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13 July 2026

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held at **Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA** on **Monday 20 July 2026 commencing at 7pm** at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby

Clerk

Public Forum

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

AGENDA

Skatepark at Shobnall Fields

As requested by Borough Councillor McKeirnan, Dan Poyner and Dan Langford have been invited to attend the meeting. Councillor McKiernan will join the meeting as soon as ESBC's Cabinet meeting concludes.

Councillor McKiernan would like the opportunity to discuss the recent possible match funding opportunities for improving the skatepark at Shobnall Fields. The Parish Council can then consider whether it wishes to support a partnership to take the project forward, should Staffordshire Community Foundation's expression of interest bid be successful.

1. Apologies for absence

2. **Declarations of Interest and Dispensations**
3. **To consider the Minutes of the meeting held on 15 June 2026 (Enclosure 1)**
4. **To consider matters arising from the previous meeting**
Public Forum: Land to the rear of 203 Shobnall Road
 - a) **Tree(s) to the rear of 203 Shobnall Road:**

The Clerk contacted ESBC's Open Spaces Team who responded as follows:

From our experience this is likely the responsibility of 203 Shobnall Road, by no means is that 100% but there is something called riparian ownership which states that if you live/own land adjacent to a watercourse and the land is not clearly registered to anyone the adjacent property is responsible up to the centre of the water course. The land in question does not appear to be registered on Land Registry.

The above confirms what the Clerk had already advised the council, i.e. that there is no clear owner of the land and it is not registered with HM Land Registry. You will note that ESBC refer to the likelihood that riparian ownership lies with the adjacent property owner(s).

b) Clearing Shobnall Brook

The Clerk contacted the Environment Agency who responded as follows:

Our field team operatives are due to carry out tree work to maintain the flow of the channel at the start of autumn.

This work includes tree and vegetation management along parts of Shobnall Brook to maintain proper conveyance of the channel. I will make sure this location is prioritised in our programme.

If residents are concerned about an immediate flood risk or a specific blockage, they should contact our 24-hour Incident Communication Service on 0800 80 70 60. This allows us to assess the situation quickly and respond if needed.

Public Forum: Parking issues - Bridgewater Road

The Clerk contacted SCC who confirmed that their Civil Enforcement Officers (CEOs) would only attend if vehicles are parked on double yellow lines and confirmed that any other parking issues should be reported to the Police. An email was sent to the PCSOs asking if they could follow-up on the reported issues.

PCSOs Fellows and Lea have reported that they had been to the location and two advisory notices were placed on two cars blocking most of the path but not a full obstruction. They added that in their opinion the double yellow lines do not go far enough round the corner into the estate. The PCSOs confirmed that they will continue to monitor the location.

Minute No. 24.1 re Proposed bus shelter site, Shobnall Road

Letters were sent on 18 June to Standard Commercial Property Development Ltd's (SCPDL) principal director reiterating the original request for permission to use the land and to the Head of Legal at Mitchells & Butlers (SCPDL is a wholly owned subsidiary of M&B) asking if she could encourage SCPDL to respond to the council. No response has been received to date.

Minute No. 24.2 re Planning advice

Hannah Barter confirmed the following arrangements which have been accepted on the council's behalf:

The way I normally work is when you need my help on a particular application, you just email me the reference and when you need a draft comments for. I'll then jot them in Word and email back to you to circulate and then you can discuss/amend at your PC meeting to keep things nice and quick.

I just keep a log of each application and when I send the comments to you and note how much time I have spent. So for example, some I might be able to do in an hour or so or other more complicated ones perhaps half/full day, depending. Then when I have reached a total of 7 hours, the Office and Finance Manager will invoice you with a timesheet of the applications and you just pay the invoice.

5. Financial matters

5.1 Schedule of payments at 13 July

Payee	Payment Method	Gross £	VAT £	Transaction Detail
MW Cripwell	BACS	756.00	126.00	Defibrillator inspections (April, May and June)
Clerk	BACS	706.00	0.62	Salary and expenses
Traffic Technology Ltd	BACS	378.00	63.00	SID: Replacement battery and software upgrade
O2	DD	27.60	4.60	Council mobile
Total		1,867.60	194.22	

5.2 Bank reconciliation at 30 June 2026

	£
Current Account	86,473.34
HSBC Business Money Manager Account	31,988.17
	118,461.51

5.3 Earmarked Reserves (EMRs)

Earmarked Reserves	Opening 01/04/2026 £	Balance 30/06/2026 £
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

6. Income and expenditure at 30 June 2026 (Enclosure 2)

7. Planning matters

7.1 Planning applications

7.1.1 The council is requested to retrospectively approve the following responses submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2026/00640	61 Edward Street	Raising ridge height and alterations to the roof to facilitate loft conversion including dormer window to the rear elevation and alterations to fenestration to right and rear elevations	Objection: See Annex 1 (attached)
P/2026/00657	21 Saw Mill Way	Construction of a single storey porch to the North elevation	No objection

7.1.2 The council is requested to consider the following:

Application No.	Location	Proposal
P/2026/00682	East Staffordshire Borough Council Town Hall King Edward Place	Cut back canopy from flag poles to create a 2 metre clearance of six Hornbeam trees (T1, T2, T3, T4, T5 and T6) (TPO 366)

7.2 Planning decisions

Application No.	Location	Proposal	Decision
P/2024/01351	Land to the rear of The Albion PH Shobnall Road	Continued use of land for car parking (Sui Generis) and the storage of cars (Class B8) for a temporary period of 5 years and retention of hardstanding	Refused
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)	Permitted
P/2025/01138	134 Shobnall Street	Erection of single storey side/rear extension	Refused
P/2025/01223	94 Waterloo Street	Change of use from residential dwelling (Class C3) to House of Multiple Occupancy (HMO) (Class C4) to accommodate up to 4 residents	Refused
P/2026/00373	27 Wellington Street	Erection of a single storey detached residential annexe	Refused
P/2026/00389	23 Rangemore Street	(TPO) Cutting back of Hornbeams (G1 of TPO 366)	Consent granted
P/2026/00415	Miniclipper Logistics Avro Business Park Wellington Road	Erection of ancillary storage building	Permitted
P/2026/00494	8 Waterloo Street	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	Permitted
P/2026/00657	21 Saw Mill Way	Construction of a single storey porch to the North elevation	Permitted

8. To receive questions/reports from Councillors

9. Correspondence and Circulars

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

The SPCA's monthly Bulletin and other information has been circulated to all Councillors.

9.2 **SPCA – Councillor training campaign (Enclosure 3)**

As part of the West Midlands County Associations of Local Councils (WMCALC) we are pleased to share with you our Training Campaign Pack. It is designed to help your council influence the discussion around councillor training.

This pack brings together a briefing for councillors, a draft council motion, a template letter you can send to your MP and an updated member training policy. It is designed to make it as simple as possible for your council to act. You can:

- Use the template motion at your next council meeting to formally agree your position.
- Send the covering letter to your local MP, encouraging them to lobby on the issue.
- Adopt a member training policy.
- Adapt any of the documents to reflect your local context or priorities.

We are finding that we are supporting more and more councils with issues that are resolved, or would be prevented altogether, by training. We therefore hope this pack helps you confidently and consistently strengthen your council's governance and reputation within your community.

The Parish Council's current Training Policy is attached (**Enclosure 3A**) for information/reference.

9.3 **Checkley Parish Council Motion - Planning System Changes**

Checkley Parish Council wishes to share a motion (**Enclosure 4**) passed at its meeting on 07 July. The Council would like to highlight to all local councils the very significant changes to the planning system that are due to come into effect in October.

10. **Exclusion of the Press and public**

Chair to move:

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.

11. **Staffing matters (Enclosures 5A, 5B, 5C and 5D)**

Date of next meeting

Monday 21 September 2026 commencing at 7pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

Application No.	Location	Proposal
P/2026/00640	61 Edward Street	Raising the ridge height and alterations to the roof to facilitate loft conversion including dormer window to the rear elevation and alterations to fenestration to right and rear elevations

Shobnall Parish Council has carefully considered the planning submission documents in reference to the above application. Based upon the submission the Parish Council objects to the proposal and would recommend the application is refused on the following grounds:

1. The introduction states a loft conversion of internal restructuring; however the design clearly shows an increase in roof height, which in turn would involve a 'new roof' (not internal).
2. The dimensions of the 'second bedroom' on the first floor existing, proposed and proposed attic are not complete. The drawings show a 3.1m width on existing, no width shown on the proposed first floor and a different width of 3m on the attic plan. This needs to be confirmed.
3. The application is quoted as modest and proportionate to the property, however the photos provided are misleading. The block plan does not show the extension on No. 63 (next door). This photo includes the alteration to the roof which itself goes onto the proposed loft conversion (see photo of rear of property). This is not in keeping with the 'Traditional Terraced House Character' as stated in site and surroundings on the application. This is seen to be a massive overdevelopment of the property and given the layout could be easily changed to a HMO at a later date (three toilets and three bathrooms).

4. Neighbour Amenity

The ESBC Separation Distances and Amenity SPD, September 2024 makes clear that new development should include:

- *adequate daylight and sunlight to rooms and rear gardens;*
- *reasonable privacy for dwellings within their proposed layout and to protect the privacy of existing dwellings;*
- *a satisfactory level of outlook, within new development and in relation to existing development;*
- *a reasonable area of private amenity space to allow such uses as drying washing, gardening and children's play, together with space for garden sheds, greenhouses and future adaptations to the dwelling.*

The proposed development clearly fails to provide a satisfactory outlook and reasonable privacy. Furthermore, the development could result in the loss of natural light to neighbouring properties and the lower floors of the existing house, causing over shadowing.

It is noted that the applicant has provided sun path analysis but there is no independent daylight report to corroborate and assess the plans. The planning statement makes

reference to the 'Sun Assessment Statement.' However, there is no document available to view on the portal, only the 'Sun Path and Shadow Plans', which are not supported by an assessment, they only show tracking details, and these are only based on 12 noon mid-day, not late afternoon or early morning where the shadow may be greater and in turn the negative impact of the proposed development. Put simply the submission is incomplete.

The proposed development also fails the requirement for a minimum of 12 meters separation between the neighbouring property No. 63 and their 2-storey rear extension and dormer roof alterations.

The proposed extensions would also appear to contravene the 45-degree rule in relation to south facing windows in the roof space of No. 63. Again, there is insufficient evidence within the submission.

5. Parking Standards

Without the first and second floor existing and proposed plans the scale of development is unclear. However, the planning statement does state that there is no increase in the number of bedrooms. It is not possible to corroborate this statement without the plans. Nor does it include the current number of bedrooms.

The ESBC Parking Standards SPD, October 2017 states that a 2-3 bedroom property requires a minimum of 2 spaces and a 4+ bedroom house a minimum of 3 spaces. Given the lack of clarity and no parking surveys' any increase in the internal arrangements is likely to require additional parking. The application is silent on the matter and fails to provide sufficient evidence.

6. Incomplete Submission

It should also be noted that the application only includes ground and roof plans (existing and proposed). The application is incomplete and should not have been validated, first and second floor plans must also be submitted. This is in accordance with ESBC's own validation criteria.

The application should be refused on the lack of sufficient evidence to assess the application.

Summary

The proposed development would be incongruous and out of keeping with the character of the terrace street and does not include any additional occupancy capacity.

The additional internal space would result in over development and the property and would likely fail to meet the adopted parking standards as set out in this representation. The application should also be refused on the lack of sufficient evidence to assess the application.

The East Staffordshire Local Plan contains policies which ensure that new development does not result in a material loss of light to principal windows of adjacent dwellings. The proposed development fails to meet the policy and Separation Distances and Amenity SPD, September 2024 requirements and therefore should be refused.

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 Die Back?). 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 provided 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

Detailed Receipts & Payments by Budget Heading 30/06/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	21,991	43,982	21,991			50.0%	
1077 Council Tax Support Grant	1,049	2,098	1,049			50.0%	
1090 Interest Received	102	400	298			25.4%	
Income :- Receipts	23,142	46,480	23,338			49.8%	0
Net Receipts	23,142	46,480	23,338				
110 Employee Costs							
4000 Clerk's Salary	3,296	15,488	12,193		12,193	21.3%	
4010 Employer's NI	307	1,573	1,266		1,266	19.5%	
4020 Clerk: Recruitment/equipment	0	2,100	2,100		2,100	0.0%	
4025 Staff Mileage & Benefits	6	100	94		94	5.8%	
4030 Use of Home as Office	63	218	155		155	29.0%	
Employee Costs :- Indirect Payments	3,671	19,479	15,808	0	15,808	18.8%	0
Net Payments	(3,671)	(19,479)	(15,808)				
120 Annual Running Costs							
4200 Highway Lighting: Maint. Costs	0	40	40		40	0.0%	
4210 Subscriptions & Memberships	1,192	950	(242)		(242)	125.5%	
4230 Computer Lifeline	150	150	0		0	100.0%	
4235 RBS Accounts support	0	210	210		210	0.0%	
4240 Website	0	490	490		490	0.0%	
4250 IT Software	436	450	14		14	97.0%	
4260 Insurance	0	650	650		650	0.0%	
4270 Audit Fees	194	480	286		286	40.4%	
4280 Payroll Services	0	120	120		120	0.0%	
4290 Data Protection fee	0	47	47		47	0.0%	
Annual Running Costs :- Indirect Payments	1,972	3,587	1,615	0	1,615	55.0%	0
Net Payments	(1,972)	(3,587)	(1,615)				
130 Administration Expenses							
4300 Printing & Stationery	134	400	266		266	33.4%	
4303 Council mobile	69	276	207		207	25.0%	
4305 Publications	0	200	200		200	0.0%	
4310 Postage	130	400	270		270	32.5%	
4320 Room Hire	0	288	288		288	0.0%	
4330 Refreshments	19	50	31		31	37.5%	
4340 Training & Conference	0	1,500	1,500		1,500	0.0%	

Enclosure 2

14:25

Detailed Receipts & Payments by Budget Heading 30/06/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 s137 Grant Aid	500	1,000	500		500	50.0%	
4990 Other Admin	17	200	183		183	8.3%	
Administration Expenses :- Indirect Payments	868	4,314	3,446	0	3,446	20.1%	0
Net Payments	(868)	(4,314)	(3,446)				
<u>145 Defibrillators</u>							
4456 Defibrillators - inspections	420	2,700	2,280		2,280	15.6%	
4457 Defibrillators - call outs	65	300	235		235	21.7%	
4458 Replacements pads/batteries	0	500	500		500	0.0%	
Defibrillators :- Indirect Payments	485	3,500	3,015	0	3,015	13.9%	0
Net Payments	(485)	(3,500)	(3,015)				
<u>147 Noticeboards</u>							
4500 Noticeboards: Cleaning	25	50	25		25	50.0%	
4505 Noticeboards R&M	0	150	150		150	0.0%	
Noticeboards :- Indirect Payments	25	200	175	0	175	12.5%	0
Net Payments	(25)	(200)	(175)				
<u>149 Dallow Lock mural</u>							
4600 Dallow Lock mural/noticeboard	100	200	100		100	50.0%	
Dallow Lock mural :- Indirect Payments	100	200	100	0	100	50.0%	0
Net Payments	(100)	(200)	(100)				
<u>150 Projects</u>							
4703 Replacement bleed control kits	0	200	200		200	0.0%	
4995 Contingency	979	5,000	4,021		4,021	19.6%	979
5400 Project Work	0	10,000	10,000		10,000	0.0%	
Projects :- Indirect Payments	979	15,200	14,221	0	14,221	6.4%	979
Net Payments	(979)	(15,200)	(14,221)				
6000 plus Transfer from EMR	979	0	(979)				
Movement to/(from) Gen Reserve	0	(15,200)	(15,200)				
<u>999 VAT Data</u>							
515 VAT on Payments	(332)	0	332		332	0.0%	
VAT Data :- Indirect Payments	(332)	0	332	0	332		0
Net Payments	332	0	(332)				

Detailed Receipts & Payments by Budget Heading 30/06/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	23,142	46,480	23,338			49.8%	
Payments	7,769	46,480	38,711	0	38,711	16.7%	
Net Receipts over Payments	<u>15,373</u>	<u>0</u>	<u>(15,373)</u>				
plus Transfer from EMR	979	0	(979)				
Movement to/(from) Gen Reserve	<u>16,352</u>	<u>0</u>	<u>(16,352)</u>				



Campaign Pack: Making Councillor Training a Legal Requirement

Council Briefing Note

Title: Why Mandatory Councillor Training is Needed

Overview

Local councillors, those at parish and town level, are responsible for decisions that have **legal, financial, and ethical consequences**. However, training remains optional rather than mandatory.

This creates inconsistency in capability and exposes councils to easily avoidable risks.

Key Decision Areas ("Votes") Requiring Competence

Parish councils routinely take formal votes on:

1. Financial Decisions

- Setting the **annual precept**
- Approving **budgets and expenditure**
- Signing off **annual governance and accountability returns (AGAR)**

💡 *Risk:* Misunderstanding legal duties (e.g., fiduciary responsibility) can lead to audit failures, unlawful spending or wasted public money.

2. Planning and Development

- Responding to **planning applications**
- Influencing local development plans
- Considering **material planning considerations**

💡 *Risk:* Comments made without understanding planning law can be ignored, challenged, or harm the councils reputation.

3. Procurement and Contracts

- Awarding contracts for services (grounds maintenance, facilities, etc.)
- Entering into long-term agreements

💡 *Risk:* Non-compliance with procurement law or poor contract management can expose councils to legal challenge or financial loss.

4. Governance and Standards

- Handling public **complaints**
- Adhering to the **Code of Conduct**
- Managing **conflicts of interest**
- Protecting **employees**
- Data **management and security**

💡 *Risk:* Mishandling can result in formal complaints, reputational damage, and intervention by monitoring officers.

5. Asset and Land Management

- Buying, selling, or leasing land/property
- Managing community buildings and facilities

💡 *Risk:* Legal complexities around land ownership and liabilities require informed decision-making informed by public engagement.

6. Community Engagement

- Health and wellbeing impacts
- Biodiversity duties
- Social and economic wellbeing.
- Responding to local issues (speeding, play facilities, tourism, etc...)

💡 *Risk:* Reduced opportunities for the council to both identify, and respond to, community issues and improve local economic, environmental, social and health.

The Case for Mandatory Training

1. Consistency

Ensures all councillors meet a minimum standard of knowledge.

2. Risk Reduction

Mitigates legal, financial, reputational and governance risks.

3. Better Decision-Making

Improves quality of debate, outcomes and public confidence.

4. Public Confidence

Demonstrates professionalism and accountability.

5. Councillor Support

Helps new councillors navigate complex responsibilities, and keep others up to date with continual changes.

Suggested Core Training Areas

A statutory training requirement could include:

- Roles and responsibilities of councillors / local government law basics
 - Employment and HR training
 - Financial management and audit
 - Planning system fundamentals
 - Code of conduct and ethical standards
 - Community wellbeing
-

Implementation Options

- Mandatory induction within 6 months of election/co-option
 - Refresher training every 3–4 years
 - Delivered via accredited bodies (e.g., county associations, NALC)
 - Online and in-person options to ensure accessibility
-

Conclusion

Local councils are the **front line of democracy**, yet councillors operate without guaranteed preparation for critical decisions.

Mandatory training is a **proportionate, practical reform** that would strengthen governance, reduce risk, and improve outcomes for communities.

Template Parish Council Motion

Title: Motion: Mandatory Training for Local Councillors

Proposed wording:

This Council notes:

- That parish and town councillors increasingly make decisions with significant legal, financial, and community impact.
- That councillors are responsible for complex statutory functions, including financial oversight, planning representations, and governance compliance.
- That, unlike many public office roles and principal authority councillors, there is currently no statutory requirement for elected or co-opted councillors to undertake core training.

This Council further notes that councils regularly take decisions that require legal and procedural understanding, including:

- Setting and approving the **annual precept and budget**
- Submitting and determining **planning consultations and objections**
- Entering into **contracts and procurement decisions**
- Managing **assets and land holdings**
- Handling **complaints, codes of conduct, and standards issues**
- Employing **staff and complying with HR law**
- Improving **social, health and economic wellbeing**

This Council believes:

- That mandatory induction and ongoing training would improve governance, transparency, and public trust.
- That better-trained councillors reduce the risk of legal challenge, maladministration, and financial mismanagement.

Accordingly, this Council resolves to:

1. Call on the UK Government to introduce legislation requiring all local councillors to undertake core training within 1 year of election/co-option.
2. Request that this includes training on:
 - Roles and responsibilities
 - Finance and audit
 - Planning and code of conduct
 - Social, health and economic wellbeing

- Employee protection and employer responsibilities.
- 3. Write to [Local MP] asking them to support this change.
- 4. Encourage the National Association of Local Councils (NALC) and county associations to advocate for this reform.
- 5. Adopt a members training policy.

Proposed by:

Seconded by:

Date:

Template Letter to an MP

Subject: Making Training Mandatory for Local Councillors

Dear [MP Name],

I am writing on behalf of [Parish/Town Council name] following the passage of a formal motion calling for mandatory training for elected and co-opted local councillors.

Parish and town councillors routinely make decisions that carry legal, financial, and reputational risks. These include:

- Setting multi-thousand (or million) pound **precepts and budgets**
- Responding to and influencing **planning applications**
- Approving **contracts and procurement decisions**
- Managing **public assets such as land, buildings, and community facilities**
- Adjudicating on **complaints and code of conduct matters**

Despite this, there is no legal requirement for councillors to undertake even basic induction training.

This inconsistency is increasingly difficult to justify. In most other sectors, individuals with fiduciary or governance responsibilities are expected—if not required—to demonstrate baseline competence.

Mandatory training would:

- Strengthen governance and accountability
- Reduce costly errors and legal disputes
- Improve public confidence in local democracy
- Support councillors themselves in carrying out their roles effectively

We therefore ask that you:

1. Raise this issue with the Secretary of State for Levelling Up, Housing and Communities
2. Support or advocate for legislation introducing mandatory training requirements for councillors
3. Engage with sector bodies such as NALC to progress this reform

We would welcome the opportunity to discuss this issue further.

Yours sincerely,

[Name]

[Role, e.g., Chair of the Council]

Template Council Policy

Staffordshire Parish / Town Council

Members Training Policy

xxx 2026

Adoption Date: xxxx xxxx 20xx

Date for review: on or before xxxx 20xx

1. Introduction:

This policy outlines the council's approach to councillor training, funding of training and how to access it. The council and members are subject to various statutory and regulatory requirements, for example GDPR, and will equip councillors to help them and the council comply with these requirements.

The Council recognises that parish and town councillors regularly take decisions that require **legal and procedural understanding**, including:

- Setting and approving the **annual precept and budget**
- Submitting and determining **planning consultations and objections**
- Entering into **contracts and procurement decisions**
- Managing **assets and land holdings**
- Handling **complaints, codes of conduct, and standards issues**
- Improve **social, health and economic wellbeing**

Training is therefore essential to ensure that decisions are lawful, transparent and in the best interests of the community.

2. The Councils commitment to training:

The Council is committed to developing its members in order to assist the Council in achieving its objectives.

The council recognises that without training, councillors may not fully understand the powers, duties and responsibilities of the council, nor the legal and procedural framework within which decisions must be made. This is particularly important given the range and significance of decisions taken by the Council, including financial governance, planning input, contractual commitments and regulatory compliance.

The council recognises that without training, councillors may not meet their requirements to ensure good governance, lawful decision-making and accountability.

Councillor development and training is a joint commitment between the Clerk and Councillors, and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.

The council recognises that training is a key part of the role of councillor and is essential in supporting informed, effective and legally compliant decision-making.

3. Equal Opportunities:

It is essential that councillors are given equal opportunity to develop their knowledge and learn new skills in order to become effective councillors.

Member development should be recognised as an integral part of the Council's business.

Councillors will have training in a format that best suits their needs.

4. The Council recognises:

New councillors will need to understand what the role entails and build up their knowledge and skills, while experienced councillors need to refresh their skills and knowledge to reflect ever-changing legislation and best practice.

This is particularly important given that councillors are required to make decisions on matters such as:

- Financial planning and accountability (including precept setting)
- Planning matters and development proposals
- Procurement and contractual agreements
- Asset and land management
- Governance, complaints and standards

The Council recognises that continued investment and commitment to training and development are essential if **quality services, effective governance and transparency** are to be provided, maintained and continually improved.

Members receiving training on specific subjects (for example planning, data protection, governance, etc.) is of significant value to the Council and its residents.

5. The Council will provide:

A training budget for member training.

All members will receive a Councillor induction pack within 1 month of taking their seat.

All new members will be given the opportunity to attend a new councillor training course.

All members are encouraged to attend further training.

All Members will be kept informed of relevant training courses especially those offered by the County Association of Local Councils.

All Councillors will be invited to meet with the Clerk/Manager and visit the Council's properties/assets to further understand the Councils assets and liabilities.

6. Structured training:

Members will attend training that reflects the key decision-making responsibilities of the Council, particularly in relation to finance, planning, governance, procurement and asset management.

Members will attend the following training courses as part of their induction process.

- Councillor introduction/Fundamentals
- Data Protection
- Financial Control / Audit

Members will aspire to attend the following courses over their term of office -

- Planning Training
- Councillor
- Chairmanship Training
- Business Planning
- Community Engagement

Members will also seek other courses provided by the SPCA, SLCC, NALC, etc.. that they believe will benefit them, their knowledge, experience and ability to serve on the council and strengthen its governance.

7. Accessing Training

Any member wishing to attend any training courses or event should discuss the training with the Clerk.

Members will be able to claim back costs incurred for training, such as travel.

**SHOBNALL PARISH COUNCIL
TRAINING POLICY**

Statement of Intent

Shobnall Parish Council ("SPC") is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff to be given the training necessary for their role and Councillors to attend training and conferences relevant to their office.

SPC employs a part-time Clerk. Its training needs will therefore cover many different areas and impose additional training responsibilities on the council in managing the health, safety and welfare of its Clerk.

SPC will be responsible for monitoring and meeting the training needs of the Clerk and managing the budget. Training will be identified through the Clerk's annual appraisal process and the cost and training provider investigated. A training schedule will then be prepared and submitted to the Council for approval to ensure the training is relevant and fit for purpose before including it in the budget.

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The Clerk may require specialised training in their respective field. Necessary training will be identified and either be carried out in-house or by specialist training centres as is appropriate. The Clerk may be required to attend these courses which will normally be undertaken in working hours. Any additional expenses will be met by SPC.

All new staff will be given training in health and safety and fire safety to ensure that they can undertake their jobs safely. Any immediate additional training needs will be identified and authorised.

Should the Clerk require or request additional specialist training SPC may require the Clerk to sign an agreement to pay back part or all of the training costs should they voluntarily leave SPC's employment within a year of completing the training.

The principles of the National Training Strategy for Town and Parish Councils is recognised as an excellent strategy for both administrative staff and councillors. All new members of administrative staff will be expected to undertake an appropriate induction course ('iLCA') and the Clerk will be expected to go on to take the 'CiLCA' and Local Policy Certificates.

SPC will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Staffordshire Parish Councils Association (SPCA) to enable staff and councillors to take advantage of their training courses and conferences.

The Clerk will be expected to attend all relevant training days whenever possible and

councillors will be expected to attend training days which are relevant to their office.

Councillor Training

New councillors will have an induction meeting with the Clerk and will be provided with an information pack containing appropriate documents.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and SPCA and attend conferences whenever possible.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and Councillors are encouraged to share their learning with other Councillors.

Reviews

This policy will be reviewed three years.

Adopted: 15 April 2019

Review date: 23 April 2025

Next review date: April 2028

Staff Training - Needs, identification & methods

1. Needs for Training

1.1 Typical aspects which might benefit from training are:

- Changes in legislation
- New and revised qualifications for the Clerk
- Accidents/injury
- Professional errors or omissions
- Introduction of new equipment
- New processes/working methods

1.2 Paid Staff

All paid staff should receive training applicable to their specific role, e.g. Clerk, grounds maintenance staff, litter pickers, etc.

1.3 Contractors

Contractors and self-employed should provide evidence of their qualifications to undertake work for which they have tendered and should not be trained at SPC expense. Consideration should be given to the qualifications and expertise available from the volunteers within SPC before committing to any training scheme.

1.4 Types of Training

The appropriate training should be a planned process to satisfy the current and future needs of SPC.

2. How to Identify Training Needs

- 2.1 Staff appraisals
- 2.2 Questionnaires
- 2.3 Interview / discussion
- 2.4 Requests

3. Resourcing Training

3.1 Organisations offering training include:

- East Staffordshire Borough Council (ESBC)
- National Association of Local Councils (NALC)
- Society of Local Council Clerks (SLCC)
- Staffordshire County Council (SCC)
- Staffordshire Parish Councils Association (SPCA)

4. Councillor Training

New councillors will have an induction meeting with the Clerk and will be provided with an information pack containing the documents as set out on the attached list and any other relevant policies and documents.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and SPCA and attend conferences whenever possible.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

INFORMATION PACK FOR NEW COUNCILLORS

Contents

1. The Good Councillors Guide
2. Members List
3. Training Statement of Intent
4. Meetings Timetable
5. Model Code of Conduct
6. Budget
7. Standing Orders
8. Financial Regulations
9. Parish Council Powers
10. Privacy Policy and SAR Policy
11. Equal Opportunities Policy
12. Health & Safety Policy
13. HR policies
14. Community Engagement Policy
15. Minutes of Parish Council Meetings (limited to the previous month)

NOTICE OF MOTION – Checkley Parish Council

Proposed by: Cllr Wilkinson

Motion: Planning and Infrastructure Act 2025 – Removal of Local Member Call-In Rights

This Council notes that:

1. The Government's Planning and Infrastructure Act 2025 contains provisions which may significantly reduce or remove the ability of elected District and Borough Councillors to "call in" planning applications for determination by a Planning Committee.
2. The existing call-in process provides an important democratic safeguard, enabling locally elected representatives to ensure that planning applications raising significant public concern, complex planning issues, or matters of local importance are subject to public scrutiny and transparent decision-making.
3. Planning Committees play a vital role in maintaining public confidence in the planning system and in considering the views of local residents, parish councils and other stakeholders.
4. Restricting the ability of elected Councillors to refer applications to committee risks increasing the number of decisions determined solely under delegated powers by planning officers, thereby reducing democratic accountability and local representation within the planning process.
5. Parish Councils are the closest tier of government to local communities and rely upon an open and transparent planning system where significant applications can be publicly scrutinised by elected representatives.

This Council believes that:

1. Local democratic accountability must remain at the heart of the planning system.
2. Residents should continue to have confidence that planning applications affecting their communities can be subject to public debate where appropriate.
3. The removal or significant restriction of local member call-in rights would weaken local democracy and reduce opportunities for meaningful community engagement in planning decisions.
4. Decisions which have a substantial impact upon local communities should remain capable of being considered by publicly accountable Planning Committees.

Accordingly, Checkley Parish Council resolves to:

1. Formally oppose any provision within the Planning and Infrastructure Act 2025 which removes or significantly restricts the right of elected District and Borough Councillors to call planning applications before a Planning Committee.

2. Write to the Secretary of State for Housing, Communities and Local Government expressing the Council's concerns regarding the democratic implications of these proposals.
3. Write to the local Member of Parliament requesting that they oppose any measures which diminish local democratic oversight of planning decisions.
4. Forward a copy of this resolution to Staffordshire Moorlands District Council, Newcastle-under-Lyme Borough Council, the Staffordshire Parish Councils Association, the National Association of Local Councils (NALC), and neighbouring parish councils for information and support.
5. Request that the Government retains robust mechanisms for elected Members to ensure planning applications of local significance are subject to public scrutiny and democratic decision-making.

Signed:

Cllr Wilkinson

Checkley Parish Council