

**Minutes of the Annual Parish Meeting
held at Brook House, 18 Shobnall Road, Burton on Trent
on Monday 23 April 2025 commencing at 6.30pm**

PRESENT

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

Also present

One member of the public
Mary Danby, Parish Clerk

1. Minutes

Resolved That the Minutes of the Annual Parish Meeting held on 15 April 2024 be approved as a true record.

2. Chair's report

I would like to thank our Councillors for their continued support over the last 12 months, giving up your time for free to help improve the lives and services in our community. Also, thank you to the Clerk who handles all of our paperwork and guides us through the sometimes complicated rules and regulations.

It has been a challenging and successful year for the Parish. We continue to work on engagement with the local residents as we focus on the safety of our roads and transport system.

The publication of our traffic survey for Shobnall Road, together with the consultation with Staffordshire Highways, has led to a commitment of safety improvement by Staffordshire Highways. This includes a new road crossing and a declassification of the road. This should help deter the continued misuse of the road by businesses who place profits and success ahead of the lives and safety of local residents.

This year a new design for the Dallow Lock mural has been signed off and we look forward to the celebration of the unveiling following the completion later this year (fingers crossed).

We work to improve the facilities available to the community. This year we have installed another defibrillator at the Oak & Ivy, Wellington Street. We are looking into another Speed Indicator Device (SID); installing a new bench in Shobnall Fields, near the canal towpath and the possibility of an improved bus stop opposite Brook House.

This year I would like to see more councillor training, with a view to help increase the number of councillors and better engagement with the local community and facilities. I personally would like to gain knowledge on how best to improve communications with the council regarding the local Parish issues, like the parking shortage close the Brewery and the local sports facilities. This is still ongoing.

The Parish Council will have been affected by the global political turmoil along with mistrust in governments in general. I hope this will encourage people to take an interest in local politics to find out how it all works.

Chris Pennicott, Chair 2024-25

3. Financial report 2024/25

	2024/25		2025/26
	Budget	Actual 31/03/25	Budget
	£	£	£
RECEIPTS			
Precept	39,445	39,445	42,701
Council Tax Support Grant	2,098	2,098	2,098
Money Manager Account: Interest	400	588	400
VAT reclaims	-	7,736	-
Total income	41,943	49,867	45,199
PAYMENTS			
Employee Costs			
Clerk's salary	12,012	12,152	13,330
Employer's NI	330	422	1,250
Mileage	100	154	100
Use of Home as Office	134	134	134
Other expenses	-	65	70
Total employee costs	12,576	12,927	14,884
Annual Running Costs			
Highway lighting (maintenance)	40	37	40
Subscriptions & Memberships	805	837	880
Computer LifeLine	410	342	150
RBS Accounts Support	192	192	192
Website	100	485	490
IT Software	250	163	250
Insurance	450	509	550
Audit Fees	480	420	480
Payroll Services	110	110	120
ICO	35	47	47
Total annual running costs	2,872	3,142	3,199
Administration Expenses			
Printing and Stationery	300	646	400
Council mobile	195	187	206
Publications	200	-	200
Postage	400	235	400
Room Hire	275	208	224
Refreshments	50	37	50

Training & Conference	625	821	1,000
Bank charges	100	96	100
S137 grant aid	6,000	120	6,000
Sundries	200	85	200
Total administration expenses	8,345	2,434	8,780
Defibrillators			
Defibrillators and heated cabinets	7,300	3,986	-
Installation	-	1,881	-
Monthly inspections	2,880	2,588	2,940
Call outs	270	185	300
Replacement pads/battery packs	500	67	425
Total defibrillators costs	10,950	8,707	3,665
Bleed emergency control kits			
Replacement kits	200	-	200
Total bleed control kit costs	200	-	200
Noticeboards			
Cleaning	50	50	50
R&M	-	146	150
Total noticeboard costs	50	196	200
Dallow Lock mural & noticeboard			
Cleaning mural & noticeboard	200	200	200
R&M Mural	500	-	500
Total Dallow Lock costs	700	200	700
Projects			
Contingency	5,000	79	5,000
Project Work	1,250	16,663	27,500
Total projects	6,250	16,742	32,500
VAT	-	5,637	-
TOTAL EXPENDITURE	41,943	49,985	64,128
TOTAL INCOME	41,943	49,867	45,199
NET INCOME OVER EXPENDITURE	-	- 118	- 18,929

4. Public participation

No comments or questions were raised.

(The meeting closed at 6.45pm)

Signed

Date