

**Minutes of a meeting of Shobnall Parish Council
held at Brook House, Shobnall Road
on Monday 20 May 2024 commencing at 7pm**

Present

Councillors Dittmer, Donlon, Hoare, Pennicott and Shilton

Also present

ESBC Councillor McKiernan
Saima Quayum and Rena Khanam, Burton Unity
Jordan Bell, Dynamic Transport Planning
Mary Danby, Clerk

Public Forum

No comments or questions were received.

Presentation by Burton Unity

Rena and Saima informed the council that Burton Unity was a new CIC working for, with and within the community. They are focussing on women at the moment and encouraging them to get fit and healthy, younger women and eventually the youth will be invited eventually. They are working predominantly working with BAME communities.

They said that Rounders England are based in Burton and four of their members are on the squad.

Netball is played on Tuesdays at Shobnall Leisure Complex and they currently have 20 members. A running group has been organised in conjunction with Everyone Active which is aimed at older people and which is very successful.

They are arranging another group called "Her Voice" focussed on younger people which will tackle taboo subjects such as sexual orientation, County lines, mental health, etc.

They have applied for funding from HAF and ESBC's Ward Enhancement Programme.

They were thanked for attending the meeting.

1. Election of Chair

Resolved That Councillor Pennicott be elected Chair for the ensuing year.

2. Election of Vice Chair

Resolved That Councillor Shilton be elected as Vice Chair for the ensuing year.

3. Apologies

None, all Parish Councillors were present.

4. Declarations of Interest and receive written applications for dispensations under the Localism Act 2011

None were declared.

5. Borough Councillor's report

Councillor McKiernan reported that:

- She had been elected as ESBC Mayor and as she has to remain impartial she will not attend Cabinet meetings during her term of office.
- ESBC are going to consult on the concepts for the Bass House over the summer. It is planned to open the House for the public to see the building.
- She was looking at a mural for Unity Park and funding has been secured for three days to consult with users on what they would like to see provided. She said she had visited the Park that day and found that it was covered in litter and she had asked for the contract to include that this to be cleared twice a week. Burton Unity are happy to work with Councillor McKiernan to see more people involved in the Park.
- Shobnall Fields had been nominated to receive £70,000 to improve facilities.

6. Exclusion of the Press and public

Chair to move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as amended by Section 100 of the Local Government Act 1972), the Press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

7. Traffic Survey Report (Draft) (Minute No. 108 refers)

Jordan Bell, Dynamic Transport Planning answered Councillors queries regarding the draft report and it was agreed that the conclusion would be strengthened and draw on the key points; it was also agreed that the final traffic survey report be published together with the results of the air and noise surveys when these are available.

8. Mr Bell left the meeting and it was resolved that the meeting re-opened to the public

9. Minutes

Resolved That the Minutes of the meeting held on 15 April 2024 be approved as an accurate record.

10. Matters arising

None raised.

11. Financial matters

11.1 Schedule of payments

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Clerk	BACS	12.98	2.16	Reimbursement: Picture frame (paid 23/04/2024)
Computer Lifeline	BACS	95.00	0.00	Website hosting support (annual fee)
Viking	BACS	93.22	15.54	Paper cups / stationery
MW Cripwell Ltd	BACS	4,996.72	832.79	Supply and install 2 No. defibs and cabinets; call-out fee, defib inspections (April)
Clerk	BACS	853.03	0.00	Salary and expenses
HSBC	DD	8.00	0.00	Bank charges
Staffordshire Parish Councils' Assn	BACS	728.00	0.00	Annual subscription
Kim Squires Internal Audit Services	BACS	209.90	0.00	Fee for completing Internal Audit for the year ending 31/03/2024
Dynamic Transport Planning	BACS	1724.40	287.40	Air survey (partial), Noise survey (50%)
Total		8,721.25	1,137.89	

Resolved That the above payments be approved.

11.2 Bank reconciliation as at 30 April 2024

	£
Current Account	84,133.76
HSBC Business Money Manager Account	30,822.00
	114,955.76

Resolved That the above was a true record.

11.3 Earmarked Reserves (EMRs)

Earmarked Reserves	Opening 01/04/2024 £	Movement In funds £	Balance 30/04/2024 £
Elections	9,592.20	0.00	9,592.20
Community projects	35,225.00	0.00	35,225.00
Dallow Lock mural refurbishments	7,675.00	0.00	7,675.00
Replacement IT equipment	5,000.00	0.00	5,000.00
Speed Indication Device	5,555.00	0.00	5,555.00
Benches	9,672.00	(1,882.00)	7,790.00
Shobnall Road surveys	7,525.00	(2,586.00)	4,939.00
	80,244.20	(4,468.00)	75,776.20

Resolved That the EMRs be agreed.

11.4 Receipts/payments to 30 April 2024

Agreed The report be noted.

12. Internal Audit Report for the Year Ended 31 March 2024

Councillors noted that no comments or recommendations had been made by the Internal Auditor.

Resolved That the report be noted.

13. Annual Governance and Accountability Return 2023/24 (AGAR)

13.1 Section 1 – Annual Governance Statement 2023/24

Resolved That:

13.1.1 The council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

13.1.2 The council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

13.1.3 The council had only done what it has the legal power to do and has complied with the Proper Practices in doing so.

13.1.4 The council had during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.

13.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.

13.1.6 The council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

13.1.7 The council had responded to matters brought to its attention by internal and external audit.

13.1.8 The council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

13.1.9 The Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2024 be approved and the Chair be authorised to sign the document.

13.2 Section 2 – Accounting Statements 2023/24

Resolved That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2024 be approved and that the Chair be authorised to sign the document.

14. Public Rights period for 2023/24 Accounts

The Date of Announcement and the Public Rights period when members of the public may inspect the accounts are as follows:

Date of Announcement: 31 May 2024
Public Rights period: 03 June – 12 July 2024 inclusive

15. Parish Council logo

Councillors considered options for the new council logo and agreed their preferred option to be used on all future material published by the Parish Council.

16. Review of policies and documents

Resolved That no amendments were required to the following policies and documents:

- Anti-Fraud and Corruption Policy
- Information and Data Protection Policy
- Members and Officers Subsistence / Mileage Policy
- Publication Scheme
- Risk Assessment
- Standing Orders
- Statement of Internal Control and Annual Review of Effectiveness of Internal Control

17. Planning matters

17.1 Planning decisions

Resolved That the report be noted.

17.2 Planning applications

Application No.	Location	Proposal
P/2024/00467	125 Waterloo Street	Erection of a single storey front extension and pitched roof to existing building to form annexe for long term sick patient
No objection		

18. Training request

The Clerk sought permission to undertake the Principles of Internal Auditing Local Councils (PIALC) Course offered by the Society of Local Council Clerks (SLCC) at a cost of £120 plus VAT.

Resolved That the above request be authorised.

19. To receive questions from Councillors/reports

19.1 Councillor Hoare asked where the wild flowers at Shobnall Fields (before the benches) had gone?

Agreed That:

- ESBC and the Shobnall Leisure Complex be asked for information regarding the removal of the wild flowers.
- A recommendation to put to ESBC and the Shobnall Leisure Complex that wild flowers be planted by the Shobnall Fields A38 bridge as a quiet area for reflection/commemoration.

19.2 Councillor Pennicott asked that the council consider giving residents self-adhesive labels to be put on the refuse bins reminding drivers of the 30mph speed limit.

Agreed That quotation(s) for labels be sourced for consideration by the council.

20. Correspondence and Circulars

20.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's Bulletins had been circulated to all Councillors.

20.2 Highways England

The A38 Traffic Management Bulletins had been circulated to all Councillors.

20.3 Vibe2ThriveCIC

Councillors considered correspondence from Vibe2ThriveCIC firstly introducing themselves and their work and secondly requesting that the council consider funding Be Yourself & Love It workshops in the Parish.

Councillors were informed that the group had previously been advised that they would be better placed approaching the local schools and youth organisations but they had responded asking that the council consider their request.

Agreed That the council reiterate that the group should approach the local schools and youth organisations with their offer of providing a workshop(s).

Date of next meeting

Monday 17 June 2024 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

The meeting closed at 8.40pm

Signed

Date