

Minutes of a meeting of Shobnall Parish Council  
held at Brook House, 18 Shobnall Road, Burton on Trent  
on Monday 18 May 2026 commencing at 7pm

**Present**

Councillors Dittmer, Donlon, Hoare, Pennicott, Salt-Brown and Shilton

**Also present**

County Councillor Carver  
Mary Danby, Clerk

**Public Forum**

No members of the public were present.

**1. Election of Chair**

**Resolved** That Councillor Pennicott be elected Chair for the ensuing year.

**2. Election of Vice Chair**

**Resolved** That Councillor Shilton be elected as Vice Chair for the ensuing year.

**3. Apologies**

None, all Parish Councillors were present.

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

None were declared.

**5. Minutes**

**Resolved** That the Minutes of the meeting held on 20 April 2026 be approved as an accurate record.

**6. Matters arising**

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

The Clerk reported that a Section 115E Licence and a Permit to Dig are required to install the proposed litter bin, this would result in an overall cost of c£1500 plus VAT. Given the costs for one litter bin, Councillors were asked to confirm if they wanted to proceed.

A vote took place on whether to proceed with seeking to install the bin:

For	2
Against	3
Abstention	1

**Resolved** That the council will not progress this item.

**7. Financial matters**

7.1 Schedule of payments

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Microsoft	DD	138.24	23.04	MS365 licence renewal (Paid 13/04/26)
Burton Caribbean Association	BACS	500.00	0.00	S137 Grant Aid (Min. No. 152, 20/04/26 refers)
Amazon	Debit Card	29.66	4.94	Disposable cups, stationery (Paid 29/04/26)
Computer Lifeline	BACS	150.00	0.00	Annual email and website holding and redirection
Clerk	BACS	670.75	0.00	Salary and expenses
MW Cripwell	BACS	330.00	55.00	Defib inspections, 1no. defib call out
Currys	Debit Card	119.00	19.83	Android tablet to connect with SID (Paid 01/05/26)
Rolleston on Dove Parish Council	BACS	9.76	0.00	Photocopies (May 2026 PC agenda)
Kim Squires Internal Audit Services	BACS	193.90	0.00	Internal Audit Service 2025/26
O2	DD	27.60	4.60	Council mobile
Amazon	Debit Card	8.49	1.42	Replacement mouse for use with laptop (Paid 10/05/26)
<b>Total</b>		<b>2,177.40</b>	<b>108.83</b>	

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

7.2 Bank reconciliation at 30 April 2026

	£
Current Account	91,674.32
Business Money Manager Account	31,886.41
	<b>123,560.73</b>

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

7.3 Earmarked Reserves (EMRs) at 30 April 2026

Earmarked Reserves	Opening 01/04/2026 £	Balance 30/04/2026 £
Elections	10,000	10,000
Bus shelter project	25,000	25,000
Community projects	15,000	15,000
Dallow Lock murals R&M	5,000	5,000
Replacement IT equipment	4,000	4,000
Speed Indicator Device	7,500	7,500
Benches & litter bins	3,000	3,000
	<b>69,500</b>	<b>69,500</b>

**Resolved** That the EMRs be agreed.

**7.4 Clerk's laptop**

The Clerk reported that the laptop needed new key tops but the supplier had advised that these were no longer available as the specific laptop had been discontinued.

**Resolved** That the Clerk was authorised to source a replacement laptop and associated software (funded from the IT Earmarked Reserve).

**8. Income and expenditure at 30 April 2026**

**Resolved** That the report be noted.

**9. Internal Audit report for the year ended 31 March 2026**

Councillors noted that no comments or recommendations had been made by the Internal Auditor.

**Resolved** That the report be noted.

**10. Annual Governance and Accountability Return 2025/26 (AGAR)**

**10.1 Section 1 – Annual Governance Statement 2025/26**

**Resolved That:**

10.1.1 The council had prepared its accounting statements in accordance with the Accounts and Audit Regulations.

10.1.2 The council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

10.1.3 The council had only done what it has the legal power to do and had complied with the Proper Practices in doing so.

10.1.4 The council had during the year given all persons interested the opportunity to inspect and ask questions about this authority's accounts.

10.1.5 The council had considered and documented the financial and other risks it faces and dealt with them properly.

10.1.6 The council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

10.1.7 The council had responded to matters brought to its attention by internal and external audit.

10.1.8 The council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

10.1.9 The council had made suitable arrangements for its IT and data management and had complied with proper practices in doing so.

**Resolved** That the Annual Return: Section 1 - Annual Governance Statement for the year ended 31 March 2025 be approved and the Chair be authorised to sign the document.

**10.2 Section 2 – Accounting Statements 2025/26**

**Resolved** That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2026 be approved and that the Chair be authorised to sign the document.

**11. Appointment of Internal Auditor for the 2026/27 financial year**

**Resolved** That Kim Squires Internal Audit Services be adopted as the council’s Internal Auditor for the 2026/27 financial year.

**12. Public Rights period for 2025/26 Accounts**

**Resolved** That the Date of Announcement and the Public Rights period when members of the public may inspect the accounts are as follows:

**Date of Announcement:** 02 June 2026  
**Public Rights period:** 03 June – 14 July 2026 inclusive

**13. Review of policies and documents**

**Resolved** That the following policies and documents be ratified without any amendments being necessary:

- Anti-Fraud and Corruption Policy
- Financial Regulations
- Information and Data Protection Policy
- Members and Officers Subsistence / Mileage Policy
- Privacy Impact Assessment Form
- Publication Scheme
- Risk Management Policy
- Standing Orders
- Statement of Internal Control and Annual Review of Effectiveness of Internal Control
- The Management of Transferable Data Policy

**14. Planning matters**

**14.1 Planning applications**

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

Application No.	Location	Proposal	Comment
P/2025/00043	284 Shobnall Street	Change of use of dwelling from 6-bedroom dwelling house (C3) to a 6-bedroom House of Multiple Occupancy (C4) (Revised application)	<b>Objection on the following grounds:</b> 1. Lack of parking provision (contrary to Shobnall Neighbourhood Plan Policy T5). Shobnall Street and surrounding roads already exceed capacity for on-street parking in a densely populated area. 2. The existing and proposed plans only show five bedrooms not six. The existing plan shows bedrooms numbered 1-5;

			<p>the proposed plan shows bedrooms numbered 2-6. Where is the sixth bedroom?</p> <p>3. The Parish Council would argue that there is not a need for more HMOs in the area and reiterates that it wishes to see properties retained for use as family homes (Shobnall Neighbourhood Plan Policy HD3).</p> <p><b>Additional comment:</b></p> <p>1. Can details of the rear extension to the property be provided, i.e. planning application number and decision notice?</p>
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 installation of roof mounted air conditioning units to the existing Mosque (Revised application)	No objection in principle but Councillors noted that concerns remain regarding parking issues in the area.
P/2026/00357	188 Waterloo Street	Conversion of first floor office space to form 1 studio apartment and alterations to existing fenestration	<p><b>Objection on the following grounds:</b></p> <p>1. No amenity space is provided for the proposed accommodation.</p> <p>2. Lack of parking provision (contrary to Shobnall Neighbourhood Plan Policy T5). Waterloo Street and surrounding roads already exceed capacity for on-street parking in a densely populated area.</p> <p>3. Detrimental impact on the residents in the proposed accommodation due to the constant footfall of people using the shop on the ground floor.</p> <p><b>Additional comment:</b></p>

			Has a fire risk assessment been undertaken to confirm that the proposal meets fire safety criteria for residential accommodation over a shop?
P/2026/00373	27 Wellington Street	Erection of a single storey detached residential annexe	<b>Objection on the following grounds:</b> 1. The proposed development is out of keeping with the area. 2. The size of the proposed development is completely out of scale with the existing property.  <b>Additional comment:</b> Does the proposed development meet the requirements for disabled access into and within the property?
P/2026/00389	23 Rangemore Street	(TPO) Cutting back of hornbeams (G1 of TPO 366)	No objection
P/2026/00415	Miniclipper Logistics Avro Business Park Wellington Road	Erection of ancillary storage building	No objection

14.2 **Planning decisions**

**Resolved** That the report be noted.

15. **Councillors questions/reports**

15.1 **Branston Locks development**

Councillors noted that the original application included the provision of a convenience store, a Doctors surgery, a pharmacy and a care home and they queried:

- Who keeps an eye on the fulfilment of these facilities? Will they be provided?
- How many houses have actually been built?

**Agreed** that the above queries be put to ESBC's planning team.

15.2 Councillors asked if unoccupied properties can be taken over and re-used as residential accommodation by ESBC or Housing Associations. **Agreed** that the query be put to ESBC.

15.3 Councillors noted that St Aidan's Church had apparently been sold but no details were currently known as to who had purchased it or for what purpose.

15.4 Councillors noted that the Car Sales business located to the rear of The Albion was blocking Public Footpath Shobnall 4. **Agreed** that this be reported to the County Council's Public Rights of Way team for investigation.

**16. Correspondence and Circulars**

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

The SPCA's monthly bulletins had been circulated to all Councillors.

**16.2 Membership with Support Staffordshire**

**Resolved** That the council decline to become a member of Support Staffordshire as the council's needs are already met by the SPCA/NALC.

**16.3 Jacob Collier MP: Local Government Re-organisation**

The Parish Council was invited to nominate a representative to participate in an online Teams meeting with Jacob to discuss local government re-organisation on Wednesday 03 June. **Agreed** that Councillor Pennicott would represent the council at the meeting.

**Date of next meeting**

Monday 15 June 2026 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

The meeting closed at 8.15pm

Signed .....

Date .....

