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Our Ref: MD

12 January 2026

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 19 January 2026 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. Minutes of the meeting held on 15 December 2025 (Enclosure 1)**
- 4. Matters arising from the previous meeting**
- 5. County Councillor and Borough Councillors reports**
- 6. Financial matters**
 - 6.1 Schedule of payments due at 12 January 2026**

Payee	Transaction Detail	Payment Method	Gross £	VAT £
O2	Council mobile (November 2025 invoice)	DD (Pd 29/12/25)	25.80	4.30
Burton Girl Guides	Room hire January – December 2025 inclusive	BACS	288.00	0.00
E.ON Energy Solutions Ltd	Street lighting maintenance and energy charges 2024/25	BACS	45.67	7.61
MW Cripwell Ltd	Defibrillation inspections November & December 2025	BACS	504.00	84.00
Clerk	Salary and expenses	BACS	892.49	0.00
O2	Council mobile (December 2025 invoice)	DD	25.80	4.30
Total			1,781.76	100.21

6.2 Bank reconciliation at 31 December 2025

Current Account	£ 79,431.57
HSBC Business Money Manager Account	£ 31,778.90
	£111,210.47

6.3 Earmarked Reserves

Earmarked Reserves	Opening 01/04/2025	Balance 31/12/2025
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

7. Receipts and payments at 31 December 2025 and draft 2026/27 budget (Enclosure 2)

8. 2026/27 Precept declaration

The Council is requested to formally agree the 2026/27 Precept to be declared on East Staffordshire Borough Council.

9. Projects

9.1 Proposed bus shelter and associated works

To receive a verbal update

10. Planning matters

10.1 Planning applications

Application No.	Location	Proposal
P/2025/01389	KIA Nicolson Way	Retention for display of one internally illuminated totem sign and five non-illuminated fascia signs

11. Councillors questions/reports

12. Correspondence

12.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's monthly Bulletin and other information has been circulated to Councillors.

12.2 Letter to the Prime Minister - Local Government Reorganisation

Councillor Mark Deaville, Staffordshire Moorlands District Council has contacted all local councils as follows:

At the recent Full Council Assembly at SMDC the Council's proposal for Local Government were passed to be forwarded to the Government for their consideration.

My feelings against this reorganisation of local government are well known, I am totally against these proposals as I feel they are not beneficial to the people of the Staffordshire Moorlands.

*I have already written to The Secretary of State for Housing Communities and Local Government expressing my concerns. Please see attached letter to the Prime Minister expressing these same concerns (**Enclosure 3**). I have invited all members of SMDC to sign the letter (regardless of the way they voted at the meeting). This matter transcends party politics - it is much more important than that, it concerns the future identity, governance and very future of our District.*

I invite you to consider signing my letter on behalf of your Parish Council. Please indicate if you wish to endorse my letter by 21st January 2026. Many thanks for your attention to this matter.

13. Exclusion of the press and public

Chair to move:

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.

14. Quotations (Enclosure 4)

Date of next meeting

Monday 16 February 2026 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 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	<ol style="list-style-type: none"> 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. 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/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 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.

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

SHOBNALL PARISH COUNCIL
ACTUAL RECEIPTS & PAYMENTS TO 31 DECEMBER 2025 AND DRAFT 2026/27 BUDGET

	2024/25		2025/26			2026/27	
	Actual YE	Budget	Budget	Projected YE	Actual at 31/12/25	Draft Budget	
	£	£	£		£	£	
RECEIPTS							
Precept	39,445	39,445	42,701	42,701	42,701	43,982	3% increase
Council Tax Support Grant	2,098	2,098	2,098	2,098	2,098	2,098	
Money Manager Account: Interest	588	400	400	459	369	400	
VAT reclaimed	7,736	-	-	1,044	1,044	-	
Total income	49,867	41,943	45,199	46,302	46,213	46,480	
PAYMENTS							
Employee Costs							
Clerk's salary	12,152	12,012	13,330	13,185	9,887	15,488	Succession planning
Employer's NI	422	330	1,250	1,228	920	1,573	
Clerk: Recruitment/equipment	-	-	-	-	-	2,100	
Mileage	154	100	100	100	72	100	
Use of Home as Office	134	134	134	134	100	218	
Parking fees, etc	65	-	70	-	-	-	
Total employee costs	12,927	12,576	14,884	14,647	10,979	19,479	
Annual Running Costs							
Highway lighting (maintenance)	37	40	40	38	-	40	
Subscriptions & Memberships	837	805	880	890	890	950	
Computer LifeLine	342	410	150	150	150	150	
RBS Accounts Support	192	192	192	203	203	210	
Website	485	100	490	490	-	490	
IT Software	163	250	250	392	392	450	
Insurance	509	450	550	623	623	650	
Audit Fees	420	480	480	185	185	480	
Payroll Services	110	110	120	120	-	120	
ICO	47	35	47	47	-	47	
Total annual running costs	3,142	2,872	3,199	3,138	2,443	3,587	
Administration Expenses							
Printing and Stationery	646	300	400	425	415	400	
Council mobile	187	195	206	298	212	276	
Publications	-	200	200	200	-	200	
Postage	235	400	400	200	88	400	
Room Hire	208	275	224	318	30	288	
Refreshments	37	50	50	50	37	50	
Training & Conference	821	625	1,000	1,000	735	1,500	
Bank charges	96	100	100	40	40	-	
S137 grant aid	120	6,000	6,000	1,000	500	1,000	
Sundries	85	200	200	200	158	200	
Total administration expenses	2,434	8,345	8,780	3,731	2,214	4,314	

Defibrillators						
Defibrillators and heated cabinets	3,986	7,300	-	895	-	-
Installation	1,881	-	-	150	-	-
Monthly inspections	2,588	2,880	2,940	2,520	1,260	2,700
Call outs	185	270	300	-	-	300
Replacement pads/battery packs	67	500	425	425	-	500
Total defibrillators costs	8,707	10,950	3,665	3,990	1,260	3,500
Bleed emergency control kits						
Control kits and cabinets	-	-	-	-	-	-
Monthly inspections	-	-	-	-	-	-
Call outs	-	-	-	-	-	-
Replacement kits	-	200	200	-	-	200
Total bleed control kit costs	-	200	200	-	-	200
Noticeboards						
Cleaning	50	50	50	50	50	50
R&M	146	-	150	-	-	150
Total noticeboard costs	196	50	200	50	50	200
Dallow Lock mural & noticeboard						
Cleaning mural & noticeboard	200	200	200	200	200	200
R&M mural	-	500	500	-	-	-
Total Dallow Lock mural costs	200	700	700	200	200	200
Projects						
Contingency	79	5,000	5,000	1,000	427	5,000
Project Work	16,663	1,250	27,500	27,500	15,738	10,000
Total projects	16,742	6,450	32,700	28,500	16,164	15,000
VAT on payments	5,637	-	-	1,534	1,534	-
TOTAL EXPENDITURE	49,985	41,943	64,128	55,790	34,844	46,480
TOTAL INCOME	49,867	41,943	45,199	46,302	46,213	46,480
NET INCOME OVER EXPENDITURE	- 118	-	- 18,929	- 9,488	13,178	-

Earmarked Reserves	45,748	At 31/12/25	Projected 2025/26 YE
Election Expenses	10,000	£ 10,000	£ 10,000
Community projects	30,000	£ 30,000	£ 5,000
Dallow Lock murals: Lighting	-	£ -	£ 10,000
Dallow Lock murals R&M	15,000	£ 3,488	£ 4,000
Replacement IT	4,000	£ 4,000	£ 4,000
Speed Indicator Device	2,000	£ 2,000	£ 5,000
Benches	5,000	£ 1,111	£ -
Bus shelter, etc project			£ 30,000
	56,000	£ 40,599	£ 58,000

Assumes this project is held over to 2026/27

Funds statement at 31 December 2025	
Total funds held in bank accounts	£ 111,210.47
LESS Earmarked Reserves	-£ 58,000.00
LESS budgeted expenditure to YE	-£ 29,284.00
Projected General Reserves at YE	£ 23,926.47

**Rt Hon Sir Kier Starmer MP,
Prime Minister of the United Kingdom,
10 Downing Street,
London,
SW1A 2AA.**

Dear Prime Minister,

Local Government Reorganisation in Staffordshire

We write collectively as Members of Staffordshire Moorlands District Council and Councillors right across Staffordshire to state our firm and united opposition to the proposed Local Government Reorganisation (LGR) in Staffordshire.

We respectfully request that the plans for LGR in Staffordshire be withdrawn with immediate effect. Failing this, we ask that you please pause the process and work together with us to fully evaluate whether this reorganisation is truly in the best interests of Staffordshire residents.

To be absolutely clear, Staffordshire Moorlands and Staffordshire did not ask for LGR, and the vast majority of people do not support LGR. This is not a matter of party politics; it is a matter of ensuring the best outcomes for the communities and businesses that we serve. On this issue, we are totally united.

Staffordshire is ambitious, forward-looking, and strongly supportive of genuine devolution, ensuring powers and sustainable funding is transferred from central government to local areas. Support for devolution is consistent across political groups in Staffordshire, however we all support devolution that will bring realistic, tangible, and deliverable benefits to our communities.

Whilst LGR may be appropriate in some areas to support devolution, we do not believe this applies to Staffordshire and Staffordshire Moorlands. Mandatory reorganisation presents a significant and unnecessary risk. It threatens to divert resources, capacity, and leadership away from immediate community priorities and long-term strategic challenges. The current timescales are unrealistic and place essential services at risk. Adding further pressure to already stretched services which our residents rely on is unacceptable.

Community engagement has also highlighted widespread concern. Thousands of residents have expressed anxiety about absorbing Stoke-on-Trent City Council's financial liabilities and losing the local responsiveness provided by existing district-level governance. These concerns are legitimate and must be taken seriously.

Independent analysis and sector experience consistently demonstrate that any potential efficiency savings from reorganisation are likely to be outweighed, or at best neutralised, by substantial upfront costs, which would ultimately fall on local authorities and taxpayers. This is an unjustifiable risk.

For these reasons, we urge the Government to withdraw the requirement for Local Government Reorganisation in Staffordshire. Instead, we invite you to work with us to deliver a constructive programme of devolution—one that strengthens local democracy, improves service delivery, and delivers tangible benefits for our residents.

We remain committed to working collaboratively on a positive, forward-thinking agenda for Staffordshire and the Staffordshire Moorlands based on partnership, efficiency, and genuine empowerment of local communities.

Yours sincerely,

Signed