c/o 32 Hillcrest Rise, Burntwood WS7 4SH
Mobile: 07521 022738
Email: clerk@shobnall-pc.gov.uk
https://shobnall-pc.gov.uk

14 September 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 21 September 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

1. Apologies for absence

2. Declarations of Interest and Dispensations

3. To consider the Minutes of the meeting held on 20 July 2026 (Enclosure 1)

4. To consider matters arising from the previous meeting

5. Financial matters

5.1 **To retrospectively approve the schedule of payments made during the council's summer recess**

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Wickes	Debit Card	21.50	3.58	Replacement fire extinguisher
Clerk	BACS	698.45	0.00	Salary and expenses (Paid 18/08/26)
Viking Direct	BACS	885.02	147.56	Stationery items, printer, shredder (Min. No. 38 refers) (Paid 18/08/26)
MW Cripwell	BACS	336.00	56.00	Defib inspections and 2no. call-out
O2	DD	27.60	4.60	Council mobile
NetGiant Ltd	Debit Card	151.83	25.31	Printer toners
	Total	**2,120.40**	**237.05**	

5.2 **Schedule of payments due**

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Zurich Municipal	BACS	620.57	0.00	Insurance renewal (Paid 07/09/26)
MW Cripwell	BACS	294.00	49.00	Defib inspections and 1no. call-out (Paid 14/09/26)
HMRC	BACS	1,742.84	0.00	NI/PAYE 2nd qtr 2026/27
Clerk	BACS	816.00	0.00	Salary and expenses
O2	DD	27.60	4.60	Council mobile
	Total	**3,501.01**	**53.60**	

5.3 **Bank reconciliation at 31 August 2026**

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

5.4 **Earmarked Reserves (EMRs)**

Earmarked Reserves	Opening 01/04/2026 £	Balance 31/08/2026 £
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 31 August 2026 (Enclosure 2)

7. Grant aid application (Enclosure 3)

8. Completion of external audit for the year ended 31 March 2026 (Enclosures 4A and 4B)

9. Planning matters

9.1 **Planning applications**

Application No.	Location	Proposal
P/2026/00908	44 Shobnall Street	Application for a Certificate of Lawfulness Existing Use as a House in Multiple Occupation (HMO) (Use Class C4)
P/2026/00931	22 Bridgewater Road	Change of use of existing detached domestic garage to form hair salon with associated external alterations
P/2026/00947	9 St Pauls Square	Crown reduce to create a maximum 2 metre clearance from the property wall of one Silver Birch tree (T1) and one Copper Beech tree (T2) (of TPO 374)
P/2026/00948	Land north of Shobnall Road	Permission in Principle for the erection of up to 9 dwellings (Class C3)

9.2 **Planning decisions**

Application No.	Location	Proposal	Decision
P/2026/00174	38 Shobnall Street	Appeal against refusal for the erection of a single storey rear extension	**Appeal Decision:** Permitted
P/2026/00519	52 & 53 Derby Street	Erection of a single storey side and rear extension	Permitted
P/2026/00682	ESBC 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)	Consent granted
P/2026/00819	9 St Pauls Square	Crown lift up to 2.5m over the public footpath and 5.2m over the public highway and remove ivy from base of stem to one Silver Birch tree and one Copper Beech (T1 and T2 of TPO 374)	Consent granted

9.3 **Planning appeals**

Application No.	Location	Appeal description
P/2024/01351	Land to the rear of The Albion PH Shobnall Road	Appeal against the refusal for the 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
P/2024/01351	Land to the rear of The Albion PH Shobnall Road	Appeal against enforcement notice for alleged unauthorised development of land to the rear of The Albion public house off Shobnall Road DE14 2BE and adjacent to Anglesey Street **See Enclosure 5 – PC's representation submitted to the Planning Inspectorate**

10. To receive questions/reports from Councillors

11. Correspondence and Circulars

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

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

11.2 **SPCA: Call for Evidence: Shaping the Future of Local Government in Staffordshire**

As you will be aware, Staffordshire is entering a period of Local Government Reorganisation, which will result in the creation of new unitary councils responsible for delivering all local services.

This represents a significant opportunity for town and parish councils to influence how these new authorities work with our sector. Staffordshire Parish Councils' Association (SPCA) is therefore launching a Call for Evidence to gather the views, experiences and recommendations of member councils.

We are seeking practical, member-led suggestions on the policies, powers, procedures and partnership arrangements that the new unitary councils should adopt to strengthen local democracy and improve outcomes for communities.

Examples of areas that councils may wish to consider include:

- Operating Community Infrastructure Levy (CIL) arrangements that ensure parish councils receive developer funding for local projects.
- Streamlined approval processes enabling parish councils to make greater use of highway-related powers and undertake local improvements.
- Enhanced involvement of town and parish councils in tourism promotion and place marketing.
- Greater partnership working in environmental enforcement and local environmental improvement initiatives.

- Community safety programmes and neighbourhood-based interventions.
- Asset transfer opportunities and management of local facilities.
- Local planning engagement and neighbourhood planning support.
- Funding arrangements for community projects and local service delivery.
- Improved consultation and communication arrangements between principal authorities and local councils.

These examples are not intended to limit discussion but serve as examples. We would encourage councils to draw upon their own experiences and identify areas where current arrangements work well (or not so well), where barriers exist, and where new unitary authorities could adopt better approaches from the outset.

How to Submit Evidence
We ask member councils to:

1. Place this matter on a council or committee agenda.
2. Discuss and agree recommendations through a formal meeting.
3. Submit a copy of the minutes of the meeting along with your recommendations to SPCA.

The use of council minutes as evidence will ensure that the views submitted represent formally considered positions from member councils and will provide a robust evidence base for our work.

Deadline
We will begin collating responses and drafting the position document at the end of the year, allowing councils several months to contribute. The SPCA will collate and analyse the evidence and produce a sector-led position document setting out the priorities, expectations and recommendations of Staffordshire's local councils for the new unitary authorities.

This is an important opportunity to ensure that the voice of local councils is heard during one of the most significant changes to local government in generations. We strongly encourage all member councils to participate.

Thank you for your support and contribution.

11.3 **SPCA: Eighty-seventh Annual General Meeting and Local Council Conference**
I have the pleasure of inviting your council to the Eighty-Seventh Annual General Meeting of the Staffordshire Parish Councils' Association, which will be held on Monday 23rd November 2026 at 10.00am in Uttoxeter Town Hall, 19 High Street, Uttoxeter, ST14 7HN.

The AGM will continue with the new format introduced last year. We will have exhibitors and speakers from across the sector, making this event a valuable gathering for the parish sector in Staffordshire.

The day will begin with the formal AGM (subject to the details at the end of this letter) and will then be followed by guest speakers, training opportunities and exhibitor displays that will be of interest to local councils across the county.

A programme of speakers and an exhibitors list will be circulated closer to the date. I would appreciate it if you would ask your council to save the date in its diary.

Attached with this notice you will find copies of both the Nomination Form for membership of the SPCA Executive Committee and the Motions for Debate Form *(the Clerk can provide copies if required)*.

The agenda, supporting papers, 2025 AGM Minutes and a copy of the Annual Report will be circulated on Monday 9th November 2026.

Lunch and refreshments are included as part of the event. To assist with catering arrangements, please confirm the names of anyone from your council who will be attending.

For the AGM element of the event, one representative from each council will be issued with a voting slip should any votes be required. You are entitled to nominate two formal voting representatives if you wish. If you are nominating voting representatives from your council, I would be grateful if you could confirm their name and email address no later than Friday 6th November 2026 so that we can include them in the distribution of papers.

Thank you, and I look forward to welcoming you to the 2026 AGM and Local Council Conference.

12. 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.

13. Staffing matters (Enclosures 5A and 5B)

Date of next meeting
Monday 19 October 2026 commencing at 7pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

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 adaptions 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.

Detailed Receipts & Payments by Budget Heading 31/08/2026

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	4,614	15,488	10,874		10,874	29.8%	
4010	Employer's NI	307	1,573	1,266		1,266	19.5%	
4020	Clerk: Recruitment/equipment	737	2,100	1,363		1,363	35.1%	
4025	Staff Mileage & Benefits	29	100	71		71	28.9%	
4030	Use of Home as Office	115	218	103		103	52.8%	
4055	Staff: Other Expenses	3	0	(3)		(3)	0.0%	
	Employee Costs :- Indirect Payments	**5,805**	**19,479**	**13,674**	**0**	**13,674**	**29.8%**	**0**
	Net Payments	**(5,805)**	**(19,479)**	**(13,674)**				
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	260	400	140		140	65.1%	
4303	Council mobile	115	276	161		161	41.7%	
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	25	50	25		25	49.0%	

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Enclosure 2

Detailed Receipts & Payments by Budget Heading 31/08/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4340	Training & Conference	0	1,500	1,500		1,500	0.0%	
4360	s137 Grant Aid	500	1,000	500		500	50.0%	
4990	Other Admin	351	200	(151)		(151)	175.6%	315
	Administration Expenses :- Indirect Payments	**1,381**	**4,314**	**2,933**	**0**	**2,933**	**32.0%**	**315**
	Net Payments	**(1,381)**	**(4,314)**	**(2,933)**				
6000	plus Transfer from EMR	315	0	(315)				
	Movement to/(from) Gen Reserve	**(1,066)**	**(4,314)**	**(3,248)**				
145	Defibrillators							
4456	Defibrillators - inspections	1,260	2,700	1,440		1,440	46.7%	
4457	Defibrillators - call outs	135	300	165		165	45.0%	
4458	Replacements pads/batteries	0	500	500		500	0.0%	
	Defibrillators :- Indirect Payments	**1,395**	**3,500**	**2,105**	**0**	**2,105**	**39.9%**	**0**
	Net Payments	**(1,395)**	**(3,500)**	**(2,105)**				
147	Noticeboards							
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)**				
149	Dallow Lock mural							
4600	Dallock 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)**				
150	Projects							
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)**				

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Enclosure 2

Detailed Receipts & Payments by Budget Heading 31/08/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
999	VAT Data							
515	VAT on Payments	(326)	0	326		326	0.0%	
	VAT Data :- Indirect Payments	**(326)**	**0**	**326**	**0**	**326**		**0**
	Net Payments	**326**	**0**	**(326)**				
	Grand Totals:- Receipts	**23,142**	**46,480**	**23,338**			**49.8%**	
	Payments	**11,331**	**46,480**	**35,149**	**0**	**35,149**	**24.4%**	
	Net Receipts over Payments	**11,810**	**0**	**(11,810)**				
	plus Transfer from EMR	**1,294**	0	(1,294)				
	Movement to/(from) Gen Reserve	**13,105**	**0**	**(13,105)**				

Enclosure 2

SHOBNALL PARISH COUNCIL
GRANT APPLICATION FORM

A

About your organisation

What is the name of your organisation and purpose of your organisation?

………Star, to help keep young people creative and active within our community, reducing obesity and helping with their mental health

When was your organisation formed? 2015 ……………………………………………………………….

How is your organisation funded? Mainly self funded from shop and work activity

How many members do you have? With our activities into schools and free incentives we reach far more young people.

Approximately what percentage of users that benefit from your organisation live in the Shobnall Ward?

Shobnall Primary School, pre schools, clubs, and more

B

About your project

What would the money be spent on if granted?
New project at Star, StarRagerooms Shobnall Primary School and other schools in the parish will be offered free time slots for those young people with extra energy and disruptive behaviour, in a controlled space to release their pent up energy, which will then allow them to become more teachable and their mental health is in a better place to absorb and learn.

How much is the project costing and how is your project to be funded?

Cost: £11,000
Through Star fundraising activities and work contracts,

How much money are you applying for? £500

Have you applied for any other funding towards the project? If so where from? no

Enclosure 3

Newcastle office
Sustainably routed via:
30 Old Bailey
London
EC4M 7AU

Tel: +44 (0)191 383 6300
forvismazars.com/uk

forvis mazars

Ms M Danby
Shobnall Parish Council
32 Hillcrest Rise
Burntwood
Staffordshire
WS7 4SH

Direct line: +44 (0)191 383 6348
Email: local.councils@mazars.co.uk
Date: 17 August 2026

Dear Ms Danby

Completion of the limited assurance review for the year ended 31 March 2026

We have completed our review for the year ended 31 March 2026 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council should consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, such as the Smaller Authorities Proper Practices Panel Practitioners' Guide (England) 2026/27. This can be obtained via your NALC or SLCC branch, or downloaded free of charge at the following website: **https://www.nalc.gov.uk/resource/practitioners-guide-2025.html**.

Please also note that a copy of the 2026/27 Practitioner's Guide has now been released and is available, alongside a summary of the summary of changes from the 2025 version, at the following website: **https://www.nalc.gov.uk/resource/practitioners-guide-2026-27.html**. We would encourage all authorities to become familiar with this document ahead of preparing their 2026/27 Annual Governance and Accountability Returns.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement **on or before 30 September to confirm:**

- that the review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.

- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

Enclosure 4A

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2026/27

No minor issues identified.

Amendment to the Practitioners' Guide 2026/27 in respect of Section 2 Box 11 Trust Fund Transactions

As part of the Accounting Statements (Section 2), the authority is asked to confirm whether there are any trust fund transactions included in the figures. Box 11 has been amended to state the authority should answer based on whether trust fund transactions have been excluded from the AGAR.

We wish to draw attention to a change within the 2026/27 Practitioner's Guide (point 2.32) which confirms the authority will need to respond 'Yes' where the figures include trust fund transactions. We would encourage all authorities to familiarise themselves with the 2026/27 Practitioner's Guide (available on the NALC website) ahead of completing their 2026/27 AGAR.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations 2015 requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at **Audit Fees | Smaller Authorities' Audit Appointments (saaa.co.uk)** will follow.

If your invoice is not as expected, please check the audit fee scales via the link above as your fee band may have changed.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Commitment to achieving net zero

We've made an important change to how we handle post - and sustainability is driving it.

In line with our net zero targets, we encourage digital communication wherever possible. However, should it be necessary for you to communicate with us by post, our correspondence address is **30 Old Bailey, London, EC4M 7AU**.

Yours sincerely

J. C. Col

James Collins
Director
For and on behalf of Forvis Mazars LLP

Enclosure 4A

Annual Internal Audit Report 2025/26

Shobnall Parish Council

https://shobnall-pc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✔		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✔		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✔		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✔		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✔		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	NO CASH KEPT		✔
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✔		
H. Asset and investments registers were complete and accurate and properly maintained.	✔		
I. Periodic bank account reconciliations were properly carried out during the year.	✔		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✔		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✔
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✔		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✔		

P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✔

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 05/11/2025 08/05/2026 DD/MM/YYYY

Name of person who carried out the internal audit: Kim Squires

Signature of person who carried out the internal audit: KSquires

Date: 08/05/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Enclosure 4B

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

SHOBNALL PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed Yes	Agreed No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A: ✓ — has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

18/05/2026

and recorded as minute reference:

10.1

Signed by the Chair and Clerk of the meeting where approval was given:

Chair [signature]

Clerk MDanby

https://shobnall-pc.gov.uk

Enclosure 4B

Section 2 – Accounting Statements 2025/26 for

SHOBNALL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	98,853	98,734	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	39,445	42,701	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	10,422	5,377	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	12,574	14,409	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	37,412	29,315	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	98,734	103,088	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	98,734	103,088	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	33,072	34,738	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED M Danby

Date 17/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

18/05/2026

as recorded in minute reference:

MINUTE REFERENCE 10.2

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Enclosure 4B

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of	**Shobnall Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature	Forvis Mazars LLP	Date	**14 August 2026**

Shobnall Parish Council

c/o 32 Hillcrest Rise, Burntwood WS7 4SH
Mobile: 07521 217155
Email: clerk@shobnall-pc.gov.uk
https://shobnall-pc.gov.uk

14 September 2026

The Planning Inspectorate
c/o QUADIENT
69 Buckingham Avenue
SLOUGH
SL1 4PN

Dear Sirs

Appeal Reference:	**6013660**
Site address:	**Land Rear of The Albion PH, Shobnall Road, Burton upon Trent, DE14 2BE**
Alleged Breach:	**APPEAL AGAINST ENFORCEMENT NOTICE for alleged unauthorised development of land to the rear of the Albion public house off Shobnall Road DE14 2BE and adjacent to Anglesey Street.**

Shobnall Parish Council (SPC) have considered the submission documents of the appeal and remain of the opinion that is should be dismissed for the following reasons:

- A retrospective application for the unlawful works has previously been refused (P/2024/01351).
- The development would set a precedent for inappropriate development in a residential area and would cause harm to the amenity of residents.
- There are serious doubts that safe and suitable access to the site can be achieved for all users, and the development can address the needs of people with disabilities and reduced mobility in relation to all modes of transport.
- The proposed development will cause an intensification of traffic onto the highway with poor access and exacerbate the risk of conflict for all road users.
- The site is within flood zones 2 and 3 and is entirely within the flood risk for surface water flooding as identified by the Environment Agency Map, that takes account of climate change.

Our rationale for these reasons to dismiss the appeal are set out below.

Relevant Planning History
The retrospective application (P/2024/01351) was refused. There have been no material changes since this refusal that would support the unlawful development. In fact, in light of updated

Environment Agency flood risk modelling the works conflict further with national policy and planning guidance.

Unlawful Use
The nature, scale and intensity of the unauthorised use of the Land, has not been justified by the appellant. It is evident that a B8 use in this location adjoining residential properties would be entirely inappropriate. There is a conflict between the use classes (C3 and B8), with C3 residential the predominant use class in the surrounding area. The appellant suggests that any conflicts could be mitigated through condition. However, the permission sought is B8 use class which is not appropriate in a residential area and its harm cannot be mitigated.

Furthermore, we strongly support the officer observation that the unauthorised material change of use of the land to the rear of the Albion public house is entirely incompatible and conflicts with:

"the function and setting of the public house and its relationship with nearby residential development. The presence of stored vehicles, associated movements, staff activity and ancillary structures would detract from the amenities enjoyed by residents and visitors and would result in an unsatisfactory relationship with the existing public house use and nearby residential dwellings."

Clearly the proposed B8 land use is incompatible with the adjoining a residential area 'Branston Locks Phase 1'. The change of use would result in harm to the existing residential properties in terms of amenity and conflicts with the Public House activity.

Sustainable Transport and Access
National Planning Policy Framework (NPPF), August 2026, Policy 'TR3: Locating development in sustainable locations' is clear that in assessing applications for development it should be ensured that, safe and suitable access to the site can be achieved for all users.

The appellant fails to demonstrate safe pedestrian and cycle access on the submitted plans. There is no detail, tracking or safeguarding to demonstrate that there is not a conflict between different users. The Appeal Statement in Paragraph 5.14 suggests that as no conflict has arisen in 18-months, there is no issue, which is by chance rather than design.

If allowed to remain as it stands the unlawful development would result in a conflict between users (vehicles and pedestrian and cyclists). SPC reiterate the previous comments of Staffordshire Highways Authority noting that:

"In the absence of information demonstrating that the unauthorised development would not prejudice the safety and convenience of pedestrians, cyclists and users of the adjacent public house car park, the Council cannot be satisfied that the unauthorised use would avoid unacceptable conflict between vehicles and vulnerable highway users."

Furthermore, SPC strongly support the LPA making clear that:

"It has not been demonstrated that the storage use would operate safely in highway terms. No vehicle tracking, visibility splay drawings, quantified assessment of vehicle movements, evidence of how vehicles are delivered to and removed from the site, or coherent operational statement has been submitted. The Council is therefore unable to assess whether the access arrangements, internal circulation, parking and delivery arrangements are safe and suitable for the nature and intensity of the use."

Flood Risk
The development fails NPPF Policy F7: Ensuring development is safe from flooding, by virtue that it is subject entirely to one or more types of flood risk across the entire site. Clause 2 is explicit stating:

"Where development is proposed in a location known to be at risk from any form of flooding, now or in the future, it should be refused"

Unless criteria a-e can be met. The development fails to meet the criteria and the presumption is the appeal should be dismissed.

The submitted Appeal Statement fails to acknowledge the true extent of the known flood risk. The Appeal Statement in Paragraph 5.12 suggests that in a flood event vehicles could be moved to the highest area on site. However, the entire site is at risk of at least 1 type of flood.

The site lies within Flood Zones 2 and 3 and within the identified area at high risk of surface water flooding. The Lead Local Flood Authority (LLFA) confirmed that almost the entire site is affected by surface water flood risk, as shown in the current Environment Agency flood risk map.

We note and support the LPA comments previously that:

"No sequential test, exception test, safe access and egress assessment, flood evacuation plan, flood displacement assessment or compliant drainage strategy has been provided. The Council is therefore unable to conclude that the development would be safe for its lifetime, would not increase flood risk elsewhere, or would make satisfactory provision for surface water drainage."

The submitted evidence with the retrospective application is out of date and inaccurate, the current Environment Agency flood map shows the full extent. This is pertinent in that the site layout shows the access road within the area of flood risk.

The appeal should be dismissed on the lack of accurate flood-risk assessment, particularly as the means of access is within the area of flood risk, noting the concerns of the LLFA.

Conclusion
A decision on whether to grant permission must be made in accordance with relevant policies in the development plan (Shobnall Neighbourhood Plan and ESBC Local Plan) unless there are material considerations, which indicate otherwise.

We note the grounds of appeal. However, there are fundamental constraints such as flood risk and safe highways access that are material to this decision. In addition to the conflict of land uses.

SPC conclude that to allow this appeal would set a dangerous precedent for unlawful development that continues to fail to meet the requirements of national, Local Plan and Shobnall Neighbourhood Plan policy, and there are no material considerations to outweigh the provisions of the development plan. The appeal should therefore be dismissed and the applicant should comply with the Enforcement Notice.

Yours faithfully

Mary Danby (Mrs) BA (Hons)
Clerk to Shobnall Parish Council