

Minutes of a meeting of Shobnall Parish Council
held at Brook House, 18 Shobnall Road, Burton on Trent
on Monday 15 June 2026 commencing at 7pm

Present

Councillor Pennicott in the Chair

Councillors Dittmer, Donlon, Hoare and Shilton

Also present

County Councillor Carver

One member of the public

Mary Danby, Clerk

Public Forum

The member of the public raised two issues:

▪ **Land to the rear of 203 Shobnall Road**

Trees on the land to the rear of properties were now very tall and one was believed to be partially dead (Ash Dieback?). It was also reported that the Environment Agency (EA) had not done any maintenance on Shobnall Brook for a long time and the Brook was now very overgrown and needed to be cleared.

Councillors noted that the tree issue had previously been made known to SCC, ESBC and the EA but no-one had confirmed responsibility for the trees.

Agreed That ESBC be contacted again and asked to carry out necessary works to the trees as a priority. **It was also agreed** that the EA be contacted and asked to clear the overgrown Brook as soon as possible.

▪ **Bridgewater Road – parking issues**

It was reported that vehicles were being parked on the pavement making it difficult for pedestrians, push chairs, etc to ease the pavement safely. It was also reported that vehicles were parking on both sides of the entrance into Bridgewater Road from Shobnall Road and there were concerns that emergency vehicles would not be able to gain access if required.

Agreed That the parking issues be reported to the County Council's Civil Enforcement Officers and the Police.

17. Apologies

Councillor Salt-Brown.

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

None were declared.

19. Minutes

Resolved That the Minutes of the meeting held on 18 May 2026 be approved as an accurate record.

20. Matters arising

Minute 15.1 Branston Locks development

The council noted the Planning Officer's response to the queries raised at the previous meeting.

Minute 15.2 Potential re-use of unoccupied properties for residential accommodation

The query had been put to Trent & Dove Housing for response but a response had yet to be received.

Minute 15.4 Shobnall Footpath 4

The blocked footpath had been reported to the County Council's Public Rights of Way Team and had been assessed as: "C4 – the problem will be addressed as and when resources allow or by appropriately trained volunteers".

21. Financial matters

21.1 Schedule of payments

Payee	Payment Method	Gross £	VAT £	Transaction Detail
PC Specialist Ltd	Debit Card	1,056.00	176.00	Replacement laptop (Pd 19/05/26)
Currys PC	Debit Card	133.38	22.23	MS365 software for new laptop
Edwards Cleaning Company	BACS	125.00	0.00	Cleaning: Noticeboards and Dallow Lock murals
HMRC	BACS	1,624.66	0.00	NI/PAYE 1 st qtr 2026/27
Clerk	BACS	19.99	3.33	Reimbursement: Laptop case (Pd 09/06/26)
O2	DD	27.60	4.60	Council mobile
Clerk	BACS	704.85	0.00	Salary and expenses
Total		3,691.48	206.16	

Resolved That the above payments be approved.

21.2 Bank reconciliation at 31 May 2026

	£
Current Account	89,108.82
HSBC Business Money Manager Account	31,886.41
	120,995.23

Resolved That the above was a true record.

21.3 Earmarked Reserves (EMRs)

Earmarked Reserves	Opening 01/04/2026 £	Balance 31/05/2026 £
Elections	10,000	10,000.00
Bus shelter project	25,000	25,000.00
Community projects	15,000	15,000.00
Dallow Lock murals R&M	5,000	5,000.00
Replacement IT equipment	4,000	3,020.83
Speed Indicator Device	7,500	7,500.00
Benches & litter bins	3,000	3,000.00
	69,500	68,520.83

Resolved That the EMRs be agreed.

22. Income and expenditure at 31 May 2026

Resolved That the report be noted.

23. Planning matters

23.1 Planning applications

Resolved That following observations be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2026/00494	58 Waverley Lane	Application under Section 73 of the Town & Country Planning Act 1990 for the variation of condition 2 (approved plans) of P/2025/00772 Erection of a single storey front extension, first floor side extension, single storey rear extension and proposed rear dormer extension to provide additional accommodation to improve functionality and design and increase rear extension.	▪ Dimensions are not provided for the proposed increase to the rear extension. ▪ The rear dormer extension is not shown on the plan. ▪ The garage roof is sloped at the front – is this flat to the rear?
P/2026/00519	52 & 53 Derby Street	Erection of single storey side and rear extension.	▪ Is the proposed extension separate from the existing properties? ▪ If approved, the Parish Council ask that a condition be applied to prevent the properties becoming HMOs.

23.2 **Planning decisions**

Resolved That the report be noted.

23.3 **Notice of Appeal**

P/2026/00174 38 Shobnall Street

It was noted that the applicant had appealed against ESBC's refusal for the erection of a single storey rear extension.

23.4 **P/2026/00089 and P/2026/00115**

Resolved That the council retrospectively approve the submission of the following additional comments to ESBC:

P/2026/00089

Whilst accepting that the application was approved by ESBC, they (ESBC) had not noticed that there is going to be grass removed from the front to create more parking. Also, ESBC should have put restrictions on the 'large extension' so that it could not be changed into an HMO in the future or if sold. These are details that the planning department should have picked up on.

P/2026/00115

1. The application should not have been validated as there are insufficient documents supplied to meet the validation criteria and therefore an informed decision cannot be made.
2. The proposed roof plan would suggest that the roof is entirely flat and has no material this clearly is inaccurate and does not reflect the position on site. An amended plan should be prepared and submitted together with the existing and proposed showing the roof mounted air conditioning units in situ.
3. There are no details on the floor plans including roof plan of the proposed minaret, there are also no proposed details for it in section.
4. The supplied planning statement supporting the application makes the statement that the additional first floor extension provides more internal space and states that there is no intensification of the building. Clearly this is inaccurate nor does the applicant provide any statistical data to support their statement.
5. The application description is not consistent with the submitted elevations which indicate that the air conditioning units are actually mounted not on the roof but on the elevation at ground floor of the building.
6. The site block plan and location: The plan indicates that there is also a proposed second floor roof garden. This is not consistent with the application description and there are no detailed plans or elevations to demonstrate this. Clearly this insufficient information supplied in the application should be refused.
7. There are concerns over neighbour amenity in terms of overlooking and privacy. The application failed to demonstrate that the sufficient distance between existing

established residential properties that will not be adversely impacted by the proposed second floor extension proposed second floor roof garden and proposed first floor extension.

8. There are a number of inconsistencies with the application description and the plan submitted. It suggests that there are roof mounted air conditioning units. This is inconsistent with the plan submitted in that there are two proposed changes to the second floor, one a roof garden and the second floor extension.
9. The last point is about the travel survey. The covering letter states that most people walk and live within half a mile, however the pie chart shows 44.8% walk and 48% drive. Also it is noted that 'There is work to be done in supporting those with additional needs' surely this should be a priority, not an option in 2026.

24. Councillors questions/reports

24.1 Proposed bus shelter site, Shobnall Road

Agreed That another attempt be made to contact the landowner.

24.2 Planning advice

Resolved That Hannah Barter's offer to provide advice on planning applications be accepted for a daily fee of £584 plus VAT. The Clerk was asked to contact Ms Barter for confirmation of how the arrangements would operate going forward.

24.3 C5017 Shobnall Road: Weight Restriction

Councillors asked how the weight restriction would work once the signs had been put in place.

Councillor Pennicott said that Staffordshire Highways had confirmed that the weight restriction cannot be enforced until all the signs have been installed. If problems with HGVs using the route continue then the Police and Staffordshire Highways would need to be informed and appropriate action would be taken.

Councillor Pennicott said that Palletforce would need to ensure that all drivers are made aware that the weight restriction was to be enacted.

25. Correspondence and Circulars

25.1 Staffordshire Parish Councils' Association (SPCA)

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

25.2 SPCA: Suspension of approvals for Speed Indicator Devices (SIDs)

Several Clerks had been in touch with the SPCA regarding the County Council's ongoing decision to suspend approvals for the installation of Speed Indicator Devices (SIDs) by our sector, pending a wider policy review by SCC. Many councils had already been waiting several months for approvals, with no clear timeline for the review. The SPCA had written to the County Council urging them to resolve this issue as soon as possible and they encouraged those councils impacted by the freeze to share their letter with the County Councillor or use the text to send their own version.

Resolved That the council write to the County Council using the SPCA's letter as its base and adding that a site meeting had taken place in May 2025 regarding the installation of a SID and no decision had been notified to date.

26. 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.

27. Staffing matters

Resolved That:

- The recruitment timetable be approved.
- The Interview Panel be comprised of Councillors Pennicott, Hoare and Donlon and the Clerk.
- The Interview Panel's recommendation on the successful candidate be ratified by the Council at its meeting on 12 October 2026.

Date of next meeting

Monday 20 July 2026 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

The meeting closed at 8.15pm

Signed

Date