Minutes of a meeting of Shobnall Parish Council
held at Brook House, Shobnall Road
on Monday 20 January 2025 commencing at 7pm

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

Also present
Sarah Mallen, HS2 Project Manager and Sean Phillips, HS2 Engagement Officer (Highways and Built Country, Staffordshire County Council)
Mary Danby, Clerk

Public Forum
No comments or questions were received.

Improvements to Shobnall Road
Ms Mallen gave the following update regarding improvements to Shobnall Road:

- The informal consultation on the package of measures is now complete with 94% of respondents in favour.
- Detailed design for the signalisation of the B5017 Henhurst Hill/Hopley Road/Postern Road junction: Completion is currently expected around the end of January, and we are hoping to be on site sometime in May.
- The declassification request to the Department for Transport will be gone in the next few days. (She said she had booked in a progress check for this for 31 January).
- The other 'paperwork' measures are being processed through Traffic Regulation Orders (TROs) and if all goes smoothly they should be complete around the end of June.
- Planned maintenance on the B5017 Henhurst Hill/Hopley Road/Postern Road junction was pushed back due to the extensive kerbing changes, as it would have been impossible not to disturb newly laid areas. Pre-patching has been undertaken as a short term measure, but the full planned maintenance works will be undertaken at the same time as the signalisation.
- She was hoping to undertake some environmental improvements also but this is entirely budget dependent so she cannot guarantee it.
- The works are all funded through Section 106 agreements, which are contributions linked to local developments.

She concluded saying that she does manage risk closely but there is always the chance something unexpected could happen and cause delays. She said she will keep the council abreast of any changes.

99. Apologies
Councillor Dittmer.

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

None were declared.

101. Minutes

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

102. Matters arising

None raised.

103. Borough Councillors reports

None had been received.

104. Financial matters

104.1 Schedule of payments

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Clerk	BACS	15.99	2.66	Reimbursement: Laptop riser
Clerk	BACS	34.99	5.83	Reimbursement: Wireless keyboard for use with laptop riser
Clerk	BACS	25.32	4.22	Reimbursement: Suspension files
Clerk	BACS	22.82	3.80	Reimbursement: Transfer files
Clerk	BACS	845.96	0.33	Salary and expenses
HSBC	DD	8.00	0.00	Bank charges
MW Cripwell Ltd	BACS	252.00	42.00	Defibrillator inspections
Parish Online	BACS	468.00	78.00	New website and gov.uk domain
		1,673.08	**136.84**	

Resolved That the above payments be approved.

104.2 Bank reconciliation at 31 December 2024

	£
Current Account	71,619.79
Business Money Manager Account	31,271.12
	102,890.91

Resolved That the above was a true record.

104.3 Earmarked Reserves (EMRs)

Earmarked Reserves	Opening 01/04/2024 £	Movement In funds £	Balance 31/12/2024 £
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.

104.4 **Clerk's request: Council debit card**

The Clerk requested that the council agree to an application being made to HSBC for a debit card (associated with the council's Treasurer's account) to be used by the Clerk wholly on council business.

Resolved That the request be granted and an application be made for a debit card to be used only by the Clerk and that an upper limit of £1,000 limit be set for any one item

105. Income and expenditure at 31 December 2024 and Draft 2025/26 budget

Resolved That:

- The receipts and payments to 31 December 2024 report be noted.
- The draft 2025/26 budget and a 5% increase precept based on the Council Tax Base be agreed.

106. 2025/26 Precept declaration

Resolved That a Precept of £42,701 be declared on ESBC (this equates to an increase of 8p a month (Band D home owners) from £18.78 to £19.72 per year.

107. Planning matters

107.1 Planning applications

Resolved That following observations be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2024/01119	18 Gordon Street	Application for a Certificate of Lawfulness for the continued use as a House in Multiple Occupation (HMO) (Use Class C4)	Objection on the following grounds: ▪ This is effectively a retrospective application; permission should have been sought when the property was first to be used as an HMO. ▪ The use of the property as an HMO is contrary to the Shobnall Neighbourhood Plan. Policy HD3 states that "Shobnall's particular housing needs include starter homes and homes suitable for young families, affordable housing and larger family homes".
P/2024/01213	Reactive Integrated Services Ltd Shobnall Road	Erection of a single storey rear extension to form double garage, external alterations including cladding and window and door changes, installation of an internal mezzanine floor, bike store and car parking amendments	No objection

108. Dignity at Work, Bullying and Harassment: Training (Minute No. 90 refers)

Resolved That the report be noted and that all Councillors and the Clerk will undertake training, as required under the council's Dignity at Work, Bullying and Harassment Policy

109. Correspondence and Circulars

109.1 **Staffordshire Parish Councils' Association (SPCA)**

New bulletins had been circulated to all Councillors.

109.2 **Marston Bowls Club: ESBC Ward Enhancement Programme (WEP) application**
The Club had approached the council seeking support for its WEP application for funding for a new accessible visitors hut and improvements to the green area itself.

Resolved That the council support the Club's application for WEP funding.

109.3 **Internal Auditor: Confirmation of independence**
The Internal Auditor had written thanking the council for appointing them as its internal auditor for the current financial year. They confirmed that they are an independent company with no links, familial or otherwise, to the council. They recommended that the council minuted receipt of the letter and its contents.

Resolved That the Internal Auditor's letter be received and its contents be noted.

109.4 **Railway 200 – National Event 2025**
Agreed That the information be received and noted without comment.

110. Councillors questions/reports
None raised.

111. Website and email accounts
Councillors were advised that the new website (https://shobnall-pc.gov.uk) had gone live on 15 January and new email addresses had been created for all Councillors and the Clerk.

112. Proposed Shobnall Retail Park, land south of Shobnall Road, Burton on Trent: Public planning consultation
The developer, Maplevale had provided information relating to a proposal to create Shobnall Retail Park which will include eight new units, including a new entertainment facility and new M&S Food Hall. Maplevale said they were open to consultation and feedback on the proposal in advance of their submitting an application to ESBC in the coming weeks

Resolved That the information be received without comment.

113. Request from Abbots Bromley Parish Council
There is an effort by a Parish within Staffordshire to carry out a SID sign initiative, supported by Staffordshire County Council, this would offer savings on implementation, licenses, poles and potentially the purchase of the SID signs. The scheme would be administered centrally and streamline the process of buying and implementing a SID sign.

Whilst they have agreement in principal they needed to know the scope of the project, and asked that if the council was considering a SID sign or would consider a

SID sign if the costs were reduced that they be advised by email. **Agreed** That the council express a potential interest in the above project.

Date of next meeting

Monday 17 February 2025 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

The meeting closed at 8.10pm

Signed ……

Date ……