

Minutes of a meeting of Shobnall Parish Council
held at Brook House, Shobnall Road
on Monday 16 December 2024 commencing at 7pm

Present

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

Also present

Mary Danby, Clerk

Public Forum

No comments or questions were received.

82. Apologies

None, all Councillors were present.

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

None were declared.

84. Minutes

Resolved That the Minutes of the meeting held on 18 November 2024 be approved as an accurate record.

85. Matters arising

Dallow Lock mural refurbishment - update

Matt Reeves, the artist has provided colour versions of the non-towpath side mural. He said that this was now 95% complete and just requires a few tweaks and then approval by the councillors. He added that the towpath side is now compositionally finished and needs to be coloured up to match the mood of the other mural.

86. Borough Councillors reports

None had been received.

87. Financial matters

87.1 Schedule of payments

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Burton Girl Guides	BACS	208.00	0.00	Brook House room hire Jan-Dec 2024
MW Cripwell Ltd	BACS	332.52	55.42	Defib inspections £252; Replacement defib prep kit (Shobnall Marina) £80.52
Clerk	BACS	1,104.72	0.65	Salary and expenses
HMRC	BACS	796.16	0.00	NI/PAYE: 3rd qtr 2024/25

HSBC	DD	8.00	0.00	Bank charges
		2,449.40	56.07	

Resolved That the above payments be retrospectively approved.

87.2 Bank reconciliation at 30 November 2024

	£
Current Account	74,120.17
Business Money Manager Account	31,122.52
	105,242.69

Resolved That the above was a true record.

87.3 Earmarked Reserves (EMRs)

Earmarked Reserves	Opening 01/04/2024 £	Movement In funds £	Balance 30/11/2024 £
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	(4,369.00)	1,186.00
Benches	9,672.00	(4,732.00)	4,940.00
Shobnall Road surveys	7,525.00	(7,525.00)	0.00
	80,244.20	(16,626.00)	63,618.20

Resolved That the EMRs be agreed.

88. Income and expenditure at 30 November 2024 and Draft 2025/26 budget

Agreed That the report be noted.

89. Planning matters

89.1 Planning applications

Resolved That following observations be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2024/01126	18 Rangemore Street	Erection of a single storey side and rear extension	No comment other than to note that the Site and Location Plan incorrectly states "Needwood Street, not Rangemore Street.

P/2024/01154	12 Victoria Street	Sub-division of existing dwelling to form 2 dwellings	No objection
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89.2 Planning decisions

Resolved That the report be noted.

90. Dignity at Work, Bullying and Harassment Policy (Updated)

Councillors were advised that the policy had been updated to reflect the new positive duty for Councils (Employers) to prevent Sexual Harassment in the workplace that had comes into effect in October 2024.

Resolved That the updated policy be adopted.

91. Staffordshire County Council:

D5329C - Shobnall Road/Price Court, Burton upon Trent

Councillors considered the above proposed permanent traffic regulation notice.

Resolved That the Parish Council has no objection to the scheme but asks that advance signage is installed advising road users of the crossing.

92. Mature Road Users Safety Resource

Councillors were advised that Staffordshire County Council are seeking to deliver a project on road safety for mature residents.

Resolved That the information be received without comment.

93. 2025 Meeting schedule

Resolved That the council will meet at Brook House on the following dates:

Date	Meeting
Monday 20 th January	Council
Monday 17 th February	Council
Monday 17 th March	Council
Monday 21 st April	Annual Parish Meeting followed by the Council meeting
Monday 19 th May	Annual Parish Council meeting
Monday 16 th June	Council
Tuesday 15 th July	Council
Monday 15 th September	Council
Monday 20 th October	Council
Monday 17 th November	Council
Monday 15 th December	Council

94. Correspondence and Circulars

94.1 Staffordshire Parish Councils' Association (SPCA)

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

95. Councillors questions/reports

A Councillor referred to the flowers on the railings at the junction of Wellington Street/Shobnall Road and asked whether the family could be asked to consider installing a plaque there instead.

Agreed that this suggestion would not be progressed out of respect for the family and friends of the deceased.

96. Exclusion of the Press and public

Resolved That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended 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.

97. Website and email accounts

Resolved That Parish Online's quotation to provide a new, fully accessible and compliant website and [.gov.uk](https://www.gov.uk) domain services in the sum of £490 plus VAT per annum per accepted.

98. Staffing matters

Resolved That the Clerk's salary be regraded from scp17 to scp20 with effect from 01 April 2025.

Date of next meeting

Monday 20 January 2025 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

The meeting closed at 8.35pm

Signed

Date