

Minutes of a meeting of Shobnall Parish Council
held at Brook House, 18 Shobnall Road, Burton on Trent
on Monday 19 October 2026 commencing at 7pm

Present

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

Also present

Dan Poyner, Trentside CIO
ESBC Councillor McKiernan
Mary Danby, Clerk

Public Forum

Dan Poyner gave a presentation outlining proposed developments at the Skatepark on Shobnall Fields, including a beginner's section as an addition to the existing facility; potential to provide a pump track around the perimeter of the site; communal seating; opportunity exists to provide a small dog park and an adventure play area. He referred to the grant application (see also Minute No. 58) seeking 50/50 funding to see 40 standard trees on the site. Mr Poyner confirmed that following discussions with ESBC Officers it had been confirmed that the site is owned by Marstons and that ESBC have a 99-year lease.

Councillors expressed concern as to who would own the site when Carlsberg close the existing Marstons operations in Burton, adding that it would be difficult for the council to agree to the requested funding without confirmation as the longevity of ownership of the land.

Councillors asked if the skatepark could be built from a permeable surface rather than concrete, Mr Poyner said that skateparks are normally built in concrete, but he said that it is possible to use slabs which are more permeable. Mr Poyner said that tarmac could be used for the pump track.

Mr Poyner was thanked for attending the meeting.

52. Apologies

Councillors Dittmer and Donlon

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

None declared.

54. Minutes

Resolved That the Minutes of the meeting held on 21 September 2026 be approved as an accurate record.

55. Matters arising

None raised.

56. Financial matters

56.1 Schedule of payments

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Star Foundation	BACS	500.00	0.00	S137 grant aid (Paid 22/09/26)
MW Cripwell	BACS	294.00	49.00	Defib inspections and 1no. Call-out
O2	DD	27.60	4.60	Council mobile
Clerk	BACS	711.90	0.00	Salary and expenses
Rialtas Business Solutions Ltd	BACS	44.40	7.40	Move accounts software to new laptop
Forvis Mazars	BACS	252.00	42.00	External audit fee 2025/26 (Paid 06/10/26)
Total		1,829.90	103.00	

Resolved That the above payments be approved.

56.2 Bank reconciliation at 30 September 2026

	£
Current Account	101,334.11
HSBC Business Money Manager Account	32,091.37
	133,425.48

Resolved That the above was a true record.

56.3 Earmarked Reserves (EMRs)

Earmarked Reserves	Opening 01/04/2026 £	Balance 30/09/2026 £
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	7,185.00
Benches & litter bins	3,000	3,000.00
	69,500	68,205.83

Resolved That the EMRs be agreed.

57. Income and expenditure at 30 September 2026

Resolved That the report be noted.

58. Grant aid application

Resolved That the application from Trentside CIO be deferred until such time that confirmation has been received regarding the long-term ownership of the land (see also Public Forum above).

59. Planning matters

59.1 Resolved That the following observations be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2026/00771	167 Waterloo Street	Change of use from office to hot food takeaway and erection of flue (amended description).	<p>Reiterate previous submission:</p> <ul style="list-style-type: none"> ▪ 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. ▪ 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. ▪ Comment: Is disabled access provided in the proposed change of use from office to takeaway?
P/2026/00996	4 St Pauls Square	Conversion and alterations of existing office building (Class E) to 8no. 1 bed flats (Class C3) to include the installation of first floor side windows, cycle and refuse storage, communal amenity space, associated parking and the erection of a two-storey rear extension.	No objection SUBJECT to a condition being applied that the property will not be permitted to become an HMO in the future.
P/2026/01012	8 St Pauls Square	Erection of single storey rear extension, installation of dormer window to rear elevation to facilitate loft conversion and alterations to roof including installation of roof light.	<ul style="list-style-type: none"> ▪ Clarification was requested to confirm that adequate off-road parking is provided given the proposed increase in the number of

			bedrooms as the area already experiences significant parking issues. ▪ Councillors ask that, if permitted, a condition be applied that the property will not be permitted to become an HMO in the future.
P/2026/01013	Amber House 7-8 Needwood Street	Change of use of garage to elderly day activities facility and commercial laundry unit in connection with existing care home together with associated external alterations.	No objection
P/2026/01016	Unit 1 Centrum West Logistics Park Callister Way	Display of 2 internally illuminated fascia signs.	No objection

59.2 Planning decisions

Resolved That the report be noted.

60. Councillors' questions/reports

60.1 ESBC Councillor McKiernan reported that the Cabinet had agreed to commence the Local Plan 2025-2043 and Gateway 1 Assessment and will now progress over the next 30 months.

ESBC Councillor McKiernan left the meeting.

60.2 Councillor Hoare asked if Trent & Dove had responded regarding their empty homes policy. The Clerk confirmed that despite a follow-up email having been sent no response had been received.

61. Correspondence and Circulars

61.1 Staffordshire Parish Councils' Association (SPCA)

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

61.2 Henhurst Hill update

Resolved That the update be received without comment.

62. 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.

63. Quotations

63.1 Business cards

Resolved That 50no. business cards be purchased from Banana Print at a cost of £7.95 plus delivery and VAT for Councillor Pennicott initially.

63.2 Daniel Baird Foundation Emergency Bleed Control Kits (Minute No. 48.2 refers)

Resolved That:

- A total of 7no. Emergency Bleed Control kits be purchased from Turtle Defib Cabinets at a total cost of £609.00 plus delivery and VAT.
- 6no. kits be installed in the defibrillator cabinets and 1no. be donated to Shobnall Primary School.
- MW Cripwell's quotation to install 6no. kits in the council's defib cabinets and inspect these at the same time as the defibs in the sum of £286.00 plus VAT per month be accepted.
- County Councillor Mason's offer to grant £300 from his Community Fund allocation toward the purchase of the bleed control kits be accepted.

64. Staffing matters

Resolved That the update on Clerk recruitment process be noted.

Date of next meeting

Monday 16 November 2026 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA.

The meeting closed at 9pm.

Signed

Date