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09 November 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 16 November 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 19 October 2026 (Enclosure 1)

4. To consider matters arising from the previous meeting

5. Financial matters
5.1 **Schedule of payments due**

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Banana Print	Debit Card	12.90	2.15	Business Cards (PC Chair) (Minute No. 63.1 refers)
SLCC Enterprises	BACS	49.20	0.90	The Clerks' Manual 2026
MW Cripwell	BACS	337.20	56.20	Monthly defib inspections £252.00 2no. call outs £85.20
Clerk	BACS	741.99	0.00	Salary and expenses
O2	DD	27.60	4.60	Council mobile
Edwards Cleaning Co	BACS	125.00	0.00	Cleaning noticeboards and Dallow Lock murals
	Total	**1,293.89**	**63.85**	

5.2 **Bank reconciliation at 31 October 2026**

	£
Current Account	100,537.09
HSBC Business Money Manager Account	32,091.37
	132,628.46

5.3 **Earmarked Reserves (EMRs)**

Earmarked Reserves	Opening 01/04/2026 £	Balance 31/10/2026 £
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**

6. Income and expenditure at 31 October 2026 (Enclosure 2)

7. Planning matters

7.1 **Planning decisions**

Application No.	Location	Proposal	Decision
P/2026/00771	167 Waterloo Street	Change of use from office to hot food takeaway and erection of flue (amended description)	Permitted

8. Financial Risk Assessment (Review) (Enclosure 3)

9. To receive questions/reports from Councillors

10. Correspondence and Circulars

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

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

10.2 **SPCA Membership fees 2027/28**

To assist councils with budget planning, we are pleased to confirm the SPCA membership fees for the 2027/28 financial year.

The Executive Council met last night *(26 October)* and approved a 3% increase in membership fees for the coming year. This remains below the current inflation rate of 3.6%.

The only structural change to the fee schedule is the introduction of a new rate for councils with fewer than 150 electors, set at £25.75 for 2027/28.

This increase is not simply intended to maintain existing services. Over the past 12 months, SPCA has continued to invest in expanding and improving the support available to members. We have:

- Appointed WorkNest as our new HR and Health & Safety advisors.
- Appointed Wellers as our new legal advisors.
- Appointed ONN as our new planning advisors.

In January, we will launch a new Health and Wellbeing Support Service for clerks and councillors.

These new services complement our existing advisory partners, including Parkinson Partnership for VAT and finance advice, Breakthrough Communications for FOI, crisis communications and data protection support, and CloudyIT for IT and digital skills training.

Working in partnership with Warwickshire CALC and Herefordshire CALC, we have developed a comprehensive new document library containing more than 150 guides, templates, policies and practical resources. Whatever challenge your council faces, there is a good chance we already have a resource to help.

To further strengthen our support offer, we will also be recruiting an additional team member dedicated to assisting councils with their enquiries and requests.

Our programme of free training and guidance will continue to expand throughout the year. Members can expect briefings on Local Government Reorganisation (LGR), together with practical workshops to help councils understand and comply with the new third-party harassment requirements.

The SPCA remains committed to growing the range and quality of services available to members, ensuring councils receive real value from their membership. We would like to thank all our members for their continued support and engagement.

Finally, NALC has confirmed its affiliation fee for 2027/28, which has been set at 8.8

pence per elector, capped at £2,274.00 for larger councils.

(Clerk's note: The new membership fees have been incorporated into the draft 2027/28 budget.)

10.3 **Staffordshire County Council:**
Update on Speed Indicator Devices (SIDs) (Enclosure 4)

11. 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.

12. Appointment of Parish Clerk/RFO (Part-time) (Enclosures 5 and 5A)

Date of next meeting
Monday 21 December 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 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**

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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).	Reiterate previous submission: ▪ **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.	▪ Clarification was requested to confirm that adequate off-road parking is provided given the proposed increase in the number of

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			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 pus 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 ……

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SHOBNALL PARISH COUNCIL
ACTUAL RECEIPTS & PAYMENTS TO 31 OCTOBER 2026 AND DRAFT 2027/28 BUDGET

	2025/26		2026/27			2027/28	
	Actual YE	Budget	Budget	Projected YE	Actual 31/10/2026	Draft Budget	
	£	£	£		£	£	
RECEIPTS							
Precept	42,701	42,701	43,982	43,982	43,982	43,118	1.98% decrease on 2026/27 precept
Council Tax Support Grant	2,098	2,098	2,098	2,098	2,098	2,098	
Money Manager Account: Interest	477	400	400	400	205	400	
Other income	942		-	300	-	-	
VAT reclaimed	1,860	-	-	2,000	1,728	-	
Total income	**48,078**	**45,199**	**46,480**	**48,780**	**48,013**	**45,616**	
PAYMENTS							
Employee Costs							
Clerk's salary	13,182	13,330	15,488	15,727	7,486	14,020	
Employer's NI	1,227	1,250	1,573	1,609	646	1,353	Succession planning
Clerk: Recruitment/equipment, etc	79	-	2,100	1,500	782	-	
Employer's LGPS contribution	-	-	-	889	-	2,748	
Mileage	134	100	100	150	35	150	
Use of Home as Office	-	134	218	416	167	312	
Parking fees, etc	-	70	-	3	3	15	
Total employee costs	**14,621**	**14,884**	**19,479**	**20,294**	**9,119**	**18,598**	
Annual Running Costs							
Highway lighting (maintenance)	38	40	40	40	-	40	
Subscriptions & Memberships	890	880	950	1,192	1,192	1,250	
Computer LifeLine	150	150	150	150	150	150	
RBS Accounts Support	203	192	210	210	-	230	
Website	490	490	490	490	-	490	
IT Software	392	250	450	716	716	500	
Insurance	623	550	650	621	621	650	
Audit Fees	395	480	480	404	404	500	
Payroll Services	121	120	120	120	-	120	
ICO	47	47	47	47	-	47	
Total annual running costs	**3,349**	**3,199**	**3,587**	**3,990**	**3,083**	**3,977**	
Administration Expenses							
Printing and Stationery	443	400	400	400	277	400	
Council mobile	276	206	276	276	161	285	
Publications	-	200	200	273	225	200	
Postage	88	400	400	400	155	400	
Room Hire	318	224	288	288	-	264	
Refreshments	39	50	50	65	25	60	
Training & Conference	735	1,000	1,500	1,500	-	3,500	
Bank charges	40	100	-	-	-	-	
S137 grant aid	1,000	6,000	1,000	4,000	1,000	6,000	
Sundries	158	200	200	362	362	400	
Total administration expenses	**3,097**	**8,780**	**4,314**	**7,564**	**2,205**	**11,509**	

Enclosure 2

Defibrillators							
Installation	1,042	-		-	-	-	-
Monthly inspections	1,890	2,940		2,700	2,520	1,680	3,782
Call outs	-	300		300	550	205	504
Replacement pads/battery packs	-	425		500	500	-	600
Total defibrillators costs	**2,932**	**3,665**		**3,500**	**3,570**	**1,885**	**4,886**
Bleed emergency control kits							
Control kits and cabinets	-	-		-	609	-	-
Call outs	-	-		-	-	-	216
Replacement kits	-	200		200	200	-	510
Total bleed control kit costs	**-**	**200**		**200**	**809**	**-**	**726**
Noticeboards							
Cleaning	50	50		50	50	25	60
R&M	-	150		150	-	-	150
Total noticeboard costs	**50**	**200**		**200**	**50**	**25**	**210**
Dallow Lock mural & noticeboard							
Cleaning mural & noticeboard	200	200		200	200	100	210
R&M mural	-	500		-	-	-	500
Total Dallow Lock mural costs	**200**	**700**		**200**	**200**	**100**	**710**
Projects							
Contingency	1,588	5,000		5,000	1,500	979	5,000
Project Work	15,596	27,500		10,000	-	-	-
Total projects	**17,184**	**32,700**		**15,000**	**1,500**	**979**	**5,000**
TOTAL EXPENDITURE	**43,724**	**64,128**		**46,480**	**37,977**	**17,396**	**45,616**
TOTAL INCOME	**48,078**	**45,199**		**46,480**	**48,780**	**48,013**	**45,616**
NET INCOME OVER EXPENDITURE	**4,354**	**- 18,929**		**-**	**10,803**	**30,617**	**-**

Earmarked Reserves	**Opening 01/04/2026**	**At 31/10/26**	**Draft 2027/28**
Election Expenses	£ 10,000	£ 10,000.00	£ 10,000
Bus shelter, etc project*	£ 25,000	£ 25,000.00	£ 25,000
Community projects	£ 15,000	£ 15,000.00	£ 25,000
Dallow Lock murals R&M	£ 5,000	£ 5,000.00	£ 5,000
Replacement IT	£ 4,000	£ 3,020.83	£ 4,000
Speed Indicator Device	£ 7,500	£ 7,185.00	£ 7,500
Benches & litter bins	£ 3,000	£ 3,000.00	£ 3,000
	£ 69,500	**£ 68,205.83**	**£ 79,500**

*Rename to "Environmental improvements" for 2027/28

Funds statement at 31 October 2026	
Total funds held in bank accounts	**£ 132,628.46**
LESS Earmarked Reserves (draft YE)	-£ 79,500.00
LESS budgeted expenditure to YE	-£ 29,084.00
Projected General Reserves at YE	£ 24,044.46

Enclosure 2

Shobnall Parish Council Financial Risk Assessment as at 30 September 2026		
Service Area	Risk	Action/Mitigation
Insurance	Property Damage	Property cover, for year ending 13 September 2027 is adequate. Includes laptop, iPads, streetlight, defibrillators, emergency bleed control unit, benches, etc.
	Money	Existing cover is adequate.
	Business interruption	Not required.
	Public Liability	Existing cover for year ending 13 September 2027 of £12 million is adequate.
	Employer's Liability claim	Existing cover for year ending 13 September 2027 of £10 million is adequate.
	Fidelity Guarantee (All Councillors and Clerk)	Existing cover for year ending 13 September 2027 of £250,000 is adequate.
	Libel and Slander	Existing cover for year ending 13 September 2027 of £250,000 is adequate.
	Personal Accident	Existing cover for year ending 13 September 2027 of £250,000 is adequate.
	Legal Expenses	Existing cover for year ending 13 September 2027 of £100,000 is adequate.
Accounts and finance	Annual precept too high/too low or not the result of detailed consideration	Continue current system with detailed budget based on past year and current year accounts.
	Protection of monies	As a small local authority, the council it is covered by the Financial Services Compensation Scheme (FSCS) as follows: *The FSCS does not protect deposits made by a public authority (including a parish council),* ***unless*** *it is a small local authority with an annual budget of up to EUR500,000" (about £430,950 using the required 03 July 2023 exchange rate).*
	Unlawful expenditure	Follow Financial Regulations as reviewed by Council June 2024. Follow advice of Clerk/RFO that all expenditure is within legal powers.
	Unauthorised expenditure	Report all payments to Council for approval (even if already paid). Cheque signatories to initial cheque stubs and invoices. Bank Statements are presented to each meeting of the Full Council.
	Accounts not reconciled	Bank reconciliation presented to each monthly council meeting.
	Non-standard and/or non-compliant records kept	Follow Financial Regulations as reviewed by Council June 2024. Accept advice from Clerk/RFO and Internal and External auditors.
	Non-compliance with statutory requirements for completion/ approval/ submission of accounts and other financial returns	Ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with transparency code requirements	Review process in line with requirements.

	Non-compliance with internal audit requirements	Appoint Internal Auditor.
	Loss of computer-based accounting records	Records backed up onto portable hard disk monthly.
Staff	Loss of key personnel through ill health or leaving	Council could cover short-term absence while replacement found. Immediately advertise any vacancy. Appoint locum clerk if necessary.
Delegation of Authority	Inability to deal with urgent matters during an emergency	Standing Order 17 adopted on 18 May 2020 giving the Clerk delegated authority to deal with urgent matters during an emergency.
Administration	Inadequate access to advice	Continue memberships of SPCA/NALC and SLCC.
	Loss of hard document records	Records maintained at Clerk's home. Photocopies of key records to be stored off-site.
	Loss of computer-based records	Records backed up onto portable hard disk monthly.
Noticeboards	May require repairs/become unsafe	Boards checked regularly when notices posted.
Defibrillators	Defibrillator used and not returned therefore not available, pads out of date or used and therefore unusable	The 7 No. defibrillators are inspected monthly by MW Cripwell Ltd; they are registered on The Circuit website. MW Cripwell are the registered guardian of all 7 No. defibrillators, The Circuit notify them if any use has been reported. MW Cripwell's are instructed to check and confirm that the defibrillators are operative and if they have been used they will order the required replacement items and recharge to the council.
Emergency bleed control unit	Unit may have been used and therefore not available	The unit is located at the Shobnall Leisure Centre and the management team have taken responsibility for maintaining it, they have registered it with Turtle Defib Cabinets and will recharge the council for replacement items when these are required. The council remains the owner of the unit and it is included on the council's Asset Register.
Contractors	Activities of uninsured contractor could give rise to public liability claim	Council to check on contractors' indemnity insurance and working practices. Contractors must have at least £5 million public liability insurance.
	Unsafe working practices by a contractor appointed by the council	

This risk assessment was prepared 30 October 2026 and approved by the Council on 16 November 2026.

Mary Danby
Proper Officer

This risk assessment will be reviewed annually.

DOCUMENT HISTORY

Detailed History of Changes

Rev. No.	Date	Description of Changes
1	24/04/2018	Original document
1.1	01/05/2020	Minor change to "Accounts and Finance" – Bank statements to be presented at the Full Council meeting every three months from November 2020
1.2	18/05/2020	Addition of "Delegation of Authority" to the Clerk in an emergency
1.3	20/09/2021	Insurance figures amended to reflect those stated in the new Policy
1.4	14/08/2023	Addition of Defibrillators and Emergency Bleed Control Unit
1.5	16/09/2024	Personal Accident cover reduced to £250,000
		Fidelity Guarantee: Amended as the Policy covers all Councillors and the Clerk (Officials Indemnity deleted)
		Protection of monies: Explanation given that the council does not need to limit funds held to £85,000 per banking institution
1.6	30/09/2024	No changes required
1.7	20/10/2025	No changes required
1.8	16/11/2026	Note added stating that MW Cripwell are the registered guardian for all 7no. defibrillators.

Peter Mason
Cabinet Member for Strategic Highways

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Parish Council email addresses
in Staffordshire

My Ref: PM003 / TW

Date: 16 October 2026

Dear Parish Council

Update on Speed Indicator Devices (SIDs)

I wanted to let you know that the County Council's review of the Speed Indicator Device (SID) process has now been completed.

We know that speeding is a concern for many communities and that SIDs can be a useful way of encouraging drivers to slow down. We also recognise the important role parish and town councils play in helping improve road safety in their local areas.

Following the review, applications for new SIDs can now move forward under a new process.

The review was carried out to make sure that SIDs continue to be used in a way that is effective, fair and sustainable across Staffordshire. It also provides greater clarity about the responsibilities involved in installing, operating and maintaining the devices.

Information about the new process, including application forms, guidance and indicative costs, is now available on the County Council website. Local Highways teams are already working with parish councils that were waiting for the review to be completed and will continue to offer support as applications come forward.

The main change is that, in the past, the County Council allowed SIDs to be installed and left in place as if they were permanent signs. Under the new process, SIDs must comply with the legal requirements for temporary signs, which means new devices will need to be moved between approved locations every six months. Any existing devices can remain in situ. This brings the county council in line with the relevant national regulations.

Some of the key changes include:

- All new applicants will need to enter into a licence agreement with the County Council. This will clearly set out responsibilities for maintaining and operating the device.
- New SIDs must comply with national regulations, which means **they will need to be moved every six months**. Any existing devices can remain in situ until the end of their operational life.

Enclosure 4

- The County Council will work with parish councils to identify alternative approved locations so that devices can be rotated between sites.
- Existing SIDs can remain where they are until they reach the end of their operational life.
- Moving devices between approved locations will help keep them effective by reducing driver familiarity and will help avoid unnecessary street clutter.

I appreciate the patience shown by parish and town councils while this review was carried out. We remain committed to working with local councils and communities to improve road safety and respond to concerns about speeding.

Thank you for your continued support and partnership.

Yours sincerely



Peter Mason
Cabinet Member for Strategic Highways