



c/o 32 Hillcrest Rise, Burntwood WS7 4SH
Mobile: 07521 217155
Email: clerk@shobnall-pc.gov.uk
<https://shobnall-pc.gov.uk>

Our Ref: MD

09 March 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 16 March 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 16 February 2026 (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 09 March 2026**

Payee	Transaction Detail	Payment Method	Gross £	VAT £
O2	Council mobile February invoice)	DD	25.80	4.30
Information Commissioner's Office	Data Protection: Annual renewal fee	DD	47.00	0.00
HMRC	NI/PAYE: 4 th qtr 2025/26	BACS	965.86	0.00
Clerk	Salary and expenses	BACS	891.59	0.00
Bradley Accountancy Practice Ltd	Payroll service 2025/26	BACS	145.44	24.24
Total			2,075.69	28.54

6.2 Bank reconciliation at 28 February 2026

Current Account	£ 75,171.64
HSBC Business Money Manager Account	£ 31,778.90
	£106,950.54

6.3 Earmarked Reserves

Earmarked Reserves	Opening 01/04/2025	Balance 28/02/2026
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 28 February 2026 (Enclosure 2)

8. Projects

8.1 Proposed bus shelter and associated works

To receive a verbal update.

9. Planning matters

9.1 Planning applications

Application No.	Location	Proposal
P/2026/00055	6 Belvedere Road	Change of use from residential property Class C3 to residential institution use Class C2 for 3 people aged 16 to 18 (Amended plan provided)
P/2026/00174	38 Shobnall Street	Erection of a single storey rear extension

P/2026/00183	5 St Pauls Square	Change of use from Nursery (Class E(f) to a 9 bedroom house in multiple occupation (HMO) (Sui Generis) and formation of a new vehicle access and parking area
P/2026/00188	10 Allsopp Road	Conversion of existing integral garage to form additional living accommodation including associated external alterations

9.2 Planning decisions

Application No.	Location	Proposal	Decision
P/2025/00789	73 Reservoir Road	Erection of single storey front, side and rear extensions and installation of roof lights	Permitted
P/2025/01389	Kia Nicholson Way	Retention for display of one internally illuminated totem sign and five non-illuminated fascia signs	Consent granted
P/2026/00110	Unit 1 Fourth Avenue Centrum 100	Fell one Birch tree (T1), three Alder trees (T2, T6,T7) and three Ash trees (T3, T4, T5)	The LPA has no objection to the work and does not propose to make a TPO in this instance

10. Councillors questions/reports

11. Correspondence

11.1 Staffordshire Parish Councils' Association (SPCA)

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

11.2 Staffordshire Search & Rescue Team: Donation request

I am writing on behalf of Staffordshire Search & Rescue Team, a volunteer-led charity working alongside the emergency services to locate missing and vulnerable people across our county.

Every day, our dedicated volunteers give their time and expertise to bring loved ones home safely and provide reassurance to families in times of distress.

As you can imagine, the speed and efficiency of our searches can make all the difference. We are currently raising funds for a specialist drone that will allow us to cover larger areas across the county more quickly, reach difficult terrain, and spot people who might otherwise go unseen. This equipment could quite literally mean the difference between life and death for someone in need.

Our fundraising target is £13,000 and as our operations are entirely funded through donations from the public and local businesses, we are now reaching out to all the Parish Councils in Staffordshire to ask for your support. A contribution, however

small, towards this vital piece of equipment would directly help us continue saving lives in Staffordshire as well as assisting with searches for neighbouring Search and Rescue Teams.

In recognition of your support, we would be delighted to acknowledge your Parish Council publicly through our social media, website, and community events. We have currently raised over £7,500 towards the target but now need further support to achieve our target at the earliest opportunity.

Your donation, no matter the size, will make a real difference. Together, we can ensure that vulnerable members of our county and local parish communities are never left without hope.

If the Parish Council are able to donate, then please use the link below to our JustGiving page for the Drone Team. Alternatively, if you wish to donate using another method, please contact me at the details below.

<https://www.justgiving.com/campaign/ssardrone>

We appreciate you considering our request for a donation and if you would like to know more on what we do, please do not hesitate to contact me. Thank you for your time in reading this letter.

Mike Wilcock, Drone Section Lead, Staffordshire Search & Rescue Team

11.3 **B5017 Proposed weight limit**

The PC Chair and the Clerk had contacted the County Council seeking an update on the above, the following response was received on 19 February 2026:

“We are planning an April 2026 start for the scheme, and the contractor has confirmed their availability. We are waiting for confirmation of the road space booking which we hope to receive soon. One challenge that has come to light in the last month is the potential need to divert a short section of gas main that is affected by the proposed works. The detailed design is nearing completion.

Once the design has been finalised and road space has been confirmed, we will update you and we will inform the local community.”

12. **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.

13. **Quotations (Enclosure 3)**

Date of next meeting: Monday 20 April 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 16 February 2026 commencing at 7pm**

Present

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

Public Forum

No members of the public were present at the meeting.

117. Apologies

Mary Danby, Parish Clerk (ill health) – Councillor Hoare took the meeting notes in the Clerk's absence.

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

None were declared.

119. Minutes

Resolved That the Minutes of the meeting held on 19 January 2026 be approved as an accurate record.

120. Matters arising

Litter bin request: Moor Street to Shobnall Road Moor Street/Shobnall Road pedestrian route (Minute No. 86.2 refers)

ESBC had confirmed that they will not install a litter bin adjacent to the King's Coronation bench but they would add it to their regular maintenance schedule, i.e. emptying, if the Parish Council wished to install one.

Agreed That the council wish to purchase a litter bin. The Clerk was asked to obtain a quotation for consideration at the next meeting.

The Albion: Stolen defibrillator

Councillors queried if the insurance claim had been settled.

Dallow Lock: Anything to be done on the Dallow Lock murals refurbishment?

Website: Look into updating the council's website, maybe employ a qualified person or company to assist the council.

121. County and Borough Councillors reports

No reports had been received.

122. Financial matters

122.1 Schedule of payments

Payee	Transaction Detail	Payment Method	Gross £	VAT £
MW Cripwell	Supply and install replacement defibrillator at The Albion £1250.70 Defib inspections (January) £252.00	BACS	1,502.70	250.45
Clerk	Salary and expenses	BACS	894.49	0.00
O2	Council mobile (January invoice)	DD	25.80	4.30
Clerk	Reimbursement: Stationery	BACS (Pd 11/02/26)	18.96	3.16
Amazon	Stationery	Debit Card (Pd 12/02/26)	14.69	2.45
Forvis Mazars LLP	2024/25 External audit fee	BACS (Pd 13/02/26)	252.00	42.00
Total			2,708.64	302.36

Resolved That the above payments be approved.

122.2 Bank reconciliation at 31 January 2026

Current Account	£ 76,939.03
HSBC Business Money Manager Account	£ 31,778.90
	£108,717.93

Resolved That the above was a true record.

122.3 Earmarked Reserves at 31 January 2026

Earmarked Reserves	Opening 01/04/2025	Balance 31/01/2026
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.

123. Receipts and payments at 31 January 2026

Resolved That the report be noted.

124. Internal Auditor: Confirmation of independence

The Internal Auditor had written thanking the council for appointing them as its internal auditor for the current financial year. They confirmed that they are an independent company with no links, familial or otherwise, to the council. They recommended that the council minuted receipt of the letter and its contents.

Resolved That the Internal Auditor’s letter be received and its contents be noted.

125. Planning matters

125.1 Planning applications

Resolved That following observations be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2026/00055	6 Belvedere Road	Change of use from residential property Class C3 to residential institution use Class C2 for 3 people aged 16 to 18	Unable to comment, there is not enough information on the plan to make a decision. Two rooms are blank at the rear of the property – what will these be used for?
P/2026/00089	24 Price Court Shobnall Road	Erection of a part two storey part single storey rear extension, single storey front porch extension and installation of first floor side window	Objection on the following grounds: <ul style="list-style-type: none"> ▪ You have to walk through the bathroom to get to the bedroom. Does the original bathroom window become a doorway? ▪ No dimensions on the plan, need more information. ▪ An extra bedroom will need more parking. ▪ Would be against current properties. ▪ The development would be close to Hendeley Court – lack of light.
P/2026/00110	Unit 1 Fourth Avenue Centrum 100	Fell one Birch tree (T1), three Alder trees (T2, T6, T7) and three Ash trees (T3, T4, T5)	Objection on the following grounds: <ul style="list-style-type: none"> ▪ No explanation was given to justify the felling of the seven trees.
P/2026/00115	Community Centre and Mosque 7-10 York Street	Erection of first floor and part second floor extensions, front first floor and rear second floor balconies and the	Objection on the following grounds: <ul style="list-style-type: none"> ▪ Parking problems. ▪ The proposed development is too large, increasing

		installation of roof mounted air conditioning units to the existing Mosque	square footage by more than double.
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125.2 Planning decisions

Resolved That the report be noted.

126. ESBC: Consultation on a new selective licensing designation

Resolved That the consultation be received without comment.

127. Councillors questions/reports

Projector: A query was raised as to what should be done about the projector and screen.

128. Correspondence and Circulars

128.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA monthly bulletin had been circulated to all Councillors.

129. 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.

130. Quotations

130.1 Dallow Lock murals: Proposed lighting (Minute Nos. 89.1, 102.1 and 116.1 refer)

Resolved That the council decline to pay the £480 application fee to the Canals and River Trust.

130.2 Wi-Fi capability for council meetings (Minute No. 113.2 refers)

Resolved That the Vodafone quotation for a 24 month contract for a Vodafone 5G Mobile Hotspot 2025 be declined and the council will rethink what it wants to do.

Date of next meeting

Monday 16 March 2026 commencing at 7pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA.

Signed

Date

Detailed Receipts & Payments by Budget Heading 28/02/2026

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	42,701	42,701	0			100.0%	
1077 Council Tax Support Grant	2,098	2,098	0			100.0%	
1090 Interest Received	369	400	31			92.3%	
1990 Other Income	942	0	(942)			0.0%	
Income :- Receipts	46,110	45,199	(911)			102.0%	0
Net Receipts	46,110	45,199	(911)				
110 Employee Costs							
4000 Clerk's Salary	11,644	13,330	1,686		1,686	87.4%	
4010 Employer's NI	920	1,250	330		330	73.6%	
4025 Staff Mileage & Benefits	78	100	22		22	77.8%	
4030 Use of Home as Office	123	134	11		11	91.4%	
4055 Staff: Other Expenses	0	70	70		70	0.0%	
Employee Costs :- Indirect Payments	12,765	14,884	2,120	0	2,120	85.8%	0
Net Payments	(12,765)	(14,884)	(2,120)				
120 Annual Running Costs							
4200 Highway Lighting: Maint. Costs	38	40	2		2	95.2%	
4210 Subscriptions & Memberships	890	880	(10)		(10)	101.2%	
4230 Computer Lifeline	150	150	0		0	100.0%	
4235 RBS Accounts support	203	192	(11)		(11)	105.7%	
4240 Website	490	490	0		0	100.0%	
4250 IT Software	392	250	(142)		(142)	156.6%	
4260 Insurance	623	550	(73)		(73)	113.3%	
4270 Audit Fees	395	480	85		85	82.3%	
4280 Payroll Services	0	120	120		120	0.0%	
4290 Data Protection fee	0	47	47		47	0.0%	
Annual Running Costs :- Indirect Payments	3,181	3,199	18	0	18	99.4%	0
Net Payments	(3,181)	(3,199)	(18)				
130 Administration Expenses							
4300 Printing & Stationery	443	400	(43)		(43)	110.9%	
4303 Council mobile	255	206	(49)		(49)	123.7%	
4305 Publications	0	200	200		200	0.0%	
4310 Postage	88	400	313		313	21.9%	
4320 Room Hire	318	224	(94)		(94)	142.0%	
4330 Refreshments	39	50	11		11	77.0%	

Enclosure 2

Detailed Receipts & Payments by Budget Heading 28/02/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4340 Training & Conference	735	1,000	265		265	73.5%	
4350 Bank Charges	40	100	60		60	40.0%	
4360 s137 Grant Aid	500	6,000	5,500		5,500	8.3%	
4990 Other Admin	158	200	42		42	78.9%	
Administration Expenses :- Indirect Payments	2,575	8,780	6,205	0	6,205	29.3%	0
Net Payments	(2,575)	(8,780)	(6,205)				
<u>145 Defibrillators</u>							
4455 Defibrillators - installation	1,042	0	(1,042)		(1,042)	0.0%	
4456 Defibrillators - inspections	1,890	2,940	1,050		1,050	64.3%	
4457 Defibrillators - call outs	0	300	300		300	0.0%	
4458 Replacements pads/batteries	0	425	425		425	0.0%	
Defibrillators :- Indirect Payments	2,932	3,665	733	0	733	80.0%	0
Net Payments	(2,932)	(3,665)	(733)				
<u>147 Noticeboards</u>							
4500 Noticeboards: Cleaning	50	50	0		0	100.0%	
4505 Noticeboards R&M	0	150	150		150	0.0%	
Noticeboards :- Indirect Payments	50	200	150	0	150	25.0%	0
Net Payments	(50)	(200)	(150)				
<u>149 Dallow Lock mural</u>							
4600 Dallow Lock mural/noticeboard	200	200	0		0	100.0%	
4601 Murals R&M	0	500	500		500	0.0%	
Dallow Lock mural :- Indirect Payments	200	700	500	0	500	28.6%	0
Net Payments	(200)	(700)	(500)				
<u>150 Projects</u>							
4703 Replacement bleed control kits	0	200	200		200	0.0%	
4995 Contingency	427	5,000	4,573		4,573	8.5%	
5400 Project Work	15,738	27,500	11,763		11,763	57.2%	15,583
Projects :- Indirect Payments	16,164	32,700	16,536	0	16,536	49.4%	15,583
Net Payments	(16,164)	(32,700)	(16,536)				
6000 plus Transfer from EMR	15,583	0	(15,583)				
Movement to/(from) Gen Reserve	(581)	(32,700)	(32,119)				

Enclosure 2

Detailed Receipts & Payments by Budget Heading 28/02/2026

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	1,860	0	(1,860)			0.0%	
VAT Data :- Receipts	<u>1,860</u>	<u>0</u>	<u>(1,860)</u>				<u>0</u>
515 VAT on Payments	2,030	0	(2,030)		(2,030)	0.0%	
VAT Data :- Indirect Payments	<u>2,030</u>	<u>0</u>	<u>(2,030)</u>	<u>0</u>	<u>(2,030)</u>		<u>0</u>
Net Receipts over Payments	<u>(169)</u>	<u>0</u>	<u>169</u>				
Grand Totals:- Receipts	47,971	45,199	(2,772)			106.1%	
Payments	39,897	64,128	24,231	0	24,231	62.2%	
Net Receipts over Payments	<u>8,074</u>	<u>(18,929)</u>	<u>(27,003)</u>				
plus Transfer from EMR	15,583	0	(15,583)				
Movement to/(from) Gen Reserve	<u>23,657</u>	<u>(18,929)</u>	<u>(42,586)</u>				

Enclosure 2