

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

Present

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

Also present

Sean Geraghty, Senior Engineer, Design Hub, SCC Highways and Built County
Mary Danby, Clerk

Public Forum

No members of the public were present at the meeting.

**Burton Town Deal – Active Travel Improvement Scheme
Walking and Cycle improvements between Junction of Derby Street/Borough Road and
Town Hall, along Borough Road, Burton on Trent**

Mr Geraghty explained the above scheme to Councillors and said that Staffordshire County Council together with Amey would soon be carrying out phase two of walking and cycle improvements along Borough Road. This will be an extension of the recently delivered project on Station Street, linking up the town centre to the Railway Station.

He said that the works, which will be undertaken in five phases, form part of the Burton on Trent Town Deal together with Staffordshire County Council highway improvement works. The works were scheduled to start on 05 January 2026 and would take approximately 18 weeks to complete. Mr Geraghty said that letters would be sent to c500 addresses in the area informing them of the scheme.

Councillors put questions to Mr Geraghty on various aspects of the scheme, he undertook to speak with colleagues and confirmed that responses would be provided to the council.

90. Apologies

None, all Parish Councillors were present.

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

None were declared.

92. Minutes

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

93. Matters arising

None raised.

94. County and Borough Councillors reports

No reports had been received.

95. Financial matters

95.1 Schedule of payments

Payee	Transaction Detail	Payment Method	Gross £	VAT £
O2	Council mobile	DD (Pd 28/11/25)	25.80	4.30
HM Land Registry	Title for site of proposed bus shelter	Debit Card (Pd 03/12/2025)	7.00	0.00
Clerk	Salary and expenses	BACS	918.41	0.00
HMRC	NI/PAYE: 3 rd qtr 2025/26	BACS	965.66	0.00
O2	Council mobile	DD	25.80	4.30
Total			1,942.67	8.60

Resolved That the above payments be approved.

95.2 Bank reconciliation at 30 November 2025

Current Account	£ 80,382.78
HSBC Business Money Manager Account	£ 31,664.98
	£112,047.76

Resolved That the above was a true record.

95.3 Earmarked Reserves at 30 November 2025

Earmarked Reserves	Opening 01/04/2025	Balance 30/11/2025
Elections	£10,000	£10,000
Community projects	£30,000	£30,000
Dallow Lock mural refurbishment	£15,000	£ 3,488
Replacement IT equipment	£ 4,000	£ 4,000
Speed Indication Device	£ 2,000	£ 2,000
Benches	£ 5,000	£ 1,111
	£66,000	£50,599

Resolved That the Earmarked Reserves be agreed.

95.4 The Albion, Shobnall Road – Defibrillator

The Clerk advised the council that the defibrillator at the above location had been stolen on 11 December 2025. The theft had been reported to the Police and an

insurance claim would be submitted as soon as the Police provide a crime reference number.

A quotation from MW Cripwell Ltd for the supply and installation of a replacement defibrillator had been accepted in the sum of £1,042.25 plus VAT.

Resolved That the above report be noted and the Clerk's actions be retrospectively approved.

96. Income and expenditure at 30 November 2025 and draft 2026/27 budget

Resolved That report be noted.

97 Planning matters

97.1 Planning applications

Resolved That following observations be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2025/01279	14 Grange Close	Erection of a single storey rear extension and installation of two ground floor side facing windows	<p>1. Clarification sought as there are inconsistencies on the plans for the first floor: The plan states "No change" but there are changes, i.e. the existing plan shows a shower with a w/c and another shower alongside and a separate study. These areas have been altered on the proposed plan which shows a bathroom with two storage areas alongside and the study becomes a storage area.</p> <p>2. The ground floor plan shows the proposed extension with a shower room accessed from the dining room - Councillors thought this would be an unusual arrangement.</p>

P/2025/01289	151 Forest Road	Change of use from a Dwelling (Class C3) to a Residential Care Home (Class C2) for up to 4 adults	No objection
P/2025/01344	9 St Pauls Square	Prior approval for the conversion of existing offices (Class E) to 5 no. flats (Class C3)	No objection

97.2 Planning decisions

Resolved That the report be noted.

98. 2026 Meeting schedule

Resolved That Full Council meetings would be held at Brook House, 18 Shobnall Road commencing at 7pm on the following dates:

19 January	16 February	16 March	20 April
18 May	15 June	20 July	21 September
19 October	16 November	21 December	

99. Councillors questions/reports

99.1 Shobnall Road: Standing water outside Brook House

Councillors reported that there was standing water on the road outside Brook House, noting that the road had flooded across its whole width on one occasion recently and that the main cause of this issue was that the drain is above the road level.

Agreed That the above issue be reported to Staffordshire Highways.

99.2 National Cycleway Route 54

Councillor Hoare reported that she was investigating if the recently opened Route 54 followed the originally approved plans as she believed the final route had been altered, adding that she would report back to the next meeting on her findings.

100. Correspondence and Circulars

100.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA monthly bulletin had been circulated to all Councillors.

100.2 Proposal: Renaming/naming of the entrance opposite Casey Lane to the Shobnall Fields "Neville Brown Way"

Councillors considered a proposal submitted by a Shobnall resident that the pedestrian access onto Shobnall Fields from Halcyon Way be improved, a decorative

archway recognising Mr Brown installed and the route renamed “Neville Brown Way” in honour of Neville Brown, a Shobnall resident and former professional boxer.

The Clerk explained that the proposer had been advised that the Parish Council was not responsible for street names - this lies with ESBC and he had been advised to contact ESBC Councillor McKiernan in the first instance.

Resolved That the enquiry will not be progressed as it falls outside the Parish Council’s remit and that the proposer be advised to liaise with ESBC who would be better placed to consider the proposal.

100.3 Trent and Dove Housing:

Help us celebrate your unsung heroes – Community Impact Awards 2026

Councillors received details of the above Awards scheme.

Resolved That the information be received without comment.

100.4 Staffordshire Parish Councils’ Association (SPCA):

Best Kept Village & Community Awards 2026 Briefings

Councillors received details of the above Briefings.

Resolved That the information be received without comment.

101. 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.

102. Quotation

102.1 Dallow Lock murals: Proposed lighting

Agreed That this item be deferred pending receipt of a revised quotation.

The meeting closed at 8.57pm

Date of next meeting

Monday 19 January 2026 commencing at 7pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA.

Signed Date