

Shobrooke Parish Council

Minutes of the Parish Council meeting held in the Village Hall on Tuesday 12 January 2016

The meeting commenced at 7.30pm

Members Present:

Cllr R Ayre (Chairman) Cllr A Jones
Cllr C Boulton (arrived 7.35pm) Cllr J Lee
Cllr B Curle Cllr L Pitts
Cllr C Furse

In attendance:

Cllr P Hare-Scott, MDDC (left 8pm), J Hole Parish Clerk, Fred Harper, Footpath Warden (left 7.45pm)

Business to be Transacted Public Participation

There was no public participation

1/01/16 Apologies

Cllr R Steer (holiday), Cllr M Squires, DCC (attending another meeting)

2/01/16 Declaration of Interest

Cllr C Fuse – allotments

3/01/16 Minutes of the last meeting held on Tuesday 8 December 2015

These were agreed and signed as a true record.

4/01/16 Mid Devon District Council

4.1 Planning Applications:

None

4.2 Planning Decisions:

15/01703/FULL – erection of a general purpose agricultural building at Efford, Shobrooke – permission granted

5/01/16 Road and Footpaths

5.1 Outstanding Road and Footpath issues

I. Traffic speeding in the village – no update

II. Poor road surface on the main road at the junction of Silverway and The Village – reported to DCC – noted as assessed on 18 September – no update. Reported to Cllr M Squires.

III. Footpath 3: Stile replaced with gate – remove from list

IV. Footpath 5: Damaged waymarker post at the southern end near Lower Coombe needs replacing. Footpath Warden to action

V. Footpath 6: The two large gateposts on the northern side of the stream at the midpoint of this path are loose. The posts need to be tightened up. Footpath Warden to action

VI. Footpath 13: Two hand rails are needed at the southern end where it drops down onto Church Lane. Tom Shelley had reported that he hoped to progress the re-routing of FP13, although no time scale was given.

VII. Footpath 22: The broken post in the gateway to the path opposite Shute Farm entrance needs to be fixed or replaced. Robert Ayre to action

- VIII. Footpath 57: Damaged waymarker – now replaced – remove from list
- IX. Blocked drain at Exeter Hill - reported to DCC
- X. Poor road surface by church - reported to DCC who had carried out an inspection.
- 5.2 To consider report from Footpath Warden
Fred Harper presented the results from his annual path survey. A copy of the Parish Paths Partnership Survey Form together with the P3 Survey Comments Sheet had been circulated. It was noted that the ditch on FP12 needed to be cleared and Sam Jeffcoat would liaise with the owner after the wheat crop. The bottom hinge on the wooden gate on FP8 was broken. The stile on FP27 was broken and it was hoped that DCC would replace this stile with a gate. **Clerk to complete the P3 grant form.**
- 5.3 New issues identified
- 5.3a Tractors/trailers mounting pavement/grass verge outside Moor Farm
Clerk to contact contractor.
- 5.3b Hash runners using allotment permissive path
It had been reported that hash runners using the permissive path had made the path excessively muddy. After discussion it was agreed that the path is muddy anyway at this time of year and in view of the business brought into the village by the runners, who use the local pub, no action should be taken.
Blocked drains were identified at Exeter Hill Cross towards Shobrooke, Raddon Top to West Raddon and on the road by Rew Cross. **Clerk to report to DCC**

6/01/16 Finance

- 6.1 To approve signatures for this month's cheques
Cllrs C Furse and Cllr J Lee

- 6.2 Parish Council payments Current Account:
These were agreed as:

Item	Payee	Purpose	Amount £
6.2.1	Country Matters	Stile replacement FP3	238.13
6.2.2	J Hole	Salary and expenses December	133.50
			£371.63

- 6.3 Parish Council Receipts

Item	Payer	Purpose	Amount £
6.3.1	DCC	Reimbursement for 2 x stile replacements	500.00
			£500.00

- 6.4 Balances

6.4a Parish Council Current Account balance: £1,587.29

6.4b Parish Council Footpath balance (included in above current account figure): £303.45.
(This figure includes the parish council top of £150.00)

6.4c Parish Council Reserve Account balance: £5,782.44

- 6.5 Financial Statement and Budget Monitor

These were noted. **Clerk to liaise with Footpath Warden** to ensure that footpath repairs identified earlier are undertaken in this financial year and to consider installing a single rail, which could be moved if needed, at the end of FP13 where it joins Church Lane.

- 6.6 To consider a grant to Crediton & District Community Transport

A copy of the annual report had been circulated and this confirmed that the organisation was a registered charity. After discussion a vote was taken on whether to grant £100.00. The majority were in favour and it was resolved to grant £100.00. It was agreed that any grant applications received during the next financial year would be considered on merit, taking into account funds available.

- 6.7 To agree the precept for 2016/17

A draft budget and precept had been circulated. After discussion it was unanimously agreed to keep the precept at £5,000 for the 2016-17 year. It was noted that this would result in a small increase due to the reduction in the council tax reduction grant.

7/01/16 Matters raised by the Chair

None

8/01/16 Councillor's Reports

None

9/01/16 Clerk's Report

The Clerk reported that MDDC were changing their website provision and a training course for Clerks was being held next week.

10/01/16 Parish Council

10.1 Playing Field

10.1a To consider latest Inspection Report

No new issues had been identified.

10.1b To formally endorse the proposed enhancement to the perimeter fencing at the playing fields

The council resolved to endorse the proposed enhancement to the perimeter fencing at the playing fields

10.1c To consider who to approach for letters of support for grant application

Suggestions included: Friends of the playing fields, Lesley Browne, Cllr P Hare-Scott, Cllr M Squires and Jack Fey

10.2 Display of war memorial names

The Church would display the war memorial names in the church porch and would make a copy available in the Church of the information they have on the individuals commemorated on the memorial. It was resolved to place a sign at the steps leading to the war memorial stating that you ascend these steps at your own risk and that further information is available on the council's website. **Clerk to place** information and pictures on website and to obtain a quote for a mounted sign when the new website address is available.

10.3 Update on bus services

Turner Tours had stated they were contracted to run 16 seats on the 347 service, and 20 seats on the 870 and 679 services. They had occasionally used a 16 seater on the 870 and 679 but normally used a 25 seater. No reply had been received from Dartline who also run the 347 service. **Clerk to contact DCC** to confirm the contracted service.

11/01/16 Miscellaneous Correspondence

MDDC reported that the District Council Office in Market Street, Crediton, would be closing with effect from 1 April 2016.

The Boniface Trail group were working to establish an all purpose trail between Crediton and Exeter and were asking people to complete an on-line survey to help gauge support for the project – poster in bus shelter.

12/01/16 Minor Matters and Items for Future Agenda

The Clerk was requested to provide more detail of items on the agenda

13/01/16 Date of next meeting: Tuesday 9 February 2016 in the Village Hall at 7.30 pm.

Part II

14/01/16 To consider the quotes received with regard to the perimeter fencing at the playing fields and to agree further action

A summary of the four quotes received prior to the meeting had been circulated. A new quote had also been received and was presented to the meeting. Concern was expressed about the safety of the east fence and after discussion it was resolved to replace 23 rotten posts, using the existing chain link fencing. **Cllr B Curle to contact the preferred contractor** and confirm the quote. The grant from Cllr M Squires Locality Budget would fund the majority of the cost. **Clerk to complete grant application** form. The height and length of the south fence would be increased and grant funding would be sought for this part of the project.

The meeting closed at 8.50pm

Shobrooke Parish Council – Budget and Precept 2016-17

	Item	2014/15 actual for comparison	15/16 budget (a)	Year to date date (b)	Additional Projected to Y/E (c)	Estimated Year Total (b+c)	2016/17 Agreed Budget	Clerks Notes
Grants	Grants to be Given	£530.00	£1,530.00	£1,430.00	£100.00	£1,530.00	£630.00	
	Churchyard	£430.00	£430.00	£430.00	£0.00	£430.00	£430.00	
	Village Hall	£0.00	£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	
	Community Transport	£100.00	£100.00	£0.00	£100.00	£100.00	£100.00	
	Other organisations	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	

	Item	2014/15 actual for comparison	15/16 budget (a)	Year to date date (b)	Additional Projected to Y/E (c)	Estimated Year Total (b+c)	2016/17 Agreed Budget	Clerks Notes
Administration and running costs	Total Admin & running costs	£2,471.77	£3,546.36	£2,467.98	£544.00	£3,011.98	£2,707.04	
	Audit fees	£248.00	£250.00	£32.95	£0.00	£32.95	£0.00	
	Election	£0.00	£200.00	£147.35	£0.00	£147.35	£0.00	
	Total Expenses	£66.89	£157.65	£52.49	£24.00	£76.49	£115.00	
	<i>Clerk's Expenses</i>	£66.89	£107.65	£52.49	£24.00	£76.49	£80.00	
	<i>Other Expenses (Chairman allowance)</i>	£0.00	£50.00	£0.00	£0.00	£0.00	£35.00	
	Payroll - Clerk's Wages incl HMRC	£1,582.38	£1,988.71	£1,582.84	£520.00	£2,102.84	£1,994.04	See note1 below
	Training	£59.50	£320.00	£181.70	£0.00	£181.70	£100.00	
	Training Clerk's	£59.50	£70.00	£144.00	£0.00	£144.00	£50.00	
	Training Councillors	£0.00	£250.00	£37.70	£0.00	£37.70	£50.00	
	Fees and Subscriptions	£151.95	£160.00	£153.30	£0.00	£153.30	£160.00	DALC and Info Comm.
	Room Expenses - Hall rent	£45.00	£90.00	£60.00	£0.00	£60.00	£60.00	
	Insurance	£270.05	£280.00	£257.35	£0.00	£257.35	£278.00	IPT Tax is increasing to 9%
	Publications	£48.00	£50.00	£0.00	£0.00	£0.00	£0.00	
Newsletter	£0.00	£50.00	£0.00	£0.00	£0.00	£0.00		

	Item	2014/15 actual for comparison	15/16 budget (a)	Year to date date (b)	Additional Projected to Y/E (c)	Estimated Year Total (b+c)	2016/17 Agreed Budget	Clerks Notes
Repairs & Maint.	Total Repairs and Maintenance	£1,719.21	£1,518.01	£1,950.96	£275.00	£2,225.96	£5,479.71	
	Grass cutting in play park	£700.00	£750.00	£700.00	£0.00	£700.00	£700.00	Cost will remain the same for 16/17
	Playground inspections	£96.00	£100.00	£96.00	£0.00	£96.00	£100.00	
	General maintenance	£0.00	£150.00	£278.40	£75.00	£353.40	£150.00	Materials for bus shelter?
	Allotment rent	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Signs/noticeboards	£12.00	£50.00	£26.00	£0.00	£26.00	£50.00	
	Footpaths (not P3)	£0.00	£0.00	£186.00	£0.00	£186.00	£200.00	
	Playground fencing	£0.00	£0.00	£0.00	£0.00	£0.00	£4,000.00	
P3	£411.21	£468.01	£664.56	£200.00	£864.56	£279.71	£200 grant included in estimated income	

Shobrooke Parish Council – Budget and Precept 2016-17

	Item	2014/15 actual for comparison	15/16 budget (a)	Year to date date (b)	Additional Projected to Y/E (c)	Estimated Year Total (b+c)	2016/17 Agreed Budget	Clerks Notes
Misc.	Total misc	£0.00	£1,690.00	£2,024.45	£0.00	£2,024.45	£400.00	
	PC equipment	£0.00	£50.00	£0.00	£0.00	£0.00	£0.00	
	War memorial	£0.00	£1,640.00	£1,640.40	£0.00	£1,640.40	£0.00	
	Non budgeted expenditure	£0.00	£0.00	£384.05	£0.00	£384.05	£200.00	
	Emergency spending	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	
	Totals:	£4,720.98	£8,284.37	£7,873.39	£919.00	£8,792.39	£9,216.75	

Actual Income 15/16 £9,460.68
 Estimated expenditure £8,792.39
 Estimated c/f £668.29

Deposit Account £5,783.68

Current Account 2016/17	Projected Income
Projected carry forward	£668.29
Grant from M Squires DCC (see note 2)	£500.00
P3 grant	£200.00
Transfer from deposit and/or grants	£2,848.46
Projected total (minus precept)	£4,216.75

Projected expenditure	£9,216.75
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Difference between income and expenditure = £5,000.00 Amount required required from precept

Precept calculation

		2015/16	2016/17
Total Precept		£5,000.00	£5,000.00
Share of Council tax reduction grant		£500.48	£478.48
Net Precept to be raised by Council Tax	A	£4,499.52	£4,521.52
Number of band D at 98% collection	B	198.70	197.34
Band D Parish Charge A divided by B	A divided by B	£22.64	£22.91

Parish Band D percentage increase from 15/16 to 16/17 = 2%

An increase of £1,000 would increase Band D precept by £5.07 which is £0.10 per week

Notes

Note 1 From Nov 14 to Nov 15 the Clerk worked an additional 45.25 hours/ 3.77 additional hours per month
 13 hours basic plus 3.77 hours = 16.77 hours pm x 12 = £1,922.04 plus £72 home office allowance = £1,994.04

Note 2 Cllr M Squires will contribute £500 from DCC Locality budget towards the cost of playground fencing.