

# 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 11 April 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 6 April 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)**

#### **01/04/17 Apologies**

To receive apologies

#### **02/04/17 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.

#### **03/04/17 Minutes of the last meeting held on Tuesday 14 March 2017 (previously circulated)**

To be agreed and signed as a true record

#### **04/04/17 Mid Devon District Council**

4.1 Planning Applications:

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

17/00263/FULL - erection of an agricultural building at Nomansland Farm, Shobrooke Park, Crediton Devon EX17 1DH

New premises licence for the Enchanted Garden event at Shobrooke Park on 3 June 2017

4.2 Planning Decisions:

None

4.3 To consider if a request should be made to MDDC for a dog mess bin to be installed at the end of Footpath 23 at Shobrooke Cross. A dog mess bin has been requested by DCC Footpath Warden

4.4 To consider a project to notify to MDDC in order that S106 monies can be allocated. More than one project can be nominated and Newton St Cyres Parish is included in the same catchment area as Shobrooke. (see attached e-mail)

4.5 To note consultation on updated Parish Council Charter and Planning Charter with MDDC and to consider any response (circulated separately)

4.6 Report from Cllr P Hare-Scott

#### **05/04/17 Road and Footpaths**

5.1 Outstanding Road and Footpath issues (list attached)

5.2 New issues identified - To consider signs warning people about the consequences of not picking up dog mess, especially on the road by the church

**06/04/17 Finance**

6.1 To approve signatures for this month's cheques

6.2 Parish Council receipts current Account:

Item	Payee	Purpose	Amount £
6.3.1	MDDC	Precept	5,100.00
			<b>£5,100.00</b>

6.3 Parish Council payments current account:

Item	Payee	Purpose	Amount £
6.2.1	DALC	Membership fee	121.95
6.2.2	Playsafe Limited	Annual playground inspections	109.20
6.2.3	J Hole	Salary and expenses	134.56
			<b>£365.71</b>

6.4 Balances:

6.4a Parish Council Current Account balance: £7,185.95

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 and unaudited accounts for 2016/17 - attached

**07/04/17 Matters raised by the Chair**

7.1 Update on arrangements for Annual Parish Meeting 6.45pm on Tuesday 9 May

**08/04/17 Councillor's Reports**

8.1 To consider any Councillor reports for areas of responsibility

**09/04/17 Clerk's Report**

None

**10/04/17 Parish Council**

10.1 Playing Field

10.1a To consider latest Inspection Report

10.1b To note annual inspection Report and consider any action required. Minor suggestions in report include gate closer (page 4), warning notice (page 5), Carousel – trip hazard (page 8) Junior swing – reinstall chain links (page 16)

10.2 Update on bus shelter/bench

10.3 To consider if a sign could be put up requesting that vehicles do not park on the footpath at School Close near the bench, under the cherry tree

10.4 To agree if photos of councillors should be put on the website and or on the noticeboard in the bus shelter. To consider a group photo taken at the APM

10.5 Update on parking issues and to note further response from Police

**11/04/17 Devon County Council**

11.1 Report from Cllr M Squires

**12/04/17 Miscellaneous Correspondence**

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

**13/04/17 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.**14/04/17 Date of next meeting: Annual Meeting on Tuesday 9 May 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 4.4**

E-mail from Juliet Hamlyn- Payne - Planning Obligations Monitoring Officer, MDCC

With regard to collecting money for the Shobrooke catchment area (this includes Newton St Cyres), we do not have any projects for Public Open Space contribution allocations. Without a list of schemes available I would be unable to collect any more money for your catchment area.

Please could you discuss with both Shobrooke Parish and Newton St Cyres Parish Councils, I need details of projects you would like me to collect money for within both parishes. If you could send me details I can confirm if the potential scheme(s) would be within the remit of Public Open Space funding, if they meet the requirements I can add the project(s) to my spreadsheet to allow me to collect money as and when any development is put forward in your area.

Any funding being allocated to a catchment area can be assigned to any project within that catchment area, regardless of which parish as long as they are within the catchment area. If I was in a position where I only had one project for a catchment area I would assign all funding to that one project regardless of which parish within that catchment generated the funding.

Allocation could depend on the amounts needed for each project, we can only collect 5 applications for each project. This means we need to slot the relevant contribution to a suitable project (within the catchment area of course) to make sure we collect the right funding for each project.

I try, as far as possible, to allocate contributions to the parish they are generated from, but sometimes this is not possible and have to allocate to projects within the whole catchment area. There is also the issue that really small parishes with almost no development in their immediate area would never receive any funding if I just allocated to parish only hence why the smaller parishes are grouped into catchment areas.

To confirm, please forward the following details to me:

Project title:

Project location:

Very brief outline of proposed works:

A guide target price for me to collect:

You can put two projects forward, depending on what works are proposed and the total price of each scheme it could be possible to alternate the contributions between both the projects. This would be useful if some money could be spent for each project before all of the 5 contributions hit their target points, i.e if part of the projects can be introduced and finished off as and when more money is available.

Having two projects listed also helps if there is one scheme waiting for a smaller amount of money and one scheme waiting for a larger amount (this depends on the amounts already allocated) then the contribution can be put against the most appropriate scheme. This is a little confusing, if you would like me to explain this in greater detail please do not hesitate to call me.

Bearing in mind it does take a very long time for all 5 contributions to become available if you would like to implement one of the projects sooner it may be best to concentrate all funding on one project first.

I would appreciate it if you could raise this at your next parish meetings please as currently I have no schemes listed for your catchment.

## **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 and Exeter Hill Cross and Stump Corss – reported to DCC
- V. Broken directional signs

## Shobooke Parish Council

### Financial Statement and Budget Monitor 2017/18

#### Income

Opening Balance (c/f from 16/17)	£2,451.66
Precept	£5,100.00
Council Tax support grant	£0.00
Prow grant	£0.00
VAT	£0.00
	£0.00
	<b>£7,551.66</b>

#### Expenditure as at March 2017

	Item	Budget	To date	Balance	16/17 actual
--	------	--------	---------	---------	--------------

<b>Grants</b>	<b>Total Parish Council Grants</b>	<b>£780.00</b>	<b>£0.00</b>	<b>£780.00</b>	<b>£530.00</b>
	Churchyard	£480.00	£0.00	£480.00	£430.00
	Community Transport	£100.00	£0.00	£100.00	£100.00
	Other organisations	£200.00	£0.00	£200.00	£0.00

<b>Administration &amp; running costs</b>	<b>Total Admin &amp; running costs</b>	<b>£3,122.00</b>	<b>£256.51</b>	<b>£2,865.49</b>	<b>£2,647.85</b>
	Audit fees	£0.00	£0.00	£0.00	£0.00
	<b>Total Clerks Wages</b>	<b>£2,000.00</b>	<b>£131.41</b>	<b>£1,868.59</b>	<b>£1,873.38</b>
	Salary incl PAYE	£1,892.00	£125.41	£1,766.59	£1,801.38
	Home office allowance	£108.00	£6.00	£102.00	£72.00
	<b>Total Expenses</b>	<b>£105.00</b>	<b>£3.15</b>	<b>£101.85</b>	<b>£100.66</b>
	Clerk's Expenses	£80.00	£3.15	£76.85	£75.66
	Other Expenses	£25.00	£0.00	£25.00	£25.00
	<b>Room expenses</b>	<b>£72.00</b>	<b>£0.00</b>	<b>£72.00</b>	<b>£72.00</b>
	<b>Insurance</b>	<b>£270.00</b>	<b>£0.00</b>	<b>£270.00</b>	<b>£265.85</b>
	<b>Fees and Subscriptions</b>	<b>£200.00</b>	<b>£121.95</b>	<b>£78.05</b>	<b>£275.96</b>
	<b>Total Training (inc. ref. materials)</b>	<b>£110.00</b>	<b>£0.00</b>	<b>£110.00</b>	<b>£60.00</b>
	Training Clerk's	£50.00	£0.00	£50.00	£0.00
	Training Councillors	£60.00	£0.00	£60.00	£60.00
<b>Newsletter and printing</b>	<b>£365.00</b>	<b>£0.00</b>	<b>£365.00</b>	<b>£0.00</b>	

<b>Repairs &amp; maintenance</b>	<b>Total Repairs &amp; maintenance costs</b>	<b>£2,526.73</b>	<b>£109.20</b>	<b>£2,417.53</b>	<b>£5,923.48</b>
	Grass cutting in play park	£700.00	£0.00	£700.00	£946.00
	Playground Inspections	£105.00	£109.20	-£4.20	£105.00
	General maintenance	£300.00	£0.00	£300.00	£96.50
	Signs/noticeboards	£150.00	£0.00	£150.00	£146.46
	Footpaths (not P3)	£300.00	£0.00	£300.00	£240.00
	P3 Footpaths	£971.73	£0.00	£971.73	£955.53
	Playground fencing	£0.00	£0.00	£0.00	£3,433.99

<b>Misc</b>	<b>Total misc costs</b>	<b>£500.00</b>	<b>£0.00</b>	<b>£500.00</b>	<b>£3,051.21</b>
	PC equipment	£100.00	£0.00	£100.00	£89.99
	Non budgeted expenditure	£200.00	£0.00	£200.00	£0.00
	Transfer to deposit	£0.00	£0.00	£0.00	£2,400.00
	Emergency spending	£200.00	£0.00	£200.00	£0.00
	Spending covered by grant S137	£0.00	£0.00	£0.00	£561.22

<b>Totals:</b>	<b>£6,928.73</b>	<b>£365.71</b>	<b>£6,563.02</b>	<b>£12,152.54</b>
----------------	------------------	----------------	------------------	-------------------

#### Current Account

Total income YTD	£7,551.66
Withdrawn/Transf	£0.00
Less O/S Cheques	£365.71
<b>Balance (incl Footpath)</b>	<b>£7,185.95</b>

**Footpath account:** **£1,148.66**

**Reserve Balance** **£5,786.63**

<b>P3 Path</b>	
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
<b>Income plus VAT</b>	<b>£4,413.91</b>
Expenditure	£3,265.25
<b>Balance</b>	<b>£1,148.66</b>
VAT to be re-claimed	£20.40

# SHOBROOKE PARISH COUNCIL

## Receipts and Payments Account

Year ending 31 March 2017

Unaudited

### Receipts

	Precept		£4,521.52
	Grants	Council tax reduction	£478.48
		P3 Public Rights of Way	£1,000.00
		DCC Locality	£550.35
		MDDC S106	£2,043.66
	VAT refund		£1,192.80
	Transfer from reserve		£2,400.00
<b>Total Receipts/transfers current account</b>			<b>£12,186.81</b>

### Payments

	Grants	Churchyard	£430.00
		Community Transport	£100.00
	Administration and running costs	Clerks wages	£1,873.38
		Clerks expenses	£75.66
		Fees and subscriptions	£239.91
		Audit Fees	£25.00
		Insurance	£265.85
		Room expenses	£72.00
		Training & reference material	£50.00
	Repairs & maintenance	Playground maintenance incl grass cutting	£1,017.50
		General maintenance	£88.72
		Footpaths P3	£796.28
		Footpaths (not P3)	£200.00
		Signs	£122.05
	Miscellaneous	Anti-virus for council's laptop	£74.99
		Bench for bus stop (DCC locality grant)	£113.17
		Road Sign (DCC locality grant)	£50.35
		Footpath leaflet (DCC locality grant)	£365.00
		VAT	£931.02
		New fencing at play ground (MDDC S106 grant)	£2,861.66
		Transfer to reserve	£2,400.00
<b>Total Payments/transfers current account</b>			<b>£12,152.54</b>

### Financial Summary Current Account

Balance b/f as at 1 April 2016	£2,417.39
Add receipts for Y/E 31 March 2017	£9,786.81
Add transfers for Y/E 31 March 2017	£2,400.00
Less payments for Y/E 31 March 2017	£12,152.54
Balance C/F as at 31 March 2017	£2,451.66

### Financial Summary Reserve Account

Balance b/f as at 1 April 2016	£5,784.40
Add receipts/transfers for Y/E 31 March 2017	£2,402.27
Less payments for Y/E 31 March 2017	£0.00
Less transfers for Y/E 31 March 2017	£2,400.00
Balance C/F as at 31 March 2017	£5,786.67

### Financial Summary both Accounts

Current Account	£2,451.66
Reserve account	£5,786.67
Total both accounts as at 1 April 2017	£8,238.33

# Shobrooke Parish Council

## Clerks wages and expenses breakdown

April 2017

<b>Salary for March</b>	13 hours' x £9.647	£125.41
	Additional hours 0.00 x 9.647	£ 0.00
		<b>£125.41</b>

### Expenses

Item	Quantity	Charge
Home office allowance*		£ 6.00
Envelopes 4p each	2	£ 0.08
2 <sup>nd</sup> class stamp (55p)	1	£ 0.55
Printing 4p per sheet	63 sheets	£ 2.52

\* Shobrooke portion of 50/50 split with NSC

**Expenses sub-total** **£9.15**

**Total** **£134.56**