

**Minutes of a meeting of Shobnall Parish Council  
held at Brook House, Shobnall Road  
on Monday 18 November 2024 commencing at 7pm**

**Present**

Councillor Pennicott in the Chair  
Councillors Donlon, Dittmer, Donlon and Shilton

**Also present**

ESBC Councillor McKiernan  
Mary Danby, Clerk

**Public Forum**

No comments or questions were received.

**68. Apologies**

None, all Councillors were present.

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

None were declared.

**70. Minutes**

**Resolved** That the Minutes of the meeting held on 16 September 2024 be approved as an accurate record.

**71. Matters arising**

None raised.

**72. Borough Councillor's report**

**Councillor McKiernan** reported that:

- The Garden Waste Recycling Scheme (brown bins) will commence in January 2025. Residents will need to subscribe to the Scheme; a payment of £40 will be taken in full when signing up to the Scheme. A discounted rate of £35 is available to those who subscribe prior to 31 January 2025. A 50% discount may be available to households in receipt of an income replacement benefit.
- **The Bread and Butter Thing**  
Food redistribution charity, The Bread and Butter Thing (Bread and Butter) is bringing it's fresh, affordable food offering East Staffordshire in partnership with East Staffordshire Borough Council. With a focus on healthy, surplus food, the first hub opens in Uttoxeter on Monday 11 November with three new hubs scheduled to open in December and January in Burton-Upon-Trent. Details can be found on ESBC's website.

- As Mayor she has a very busy diary; she invited Councillors to attend a Choral Carol Service in the Town Hall on 08 December – raffle tickets will be available in aid of the Mayor’s charity.

### 73. Financial matters

#### 73.1 Schedule of payments made during October 2024

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Clerk	BACS (17/09/24)	126.95	19.15	Reimbursement re printer toners, meeting refreshments and Land Registry fee
Forvis Mazars LLP	BACS (20/09/24)	252.00	42.00	External audit fee YE 31 March 2024
DSK Engineering Services (Midlands) Ltd	BACS	175.14	29.19	Supply and fit replacement header board for the Community Centre noticeboard
MW Cripwell Ltd	BACS	2,473.20	412.20	Defibrillator inspections (September) Supply and install defibrillator at Oak & Ivy, Wellington Street
Clerk	BACS	814.68	0.33	Salary and expenses
HSBC	DD	8.00	0.00	Bank charges
SLCC	BACS	54.00	9.00	Training (Website Accessibility Compliance)
<b>Total</b>		<b>3,903.97</b>	<b>511.87</b>	

**Resolved** That the above payments be retrospectively approved.

#### 73.2 Schedule of payments

Payee	Payment Method	Gross £	VAT £	Transaction Detail
MW Cripwell Ltd	BACS	332.52	55.42	Defibrillator inspections (October) Replacement defib prep kit (Oak & Ivy)
Dynamic Transport Planning Ltd	BACS	2,289.60	381.60	Air quality assessment
Clerk	BACS	1,061.68	42.63	Salary, expenses and reimbursement re printer cartridges/toner
HSBC	DD	8.00	0.00	Bank charges
SLCC Enterprises Ltd	BACS	384.00	64.00	Practitioners’ Conference (delegate fee)

Eon Highway Lighting	BACS	44.34	7.38	Maintenance/energy costs for 1 no. street light
Edwards Cleaning Company	BACS	125.00	0.00	Cleaning Dallow Lock mural and 3 No. noticeboards
		<b>4,245.14</b>	<b>551.03</b>	

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

### 73.3 Bank reconciliation as at 31 October 2024

	<b>£</b>
Current Account	78369.51
HSBC Business Money Manager Account	31,122.52
	<b>109,492.03</b>

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

### 73.4 Earmarked Reserves (EMRs)

<b>Earmarked Reserves</b>	<b>Opening 01/04/2024 £</b>	<b>Movement In funds £</b>	<b>Balance 31/10/2024 £</b>
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	( 4,369.00)	1,186.00
Benches	9,672.00	( 4,732.00)	4,940.00
Shobnall Road surveys	7,525.00	( 5,617.00)	1,908.00
	<b>80,244.20</b>	<b>(14,718.00)</b>	<b>65,526.20</b>

**Resolved** That the EMRs be agreed.

### 74. Income and expenditure as at 31 October 2024 and Draft 2025/26 budget **Agreed That:**

- The report be noted.
- That consideration be given to budgeting for the following projects:
  - “Welcome to Shobnall” signs at the boundary entry points into the Parish
  - Benches on the grassed area at the corner of The Lawns development/Shobnall Road

- Bus shelter and seat at the bus stop/layby on Shobnall Road, opposite Brook House
- A second Vehicle Activated Sign (VAS) being installed on Shobnall Road

## 75. Planning matters

### 75.1 Planning applications

**Resolved** That the following comments submitted to ESBC during October 2024 be retrospectively approved:

Application No.	Location	Proposal
P/2024/00931	224 Shobnall Road	Sectional fell to ground level of one Ash tree and felling of one Leylandii tree growing within Ash tree
No objection		
P/2024/00933	Vitality House Sixth Avenue	Siting of a chiller unit for a temporary period of 5 years
No objection in principle but concerns raised regarding noise impact and possible vehicle impact on local roads:		
<b>Noise report</b>		
<ul style="list-style-type: none"> <li>▪ The noise report had a couple of things with data not available.</li> <li>▪ Spectral noise data - only single chiller noise data, section 5.3.1</li> <li>▪ Tonality not assessed on 5.5.1.2</li> </ul>		
<b>Transport</b>		
<ul style="list-style-type: none"> <li>▪ The transport concern is that nothing is mentioned about any night time transport increases, particularly as this is for a temporary period of 5 years. How will the frozen/refrigerated items be delivered/collected?</li> </ul>		
P/2024/00955	31 Derby Street	Proposed change of use from barber shop (Class E) to take away (Sui generis)
Objection on the following grounds:		
<ul style="list-style-type: none"> <li>▪ Another takeaway is not needed in this area, there are already eight takeaways in this short stretch of Derby Street/Borough Road.</li> <li>▪ Lack of parking spaces: Parking is already horrendous with vehicles double parked along this whole stretch of Derby Street and on the double yellow lines on the Station bridge approach and Borough Road.</li> <li>▪ Query: Is this a retrospective application? It was noted that the business is already trading as a takeaway at the application address.</li> </ul>		
P/2024/00997	4 St Pauls Square	Crown lift to 4m and 5.6m over road and remove epicormic shoots one Lime tree, crown lift to 3m and 5.6m over road one Beech tree (TPO369)
No objection		

P/2024/01030	4 St Pauls Square	Reduce top and side by up to 3m one Yew tree (T2), remove to ground level one self-set Holly tree (T4)
No objection		

## 75.2 Planning applications

Application No.	Location	Proposal
P/2024/00717	1 Grange Street	Retention of window to the rear elevation of Flat 1 along with amendments to its ground floor layout, continued use of Flats 1 and 2 plus the remainder of the property as a 4 bed HMO
No objection		

## 75.3 Planning decisions

**Resolved** That the report be noted.

## 76. Government consultation:

**Enabling remote attendance and proxy voting at local authority meetings**

**Agreed** That the information be received without comment.

## 77. Councillors questions/reports

- Councillors asked what was happening with the Gordon Street Surgery. ESBC Councillor McKiernan said the site is closed and that patients have access to Outwoods House, Belvedere Road and some things are available at Hill Street Health & Wellbeing Centre.
- Councillors asked that Staffordshire Highways be approached for feedback on the proposed weight limit on the B5017 Shobnall Road.

## 78. Correspondence and Circulars

### 78.1 Staffordshire Parish Councils' Association (SPCA)

Information supplied by the SPCA had been circulated to all Councillors.

## 79. Exclusion of the Press and public

**Resolved** 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.

## 80. Traffic Survey: Air quality assessment

**Resolved** That the air quality assessment be received.

**81. Staffing matters**

**Resolved** That following confirmation from NALC/SLCC that the pay increase for 2024 had been agreed, backdated to 01 April 2024, the increase be applied to the Clerk's salary (scp 17) with immediate effect.

**Date of next meeting**

Monday 16 December 2024 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

The meeting closed at 8pm

Signed .....

Date .....