



TO ALL ELECTORS OF SHOBNALL

**YOU ARE INVITED TO ATTEND AND PARTICIPATE IN THE
ANNUAL PARISH MEETING**

ON

**MONDAY 20 APRIL 2026 APRIL AT 6.30 P.M.
AT BROOK HOUSE, 18 SHOBNALL ROAD, BURTON ON TRENT DE14 2BA**

**THE PARISH MEETING MAY DISCUSS ALL PARISH MATTERS AND PASS
RESOLUTIONS ON THEM**

AGENDA

- 1. Minutes of the Annual Meeting held on 23 April 2025 (Enclosure 1)**
- 2. Chair's Report**
- 3. Financial Report (Enclosure 2)**
- 4. Public Participation and Resolutions to be decided by the meeting**
To receive questions and comments from registered electors within the Shobnall Parish Council boundaries on any matter which affects the Parish. (**Note:** It would be helpful if a written copy of questions/resolutions could be emailed to clerk@shobnall-pc.gov.uk no later than noon on Thursday 16 April.)

Councillor Chris Pennicott
Chair, Shobnall Parish Council 2025/26

07 April 2026

**Minutes of the Annual Parish Meeting
held at Brook House, 18 Shobnall Road, Burton on Trent
on Monday 23 April 2025 commencing at 6.30pm**

PRESENT

Councillor Pennicott in the Chair
Councillors Dittmer, Donlon, Hoare and Shilton

Also present

One member of the public
Mary Danby, Parish Clerk

1. Minutes

Resolved That the Minutes of the Annual Parish Meeting held on 15 April 2024 be approved as a true record.

2. Chair's report

I would like to thank our Councillors for their continued support over the last 12 months, giving up your time for free to help improve the lives and services in our community. Also, thank you to the Clerk who handles all of our paperwork and guides us through the sometimes complicated rules and regulations.

It has been a challenging and successful year for the Parish. We continue to work on engagement with the local residents as we focus on the safety of our roads and transport system.

The publication of our traffic survey for Shobnall Road, together with the consultation with Staffordshire Highways, has led to a commitment of safety improvement by Staffordshire Highways. This includes a new road crossing and a declassification of the road. This should help deter the continued misuse of the road by businesses who place profits and success ahead of the lives and safety of local residents.

This year a new design for the Dallow Lock mural has been signed off and we look forward to the celebration of the unveiling following the completion later this year (fingers crossed).

We work to improve the facilities available to the community. This year we have installed another defibrillator at the Oak & Ivy, Wellington Street. We are looking into another Speed Indicator Device (SID); installing a new bench in Shobnall Fields, near the canal towpath and the possibility of an improved bus stop opposite Brook House.

This year I would like to see more councillor training, with a view to help increase the number of councillors and better engagement with the local community and facilities. I personally would like to gain knowledge on how best to improve communications with the council regarding the local Parish issues, like the parking shortage close the Brewery and the local sports facilities. This is still ongoing.

The Parish Council will have been affected by the global political turmoil along with mistrust in governments in general. I hope this will encourage people to take an interest in local politics to find out how it all works.

Chris Pennicott, Chair 2024-25

3. Financial report 2024/25

| | 2024/25 | | 2025/26 |
|-----------------------------------|---------------|--------------------|---------------|
| | Budget | Actual 31/03/25 | Budget |
| | £ | £ | £ |
| RECEIPTS | | | |
| Precept | 39,445 | 39,445 | 42,701 |
| Council Tax Support Grant | 2,098 | 2,098 | 2,098 |
| Money Manager Account: Interest | 400 | 588 | 400 |
| VAT reclaims | - | 7,736 | - |
| Total income | 41,943 | 49,867 | 45,199 |
| PAYMENTS | | | |
| Employee Costs | | | |
| Clerk's salary | 12,012 | 12,152 | 13,330 |
| Employer's NI | 330 | 422 | 1,250 |
| Mileage | 100 | 154 | 100 |
| Use of Home as Office | 134 | 134 | 134 |
| Other expenses | - | 65 | 70 |
| Total employee costs | 12,576 | 12,927 | 14,884 |
| Annual Running Costs | | | |
| Highway lighting (maintenance) | 40 | 37 | 40 |
| Subscriptions & Memberships | 805 | 837 | 880 |
| Computer LifeLine | 410 | 342 | 150 |
| RBS Accounts Support | 192 | 192 | 192 |
| Website | 100 | 485 | 490 |
| IT Software | 250 | 163 | 250 |
| Insurance | 450 | 509 | 550 |
| Audit Fees | 480 | 420 | 480 |
| Payroll Services | 110 | 110 | 120 |
| ICO | 35 | 47 | 47 |
| Total annual running costs | 2,872 | 3,142 | 3,199 |
| Administration Expenses | | | |
| Printing and Stationery | 300 | 646 | 400 |
| Council mobile | 195 | 187 | 206 |
| Publications | 200 | - | 200 |
| Postage | 400 | 235 | 400 |
| Room Hire | 275 | 208 | 224 |
| Refreshments | 50 | 37 | 50 |

| | | | |
|--|---------------|---------------|-----------------|
| Training & Conference | 625 | 821 | 1,000 |
| Bank charges | 100 | 96 | 100 |
| S137 grant aid | 6,000 | 120 | 6,000 |
| Sundries | 200 | 85 | 200 |
| Total administration expenses | 8,345 | 2,434 | 8,780 |
| Defibrillators | | | |
| Defibrillators and heated cabinets | 7,300 | 3,986 | - |
| Installation | - | 1,881 | - |
| Monthly inspections | 2,880 | 2,588 | 2,940 |
| Call outs | 270 | 185 | 300 |
| Replacement pads/battery packs | 500 | 67 | 425 |
| Total defibrillators costs | 10,950 | 8,707 | 3,665 |
| Bleed emergency control kits | | | |
| Replacement kits | 200 | - | 200 |
| Total bleed control kit costs | 200 | - | 200 |
| Noticeboards | | | |
| Cleaning | 50 | 50 | 50 |
| R&M | - | 146 | 150 |
| Total noticeboard costs | 50 | 196 | 200 |
| Dallow Lock mural & noticeboard | | | |
| Cleaning mural & noticeboard | 200 | 200 | 200 |
| R&M Mural | 500 | - | 500 |
| Total Dallow Lock costs | 700 | 200 | 700 |
| Projects | | | |
| Contingency | 5,000 | 79 | 5,000 |
| Project Work | 1,250 | 16,663 | 27,500 |
| Total projects | 6,250 | 16,742 | 32,500 |
| VAT | - | 5,637 | - |
| TOTAL EXPENDITURE | 41,943 | 49,985 | 64,128 |
| TOTAL INCOME | 41,943 | 49,867 | 45,199 |
| NET INCOME OVER EXPENDITURE | - | - 118 | - 18,929 |

4. Public participation

No comments or questions were raised.

(The meeting closed at 6.45pm)

Signed

Date

**Shobnall Parish Council
Annual Budget - By Combined Account Code
Note: At 31 March 2026**

| | <u>2024/25</u> | | <u>2025/26</u> | | | <u>2026/27</u> | | | |
|-------------------------------------|----------------|---------------|----------------|---------------|-----------|----------------|---------------|----------|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| <u>Budget Income</u> | | | | | | | | | |
| 115 VAT on Receipts | 0 | 7,736 | 0 | 1,860 | 0 | 0 | 0 | 0 | 0 |
| 1076 Precept | 39,445 | 39,445 | 42,701 | 42,701 | 0 | 0 | 43,982 | 0 | 0 |
| 1077 Council Tax Support Grant | 2,098 | 2,098 | 2,098 | 2,098 | 0 | 0 | 2,098 | 0 | 0 |
| 1090 Interest Received | 400 | 588 | 400 | 477 | 0 | 0 | 400 | 0 | 0 |
| 1990 Other Income | 0 | 0 | 0 | 942 | 0 | 0 | 0 | 0 | 0 |
| Total Income | 41,943 | 49,867 | 45,199 | 48,078 | 0 | 0 | 46,480 | 0 | 0 |
| <u>Overhead Expenditure</u> | | | | | | | | | |
| 515 VAT on Payments | 0 | 5,637 | 0 | 2,291 | 0 | 0 | 0 | 0 | 0 |
| 4000 Clerk's Salary | 12,012 | 12,152 | 13,330 | 13,182 | 0 | 0 | 15,488 | 0 | 0 |
| 4010 Employer's NI | 330 | 422 | 1,250 | 1,227 | 0 | 0 | 1,573 | 0 | 0 |
| 4020 Clerk: Recruitment/equipment | 0 | 0 | 0 | 0 | 0 | 0 | 2,100 | 0 | 0 |
| 4025 Staff Mileage & Benefits | 100 | 154 | 100 | 79 | 0 | 0 | 100 | 0 | 0 |
| 4030 Use of Home as Office | 134 | 134 | 134 | 134 | 0 | 0 | 218 | 0 | 0 |
| 4055 Staff: Other Expenses | 0 | 65 | 70 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4200 Highway Lighting: Maint. Costs | 40 | 37 | 40 | 38 | 0 | 0 | 40 | 0 | 0 |
| 4210 Subscriptions & Memberships | 805 | 837 | 880 | 890 | 0 | 0 | 950 | 0 | 0 |
| 4230 Computer Lifeline | 410 | 342 | 150 | 150 | 0 | 0 | 150 | 0 | 0 |
| 4235 RBS Accounts support | 192 | 192 | 192 | 203 | 0 | 0 | 210 | 0 | 0 |
| 4240 Website | 100 | 485 | 490 | 490 | 0 | 0 | 490 | 0 | 0 |
| 4250 IT Software | 250 | 163 | 250 | 392 | 0 | 0 | 450 | 0 | 0 |
| 4260 Insurance | 450 | 509 | 550 | 623 | 0 | 0 | 650 | 0 | 0 |
| 4270 Audit Fees | 480 | 420 | 480 | 395 | 0 | 0 | 480 | 0 | 0 |

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**Shobnall Parish Council
Annual Budget - By Combined Account Code
Note: At 31 March 2026**

| | <u>2024/25</u> | | <u>2025/26</u> | | | <u>2026/27</u> | | | |
|-------------------------------------|----------------|--------|----------------|------------|-----------|----------------|--------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4280 Payroll Services | 110 | 110 | 120 | 121 | 0 | 0 | 120 | 0 | 0 |
| 4290 Data Protection fee | 35 | 47 | 47 | 47 | 0 | 0 | 47 | 0 | 0 |
| 4300 Printing & Stationery | 300 | 646 | 400 | 443 | 0 | 0 | 400 | 0 | 0 |
| 4303 Council mobile | 195 | 187 | 206 | 276 | 0 | 0 | 276 | 0 | 0 |
| 4305 Publications | 200 | 0 | 200 | 0 | 0 | 0 | 200 | 0 | 0 |
| 4310 Postage | 400 | 235 | 400 | 88 | 0 | 0 | 400 | 0 | 0 |
| 4320 Room Hire | 275 | 208 | 224 | 318 | 0 | 0 | 288 | 0 | 0 |
| 4330 Refreshments | 50 | 37 | 50 | 39 | 0 | 0 | 50 | 0 | 0 |
| 4340 Training & Conference | 625 | 821 | 1,000 | 735 | 0 | 0 | 1,500 | 0 | 0 |
| 4350 Bank Charges | 100 | 96 | 100 | 40 | 0 | 0 | 0 | 0 | 0 |
| 4360 s137 Grant Aid | 6,000 | 120 | 6,000 | 1,000 | 0 | 0 | 1,000 | 0 | 0 |
| 4450 Defibrillators | 7,300 | 3,986 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4455 Defibrillators - installation | 0 | 1,881 | 0 | 1,042 | 0 | 0 | 0 | 0 | 0 |
| 4456 Defibrillators - inspections | 2,880 | 2,588 | 2,940 | 1,890 | 0 | 0 | 2,700 | 0 | 0 |
| 4457 Defibrillators - call outs | 270 | 185 | 300 | 0 | 0 | 0 | 300 | 0 | 0 |
| 4458 Replacements pads/batteries | 500 | 67 | 425 | 0 | 0 | 0 | 500 | 0 | 0 |
| 4500 Noticeboards: Cleaning | 0 | 50 | 50 | 50 | 0 | 0 | 50 | 0 | 0 |
| 4505 Noticeboards R&M | 50 | 146 | 150 | 0 | 0 | 0 | 150 | 0 | 0 |
| 4600 Dallock Lock mural/noticeboard | 200 | 200 | 200 | 200 | 0 | 0 | 200 | 0 | 0 |
| 4601 Murals R&M | 500 | 0 | 500 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4703 Replacement bleed control kits | 200 | 0 | 200 | 0 | 0 | 0 | 200 | 0 | 0 |
| 4990 Other Admin | 200 | 85 | 200 | 158 | 0 | 0 | 200 | 0 | 0 |
| 4995 Contingency | 5,000 | 79 | 5,000 | 1,588 | 0 | 0 | 5,000 | 0 | 0 |
| 5400 Project Work | 1,250 | 16,663 | 27,500 | 15,738 | 0 | 0 | 10,000 | 0 | 0 |

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**Shobnall Parish Council
Annual Budget - By Combined Account Code
Note: At 31 March 2026**

| | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|---------------------------------------|----------------|--------|----------------|------------|-----------|-----------|----------------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| Overhead Expenditure | 41,943 | 49,985 | 64,128 | 43,866 | 0 | 0 | 46,480 | 0 | 0 |
| Total Budget Income | 41,943 | 49,867 | 45,199 | 48,078 | 0 | 0 | 46,480 | 0 | 0 |
| Expenditure | 41,943 | 49,985 | 64,128 | 43,866 | 0 | 0 | 46,480 | 0 | 0 |
| Net Income over Expenditure | 0 | -118 | -18,929 | 4,212 | 0 | 0 | 0 | 0 | 0 |
| plus Transfer from EMR | 0 | 16,626 | 0 | 15,583 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | 0 | 16,508 | (18,929) | 19,795 | 0 | 0 | 0 | 0 | 0 |