c/o 32 Hillcrest Rise, Burntwood WS7 4SH
Mobile: 07521 022738
Email: clerk@shobnall-pc.gov.uk
https://shobnall-pc.gov.uk

Our Ref: MD

09 June 2025

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held at **Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA** on **Monday 16 June 2025 commencing at 7pm** at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Clerk

Public Forum
A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

AGENDA

1. Apologies for absence

2. Declarations of Interest and Dispensations

3. Co-option to fill one of the vacancies on the council

4. To consider the Minutes of the meeting held on 19 May 2025 (Enclosure 1)

5. To consider matters arising from the previous meeting

6. County Councillors and Borough Councillors reports

7. Financial matters

7.1 **Schedule of payments at 09 June 2025**

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Burton Caribbean Association	BACS	500.00	0.00	S.137 grant aid (approved at the previous PC meeting)
Linesearch BeforeUdig Ltd	Card	48.00	8.00	Proposed bus shelter: Confirmation of presence of underground services on the site
HMRC	BACS	929.58	0.00	NI/PAYE 1st qtr 2025/26
Clerk	BACS	884.38	0.00	Salary and expenses
HSBC	DD	8.00	0.00	Bank charges
	Total	**2,369.96**	**8.00**	

7.2 **Bank reconciliation at 31 May 2025**

	£
Current Account	85,594.90
HSBC Business Money Manager Account	31,409.71
	117,004.61

7.3 **Earmarked Reserves (EMRs)**

Earmarked Reserves	Opening 01/04/2025 £	Balance 31/05/2054 £
Elections	10,000	10,000
Community projects	30,000	30,000
Dallow Lock mural refurbishment	15,000	15,000
Replacement IT equipment	4,000	4,000
Speed Indication Device	2,000	2,000
Benches	5,000	5,000
	66,000	**66,000**

8. Receipts and payments at 31 May 2025 (Enclosure 2)

9. Projects

To receive a verbal update.

10. Planning matters

10.1 **Planning applications**

Application No.	Location	Proposal
P/2024/01186	188-190 Waterloo Street	Conversion of first floor to create 2 x 2 bed flats, 3 x 1 bed flats and 2 x 1 bed studio flats and installation of an external staircase and associated bin and bike stores
P/2024/01351	Land to the rear of The Albion PH Shobnall Road	Continued use of land for car parking (Sui Generis) and the storage of cars (Class B8) for a temporary period of 5 years and retention of hardstanding
P/2025/00500	16 Derby Street	Application for a Certificate of Lawfulness for the retention of single storey rear extension built to the rear of numbers 15 and 16

10.2 **Planning decisions**

Application No.	Location	Proposal	Decision
P/2024/00581	Shobnall Sports and Social Club	Retention of change of use of land for the siting of a portable cabin and 2 no. trailers for the purposes of food preparation business with associated storage/refrigeration	Refused
P/2025/00095	14 Rangemore Street	Replacement windows and door to the front elevation	Permitted
P2025/00222	33 Wellington Street	Loft conversion with dormer and to change hipped roof to gable end	Permitted
P/2025/00225	98 Derby Street	Formation of a dropped kerb	Permitted

11. To receive questions from Councillors

12. Correspondence and Circulars

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

The SPCA's monthly Bulletin has been circulated to all Councillors.

12.2 **Staffordshire Parish Councils' Association (SPCA) – Training offer (Enclosure 3)**

Date of next meeting

Tuesday 15 July 2025 commencing at 7pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

Minutes of a meeting of Shobnall Parish Council
held at Brook House, Shobnall Road, Burton on Trent
on Monday 23 April 2025 commencing at 6.45pm

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

Also present
One member of the public
Mary Danby, Clerk

Public Forum
No comments or questions were received.

138. Apologies
None, all Councillors were present.

139. Declarations of Interest and receive written applications for dispensations under the Localism Act 2011
None were declared.

140. Minutes
Resolved That the Minutes of the meeting held on 17 March 2025 be approved as an accurate record.

141. Matters arising
Minute No. 125.3 re Shobnall Court, Shobnall Road
The Clerk reported that the Land Registry Title Deed and Plan had proved that ESBC were responsible for the fence. This information had been provided to ESBC's Open Spaces Team who had arranged for a contractor to inspect the fence fronting Shobnall Road. Councillors noted that this section of fence had been replaced but the continuation of the boundary fence into Shobnall Street remained in poor condition.

Resolved That ESBC be asked to arrange for the remaining fence on the Shobnall Street boundary to be repaired/replaced as soon as possible.

142. Borough Councillors' reports
None had been received.

143. Financial matters
143.1 Schedule of payments

DRAFT

Payee	Payment Method	Gross £	VAT £	Transaction Detail
MW Cripwell Ltd	BACS (Pd 31/03/25)	404.40	67.40	Defibrillator inspections (March); Call outs to 3 No. defibs
Microsoft	Debit Card (Pd 11/04/25)	115.20	19.20	Microsoft 365 Business Standard: Annual licence renewal
Viking Office UK Ltd	BACS (Pd 14/04/25)	159.46	11.99	Copier paper/postage stamps
SLCC	BACS	114.00	0.00	Membership subscription (Pro rata with Rolleston on Dove PC)
Rialtas Business Solutions	BACS	243.60	40.60	Alpha Accounts: Annual software support and maintenance agreement
HSBC	DD	8.00	0.00	Bank charges
Clerk	BACS	881.58	0.00	Salary and expenses
Staffordshire Parish Councils' Assn (SPCA)	BACS	776.37	0.00	25/26 Annual subscription: NALC affiliation £462.37 SPCA £314.00
Edwards Cleaning Company	BACS	125.00	0.00	Cleaning: Noticeboards and Dallow Lock mural
		2,827.61	**139.19**	

Resolved That the above payments be approved.

143.2 Bank reconciliation at 31 March 2025

	£
Current Account	67,324.58
Business Money Manager Account	31,409.71
	98,734.29

Resolved That the above was a true record.

143.3 Earmarked Reserves (EMRs) **at 31 March 2025**

Earmarked Reserves	Opening 01/04/2024 £	Closing 31/03/2025 £
Elections	9,592.20	10,000
Community projects	35,225.00	30,000
Dallow Lock mural refurbishments	7,675.00	15,000
Replacement IT equipment	5,000.00	4,000
Speed Indication Device	5,555.00	2,000
Benches	9,672.00	5,000
Shobnall Road surveys	7,525.00	-
	80,244.20	**66,000**

Resolved That the EMRs be agreed.

144. Income and expenditure at 31 March 2025

Resolved That report be noted.

145. Planning matters

145.1 Planning applications

Resolved That following observations be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2024/00860	Burton Town Hall King Edward Place	Listed Building Consent for the installation of a brass plaque on exterior wall	No objection
P/2025/00095	14 Rangemore Street	Replacement windows and door to the front elevation	No objection
P/2025/00204	Burton Town Hall King Edward Place	Listed Building Consent for the replacement downpipes, repointing of brickwork and stonework repairs/replacement to the rear elevation	No objection
P/2025/00222	33 Wellington Street	Loft conversion with dormer and to change hipped roof to gable end	No objection
P/2025/00225	98 Derby Street	Formation of a dropped kerb	No objection
P/2025/00258	7 Goosemoor Road	Installation of air source heat pump to North elevation	No objection

DRAFT

145.2 **Planning decisions**

Resolved That the report be noted.

146. 2025/26 Projects

Agreed That the council's projects for the financial year would be:

Description	**Budget**
Vehicle Activated Sign (VAS/SID)	£4,500
Benches	£6,000
Boundary signs	£3,000
Bus shelter	£14,000

147. Review of documents and policies

Resolved That the following documents and policies be approved without any amendments being required:

- Code of Practice for Handling Complaints
- Community Engagement Policy
- Disciplinary Procedure
- Environment Policy
- Health and Safety Policy
- Openness and Transparency Policy
- Training Policy

148. Correspondence and Circulars

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

New bulletins had been circulated to all Councillors.

148.2 **Mileposts/mile stones**

Resolved That an invitation from Berkswich Parish Council to join a partnership to take on the upkeep of mileposts in the Parish be declined as there none in the Parish.

148.3 **Solar Powered Real Time Passenger Information (RTPI) poles**

Resolved That the council decline to progress this initiative as the cost of the RTPI poles is cost prohibitive.

148.4 **Shobnall Fields: Play equipment request**

A resident of Halcyon Way had contacted the council asking if a play area could be provided on Shobnall Fields (she had previously been informed that the council is not responsible for the site).

Councillors were surprised to receive the request as there is a lot of play equipment already in place near the paddling pool.

DRAFT

Resolved That the request be declined and that the resident be encouraged to explore Shobnall Fields to acquaint herself with the facilities available on the site.

149. Councillors questions/reports

149.1 **Price Court, Shobnall Road**

Councillors noted that litter was accumulating around the Trent & Dove bench on the grass verge fronting onto Shobnall Road.

Agreed That Trent & Dove be requested to install a bin at the above location.

Date of next meeting

Monday 19 May 2025 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

The meeting closed at 7.35pm

Signed ……

Date ……

DRAFT

Shobnall Parish Council

Detailed Receipts & Payments by Budget Heading 31/05/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income							
1076	Precept	21,351	42,701	21,351			50.0%	
1077	Council Tax Support Grant	1,049	2,098	1,049			50.0%	
1090	Interest Received	0	400	400			0.0%	
	Income :- Receipts	**22,400**	**45,199**	**22,800**			**49.6%**	**0**
	Net Receipts	**22,400**	**45,199**	**22,800**				
110	Employee Costs							
4000	Clerk's Salary	1,703	13,330	11,628		11,628	12.8%	
4010	Employer's NI	0	1,250	1,250		1,250	0.0%	
4025	Staff Mileage & Benefits	4	100	96		96	3.6%	
4030	Use of Home as Office	22	134	112		112	16.6%	
4055	Staff: Other Expenses	0	70	70		70	0.0%	
	Employee Costs :- Indirect Payments	**1,728**	**14,884**	**13,156**	**0**	**13,156**	**11.6%**	**0**
	Net Payments	**(1,728)**	**(14,884)**	**(13,156)**				
120	Annual Running Costs							
4200	Highway Lighting: Maint. Costs	0	40	40		40	0.0%	
4210	Subscriptions & Memberships	890	880	(10)		(10)	101.2%	
4230	Computer Lifeline	150	150	0		0	100.0%	
4235	RBS Accounts support	0	192	192		192	0.0%	
4240	Website	0	490	490		490	0.0%	
4250	IT Software	318	250	(68)		(68)	127.3%	
4260	Insurance	0	550	550		550	0.0%	
4270	Audit Fees	185	480	295		295	38.5%	
4280	Payroll Services	0	120	120		120	0.0%	
4290	Data Protection fee	0	47	47		47	0.0%	
	Annual Running Costs :- Indirect Payments	**1,543**	**3,199**	**1,656**	**0**	**1,656**	**48.2%**	**0**
	Net Payments	**(1,543)**	**(3,199)**	**(1,656)**				
130	Administration Expenses							
4300	Printing & Stationery	88	400	312		312	22.1%	
4303	Council mobile	32	206	174		174	15.7%	
4305	Publications	0	200	200		200	0.0%	
4310	Postage	88	400	313		313	21.9%	
4320	Room Hire	0	224	224		224	0.0%	
4330	Refreshments	2	50	48		48	3.6%	
4340	Training & Conference	0	1,000	1,000		1,000	0.0%	

Enclosure 2

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4350	Bank Charges	16	100	84		84	16.0%	
4360	s137 Grant Aid	500	6,000	5,500		5,500	8.3%	
4990	Other Admin	0	200	200		200	0.0%	
	Administration Expenses :- Indirect Payments	**726**	**8,780**	**8,054**	**0**	**8,054**	**8.3%**	**0**
	Net Payments	**(726)**	**(8,780)**	**(8,054)**				
145	Defibrillators							
4456	Defibrillators - inspections	210	2,940	2,730		2,730	7.1%	
4457	Defibrillators - call outs	0	300	300		300	0.0%	
4458	Replacements pads/batteries	0	425	425		425	0.0%	
	Defibrillators :- Indirect Payments	**210**	**3,665**	**3,455**	**0**	**3,455**	**5.7%**	**0**
	Net Payments	**(210)**	**(3,665)**	**(3,455)**				
147	Noticeboards							
4500	Noticeboards	0	50	50		50	0.0%	
4505	Noticeboards R&M	25	150	125		125	16.7%	
	Noticeboards :- Indirect Payments	**25**	**200**	**175**	**0**	**175**	**12.5%**	**0**
	Net Payments	**(25)**	**(200)**	**(175)**				
149	Dallow Lock mural							
4600	Cleaning mural/noticeboard	100	200	100		100	50.0%	
4601	Mural R&M	0	500	500		500	0.0%	
	Dallow Lock mural :- Indirect Payments	**100**	**700**	**600**	**0**	**600**	**14.3%**	**0**
	Net Payments	**(100)**	**(700)**	**(600)**				
150	Projects							
4703	Replacement bleed control kits	0	200	200		200	0.0%	
4995	Contingency	0	5,000	5,000		5,000	0.0%	
5400	Project Work	0	27,500	27,500		27,500	0.0%	
	Projects :- Indirect Payments	**0**	**32,700**	**32,700**	**0**	**32,700**	**0.0%**	**0**
	Net Payments	**0**	**(32,700)**	**(32,700)**				
999	VAT Data							
115	VAT on Receipts	327	0	(327)			0.0%	
	VAT Data :- Receipts	**327**	**0**	**(327)**				**0**

Enclosure 2

Continued over page

Detailed Receipts & Payments by Budget Heading 31/05/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
515 VAT on Payments	123	0	(123)		(123)	0.0%	
VAT Data :- Indirect Payments	**123**	**0**	**(123)**	**0**	**(123)**		**0**
Net Receipts over Payments	**204**	**0**	**(204)**				
Grand Totals:- Receipts	**22,726**	**45,199**	**22,473**			**50.3%**	
Payments	**4,456**	**64,128**	**59,672**	**0**	**59,672**	**6.9%**	
Net Receipts over Payments	**18,270**	**(18,929)**	**(37,199)**				
Movement to/(from) Gen Reserve	**18,270**	**(18,929)**	**(37,199)**				

Staffordshire Parish Councils' Association

COUNCILLOR INTRODUCTION

An ideal course for councillors of all experiences.

The course covers:

- Roles and responsibilities of the 5 components of the Council
- The importance of the law in meetings with an effective agenda and accurate minutes
- Council delegation through Committees, ways of managing your responsibilities
- Making a Council plan for delivery to and for your Community
- Compliance through Governance arrangements with full transparency.

It can be delivered individually online or in person to a whole council.

£40 INDIVIDUALLY ONLINE

£375 WHOLE COUNCIL IN-PERSON

Contact Us:

spca.parish@staffordshire.gov.uk

Enclosure 3