

Minutes of a meeting of Shobnall Parish Council
held at Brook House, 18 Shobnall Road, Burton on Trent
on Monday 21 September 2026 commencing at 7pm

Present

Councillor Pennicott in the Chair
Councillors Dittmer, Hoare, Salt-Brown and Shilton

Also present

ESBC Councillor McKiernan
12 members of the public
Mary Danby, Clerk

Public Forum

Land north of Shobnall Road - Permission in Principle for the erection of up to 9 dwellings (Class C3) – Planning application no. P/2026/00948

Several members of the public expressed their concerns regarding the above planning application. Councillors said that these concerns would be borne in mind when the council considered the application; they also advised the residents that individual letters/emails objecting to the application should be sent to ESBC and the ESBC Ward Councillors.

Anchor Housing: Butler Court/The Grange

Several members of the public expressed their concerns regarding a letter that had been sent to all Anchor residents at Butler Court/The Grange informing them that they (Anchor) were reviewing the housing provision on the site. It was noted that definitive detail was not provided in the letter and that all the residents had been invited to attend a Drop-In session on 24 September where they would be given more information and an opportunity to express their concerns. The residents agreed to keep the council informed when Anchor's plans are confirmed.

Trees rear of Lordswell Road/Shobnall Road

A member of the public expressed his concerns regarding the trees at the rear of his property which were now very tall and there were long branches overhanging his rear garden. It was noted that there are several other trees which are adjacent to Shobnall Brook and which are of concern to residents of other Shobnall Road properties. Councillors explained that the council had been in touch with the Environment Agency who had said that they would be undertaking tree work to maintain the flow of the channel at the start of autumn. The work would include tree and vegetation management along parts of Shobnall Brook to maintain proper conveyance of the channel. The Clerk offered to contact the Environment Agency for confirmation of when these works would be done.

39. Apologies

Councillor Donlon

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

None declared.

41. Minutes

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

42. Matters arising

Minute No. 31 Re Proposed bus shelter site, Shobnall Road

The Clerk advised that the MP's office had confirmed that no response had been received from the landowner and that they would chase for a response.

43. Financial matters

43.1 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 refs) (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	

Resolved That the above payments be approved.

43.2 Schedule of payments

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Zurich Municipal	BACS	620.57	0.00	Insurance: Annual 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 2 nd qtr 2026/27
Clerk	BACS	816.00	0.00	Salary and expenses
O2	DD	27.60	4.60	Council mobile
Geoxphere Ltd	BACS	291.60	48.60	Parish Online mapping software: Annual licence renewal
Viking Office UK Ltd	BACS	98.82	12.31	Stationery, postage stamps
Wildy & Sons Ltd	Debit Card	225.00	0.00	Arnold-Baker on Local Council Administration 14th Ed (paid 18/09/26)
Total		4,116.43	114.51	

Resolved That the above payments be approved.

43.3 Bank reconciliation at 31 August 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.

43.4 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

Resolved That the EMRs be agreed.

44. Income and expenditure at 31 August 2026

Resolved That the report be noted.

45. Grant aid application

Resolved That, under the power given under the Local Government Act 1972 S137, grant aid in the sum of £500 be agreed for Star Foundation to provide Star Ragerooms at Shobnall Primary School and other schools in Shobnall Parish.

46. Completion of external audit for the year ended 31 March 2026

Councillors were advised that the external auditors, Forvis Mazars, had signed off on the 2025/26 AGAR with no issues being raised and no suggestions for minor improvements. The Completion Notice and pages 3-6 of the audited AGAR had been published on 26 August.

Resolved That the External Auditor's sign off on the 2025.26 accounts be noted.

47. Planning matters

47.1 Resolved That the following observations be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2026/00908	44 Shobnall Street	Application for a Certificate of Lawfulness Existing Use as a House in Multiple Occupation (HMO) (Use Class C4)	Objection on the following grounds: ▪ Lack of outdoor amenity space provided for residents. ▪ Impact on nearby neighbours. ▪ Impact on infrastructure, i.e. sewerage, etc. ▪ Impact of additional parking on a road which already experiences significant parking issues. ▪ No dimensions are provided on the plans,

			do the rooms meet the required criteria?
P/2026/00931	22 Bridgewater Road	Change of use of existing detached domestic garage to form hair salon with associated external alterations	Objection on the following grounds: ▪ The proposed business use of the garage is inappropriate in a residential area. ▪ Impact of additional parking on a road which already experiences significant parking issues and the proposal would result in increased vehicle movements. ▪ Loss of amenity for nearby residents.
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)	No objection
P/2026/00948	Land north of Shobnall Road	Permission in Principle for the erection of up to 9 dwellings (Class C3)	Objection on the following grounds: ▪ Access issues: The access road from Shobnall Road is only wide enough for one vehicle to use at a time. ▪ Highway safety: Vehicles park on Shobnall Road on either side of the access road to the site, these would create a blind spot for vehicles exiting from the access road. ▪ The red line denoting the site boundary cuts through an existing green space; it also implies that the access road is owned by the applicant whereas it is understood that this is owned by ESBC. ▪ No safe pedestrian route to/from the site is provided on the plan.

			▪ The land may be contaminated from its previous use, e.g. asbestos may be present and a survey is needed to confirm this and measures to be taken to make the site safe. ▪ Councillors ask that the following surveys be completed before any development commences: tree survey, environmental/wildlife survey; traffic survey. ▪ Loss of amenity for local children who use an informal play area on the site.
N/A	Cellnex Imex Business Park Shobnall Road	Proposed communications upgrades for Telefonica Ltd	No comment

47.2 Planning decisions

Resolved That the report be noted.

47.3 Planning appeals

Resolved That the report be noted.

48. Councillors' questions/reports

48.1 Councillors referred to the implementation of the weight restriction on Shobnall Road. Councillor Pennicott said that Palletforce had been advised that the weight restriction was being implemented and they were asked to ensure that drivers visiting their site were made aware of this. It was noted that anyone witnessing vehicles breaching the weight restriction should take as much detail as possible, i.e. vehicles registration number, time, date, place, etc and that they should send this information to Staffordshire Highways and the Police.

48.2 Councillor Hoare asked that the council consider installing bleed kits in all the defibrillator cabinets; she also asked that the council offer to provide a bleed kit to all schools in Shobnall Parish.

Agreed that:

- Quotations be sought for the supply of bleed kits.
- MW Cripwell be asked to quote to include monthly inspection of the bleed kits at the same time as the defibrillators are inspected.
- The local schools be approached and asked if they would like a bleed kit to be provided to them for use in an emergency.

48.3 ESBC Councillor McKiernan said that the Local Government Review (LGR) had been put on hold by the Government pending the outcome of a review which it was hoped would be concluded by end December 2026.

Councillor McKiernan referred to the Local Plan process which had started in August with the Scoping Consultation, she added that there would be another consultation next year on the Local Plan Vision.

Councillor McKiernan referred to the proposed Shobnall Fields skatepark upgrade and that two grants had been applied for: One application had yet to be decided; the second application had progressed to the second stage, and they were now having to seek quotations. If successful, the second grant applied for requires match funding and she said that she would come back to the council to request a contribution when the application has been decided.

49. Correspondence and Circulars

49.1 Staffordshire Parish Councils' Association (SPCA)

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

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

Deferred until the outcome of the LGR review has been announced.

49.3 SPCA: Eighty-seventh Annual General Meeting and Local Council Conference Resolved

That the information be received without comment.

ESBC Councillor McKiernan left the meeting.

50. 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.

51. Staffing matters

51.1 Resolved That following confirmation from NALC/SLCC that the pay increase for 2026 had been agreed, the increase backdated to 01 April 2026 be applied to the Clerk's salary (scp 20) with immediate effect.

51.2 Resolved That should no applications be received by the closing deadline the Clerk was authorised to (a) investigate engaging a Locum Clerk and (b) re-advertise the vacancy.

Date of next meeting

Monday 19 October 2026 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA.

The meeting closed at 9pm.

Signed

Date