

Shobrooke Parish Council

Notice of Meeting of Parish Council

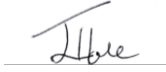
Dear Councillors

I hereby give notice that a meeting of the above named Parish Council will be held in the Shobrooke Village Hall on Tuesday 14 February 2017 at **7.30pm.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted at the meeting set out hereunder.

Dated this 9 February 2017

Signed



Clerk to the Parish Council

Jane Hole

shobrookepc@outlook.com

01392 851148

Business to be Transacted Public Participation

Members of the public are invited to give their views and ask questions on issues on this agenda or to raise issues for future consideration by the Parish Council. Limited to 15 minutes.

Formal Business

(Members of the public may not take part in the formal business of the Parish Council except under special circumstances)

01/02/17 Apologies

To receive apologies

02/02/17 Declaration of Interest

2.1 Register of Interests (ROI). Councillors to update as required

2.2 Personal Interests (PI). Councillors must declare any personal interest in items on the agenda and their nature.

2.3 Disclosable Pecuniary interest (DPI). Councillors must declare any pecuniary interest in items on the agenda and their nature and they must leave the meeting for that agenda item.

03/02/17 Minutes of the last meeting held on Tuesday 10 January 2017 (previously circulated)

To be agreed and signed as a true record

04/02/17 Mid Devon District Council

4.1 Planning Applications:

17/00177/FULL - Erection of 2 agricultural buildings for livestock and storage at Westacott, Shobrooke

4.2 Planning Decisions:

16/01795/FULL - Erection of stable block and sand arena for use by an equestrian business at Efford - withdrawn

05/02/17 Road and Footpaths

5.1 Outstanding Road and Footpath issues (list attached)

5.2 New issues identified

5.3 Update on insurance and risk assessments for P3 paths

5.4 Report from Footpath Warden re meeting with Ros Davies (report attached)

06/02/17 Finance

6.1 To approve signatures for this month's cheques

6.2 Parish Council Payments Current Account:

Item	Payee	Purpose	Amount £
6.2.1	J Lee	Reimbursement for purchase of bench	135.80
6.2.2	Tiverton & District Community Transport Association	Grant	100.00
6.2.3	Country Matters	Work to footpaths and playing field gate	218.40
6.2.4	DALC	Admin fee for Quality Council award	60.00
6.2.5	J Hole	Salary and expenses	133.04
			£647.24

6.3 Parish Council Payments received current account:

Item	Payee	Purpose	Amount £
6.3.1	DCC	Locality grant for footpath leaflet	365.00
			£365.00

6.4 Balances:

6.4a Parish Council Current Account balance: £3,369.10

6.4b Parish Council Footpath balance (in above current account figure): £1,148.66

6.4c Parish Council Reserve Account balance: £3,386.63

6.5 Financial Statement and Budget Monitor – attached for Cllrs

07/02/17 Matters raised by the Chair

7.1 To consider arrangements for Annual Parish Meeting 9 May

08/02/17 Councillor's Reports

8.1 To consider any Councillor reports for areas of responsibility

09/02/17 Clerk's Report

9.1 Local Council Award Scheme – to note that the application for the Foundation award has been successful. Suggested NALC article for inclusion in The Brooke attached.

9.2 To ensure compliance with the Transparency Code, minutes of meeting must be published within 4 weeks of the meeting. Therefore, where meetings are more than four weeks apart, minutes will be published on the website, marked as “draft”, after circulation to councillors. To consider if all minutes should be published as “draft” on the website as soon as they are available.

10/02/17 Parish Council

10.1 Playing Field

10.1a To consider latest Inspection Report

10.2 Update on outstanding painting to bus shelter and provision of noticeboard

10.3 Update from Cllr L Pitts re date and time for litter pick

11/02/17 Miscellaneous Correspondence

Report of dog fouling in School Close

A list of any other correspondence will be available at the meeting

12/02/17 Minor Matters and Items for Future Agenda

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

13/02/17 Date of next meeting: Tuesday 14 March 2017 in the Village Hall at 7.30 pm.**End of formal business**

This Notice must be left at or sent to the usual place of residence of every member of the Council, three clear days at least before the meeting.

Agenda Item 5.1

Outstanding issues for Roads and Footpaths

- I. Blocked drains at Exeter Hill/ Exeter Hill Cross towards Shobrooke, Raddon Top to West Raddon, road by Rew Cross, Efford, outside Setters and Church lane - reported to DCC
- II. Poor road surface by church and Zephyr– reported to DCC
- III. Broken gate closer on Footpath 57 – work completed – remove from list
- IV. Broken directional sign at Normansland – sign on order
- V. Backfilling of steps on FP15 and 17 - work completed – remove from list
- VI. Wire mesh for bridge on FP19 - work completed – remove from list
- VII. Wire mesh on the top of the step boards on FP14 and FP15 – work completed – remove from list

Agenda Item 5.4

Notes of a meeting with Ros Davies on the Parish Paths Partnership Agreement with Shobrooke Parish Council

Date of meeting: Tuesday 31st January 2017.

Present: Fred Harper and Ros Davies.

Purpose of Meeting: To review the activities which have taken place in 2016/2017 and to identify areas for future work.

Main outcomes:

1. Overall, Ros is very happy with the way that the agreement is operating. She sees the Parish as an example of good practice.
2. We reviewed the results of the survey for 2016/2017. Only one path failed and this was because of confusing signage. This is FP29 in Trew Woods on the boundary with Stockleigh Pomeroy. Ros will speak to the Warden about getting this clarified.
3. We reviewed progress on the work to replace all stiles in the parish with gates. I informed Ros that the only one outstanding was on the west end of FP27 at the top of Shobrooke Park. Ros will contact Dr Shelly with a view to meeting him to discuss this as part of wider access issues in the Park.
4. I informed Ros that we were unlikely to spend all the money allocated for expenditure in 2016/2017. She replied that she was happy for any surplus to be rolled forward to the next financial year. Outstanding work on the replacement stile and other work identified will consume some of this. Steve Wilfort has already been commissioned to undertake work identified and agreed.
5. We talked about further improvements for next year. Apart from ongoing maintenance and repairs, we feel that there is a case to improve access across a boggy area on FP15 between the hedge where it meets FP16 and the bridge over the stream. Ros will mention this to the Warden. Any work could not happen until next summer when the area has dried out and after agreement of the landowner.
6. I thanked Ros for the information which she had provided to the Council on insurance matters and public liability which I believe was useful.
7. I showed Ros the first Draft of the proposed footpath leaflet for the Parish. She was impressed with what had been achieved so far and liked the design and layout. Ros had previously provided two large files of leaflets produced around the county for Phil Keen and I to look at.

Shobrooke Parish Council

Financial Statement and Budget Monitor 2016/17

Income/transfer

Current Account	Income
Opening balance (cf from 15/16)	£2,417.39
Precept	£5,000.00
Council Tax Reduction grant	
PROW grant	£1,000.00
VAT Refund	£1,192.80
Transfer from Depost Account	£2,400.00
Locality grant	£550.35
	£12,560.54

Expenditure as at 14.02.17

Item	Budget	Spend to date	Balance	15/16 spend
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Grants	Parish Council Grants	£630.00	£530.00	£100.00	£1,530.00
	Churchyard	£430.00	£430.00	£0.00	£430.00
	Village Hall	£0.00	£0.00	£0.00	£1,000.00
	Community Transport	£100.00	£100.00	£0.00	£100.00
	Other organisations	£100.00	£0.00	£100.00	£0.00

Admin & running costs	Total Admin & running costs	£2,707.00	£2,512.17	£194.83	£2,788.49
	Audit fees	£35.00	£0.00	£35.00	£32.95
	Election	£0.00	£0.00	£0.00	£147.35
	Expenses	£80.00	£96.39	-£16.39	£55.51
	<i>Clerk's Expenses</i>	£80.00	£71.39	£8.61	£55.51
	<i>Other Expenses</i>	£0.00	£25.00	-£25.00	£0.00
	Payroll incl PAYE	£1,994.00	£1,741.97	£252.03	£1,900.33
	Training (inc. ref materials)	£100.00	£60.00	£40.00	£181.70
	<i>Training Clerk's</i>	£50.00	£0.00	£50.00	£144.00
	<i>Training Councillors</i>	£50.00	£60.00	-£10.00	£37.70
	Fees and Subscriptions	£160.00	£275.96	-£115.96	£153.30
	Room Expenses	£60.00	£72.00	-£12.00	£60.00
	Insurance	£278.00	£265.85	£12.15	£257.35
	Publications	£0.00	£0.00	£0.00	£0.00
Newsletter	£0.00	£0.00	£0.00	£0.00	

Repairs & maint.	Total Repairs & Maintenance	£6,082.46	£5,923.48	£158.98	£2,871.95
	Grass cutting in play park	£700.00	£700.00	£0.00	£700.00
	Playground inspections	£100.00	£105.00	-£5.00	£96.00
	General Maintenance	£150.00	£342.50	-£192.50	£278.40
	Allotment rent	£0.00	£0.00	£0.00	£0.00
	Signs	£50.00	£146.46	-£96.46	£26.00
	Footpaths (not P3)	£200.00	£240.00	-£40.00	£186.00
	P3 Footpaths	£882.46	£955.53	-£73.07	£1,585.55
	Playground fencing	£4,000.00	£3,433.99	£566.01	£0.00

Misc	Other expenses	£535.00	£225.79	£309.21	£2,474.43
	PC equipment	£0.00	£89.99	-£89.99	£449.98
	War memorial	£0.00	£0.00	£0.00	£1,640.40
	Non budgeted expenditure	£200.00	£0.00	£200.00	£384.05
	Emergency spending	£200.00	£0.00	£200.00	£0.00
	Spending covered by grant	£135.00	£135.80	-£0.80	£0.00

Totals:	£9,954.46	£9,191.44	£763.02	£9,664.87
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Current Account	14.02.17
Total income YTD	£12,560.54
Withdrawn	£8,544.20
Less O/S Cheques	£647.24
Balance (incl Footpath):	£3,369.10
Footpath account:	£1,148.66
Reserve Balance	£3,386.63

P3 Path	
Grant received 12/13	£340.00
Grant received 13/14	£350.00
Grant received 14/15	£200.00
PC top up 15/16	£0.00
Additional funds 15/16	£500.00
Grant received 15/16	£1,500.00
Grant received 16/17	£1,000.00
Total income	£3,890.00
VAT reclaimed to date	£523.91
Income plus VAT	£4,413.91
Expenditure	£3,265.25
Balance	£1,148.66
VAT to be re-claimed	£20.40

Bench

Agenda item 9.1

SHOBROOKE PARISH COUNCIL RECEIVES AWARD IN NATIONAL SCHEME

Shobrooke Parish Council has been received a prestigious award as part of the Local Council Award Scheme. This achievement recognises that the council achieves good practice in governance, community engagement and council improvement. Moreover, Shobrooke Parish Council goes above and beyond their legal obligations, leading their communities and continuously seeking opportunities to improve and develop even further.

The Local Council Award Scheme is a peer assessed programme that has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

In terms of the future, the council is now reviewing ways in which it can keep on improving its offer to the local community and welcomes input from local people and partners on this. Shobrooke Parish Council, and other local councils like it, are at the front line of the government's localism agenda and are doing as much as they can to delivery services whilst being efficient and cost-effective.

Shobrooke Parish Council

Clerks wages and expenses breakdown

February 2017

Salary for January	13 hours' x £9.647	£125.41
	Additional hours 0.00 x 9.647	£ 0.00
		£125.41

Expenses

Item	Quantity	Charge
Home office allowance*		£ 6.00
Envelopes 4p each	1	£ 0.04
2 nd class stamp (55p)	1	£ 0.55
Printing 4p per sheet	26 sheets	£ 1.04

* Shobrooke portion of 50/50 split with NSC

Expenses sub-total **£7.63**

Total **£133.04**