

**Minutes of a meeting of Shobnall Parish Council
held at Brook House, 18 Shobnall Road, Burton on Trent
on Monday 20 April 2026 commencing at 6.45pm**

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.

145. Apologies

None, all Councillors were present.

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

None were declared.

147. Minutes

Resolved That the Minutes of the meeting held on 16 March 2026 be approved as an accurate record.

148. Matters arising

Minute No. 134 Social media

The Clerk reported that the search had not identified a professional person to establish, maintain and update a social media presence.

Councillors Pennicott and Salt-Brown said that they would look at setting-up a Facebook page for the council and they asked that a separate email address be set-up to be associated with the FB page for people to contact the council.

The Clerk said she would provide information on setting-up a FB page to Councillors Pennicott and Salt-Brown and undertook to request a new email address from Parish Online.

Minute No. 141.2 re Kingfisher Trail

ESBC Open Spaces Team had confirmed that they would take a look at the issues raised.

Minute No. 141.3 re Price Court, Shobnall Road

The Clerk reported that she had raised the issue again with Trent and Dove Housing and they had confirmed that they have an agreement in place for ESBC to empty the bin and T&D will now proceed to install a litter bin by the bench.

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

The Clerk reported that ESBC's Open Spaces Team had advised that they had contacted the Canal and Rivers Trust asking them to act on this issue, if it is still a problem ESBC will explore further options.

Minute No. 144.1 re Litter bin: Moor Street to Shobnall Road pedestrian route (Minute Nos. 86.2 and 120 refer)

The council's Contractor asked for confirmation as to whether a Permit to Dig was required to install the bin as he needed this information to be able to quote.

The Clerk had approached Staffordshire Highways asking if (a) the existing Licence to Plant (for the bench area) would cover the installation of the litter bin and (b) if a Permit to Dig was required to install the bin – they advised that SCC's Legal Team would be asked to advise accordingly. The Clerk had chased several times for a decision but this had yet to be received.

149. County and Borough Councillors reports

No reports had been received.

150. Financial matters

150.1 Schedule of payments

Payee	Transaction Detail	Payment Method	Gross £	VAT £
Staffordshire Search & Rescue Team	S137 Grant Aid (Minute No. 142.2 refers)	BACS (Pd17/03/26)	500.00	0.00
The Workplace Depot Ltd	Locker (Projector and screen storage)	Debit Card (Pd 26/03/26)	134.00	22.33
Dynamic Transport Planning	Shobnall Road traffic survey	BACS (Pd 31/03/26)	1,260.00	210.00
SPCA	2026/27 Membership fees: NALC £473.35 SPCA £600	BACS	1,073.34	0.00
SLCC	2026/27 Membership fee (pro rata)	BACS	118.50	0.00
Clerk	Salary and expenses	BACS	685.27	1.92
MW Cripwell	Defibrillator inspections (March)	BACS	252.00	42.00
Rialtas Business Solutions Ltd	Accounts software licence renewal	BACS	252.00	42.00
O2	Council mobile	DD	27.60	4.60
Amazon	Copy paper; printer cartridge	Debit Card (Pd 12/04/26)	61.59	10.26

Viking Office UK Ltd	Postage stamps; printer cartridge	BACS	186.57	9.43
Total			4,550.87	342.54

Resolved That the above payments be approved.

150.2 Bank reconciliation at 31 March 2026

Current Account	£ 71,201.95
HSBC Business Money Manager Account	£ 31,886.41
	£103,088.36

Resolved That the above was a true record.

150.3 Earmarked Reserves at 31 March 2026

Earmarked Reserves	Opening 01/04/2025	Year End EMRs 31/03/2026
Elections	£10,000	£10,000
Community projects	£30,000	£15,000
Dallow Lock murals R&M	£15,000	£ 5,000
Replacement IT equipment	£ 4,000	£ 4,000
Speed Indicator Device	£ 2,000	£ 7,500
Benches & litter bins	£ 5,000	£ 3,000
Bus shelter, etc project	£ 0	£25,000
	£66,000	£69,500

Resolved That the Earmarked Reserves be agreed.

151. Receipts and payments at 31 March 2026

Resolved That the report be noted.

152. Grant Aid application

Resolved That the application for grant aid in the sum of £500 by the Burton Caribbean Association towards the cost of the 2026 Burton Caribbean Carnival be approved.

153. Planning matters

153.1 Planning decisions

Resolved That the report be noted.

153.2 Planning applications

Resolved That following observations be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2026/00322	Shobnall Leisure Centre Shobnall Road	Erection of three Padel Court canopies 8.5m in height	No objection

154. Structural maintenance scheme, A5121 Derby Road, Burton Upon Trent Phase 3- May 2026

Staffordshire County Council had provided a copy of the residential/ business letter along with a copy of the diversion map detailing the upcoming works on the A5121 Derby Road, Burton Upon Trent. The letter detailed the works that will be undertaken during the scheme of works, along with details about the overnight road closures.

Resolved That the information be received and noted.

155. ESBC: Consultation Launch - Housing Allocations Policy (2026)

Councillors were advised that East Staffordshire Borough Council had launched a public consultation on proposed changes to its Housing Allocations Policy.

The proposed changes aim to ensure the policy remains fair, transparent and aligned with current housing needs, with a renewed focus on local connection and prioritising those in greatest housing need.

Resolved That the information be received without comment.

156. Traffic survey: Shobnall Road

Councillors received the results of the traffic survey undertaken on the pedestrian crossing installed on Shobnall Road during 2025 (National Cycle Network Route 54 scheme).

Agreed That the report and covering email from Dynamic Transport Planning be forwarded to Staffordshire County Council Councillors stressing the danger being experienced by pedestrians using the crossing and that the council is of the opinion that the crossing should have traffic lights installed to make it into either a pelican or puffin crossing and the Parish Council requests that these options be given serious consideration by Staffordshire Highways.

It was also agreed that the survey be forwarded to ESBC Councillors McKiernan and Walker asking and that this be shared with the appropriate ESBC Officers for comment.

157. SPCA: Neighbourhood Governance Campaign

The SPCA had contacted all local councils regarding the UK Government's emerging agenda on neighbourhood governance - set out through the English Devolution and Community Empowerment (EDCE) Bill – which signals a shift toward more localised,

community-level decision-making. However, despite new duties placed on unitary councils, the Government had not yet provided a clear, formal definition or detailed guidance on what neighbourhood governance should look like. There was yet to be any role for parish/town councils in these new structures.

Local councils were encouraged to write to their local MP with a request that an influential role for parish/town councils be ensured in neighbourhood governance through the EDCE Bill.

Resolved To call on Jacob Collier MP to press the Secretary of State for Housing, Communities and Local Government to:

- Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
- Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
- Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.

158. St Aidan's Church, Shobnall Road

Councillor Pennicott had reported that St Aidan's Church, Shobnall Road was being vandalised and damaged. The building has been broken into/windows smashed in, twice in one week. He said that the Diocese has the building listed for sale and the price has been reduced due to lack of interest from potential purchasers. Councillor Pennicott asked the council to suggest any ideas or funding to help resolve this issue.

The Clerk reported that she had approached the Archdeacon, the Ven. Dr Megan Smith asking that arrangements be made for the building to be secured as soon as possible in an attempt to stop further vandalism/damage being done to the building. She had responded saying that the Diocesan property team were aware of the recent unfortunate vandalism and were responding accordingly.

Resolved That ESBC Councillor McKeirnan be asked if she could liaise with ESBC Officers to ascertain what, if anything ESBC could do to save/protect the building and whether a potential community use could be identified for the building.

159. Councillors questions/reports

159.1 A Councillor had noted that works had been done to a property on Shobnall Street which had seen the outer walls rebuilt but the original bay window had not been reinstated which had resulted in sufficient space having been created for a parking space at the front of the house. This report led to a significant discussion generally on parking issues in the Parish.

Agreed That ESBC Councillor McKiernan be approached:

- Stating that parking issues had been raised again, and whilst accepting that this is an issue for the Town in general, Councillors urged ESBC to consider a solution(s) to address this problem in Shobnall Parish.
- Asking if the former Shobnall Social Club site could be used as a parking area, thus alleviating some of the parking issues in the area - would ESBC consider this option?

160. Correspondence and Circulars

160.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA monthly bulletin had been circulated to all Councillors.

160.2 SPCA: Free planning advice service

Councillors were advised that the SPCA had partnered with ONH Planning for Good to offer a planning advice service free of charge to member councils.

Resolved That the information be noted and retained for future use.

160.3 Staffordshire Search & Rescue Team (SSART): Donation Request

It was noted that SSART had sent a thank you letter for the donation to the drone appeal.

The meeting closed at 8pm

Date of next meeting

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

Signed

Date