

Shobrooke Parish Council

Notice of Annual Meeting of Parish Council

Dear Councillors

I hereby give notice that the Annual meeting of the above named Parish Council will be held in the Shobrooke Village Hall on Tuesday 9 May 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 4 May 2017

Signed



Jane Hole

Clerk to the Parish Council

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)

01/05/17 Election of Chairman and Vice Chairman

Election of Chairman - to receive the Chairman's declaration of acceptance of office
Election of Vice-Chairman

02/05/17 Apologies - To receive apologies

03/05/17 Declaration of Interest

- 3.1 Register of Interests. Councillors to update as required
- 3.2 Personal Interests. Councillors must declare any personal interest in items on the agenda and their nature.
- 3.3 Prejudicial Interests. Councillors must declare any prejudicial interest in items on the agenda and their nature and they must leave the meeting for that agenda item.

04/05/17 Minutes of the last meeting held on Tuesday 11 April 2017 (previously circulated)

To be agreed and signed as a true record

05/05/17 To review:

- 5.1 Standing Orders (updated version circulated separately)
- 5.2 Financial Regulations
- 5.3 Risk Management Policy and risk assessments (circulated separately for Cllrs)
- 5.4 Complaints procedure
- 5.5 Bank signatories and to appoint three signatories for payments
- 5.6 The appointment and job description of the Clerk
- 5.7 Dates for meetings in 2018 (list attached)
- 5.8 Asset register
- 5.9 To confirm Insurance Policy (automatic renewal) and confirm Declaration (see below) - copy of policy available at meeting.
- 5.10 Code of Conduct
- 5.11 Parish Council Action plan
- 5.12 Training and Development Policy
- 5.13 Publications Policy (FOI)

06/05/17 Election of officers/representatives

- 6.1 Crediton Neighbourhood Plan representative – currently Cllr B Curle
- 6.2 Neighbourhood Watch Officer – currently Cllr L Pitts
- 6.3 Raddon Hills representative – Currently Cllrs C Boulton and R Ayre
- 6.4 Snow Warden – currently Cllr C Boulton
- 6.5 Delegated responsibility: Footpath Warden – currently Fred Harper
Playing fields rep – currently Darren Fox
Website Officer – currently Clerk

07/05/17 Mid Devon District Council

- 7.1 Planning Applications:
17/00612/LBC – Listed Building Consent for formation of a new door opening and installation of French doors on east elevation at Brooke Barn, Moor Lane, Shobrooke
- 7.2 Planning Decisions:
17/00177/FULL - erection of 2 agricultural buildings for livestock, Westacott – permission granted
17/00263/FULL - erection of an agricultural building at Nomansland Farm, Shobrooke Park, Crediton Devon EX17 1DH – permission granted
- 7.3 To confirm adoption of the BT kiosk for £1.00 and sign the agreement
- 7.4 Report from Cllr P Hare-Scott

08/05/17 Road and Footpaths

- 8.1 Outstanding Road and Footpath issues (list attached)
- 8.2 New issues identified

09/05/17 Finance

- 9.1 To approve signatures for this month's cheques

- 9.2 Parish Council receipts Current Account:

Item	Payee	Purpose	Amount £
9.2.1	MDDC	Precept	5,100.00
			£5,100.00

- 9.3 Parish Council Payments Current Account:

Item	Payee	Purpose	Amount £
9.3.1	Information Commissioner	Data Protection	35.00
9.3.2	BT	Adoption of BT kiosk	1.00
9.3.3	Aon	Insurance (incl 5% discount)	258.32
9.3.4	Country Matters	Back fill steps opp. Hall and at allotments	79.08
9.3.5	J Hole	Salary and expenses	191.90
			£565.30

- 9.4 Balances

9.4a Parish Council Current Account balance: £6,620.65

9.4b Parish Council Footpath balance: £1,069.58 (included in above figure)

9.4c Parish Council Reserve Account balance: £5,786.90

- 9.5 Financial Statement and Budget Monitor – attached for Cllrs

- 9.6 Annual return

9.6.1 To approve Part 1 Annual Governance Statement 2016/17

9.6.2 To approve Part 2 Accounting Statements 2016/17

10/05/17 Matters raised by the Chair - None**11/05/17 Councillor's Reports**

- 11.1 To receive Councillor reports

12/05/17 Clerk's Report - None**13/05/17 Parish Council**

- 13.1 Playing Field

13.1a To consider latest Inspection Report

13.2b Update on minor works to be carried out to play park as agreed at last meeting

- 13.2 Update on work to bus shelter and installation of bench.

14/05/17 Devon County Council

Report from County Councillor

15/05/17 Miscellaneous Correspondence - A list will be available at the meeting**16/05/17 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.

17/05/17 Date of next meeting: Tuesday 13 June 2016 in the Village Hall at 7.30 pm

Agenda Item 5.7

Meeting dates for 2018

Tuesday 9 January (Precept)

Tuesday 13 February

Tuesday 13 March

Tuesday 10 April

Annual Parish Meeting – Tuesday 8 May

Tuesday 8 May (Parish Council Annual Meeting)

Tuesday 12 June

Tuesday 10 July

Tuesday 14 August (if required)

Tuesday 11 September

Tuesday 9 October

Tuesday 13 November

Tuesday 11 December (Budget)

Agenda Item 5.9

Insurance Declaration

To the best of your knowledge no Councillor or Clerk has:

- Been subject to any county Court Judgements
- Had any insurer decline, cancel or refuse to renew insurance
- Been convicted/charged/cautioned in respect of any criminal offence
- Ever been prosecuted for failure to comply with any Health and Safety or Welfare or Environmental Protection legislation
- Been declared bankrupt or disqualified from being a company director or involved in any company that went into receivership, liquidation or administration

Agenda Item 8.1

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 – completed – remove from list
- IV. Pothole on Exeter Hill Cross and Stump Cross – reported to DCC
- V. Broken directional signs
- VI. New sign for permissive path at allotment - £25.00 for 2 signs “Dogs must be on a lead whilst on permissive path” size 250x80mm, 5mm pvc
- VII. Signs for dog fouling – waiting to hear from MDDC

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
	£7,551.66

Expenditure as at March 2017

Item	Budget	To date	Balance	16/17 actual
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Grants	Total Parish Council Grants	£780.00	£0.00	£780.00	£530.00
	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

Administration & running costs	Total Admin & running costs	£3,122.00	£741.73	£2,380.27	£2,647.85
	Audit fees	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£2,000.00	£322.12	£1,677.88	£1,873.38
	Salary incl PAYE	£1,892.00	£307.12	£1,584.88	£1,801.38
	Home office allowance	£108.00	£15.00	£93.00	£72.00
	Total Expenses	£105.00	£4.34	£100.66	£100.66
	Clerk's Expenses	£80.00	£4.34	£75.66	£75.66
	Other Expenses	£25.00	£0.00	£25.00	£25.00
	Room expenses	£72.00	£0.00	£72.00	£72.00
	Insurance	£270.00	£258.32	£11.68	£265.85
	Fees and Subscriptions	£200.00	£156.95	£43.05	£275.96
	Total Training (inc. ref. materials)	£110.00	£0.00	£110.00	£60.00
	Training Clerk's	£50.00	£0.00	£50.00	£0.00
	Training Councillors	£60.00	£0.00	£60.00	£60.00
Newsletter and printing	£365.00	£0.00	£365.00	£0.00	

Repairs & maintenance	Total Repairs & maintenance costs	£2,526.73	£189.28	£2,337.45	£5,923.48
	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	£1.00	£299.00	£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	£79.08	£892.65	£955.53
	Playground fencing	£0.00	£0.00	£0.00	£3,433.99

Misc	Total misc costs	£500.00	£0.00	£500.00	£3,051.21
	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

Totals:	£6,928.73	£931.01	£5,997.72	£12,152.54
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Current Account

Total income YTD	£7,551.66
Withdrawn/Transf	£0.00
Less O/S Cheques	£931.01
Balance (incl Footpath)	£6,620.65

Footpath account: £1,069.58

Reserve Balance £5,786.90

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	£3,344.33
Balance	£1,069.58
VAT to be re-claimed	£33.58

Shobrooke Parish Council

Clerks wages and expenses breakdown

May 2017

Salary for April 2017

13 hours x 9.743	£126.66
Additional hours – 5.65 x 9.743	£ 55.05
Hourly rate increased according to SLCC pay scale	£181.71

Expenses

Item	Quantity	Charge
Home office allowance*		£9.00
Envelopes 4p each		£0.00
2 nd class stamp (53p)		£0.00
1 st class stamp (65p)	1	£0.65
Printing 4p per sheet	51 sheets	£2.04
2 x cards		£2.50

* Shobrooke portion of 50/50
split with NSC

Expenses sub total	£14.19
Adjustment – previous expenses over paid by £4.00	£ 4.00
	£10.19

Total

£191.90

