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Our Ref: MD

08 July 2025

**To: All Members of the Parish Council**

Dear Councillor

### **PLEASE NOTE THE DAY AND DATE OF THE MEETING**

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 **Tuesday 15 July 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. To consider the Minutes of the meeting held on 16 June 2025 (Enclosure 1)**
- 4. To consider matters arising from the previous meeting**  
**Minute No. 24: Bass Pumping Station, Shobnall Road**  
The Clerk approached ESBC Councillor McKiernan for her assistance in asking Environmental Health to investigate the issue of standing water that had leaked

from the building. An Environmental Health Officer responded to Councillor McKiernan on 18 June as follows:

*“I can confirm Environmental Health has made contact with Molson Coors and spoken directly with the Utilities & Energy Operations Manager.*

*The source of the problem is from one of their non-operational wells where a burst pipe within the building is spraying water into the pump pit. A hose coming out of the building is pumping water out of the pit. Molson Coors have attended site this morning and have stopped the borehole pump which in turn has reduced the flow and they will be revisiting later to isolate the leak properly.*

*I have stressed the need to address the existing standing water which remains stagnant, is of rusty red colour and the potential for it to attract mosquitos.*

*I will keep you updated with more information on the ongoing works, with a view to resolving this issue promptly.”*

**The following update was received from ESBC on 30 June:**

*“The leak has been isolated, the water pumping to ground has stopped and the drainage has been unblocked. There are also plans to jet the yard area this week or next to remove any staining.”*

## 5. County Councillors and Borough Councillors reports

## 6. Financial matters

### 6.1 Schedule of payments at 08 July 2025

Payee	Transaction Detail	Payment Method	Gross £	VAT £
HSBC UK	Bank charges	DD	8.00	0.00
Clerk	Salary and expenses	BACS	883.48	0.00
Staffordshire Parish Councils' Assn	Training fee (Planning)	BACS	42.00	7.00
		<b>Total</b>	<b>933.48</b>	<b>7.00</b>

### 6.2 Bank reconciliation at 30 June 2025

	£
Current Account	83,724.94
HSBC Business Money Manager Account	31,541.13
	<b>115,266.07</b>

### 6.3 Earmarked Reserves (EMRs)

<b>Earmarked Reserves</b>	<b>Opening 01/04/2025 £</b>	<b>Balance 30/06/2025 £</b>
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
	<b>66,000</b>	<b>66,000</b>

### 7. Receipts and payments at 30 June 2025 (Enclosure 2)

#### 8. Banking

HSBC have advised that as part of their commitment to supporting small businesses, they are removing the £8 monthly account fee from the council's Small Business Banking Account. This means that, as a valued customer, the council will no longer be charged the monthly account fee from the first charging cycle that begins on or after 01 July 2025.

#### 9. Projects

To receive a verbal update.

#### 10. Planning matters

##### 10.1 Planning applications

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2025/00472	135A Waterloo Street	Erection of a rear single storey extension
P/2025/00525	337 Shobnall Street	Retention of alterations to the ground floor front elevation for the continued use of carport and installation of a dropped kerb
P/2025/00606	60 Ravens Way	Remove one Sycamore tree

#### 11. D6675T Henhurst Hill, Burton upon Trent (Weight Restriction)

To retrospectively approve the following response submitted on behalf of the council (a copy of the combined Traffic Survey reported was attached) (the consultation period fell outside the council's meeting schedule and all Councillors were asked for their input to enable a submission to be made within the consultation deadline):

*Shobnall Parish Council's Traffic Survey for the B5017 completed in 2024 concluded:*

1. *HGV's from Centrum 100, located in the Parish are not observing the designated routes set out in the Local Plan.*
2. *Up to 85% of HGV's using Shobnall road, travelled between the hours of 22.00 and 06.00.*
3. *For open window ventilation, road noise levels would need to reduce to meet the internal noise level criteria of BS8233 : 2014. This is only likely to be achieved by using a mechanical ventilation and heat recovery (MVHR) system. Installed into properties on Shobnall road and windows to be kept closed.*
4. *The noise from drum brakes on carrier trailers screech throughout the night. While they brake heavily to let other HGV's pass them on the narrow 5.5m wide section of Shobnall road.*
5. *With the four committed developments around Shobnall road, this would equate to 50% of the road's capacity. When completed this would take the road above capacity total.*

*The proposed 7.5 tonne weight limit on Shobnall road would help with all of the above issues.*

*Finally, the main pallet carrier on Centrum 100 estate recently stated at a Parish Council meeting that he would ensure that the HGV drivers are given prior notice of the implementation of weight restriction, when it is approved.*

*Shobnall Parish Council approves the 7.5 tonne weight restriction of Shobnall Road.*

## **12. Branston Town Council:**

### **Expression of interest - Neighbouring parish council meeting**

The following email was received from the Branston Town Clerk on 02 July:

*Branston Council at its June meeting resolved to contact local neighbouring parish councils to establish if representatives would all like to meet at a mutually convenient date and time to explore the following collectively:*

- *Local issues they are facing*
- *Views on devolution*
- *Their strategies linked to devolution*
- *How can we support each other*

*I would be grateful if you would please consider tabling this enquiry at your next planned meeting and let me know if your elected members have an appetite to meet up, along with the number of representatives who would be attending please.*

*Tuesday 30th September 2025, at 6.30 p.m. has been suggested as a possible date and time, venue yet to be confirmed.*

### 13. **ESBC: Help Bring Burton's Bollards to life with your Community**

ESBC's Local Centres Tourism Officer has contacted all parish councils:

*Hello, please see the below opportunity for your residents, creative groups and knitting society's:*

***What if you could help bring a unique community engagement project to your ward that gets residents talking about Burton for all the right reasons?***

*We're inviting parish and borough councillors to help promote Burton's Bollards in their communities – an exciting project to create custom covers for those forgotten items of street furniture in Burton's town centre, the humble bollard. We want to brighten them up with fun and quirky covers that will bring smiles to people's faces, get them taking summer selfies and talking about our town for all the right reasons.*

#### **A Perfect Community Project for Your Area**

**Engaging Local Residents:** *This project offers an ideal opportunity to:*

- *Connect with constituents who knit, crochet, or craft*
- *Bring communities together around a visible, positive initiative*
- *Showcase local creativity across Burton's town centre streets*
- *Create talking points that celebrate our town centre*
- *Encourage intergenerational participation from young crafters to experienced knitters*

#### **How Your Community Can Get Involved**

**For Knitters & Crocheters:** *Residents don't have to be the world's greatest experts with knitting needles or crochet hooks. What we need is basically a big sock! (Think of it as street furniture fashion!)*

*We encourage communities to let imaginations run wild with bold colours and joyful designs. All designs will be family friendly.*

**For Everyone Else:** *Community members can still be part of the bollard bunch by donating unused wool that's cluttering up cupboards. We'll have a collecting bin at the Brewhouse Arts Centre where they can leave woolly gifts, with the bollard sock squad giving unloved yarn a new purpose in their designs. Donated wool helps us re-use and recycle.*

#### **How You Can Help Promote This Initiative**

- **Share with your networks** - *parish newsletters, social media, community meetings*
- **Connect us with local groups** - *WI branches, craft circles, community centres and schools*
- **Encourage participation** among your constituents

#### **Community Benefits**

*This project delivers:*

- **Visible community pride** through creative town centre installations
- **Positive local publicity** and social media buzz for Burton's town centre
- **Community cohesion** through shared creative goals
- **Environmental benefits** through wool recycling
- **Intergenerational engagement** bringing different age groups together

More details on the project and how to get involved can be found at: [www.makingtrails.co.uk/burtonsbollards](http://www.makingtrails.co.uk/burtonsbollards)

Please reach out if you have any questions or ideas.

#### 14. To receive questions from Councillors

#### 15. Correspondence and Circulars

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

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

##### 15.2 SPCA: Reinstate support & funding for community-led Neighbourhood Plans (Enclosure 3)

You may already be aware, but the Government is ending support and funding for Neighbourhood Plans.

We believe that Neighbourhood Plans are an essential tool for parish and town councils, and will only grow in significance with Local Government Reorganisation (LGR) underway.

Working with our colleagues in the Shropshire, Worcestershire, Warwickshire, and Herefordshire Associations, we have produced the attached pack for you. It will enable you to place the issue on your next agenda and be part of the nationwide efforts to get the support and funding for Neighbourhood Plans reinstated. It is important that the sector has a voice and makes its views known to the government and local MPs.

The pack (**Enclosure 3**) includes a briefing note explaining the issue, a template motion you can pass at your council and a letter that your council, councillors and interested residents can send to their local MP. If you require any of these documents in MS Word format, please let me know.

We hope you can help us raise awareness of an issue that has a direct impact on so many local councils.

#### 16. Exclusion of the press and public

##### Chair to move:

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.

**17. Quotations (Enclosure 4 – to follow)**

**Date of next meeting**

Monday 15 September 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, 18 Shobnall Road, Burton on Trent  
on Monday 16 June 2025 commencing at 7pm

**Present**

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

**Also present**

County Councillor Carver  
Richard Salt-Brown  
Mary Danby, Clerk

**Public Forum**

No comments or questions were received.

**20. Apologies**

None, all Parish Councillors were present.

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

None were declared.

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

**Resolved** That Richard Salt-Brown be co-opted onto the council.

Mr Salt-Brown signed the Declaration of Acceptance of Office and took his seat at the table.

**23. Minutes**

**Resolved** That the Minutes of the meeting held on 19 May 2025 be approved as an accurate record.

**24. Matters arising**

**Minute No. 18 - Bass Pumping Station, Shobnall Road**

It was noted that there had been no response from Environmental Health regarding the seepage of water from the Pumping Station.

**Agreed** that Borough Councillor McKiernan be requested to liaise with the Environmental Health Team with a view to the issue being resolved as soon as possible.

**25. County Councillor's report**

Councillor Carver introduced himself as the newly elected councillor for the Burton Town Ward. He said that was not a lot to report on at the moment as councillors were receiving training, etc to enable them to undertake their roles. He said that the Leader had said that the County Council's priorities were business continuity, DOGE (this will happen at some point), local government reorganisation (devolution), etc.

**26. Financial matters**

26.1 Schedule of payments

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 1 <sup>st</sup> qtr 2025/26
Clerk	BACS	884.38	0.00	Salary and expenses
HSBC	DD	8.00	0.00	Bank charges
<b>Total</b>		<b>2,369.96</b>	<b>8.00</b>	

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

#### 26.2 Bank reconciliation at 31 May 2025

	£
Current Account	85,594.90
Business Money Manager Account	31,409.71
	<b>117,004.61</b>

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

#### 26.3 Earmarked Reserves (EMRs) at 31 May 2025

Earmarked Reserves	Opening 01/04/2025 £	Balance 31/05/2025 £
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
	<b>66,000</b>	<b>66,000</b>

**Resolved** That the EMRs be agreed.

#### 27. Income and expenditure at 31 May 2025

**Resolved** That report be noted.

#### 28. Projects

##### 28.1 Dallow Lock mural

The artist had advised that he was visiting the printers and polycarbonate suppliers week ending 20 June with a view to installing the two murals at the end of this month. He said he would advise the specific date when this has been confirmed.

**28.2 St Aidan's Garden, Shobnall Road (Lovell development) – Proposed bench**

Lovells had confirmed that they have no objection to the council installing a KC bench affixed to a concrete pad (as previously installed by the paddling pool at the Shobnall Leisure Complex) however they had asked that the request also be put to Nurton Developments for approval before progressing the project (Nurton Developments will manage the site post completion). Nurton's had responded asking if the council would consider installing the bench on a temporary basis (five years) as the proposed location has been safeguarded via agreement with the County Council for future road works, i.e. the construction of a roundabout should the County deem this as necessary in the future.

**Resolved** That it would not be financially viable to install the bench for a temporary period and the council would therefore not progress this enquiry further.

**28.3 Proposed bus shelter on Shobnall Road, opposite Brook House, 18 Shobnall Road**

Research undertaken by the Clerk had revealed that there are underground services in the area. This information would be provided with the quotation requests to enable suppliers to decide if they would be able to safely install the hardstanding and shelter at the location.

**28.4 Proposed additional SID**

Councillor Pennicott had recently met with a Staffordshire Highways Officer to discuss potential site(s) for a SID and other highway matters. He said that it had been identified that a SID could be located outside Shobnall School, however due to the large number of requests from other parishes across the County, a review was being undertaken by the County Council which will result in new criteria for SIDS – this information had yet to be provided.

**28.5 Proposed seat at Shobnall Leisure Complex**

Councillor Pennicott confirmed that a location had been identified for a bench to be installed facing the running track and the council now needed to contact the Shobnall Leisure Complex General Manager for permission.

**Agreed** That permission be sought from the Leisure Complex; and quotations be sourced to (a) supply the bench and (b) install it.

**29. Planning matters**

**29.1 Planning applications**

**Resolved** That following observations be submitted to ESBC:

Application No.	Location	Proposal	Comment
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>Objection:</p> <ul style="list-style-type: none"> <li>▪ The proposal is contrary to ESBC's Parking Standards SPD and the Shobnall Neighbourhood Plan (Policy T5 – Parking): No off street parking provision has been identified in the application; Waterloo Street is already at capacity for on-street parking.</li> <li>▪ Lack of external amenity space for residents of the proposed development.</li> </ul>
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>Objection:</p> <ul style="list-style-type: none"> <li>▪ The layout of vehicles is geared to sales, not just storage as stated on the application.</li> <li>▪ There are no parking facilities for staff or visitors to the site, they have to use The Albion PH's carpark which is already at capacity and struggling to meet its own parking needs for staff and clientele.</li> </ul> <p>*Additional comments clarifying grounds for objection:</p> <ul style="list-style-type: none"> <li>• The development has been undertaken unlawfully and is in operation. This sets an unacceptable precedent of establishing the use and retrospectively seeking permission.</li> <li>• The proposed B8 Use is not compatible with the surrounding E Use classes, community services and residential</li> </ul>

			<p>areas. To change the use of this land in a predominantly residential area could cause and allow harm to the residential amenity.</p> <ul style="list-style-type: none"> <li>• There is no detail on the hours of operation, number of staff, etc. Therefore it is not possible to consider the potential impacts of these.</li> <li>• The application should be refused on the grounds of B8 Use is not a compatible use in a residential area, retrospective and the lack of information provided and technical reports to justify the development and enforcement served accordingly to ensure the unlawful activity ceases.</li> </ul>
P/2025/00248	Shobnall Leisure Complex Shobnall Road	Installation of 3 padel tennis courts in place of existing tennis courts	No objection
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	No objection**

\*The PC Chair attended a Planning training session organised by the SPCA and he had asked the independent trainer, who is a planning expert, for advice regarding this application. The additional comments have been submitted to ESBC.

\*\*The council had asked the Planning Officer for clarification on the following points – her responses are shown in red below:

- Does ESBC have any issues with issuing the Certificate, are there any reasons for it not to be granted? **From the evidence provided there would not appear to be any reason for the Certificate to not be granted.**

- Is the extension used for any purpose other than a store? **No, I conducted a site visit and can affirm this.**
- Would granting the Certificate give a message to other people that it's ok to put up a similar extension without permission? **No, the certificate of lawfulness is only issued due to the extension having been there for in excess of 10 years.**

As the council's concerns are not material considerations a "No objection" response was submitted on the application. (The Clerk liaised with the PC Chair regarding this item.)

## 29.2 **Planning decisions**

**Resolved** That the report be noted.

## 30. **Councillors questions/reports**

Councillor Pennicott asked that all councillors activate their gov.uk email addresses and that these be used going forward. The Clerk said that she would re-send the information to all councillors for action.

## 31. **Correspondence and Circulars**

### 31.1 **Staffordshire Parish Councils' Association (SPCA)**

The SPCA monthly bulletins had been circulated to all Councillors.

### 31.2 **SPCA: Training offer**

Councillor Pennicott encouraged all councillors to undertake in some of the SPCA's training sessions, if only to update their existing knowledge.

**Agreed** That the SPCA be asked to deliver the "Councillor Introduction" course as an in-person session for all SPC councillors (date to be confirmed).

### 31.3 **East Staffordshire Borough Council (ESBC): Public Spaces Protection Orders (PSPO's) Consultation 2025**

Councillors were advised the ESBC was reviewing its Public Spaces Protection Orders in respect of dog control and alcohol restriction areas.

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

### 31.4 **Update: B5017 declassification and weight limit**

Councillors were advised that the following update had been received from the County Council:

#### **Declassification and Weight Limit**

Prior to placing a weight limit on any road, it must be declassified to a C-road. The declassification approval had now been received from the Department for Transport, so the road is now officially a C-road and Highways Data colleagues had been advised to update the Local Gazetteer to reflect this. The A1 form for the next phase of the Traffic Regulation Order (TRO) Process (statutory consultation) for the environmental weight limit had been issued to Network Management to progress to statutory consultation stage. This will take approximately six weeks, followed by a three week notification period. Whether any additional steps are required after that will depend on whether any objections are received, the Parish Council and other affected Parish Councils will be kept updated on this.

**Speed Limit and Parking Restrictions**

The statutory consultation for the extension of the 30mph towards Tatenhill and the parking restrictions between Peg Court/Hopley Road and Hopley Road/B5017 has been completed, with no objections received. This is therefore now ready for implementation which entails putting down markings and moving speed limit signs. This will be undertaken alongside the signalisation as soon as road space is available but the council was advised that there is currently a queue due to a large number of works being undertaken in the area.

**Signalisation**

Regarding the signalisation of the Henhurst Hill/Hopley Road/Postern Road junction (at the Acorn pub), as mentioned above, the Officer is in a queue for road space and the works will be undertaken as soon as they can get onto the network. It had previously been mentioned to the PC Chair that the queue is due to multiple other works being undertaken, plus a range of other factors. These include works carrying safety risks (gas works for example), funding criteria and timescales (some works would lose funding if delayed), emergency services routes across East Staffordshire which must remain open, maintenance requirements, differing local business pressures (some do the bulk of their business in school holidays and some in term time and the Officers have to consider both, they are also subject to embargoes at certain times of year) and school term times. Consequently, the Officer said they may have to wait until February to get this work completed. They had hoped to undertake it sooner, but they know that the council will appreciate the extremely complex and changeable nature of managing a very busy network as described above. Regular meetings are being held to drive this forward and the Officer will keep reviewing the road space situation with their Network Management colleagues. If anything changes and there is any way in which they can be brought forward, then they will ensure that this happens.

**Resolved** That the information be noted.

**Date of next meeting**

Tuesday 15 July 2025 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

The meeting closed at 8.40pm

Signed .....

Date .....

## Detailed Receipts &amp; Payments by Budget Heading 30/06/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
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	131	400	269			32.9%	
Income :- Receipts	<b>22,531</b>	<b>45,199</b>	<b>22,668</b>			<b>49.8%</b>	<b>0</b>
<b>Net Receipts</b>	<b>22,531</b>	<b>45,199</b>	<b>22,668</b>				
<u>110 Employee Costs</u>							
4000 Clerk's Salary	3,192	13,330	10,138		10,138	23.9%	
4010 Employer's NI	291	1,250	959		959	23.3%	
4025 Staff Mileage & Benefits	8	100	92		92	8.1%	
4030 Use of Home as Office	33	134	101		101	24.9%	
4055 Staff: Other Expenses	0	70	70		70	0.0%	
Employee Costs :- Indirect Payments	<b>3,525</b>	<b>14,884</b>	<b>11,359</b>	<b>0</b>	<b>11,359</b>	<b>23.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,525)</b>	<b>(14,884)</b>	<b>(11,359)</b>				
<u>120 Annual Running Costs</u>							
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	<b>1,543</b>	<b>3,199</b>	<b>1,656</b>	<b>0</b>	<b>1,656</b>	<b>48.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,543)</b>	<b>(3,199)</b>	<b>(1,656)</b>				
<u>130 Administration Expenses</u>							
4300 Printing & Stationery	88	400	312		312	22.1%	
4303 Council mobile	49	206	157		157	23.7%	
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	3	50	47		47	5.3%	
4340 Training & Conference	0	1,000	1,000		1,000	0.0%	

## Detailed Receipts &amp; Payments by Budget Heading 30/06/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4350 Bank Charges	24	100	76		76	24.0%	
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	<b>751</b>	<b>8,780</b>	<b>8,029</b>	<b>0</b>	<b>8,029</b>	<b>8.6%</b>	<b>0</b>
<b>Net Payments</b>	<b>(751)</b>	<b>(8,780)</b>	<b>(8,029)</b>				
<u>145 Defibrillators</u>							
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	<b>210</b>	<b>3,665</b>	<b>3,455</b>	<b>0</b>	<b>3,455</b>	<b>5.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(210)</b>	<b>(3,665)</b>	<b>(3,455)</b>				
<u>147 Noticeboards</u>							
4500 Noticeboards	0	50	50		50	0.0%	
4505 Noticeboards R&M	25	150	125		125	16.7%	
Noticeboards :- Indirect Payments	<b>25</b>	<b>200</b>	<b>175</b>	<b>0</b>	<b>175</b>	<b>12.5%</b>	<b>0</b>
<b>Net Payments</b>	<b>(25)</b>	<b>(200)</b>	<b>(175)</b>				
<u>149 Dallow Lock mural</u>							
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	<b>100</b>	<b>700</b>	<b>600</b>	<b>0</b>	<b>600</b>	<b>14.3%</b>	<b>0</b>
<b>Net Payments</b>	<b>(100)</b>	<b>(700)</b>	<b>(600)</b>				
<u>150 Projects</u>							
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	40	27,500	27,460		27,460	0.1%	40
Projects :- Indirect Payments	<b>40</b>	<b>32,700</b>	<b>32,660</b>	<b>0</b>	<b>32,660</b>	<b>0.1%</b>	<b>40</b>
<b>Net Payments</b>	<b>(40)</b>	<b>(32,700)</b>	<b>(32,660)</b>				
6000 plus Transfer from EMR	40	0	(40)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(32,700)</b>	<b>(32,700)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 30/06/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>999 VAT Data</u>							
115 VAT on Receipts	327	0	(327)			0.0%	
VAT Data :- Receipts	<u>327</u>	<u>0</u>	<u>(327)</u>				<u>0</u>
515 VAT on Payments	131	0	(131)		(131)	0.0%	
VAT Data :- Indirect Payments	<u>131</u>	<u>0</u>	<u>(131)</u>	<u>0</u>	<u>(131)</u>		<u>0</u>
<b>Net Receipts over Payments</b>	<u>196</u>	<u>0</u>	<u>(196)</u>				
Grand Totals:- Receipts	22,858	45,199	22,341			50.6%	
Payments	6,326	64,128	57,802	0	57,802	9.9%	
<b>Net Receipts over Payments</b>	<u>16,532</u>	<u>(18,929)</u>	<u>(35,461)</u>				
plus Transfer from EMR	40	0	(40)				
<b>Movement to/(from) Gen Reserve</b>	<u>16,572</u>	<u>(18,929)</u>	<u>(35,501)</u>				



# Neighbourhood Plans Campaign Pack

## TEMPLATES TO HELP LOCAL COUNCILS

Neighbourhood Plans have been a cornerstone of localism, empowering communities to shape the development and growth of their areas. These plans play a vital role in ensuring that development in an area reflects local priorities and character.

Unfortunately, the Ministry of Housing, Communities and Local Government (MHCLG) has announced that it will cease commissioning new neighbourhood planning support services for the period beyond March 2025.

The withdrawal of funding and support services is disastrous news for Neighbourhood Plans. Without access to grants and expert guidance, many local councils will struggle to progress or initiate Neighbourhood Plans.

To this end we have produced a pack that contains a briefing note, a template motion your council can debate and a template letter that the council or individual councillors can send to their local MP.

We hope that you are able to support our efforts to ensure continued support for Neighbourhood Plans.

If you need any further helps please get in touch.

**Herefordshire Association of Local Councils**

**Shropshire Association of Local Councils**

**Staffordshire Parish Councils' Association**

**Warwickshire Association of Local Councils**

**Worcestershire Association of Local Councils**

**WORCESTERSHIRE  
CALC**





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## **Briefing Note: Future of Neighbourhood Planning Support Services**

**Subject:** Implications of MHCLG Funding Changes on Neighbourhood Planning Support

**Date:** 18 June 2025

### **Purpose:**

To provide an update on the future of neighbourhood planning support services in light of recent communication from the Ministry of Housing, Communities and Local Government (MHCLG), and to reaffirm the importance of neighbourhood planning in shaping local development.

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### **Background**

Neighbourhood planning has been a cornerstone of localism, empowering communities to shape the development and growth of their areas. Since its inception, over 2,400 communities have initiated neighbourhood plans, with more than 1,000 plans successfully passing referendums. Many of these have been in the West Midlands Region and (insert county name / details). These plans have played a vital role in ensuring that development reflects local priorities and character.

The success of neighbourhood planning has been underpinned by a robust support system, including grants and technical assistance, which has enabled communities—often with limited resources—to engage meaningfully in the planning process.

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### **Current Situation**

MHCLG has informed us that, due to the outcomes of the recent Spending Review, they are unable to proceed with commissioning new neighbourhood planning support services for the period beyond March 2025. As a result:

- **No new applications** for grants or technical support will be accepted.
- **Existing technical support packages** will be completed by March 2025, with flexibility to extend delivery until March 2026 depending on individual timetables.

- **Support for the Champions Network and learning opportunities** will cease with immediate effect.
- 

## **Implications**

The withdrawal of funding and support services presents significant challenges for communities currently developing or considering neighbourhood plans. Without access to grants and expert guidance, many groups may struggle to progress or initiate plans, potentially undermining the momentum built over the past decade.

This change also impacts the broader ecosystem of neighbourhood planning, including the Champions Network, which has played a critical role in mentoring and inspiring new groups.

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## **The Importance of Continued Support**

Neighbourhood planning remains a vital tool for community empowerment and democratic engagement in planning. It contributes to:

- **Local ownership** of development decisions
- **Better quality and more sustainable outcomes**
- **Stronger community cohesion and resilience**

Ensuring continued support—whether through alternative funding mechanisms, local authority engagement, or third-sector partnerships—is essential to maintain the integrity and accessibility of the neighbourhood planning process and an essential tool to give local communities more of a say in how development affects its area.

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## **Conclusion and Next Steps**

The development and adoption of Neighbourhood Plans are still important, and the sector needs to champion their value. Funding to enable new NP's to be developed is still critical and we need to persuade MHCLG to continue with financial support to encourage other communities to adopt a similar approach.

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## Draft Motion for Councils: Future of Neighbourhood Planning Support Services

### Resolution Calling on the Government to Provide Dedicated Funding for Neighbourhood Plans

**[Insert name of Council]** acknowledges that:

- Neighbourhood planning empowers local communities to shape the development and growth of their areas through the creation of Neighbourhood Plans.
- The preparation of Neighbourhood Plans requires significant time, expertise, and financial resources, often placing a burden on parish and town councils.
- Neighbourhood Plans contribute to more democratic, locally-informed planning decisions and support the delivery of sustainable development aligned with community needs and aspirations.

Therefore it is Resolved to -

1. Call upon His Majesty's Government to provide increased and sustained funding to support the development, review, and implementation of Neighbourhood Plans.
2. Request that the Government ensures funding is accessible to all communities, to promote inclusivity and fairness in the planning process.
3. Write to **[local MP]** and the Secretary of State for Housing, Communities, and Local Government to communicate this resolution and advocate for enhanced support for neighbourhood planning



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## Draft Letter for Councils/Councillors

(INSERT COUNCIL LOGO / NAME / SENDER ADDRESS HERE)

(INSERT LOCAL MP NAME HERE)

House of Commons  
London  
SW1A 0AA

(DATE)

Dear (INSERT LOCAL MP NAME HERE),

The only formal planning power open to our council is a neighbourhood plan.

Neighbourhood Plans have been a cornerstone of localism, empowering communities to shape the development and growth of their areas. These plans play a vital role in ensuring that development in an area reflects local priorities and character.

With more than 1,000 plans successfully passing referendums, they are a valuable part of the local planning system. Many of these Neighbourhood Plans are in (INSERT COUNTY NAME).

The success of Neighbourhood Plans has been underpinned by a robust support system, including grants and technical assistance, which has enabled communities, often with limited resources, to engage meaningfully in the planning process.

However, the Ministry of Housing, Communities and Local Government (MHCLG) has announced that it will cease commissioning new

neighbourhood planning support services for the period beyond March 2025.

The withdrawal of funding and support services is disastrous news for Neighbourhood Plans. Without access to grants and expert guidance, many local councils will struggle to progress or initiate Neighbourhood Plans, potentially undermining the momentum built over the past decade.

Ensuring continued support is essential to maintain the integrity and accessibility of the neighbourhood planning process and an essential tool to give local communities more of a say in how development affects its area.

We hope that you see the value of our sector being able to continue to develop and adopt new Neighbourhood Plans.

Please raise the importance of Neighbourhood Plans in the House of Commons Chamber and write to the Ministry of Housing, Communities and Local Government, calling on the continuation of funding to enable new Neighbourhood Plans to be developed.

With Local Government Reorganisation (LGR) underway across England, and the changes that will bring to local planning policies, it is critical that you persuade MHCLG to continue with financial support for Neighbourhood Plans.

Your sincerely,

(INSERT NAME HERE)