

Minutes of a meeting of Shobnall Parish Council
held at Brook House, 18 Shobnall Road, Burton on Trent
on Monday 20 July 2026 commencing at 7pm

Present

Councillor Pennicott in the Chair
Councillors Dittmer, Hoare and Shilton

Also present

ESBC Councillor McKiernan
Mary Danby, Clerk

Public Forum

No members of the public were present at the meeting.

Skatepark at Shobnall Fields

Borough Councillor McKeirnan had requested that Dan Poyner and Dan Langford be invited to attend the meeting however they were unable to attend.

Councillor McKiernan explained that the UK Community Foundations (UKCF) are preparing to launch a five-year, c£9.3m place-based programme growing adventurous, child-directed outdoor play for children aged 0–12. It will be delivered by 20 regional community foundations designing and delivering locally. The programme will launch in January 2027 and it is a ‘matched funded’ programme.

The Community Foundation for Staffordshire & Shropshire (CFSS) had invited businesses, individuals, local public sector bodies and VCSE groups to come forward to express their interest in being involved in this initiative. Public sector bodies cannot be a recipient of the grant but may wish to be involved in assisting groups/projects or acting as a facilitator to ensure maximum benefits to its community is received.

For Staffordshire and Shropshire it is expected that the programme will generate £200k for each of the 5 years. With £100k granted from the FREE TO PLAY fund and the balance from matched funds.

Councillor McKiernan said that an application had been included in the expression to bid for a project which would see the existing skatepark at Shobnall Fields extended to provide facilities for children up to 12 years. She said that she would like to see the area around the skatepark developed to provide a community space with lighting, seating, flowers/plants and trees. She asked the council to consider providing funds over a five year period as part of the match funding for the project, subject to CFSS funding being confirmed.

Resolved That a decision on the funding request be deferred until a fully costed plan is provided to the council when the decision on the expression to bid has been confirmed.

28. Apologies

Councillors Donlon and Salt-Brown.

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

None were declared.

30. Minutes

Resolved That the Minutes of the meeting held on 15 June 2026 be approved as an accurate record.

31. Matters arising

Minute No. 23.4 Re P/2026/00089 and P/2026/00115

The Clerk confirmed that no responses had been received from ESBC. **Agreed** that ESBC's Planning Officers be chased for their response to the queries raised on the above planning applications.

Minute No. 24 Re Proposed bus shelter site, Shobnall Road

The Clerk confirmed that no response had been received from the landowner. **Agreed** that Jacob Collier MP be requested to assist in securing a response from the landowner.

32. Financial matters

32.1 Schedule of payments

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	

Resolved That the above payments be approved.

32.2 Bank reconciliation at 30 June 2026

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

Resolved That the above was a true record.

32.3 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

Resolved That the EMRs be agreed.

33. Income and expenditure at 30 June 2026

Resolved That the report be noted.

34. Planning matters

34.1 Planning applications

34.1.1 Resolved That following observations be retrospectively agreed:

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
P/2026/00657	21 Saw Mill Way	Construction of a single storey porch to the North elevation	No objection

34.1.2 Resolved That the following observations be submitted to ESBC:

Application No.	Location	Proposal	Comment
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)	No objection
P/2026/00767	Land adj to B&Q PLC Wellington Road	Variation of Condition 37 (permitted uses of units) of planning permission P/2025/00297 for a mixed-use development comprising a single restaurant with drive-thru lane (Class E), 6no. retail	No objection

		units (Use Class E(a)) (food and non-food), 1no. leisure unit (Use Class E(d)), 1no. Community Training Centre (Use Class F1(a)) with associated sports pitch (Use Class F2(c)) and vegetable garden with associated access, car parking, bin and cycle storage and landscaping to allow unit 4 to be occupied by a food retailer.	
P/2026/00771	167 Waterloo Street	Change of use from office to hot food takeaway.	1. Objection: There are already severe issues in the area due to parking, often double parking, caused by people using the existing food outlets - the proposed takeaway will increase this problem. 2. Comment: A survey of the impact of the proposed takeaway on the highways has not been provided and this is required given the parking issues already experienced in the area. 3. Comment: Is disabled access provided in the proposed change of use from office to takeaway?

34.2 Planning decisions

Resolved That the report be noted.

35. Councillors questions/reports

- 35.1 ESBC Councillor McKiernan referred to the Local Government Review (LGR) and that Staffordshire would be split into two Unitary Authorities and the new Southern and Mid Staffordshire Unitary Authority will consist of Cannock, Stafford, South Staffordshire, Lichfield, Tamworth and East Staffordshire. Unitary Council elections in May 2027 will

take place in May 2027 and the existing ESBC councillors will remain in post until 31 March 2028. The Statutory Instrument will be approved by the Government in the Autumn creating the new Authority and the new council will take over services on 01 April 2028.

Councillor McKiernan also referred to the new Local Plan 2025-2043 and advised that ESBC would be launching the Scoping consultation on 29 July. She urged the council to respond to the consultation.

- 35.2 Councillors referred to the overgrown hedge at the corner of Grange Street/Shobnall Road and agreed that a letter be sent to the property owner asking that the hedge be cut back as the hedge was making it dangerous of pedestrians to use the pavement and it was restricting drivers visibility.

36. Correspondence and Circulars

36.1 Staffordshire Parish Councils' Association (SPCA)

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

36.2 SPCA: Councillor training campaign

Councillors noted the campaign material and **agreed** that no action be taken as the council's existing Training Policy was sufficient for its needs.

36.3 Checkley Parish Council: Planning system changes

Resolved That the information be received without comment.

37. 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.

38. Staffing matters

Resolved That the recruitment advertisement, job description, person specification and application form be approved. **It was further resolved** that the Clerk be authorised to purchase stationery items, printer, shredder, etc in readiness for the new Clerk's use – to be funded from Nom. Code 4020/200.

Date of next meeting

Monday 21 September 2026 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

The meeting closed at 9pm.

Signed

Date

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.