Minutes of a meeting of Shobnall Parish Council
held at Brook House, 18 Shobnall Road, Burton on Trent
on Monday 15 September 2025 commencing at 7pm

Present
Councillor Pennicott (in the Chair)
Councillors Dittmer, Donlon, Hoare, Salt-Brown and Shilton

Also present
Mary Danby, Clerk

Public Forum
No members of the public were present at the meeting.

49. Apologies
None, all Parish Councillors were present.

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

51. Minutes
Resolved That the Minutes of the meeting held on 15 July 2025 be approved as an accurate record.

52. Matters arising

52.1 **Minute No. 35 - Bass Pumping Station, Shobnall Road**
It was noted that the water was back in front of the Pumping Station.
Agreed That the issue be reported to ESBC's Environmental Health Team.

52.2 **Improvements to B5017 Shobnall Road**
The updated provided by SCC's Head of Projects and Technical Services was received and noted.

53. County and Borough Councillors reports
None had been received.

54. Financial matters

54.1 Schedule of payments made during the summer recess

Payee	Transaction Detail	Payment Method	Gross £	VAT £
HM Land Registry	Title Register and Title Plan (Minute No. 45(a) refers)	Debit Card (pd 16/07/25)	14.00	0.00
UK Planning Maps	Map for proposed location of the Shobnall Road bus shelter (required by Cadent)	Debit Card (pd 06/08/25)	15.00	2.50
MW Cripwell Ltd	Defib inspections (June & July)	BACS	504.00	84.00
Zurich	Insurance renewal	BACS	623.13	0.00

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Clerk	Salary and expenses	BACS	1,020.43	0.00
HSBC	Bank charges	DD	8.00	0.00
		Total	**2,184.56**	**86.50**

Resolved That the above payments be retrospectively approved.

54.2 **Schedule of payments**

Payee	**Transaction Detail**	**Payment Method**	**Gross £**	**VAT £**
MW Cripwell Ltd	Defib inspections (August)	BACS	252.00	42.00
Shobnall Community Centre	Room hire (training session)	BACS	30.00	0.00
HMRC	NI/PAYE 2nd qtr 2025/26	BACS	1,001.97	0.00
Clerk	Salary and expenses	BACS	935.08	0.92
David Ogilvie Engineering Ltd	Supply and delivery 1 No. KC bench	BACS	1,486.80	247.80
Staffordshire Parish Councils' Assn	Training – Bespoke Councillor Introduction	BACS	420.00	70.00
		Total	**4,125.85**	**360.72**

Resolved That the above payments be approved.

54.3 Bank reconciliation at 31 August 2025

Current Account	£ 83,738.19
Business Money Manager Account	£ 31,541.13
	£115,279.32

Resolved That the above was a true record.

54.4 Earmarked Reserves **at 31 August 2025**

Earmarked Reserves	**Opening 01/04/2025**	**Balance 31/08/2025**
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
	£66,000	**£66,000**

Resolved That the EMRs be agreed.

55. Income and expenditure at 31 August 2025

Resolved That report be noted.

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56. AGAR: Completion of the limited assurance review for the year ended 31 March 2025

Councillors were advised that Forvis Mazars had completed the external audit and signed off the 2024/25 AGAR with no minor issues identified for improvement in 2025/26.

As required under The Accounts and Audit (England) Regulations 2015, the Completion Notice and pages 1-4 of the AGAR had been uploaded to the website and displayed on the noticeboards.

Resolved That the report be noted.

57. 2025/26 Annual Governance & Accountability Return (AGAR): New Assertion 10 – IT and Email Policy

Resolved That:

- That the explanation regarding the new AGAR Assertion 10 be noted.
- The IT and Email Policy be adopted.

58. Projects

58.1 **Dallow Lock mural**

Agreed That the progress report provided by the artist be received and noted.

58.2 **Proposed bus shelter (Shobnall Road)**

The Clerk reported that she had attended a site meeting with the Contractor and a Cadent technician with a view to confirming that Cadent were happy with the proposed bus shelter location. The technician confirmed that the location was suitable. The Clerk confirmed that the next stage was for the S50 Licence application to be submitted, once this is approved the Contractor can then apply for the Permit to Dig.

Agreed That the progress report be received and noted.

58.3 **Bench (Shobnall Leisure Complex)**

Councillors were informed that the Contractor had advised that, weather permitting, the bench would be installed by the end of September.

Agreed That the information be received and noted.

59. Planning matters

59.1 **Planning applications**

Resolved That following observations be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2025/00248	Shobnall Leisure Complex	Installation of 3 No. Padel Tennis Courts (in place of existing tennis courts), with 4 No. 6m high lighting columns for each court and installation of 2.75m	No objection

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		high chainlink fence surround (AMENDED DESCRIPTION)	
P/2025/00456	64 Ravens Way	Erection of a first floor side extension	Objection: The proposed development would be overbearing and there would be a loss of privacy for neighbouring properties.
P/2025/00772	58 Waverley Lane	Erection of single storey rear extension, part conversion to rear of garage to form study/utility rooms and formation of dropped kerb	No objection

59.2 **Planning decisions**

Resolved That the report be noted.

60. Councillors questions/reports

No questions or reports be received.

61. Correspondence and Circulars

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

The SPCA monthly bulletin had been circulated to all Councillors.

61.2 **SPCA: Eighty-sixth Annual General Meeting (AGM)**

Councillors received an invitation for up to two representatives to attend the AGM on 24 November. The council also had an opportunity to nominate a Councillor to apply for membership to the SPCA Executive Committee and submit a Motion for Debate at the AGM.

Resolved That the council would not be represented at the AGM; that a nomination will not be made to SPCA's Executive Committee and that a Motion would not be submitted for debate at the AGM.

62. 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.

63. Quotations

63.1 **Planning training (Minute No. 41.2 refers)**

Resolved That Hannah Barter, Urban Vision Enterprise be engaged to deliver an in person planning training session for all councillors at a cost of £350.00 plus VAT.

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63.2 **Projector and screen**
Resolved That:

a) 1 No. Viewsonic PA503S Office Projector be purchased from Currys at a cost of £274.99 plus VAT.

b) 1 No. Eyeline Basic Portable Tripod projector screen be purchased from Office Boffins at a cost of £81.95 plus VAT.

63.3 **Parish Online: Mapping software**
Resolved That the council subscribe to Parish Online's mapping software at an annual cost of £270.00 plus VAT.

Date of next meeting
Monday 20 October 2025 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA.

The meeting closed at 7.56pm

Signed ……

Date ……

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