

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 March 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 March 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)

01/03/17 Apologies

To receive apologies

02/03/17 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.

03/03/17 Minutes of the last meeting held on Tuesday 14 February 2017 (previously circulated)

To be agreed and signed as a true record

04/03/17 Mid Devon District Council

4.1 Planning Applications:

None

4.2 Planning Decisions:

None

05/03/17 Road and Footpaths

5.1 Outstanding Road and Footpath issues (list attached)

5.2 New issues identified

5.3 Update on P3 contractor's insurance

06/03/17 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	P Keen	Production and printing costs for footpath leaflet	365.00
6.2.2	Shobrooke Reserve Account	To move money back to reserve account (S106 grant now received from MDDC)	2,400.00
6.2.3	J Hole	Salary and expenses	135.68

£2,900.68

6.3 Parish Council Payments received current account:			
Item	Payee	Purpose	Amount £
6.3.1	MDDC	S106 grant for south playground fence	2,043.66
			£2,043.66

- 6.4 Balances:
 6.4a Parish Council Current Account balance: £2,451.66
 6.4b Parish Council Footpath balance (in above current account figure): £1,148.66
 6.4c Parish Council Reserve Account balance: £5,786.63
- 6.5 Financial Statement and Budget Monitor – attached for Cllrs

07/03/17 Matters raised by the Chair

7.1 None

08/03/17 Councillor's Reports

- 8.1 To consider any Councillor reports for areas of responsibility
 8.1a Report from Raddon Hills Meeting – to consider if it would be useful for the Raddon Hills group to have a website and would councillors be interested in training on code of conduct and interests?

09/03/17 Clerk's Report

10/03/17 Parish Council

- 10.1 Playing Field
 10.1a To consider latest Inspection Report
 10.2 Update on bus shelter/bench
 10.3 Update from Cllr L Pitts re date and time for litter pick
 10.4 Update on parking issues and to note response from Police
 10.5 Update on new bin liner for bin by bus shelter

11/03/17 Miscellaneous Correspondence

Highways Engagement Survey - completed
 A list of any other correspondence will be available at the meeting

12/03/17 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.

13/03/17 Date of next meeting: Tuesday 11 April 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. Backfilling of steps on FP15 and 17 – waiting for drier weather
- IV. Pothole on Riverford Lane – reported to DCC

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 grants	£550.35
MDDC S106 grant	£2,043.66
	£14,604.20

Expenditure as at 14.03.17

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	£2,647.85	£59.15	£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	£100.66	-£20.66	£55.51
	<i>Clerk's Expenses</i>	£80.00	£75.66	£4.34	£55.51
	<i>Other Expenses</i>	£0.00	£25.00	-£25.00	£0.00
	Payroll incl PAYE	£1,994.00	£1,873.38	£120.62	£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	£950.35	£651.21	£299.14	£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	£550.35	£561.22	-£10.87	£0.00

Totals:	£10,369.81	£9,752.54	£617.27	£9,664.87
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Transfer to Reserve £2,400.00

Current Account 14.02.17

Total income YTD	£14,604.20
Withdrawn	£8,544.20
Less O/S Cheques	£3,608.34
Balance (incl Footpath):	£2,451.66

Footpath account: **£1,148.66**

Reserve Balance **£5,786.63**

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

Shobrooke Parish Council

Clerks wages and expenses breakdown

March 2017

Salary for February	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	5	£ 0.20
2 nd class stamp (55p)	5	£ 2.75
Printing 4p per sheet	33 sheets	£ 1.32

* Shobrooke portion of 50/50 split with NSC

Expenses sub-total **£10.27**

Total **£135.68**