

**Minutes of a meeting of Shobnall Parish Council  
held at Brook House, 18 Shobnall Road, Burton on Trent  
on Monday 16 March 2026 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.

**131. Apologies**

None, all Councillors were present.

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

None were declared.

**133. Minutes**

**Resolved** That the Minutes of the meeting held on 16 February 2026 be approved as an accurate record subject to removal of Councillor Shilton from those present and Councillor Shilton's apologies for absence being recorded.

**134. Matters arising**

**The Albion: Stolen defibrillator**

The Clerk confirmed that the insurers had settled the claim and the funds had been received into the council's bank account.

**Website:** Responding to a query from the Clerk, Councillors confirmed that the reference should have been to social media, not the website. Councillors explained that they were looking to establish a social media presence that would be set-up, administered and updated by a professional person – the Clerk was asked to undertake research to identify if there was anyone who could offer this service.

**135. County and Borough Councillors reports**

No reports had been received. Councillors expressed their disappointment that, whilst accepting that it is not always possible for them to attend Parish Council meetings, none of the County or Borough Councillors had provided reports on Shobnall-based activities for several months.

**136. Financial matters**

**136.1 Schedule of payments**

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 <sup>th</sup> 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
O2	Council mobile (March invoice)	DD	25.80	4.30
<b>Total</b>			<b>2,101.49</b>	<b>32.84</b>

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

### 136.2 Bank reconciliation at 28 February 2026

Current Account	£ 75,171.64
HSBC Business Money Manager Account	£ 31,778.90
	<b>£106,950.54</b>

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

### 136.3 Earmarked Reserves at 28 February 2026

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
	<b>£66,000</b>	<b>£50,599</b>

**Resolved** That the Earmarked Reserves be agreed.

### 137. Receipts and payments at 28 February 2026

**Resolved** That the report be noted.

### 138. Projects

#### 138.1 Proposed bus shelter and associated works

The Clerk reported that the landowner had failed to respond to several letters seeking to enter into discussions for the council to be given a lease or sub-lease to enable a bus shelter and planters to be installed on land opposite Brook House, 18 Shobnall Road. **It was agreed** to note the report and that this proposed project should not be progressed further at this time.

**139. Planning matters**

**139.1 Planning applications**

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

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>	<b>Comment</b>
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)	No objection
P/2026/00174	38 Shobnall Street	Erection of a single storey rear extension	No objection
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	Unable to comment, more information requested: <ul style="list-style-type: none"> <li>▪ No dimensions are shown for the proposed bedrooms and bathrooms.</li> <li>▪ The proposal would see two parking spaces unable to be used due to the access being moved.</li> <li>▪ The proposed would see one less parking space provided, i.e. eight parking spaces are shown for nine bedrooms.</li> </ul>
P/2026/00188	10 Allsopp Road	Conversion of existing integral garage to form additional living accommodation including associated external alterations	Unable to comments, more information requested: <ul style="list-style-type: none"> <li>▪ No dimensions are provided for the extension.</li> <li>▪ Loss of parking space – clarification sought on who owns the area of land in front of the property to be used for parking due to loss of garage space.</li> </ul>
P/2026/00227	87 Derby Street	Formation of a dropped kerb and driveway	No objection

**139.2 Planning decisions**

**Resolved** That the report be noted.

**140. Review of policies, etc**

**Resolved** That the Asset Register and Document Retention and Disposal Policy be reviewed with no amendments being necessary.

**141. Councillors questions/reports**

**141.1 Shobnall Road traffic survey:** Councillor Salt-Brown noted that the traffic survey equipment had been removed and asked when the report would be received. The Clerk advised that this should be received in the next two weeks.

**141.2 Kingfisher Trail:** Councillor Shilton noted that (a) the beak of the bird sculpture on one of the totem poles on the Trail was broken/damaged and needed to be repaired/restored; and (b) that the information within the two interpretation panels had faded badly and needed to be replaced. The Clerk was asked to raise these issues with ESBC's Open Spaces Team for resolution.

**141.3 Price Court, Shobnall Road**

It was noted that Trent & Dove Housing had not yet installed a litter bin adjacent to their bench which was located at the front of Price Court, Shobnall Road and a lot of litter accumulated around the bench. The Clerk agreed to contact Trent & Dove to ask that a litter bin be installed as soon as possible.

**141.4 Litter on canal towpath adjacent to the Shobnall Leisure Centre (Minute No. 86.3 refers)**

It was noted that the issue of rubbish/litter being deposited around the bins when they are full at the above location persisted. The council had previously contacted ESBC's Open Spaces Team asking that the bins be emptied more frequently and/or additional bins be provided to help alleviate this issue. The Clerk was asked to contact the Open Spaces Team to repeat the request.

**142. Correspondence and Circulars**

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

The SPCA monthly bulletin had been circulated to all Councillors.

**142.2 Staffordshire Search & Rescue Team (SSART): Donation Request**

The SSART had contacted the council requesting a donation towards the cost of a specialist drone that would allow them to cover larger areas across the county more quickly, reach difficult terrain and spot people who might otherwise go unseen.

**Resolved** That under the powers of the Local Government Act 1972, S137 a donation of £500 be agreed.

**142.3 C5017 Proposed weight limit**

Councillors were advised that Staffordshire Highways had provided the following update:

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.

**Resolved** That the update be noted.

**143. 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.

**144. Quotations**

**144.1 Litter bin: Moor Street to Shobnall Road pedestrian route (Minute Nos. 86.2 and 120 refer)**

**Resolved** That 1 No. Glasdon Jubilee 110 litter bin be purchased from Glasdon's at a cost of £566.80 plus (free delivery) and that arrangements be made for a local contractor to install the bin (using the Ground-Lock system and tool supplied with the bin) (installation cost to be confirmed).

The meeting closed at 8.05pm

**Date of next meetings**

Monday 20 April 2026 **Annual Parish Meeting** commencing at 6.30pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA. The **Parish Council** meeting will immediately follow at the conclusion of the Annual Parish Meeting.

Signed .....

Date .....