL MEETING HELD ON 15 JULY 2019**  
**RESOLVED** That the Minutes of the meeting held on 15 July 2019 be approved and signed as an accurate record.
- 2019-20/59 MATTERS ARISING FROM THE COUNCIL MEETING HELD ON 15 JULY 2019**  
**2019-20/51 RE Shobnall Neighbourhood Plan**  
Naomi Perry, ESBC's Principal Planning Policy Officer has agreed to attend SPC's October meeting. She says "Once 'made' it isn't straight forward to amend a Neighbourhood Plan. Minor updates that would not materially affect policies may be made by the local planning authority, with consent from the qualifying body (the parish council). In these circumstances, there is no need to repeat consultation, examination and the referendum. Similar provisions exist for correcting errors in a plan. Substantial revision to a neighbourhood plan would need to go through the later stages of the process, from pre-submission consultation onwards. I'm happy to come along to a parish council meeting to discuss what changes you are thinking about - or if there are other mechanisms to address them."
- 2019-20/60 PCSO'S REPORT**  
A report was unavailable.
- 2019-20/61 BOROUGH COUNCILLOR'S REPORT**  
**Councillor McKiernan** reported:
- The Washlands Scheme will go ahead in conjunction with the Environment Agency.
  - Station Street regeneration works were still not finalised – planting/footways works are due to start in January/February 2020.
  - A Boundary Review is being conducted which is likely to reduce the number of councillors.
- 2019-20/62 COUNTY COUNCILLOR'S REPORT**  
Councillor Clarke spoke on:
- The Shobnall Ward had had the bulk of his allocated £20,000 for highway improvements (drainage / gullies clearance).
  - The Shobnall Road resurfacing had been completed on time. He is working with County Councillor White to find a solution which will make it more difficult for HGVs to use the Shobnall Road route.
  - He is in communication with the owner of the mini supermarket on Shobnall Road who is having problems with parking for his customers. Councillor Clarke was also trying to encourage the developer to contribute towards a parking solution for Shobnall School.

- The Borough Road works will run over due to problems with patches of concrete having been discovered – a new completion is to be announced.
- Wellington Road: A specialist jetting machine will be brought in in the next few weeks to clear the drains.

Councillors asked if the St Modwen school site was to remain open as a second site for the Victoria Community School. Councillor Clarke said that he did not know.

Councillors asked if there had been a big influx of cars due to the UTC and whether ESBC could claim the £30,000 if it were proved that there had been an increase. Councillor Clarke said that he was asking for a feasibility study to be done.

**2019-20/63 FINANCIAL MATTERS**

**2019-20/63.1 Schedule of Payments**

Payments	Payment Method	Gross £	VAT £	Transaction Detail
<b>Payments made during the Summer Recess:</b>				
East Staffs Borough Council	BACS	116.02	-	Election costs
Bloomin' Gardens	BACS	420.00	70.00	The Link: Litter picking/equipment inspection
Clerk	BACS	746.63	4.25	August salary and expenses
Mazars LLP	BACS	240.00	40.00	2018/19 Audit
<b>Sub-totals</b>		<b>1,522.65</b>	<b>114.25</b>	
<b>Payments due as at 16 September 2019:</b>				
Playsafety Ltd	BACS	82.20	13.70	The Link: RoSPA play safety inspection
Bloomin' Gardens	BACS	420.00	70.00	The Link: Litter picking/equipment
Princess Street Training	BACS	51.25	-	Room hire / refreshments
Clerk	BACS	699.40	9.48	Salary and expenses
HMRC	101004	550.04	-	NI/PAYE (2 <sup>nd</sup> quarter)
Rolleston Parish Council	BACS	38.52	-	Contribution to Planning training
WPS Insurance Brokers	BACS	433.80	-	2019 Insurance renewal premium
<b>Sub-totals</b>		<b>2,275.21</b>	<b>93.18</b>	
<b>TOTALS</b>		<b>3,397.86</b>	<b>207.43</b>	

**RESOLVED** That the above payments be approved.

**2019-20/63.2 Bank reconciliation**

Bank Reconciliation	£
Current Account	30,230.23
Business Manager Account	30,075.53
<b>Total Funds Available as at 31 August 2019</b>	<b>60,305.76</b>

**RESOLVED** That the above was a true record.

2019-20/63.3 **2019/20 Budget as at 31 August 2019**  
**RESOLVED** That the Budget report showing receipts and payments as at 31 August 2019 be received and noted.

2019-20/64 **COMPLETION OF AUDIT FOR THE YEAR ENDING 31 MARCH 2019**  
**RESOLVED** That the completed Audit form be received and noted and that the Clerk be thanked for her hard work which had seen no issues raised by the External Auditor.

2019-20/65 **SHOBNALL PARISH COUNCIL WEBSITE**  
The Clerk had advised Councillor Dennis of her concern regarding the website which had not been maintained by Branston Media as required under current legislation/Regulations. At the time of the meeting, the website had not been updated since the July SPC Agenda had been uploaded.

Several emails had been sent to the Webmaster between 10 July and 30 August requesting that documents be uploaded to the site, including an email asking if there was a problem with the website. No response had been received to any of these emails. The Clerk subsequently contacted the Webmaster by text and telephone but again no response had been received. Councillor Dennis had hand delivered a letter to the Webmaster, but no response had been received.

The Clerk advised the council of an offer from the County Council to host parish councils' websites and they were offering a choice of three bands for this service:

#### **The Offer**

*All work undertaken by the Digital Team will:*

- Comply with Website Accessibility Standards (WCAG2.1)
- Be mobile responsive and multi device tested
- Enable Parish Councils to keep their existing website's URL

#### **Bronze Pack (£100 per year)**

- A dedicated WordPress site hosted by Staffordshire County Council, using the template
- Initial website setup
- Set up for user account for the clerk
- Training/Guidance document with third party video content and a best practice guidance document

#### **Silver Pack (£125 per year)**

- All Bronze elements
- Monthly security and plugin updates to the site
- Set up of additional user accounts where required

#### **Gold Pack – Limited and subject to available resource (Upfront cost of £500 then £150 per year thereafter)**

- All Bronze and Silver elements
- Transfer of existing information on current website to the new site
- Fortnightly security and plugin updates to the site
- Google analytics set up for site and configuration of standard report for users to access
- On-site training at SP1 with a member of the digital team

**RESOLVED** That the Clerk be authorised to arrange with the County Council’s Digital Team to move the council’s website under the Gold Pack offer (£500 upfront cost, £150 per annum thereafter) as soon as possible and that the current domain name be retained.

**2019-20/66 PLANNING MATTERS**

**2019-20/66.1 Planning Applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
<b>Councillors retrospectively approved the following comments submitted to ESBC during the Summer recess:</b>		
P/2019/00707	103 Waterloo Street	Retention of a single storey rear extension No comment on the application other than to note that this is obviously a retrospective application as the building is referred to as being existing.
P/2019/00850	29 Outwoods Street	Demolition of existing garage and store to facilitate the erection of a single storey rear extension Objection: The proposed extension will be completely out of character with the existing house and its neighbourhood. These are relatively large houses and if an extension were to be permitted it should not be any wider than the existing house, allowing for the retention of the existing garage.
P/2019/00893	212 Waterloo Street	Erection of a single storey rear extension Objection: The proposed development is excessive and out of context with the surrounding properties. If permitted, it would leave the property with minimal amenity space and seriously detract from the visual amenities of nearby properties.
P/2019/00941	28 Rangemore Street	Crown reduction in height of up to 18 metres of 1 Monkey Puzzle tree No objection
P/2019/00917	1 St Pauls Square	Prior Approval for the conversion of offices (Class B1) to (Class C3) dwelling houses No objection
<b>Applications considered at the meeting:</b>		
P/2019/00585	2 Victoria Street	Erection of a two storey side extension (Revised Scheme) Objection: Due to the of loss of amenity to neighbours and parking issues arising from the proposed development.
P/2019/00878	274 Shobnall Street	Retention of a single storey rear extension No objection
P/2019/01003	Former HSS Shop, Wellington Road Retail Park	Demolition of existing unit and erection of Starbucks coffee shop with Drive Through Lane (Class A1/A3/A5 Use Class), reconfiguration of car parking and associated landscaping Objection: The parish council is against any further development due to Highways issues: The proposed development is on the pedestrian side of the car park and problems with the volume of traffic on the site are anticipated as there is only one in/out point on the site. The proposal would see two car parking spaces lost and there is no parking facility shown for customers who choose to take refreshments within the building.

P/2019/01033	Land adjacent to 16 Reservoir Road	Felling of 1 Ash tree (TPO 1)
No objection		
P/2019/01093	9 Victoria Street	Erection of single storey side and rear extension and first floor rear extension
No objection		
P/2019/01098	Elim Pentecostal Church, Princess Street	Erection of a single storey front extension
No objection		
P/2019/01114	Branston Locks, Lawns Farm, Branston Road, Tatenhill	Diversion of Public Footpath No. 6 Shobnall
<p>Comment: The parish council is aware that Footpath No. 6 Shobnall forms part of the Sustrans National Route 54 cycleway. The proposal does not meet the 3m minimum width criteria required by Sustrans and assurance is sought that the diverted footpath, if permitted, will meet this minimum requirement. The parish council is also of the opinion that the length of the diversion is excessive (three times longer than it is now).</p>		

**2019-20/66.2 Planning decisions**

**RESOLVED** That the notified planning decisions be received and noted.

**2019-20/66.3 ESBC Consultations**

**RESOLVED** That councillors send any comments they have on ESBC's Draft Housing Choice Supplementary Planning Document and ESBC's Draft Planning Obligations Supplementary Planning Document no later than 14 October 2019 to enable collated responses to be submitted to ESBC.

**2019-20/67 THE LINK PARK**

The Clerk provided information relating to the release of s106 monies arising from the development of the former IMEX Business Centre. She also advised that a second email had been received supporting the replacement of the existing equipment.

The Clerk was requested to contact the developer of the IMEX site to request meeting to discuss whether they intend to include play equipment and/or open green spaces in the development. The response to this question will have a material consideration in the council's decision regarding The Link Park, adjacent to the above site.

**RESOLVED** That this matter be deferred to the October 2019 meeting of the council pending confirmation of the outcome of the meeting with the Imex site developer.

**2019-20/68 THE LINK PARK: 2019 RoSPA PLAY SAFETY INSPECTION**

**RESOLVED: THAT:**

- a) The report be received and noted.
- b) The air walker leg be tightened as set out in the report.

**2019-20/69 TO RECEIVE QUESTIONS FROM COUNCILLORS AND REPORTS FROM REPRESENTATIVES**

- A councillor reported that an Edward Street resident had complained about someone living in Marriott Court who is parking two lorries on Edward Street, this is causing problems with parking on the road.

**AGREED** That the Clerk ask Planning Enforcement if there is a policy which covers this situation.

- A councillor referred to the lack of access onto Shobnall Fields from Outwood Street and Shobnall Alley for users of mobility scooters and wheelchairs.

**AGREED** That Everyone Active be asked to confirm whether entrances to the site, apart from the main one, were accessible to all users.

**2019-20/70 CORRESPONDENCE AND CIRCULARS**

2019-20/70.1 **SPCA:** Weekly Bulletins had been forwarded to all Councillors. Information provided by NALC in the SPCA Bulletin dated 22 August regarding Data Protection was circulated and the meeting highlighted that if Councillors had any concerns about a breach of data protection they should contact the Clerk as soon as possible.

**2019-20/71 ITEMS FOR NEXT MEETING**

None raised.

**DATE OF NEXT MEETING**

Monday 21 October 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 9.47 pm

Signed .....

Date .....