

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 13 June 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 8 June 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)

01/06/17 Apologies

To receive apologies

02/06/17 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.

03/06/17 Minutes of the last meeting held on Tuesday 9 May 2017 (previously circulated)

To be agreed and signed as a true record

04/06/17 Mid Devon District Council

4.1 Planning Applications:

17/00747/FULL - Conversion of redundant engineering workshop to two 3-bedroom holiday cottages at The Workshop, Shute Cross, Shobrooke

4.2 Planning Decisions:

None

4.3 Report from Cllr P Hare-Scott

05/06/17 Road and Footpaths

5.1 Outstanding Road and Footpath issues (list attached)

5.2 To note signs available from MDDC re dog fouling (circulated separately) and to consider if the Parish Council wishes to erect signs

06/06/17 Finance

6.1 To approve signatures for this month's cheques

6.2 Parish Council receipts current Account:

None

6.3 Parish Council payments current account:

Item	Payee	Purpose	Amount £
6.2.1	Phil Keen	Sign for allotment path "dogs on lead"	18.00
6.2.2	J Hole	Salary and expenses	206.27

£224.27

- 6.4 Balances:
 - 6.4a Parish Council Current Account balance: £6,396.38
 - 6.4b Parish Council Footpath balance (in above current account figure): £1,069.58
 - 6.4c Parish Council Reserve Account balance: £5,787.36
- 6.5 Financial Statement and Budget Monitor - attached
- 6.6 To consider a donation to the RNLI following presentation made at the Annual Parish Meeting.

08/06/17 Councillor's Reports

- 8.1 To consider any Councillor reports for areas of responsibility

09/06/17 Clerk's Report

None

10/06/17 Parish Council

- 10.1 Playing Field
 - 10.1a To consider latest Inspection Report
 - 10.1b Update on minor works including signs
- 10.2 To sign the updated documents as circulated to councillors:
 - 10.2a Standing Orders
 - 10.2b Financial Regulations
 - 10.2c Risk Management Policy
- 10.3 To note the adoption of the BT kiosk is complete.
 - 10.3a To consider suggestions for future use – defibrillator and book swop
 - 10.4b to consider maintenance issues – missing pane of glass and painting (paint kit received from BT)

11/06/17 Devon County Council

- 11.1 Report from Cllr M Squires

12/06/17 Miscellaneous Correspondence

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

13/06/17 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.

- 14/06/17 Date of next meeting: Annual Meeting on Tuesday 11 July 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 – replacement of gate has been requested
- IV. Pothole on Riverford Lane and Exeter Hill Cross and Stump Cross – reported to DCC
- V. Broken directional signs – estimate of £75.00 for cost of replacing lettering at Camps Cross

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 June 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	£948.00	£2,174.00	£2,647.85
	Audit fees	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£2,000.00	£504.76	£1,495.24	£1,873.38
	Salary incl PAYE	£1,892.00	£480.76	£1,411.24	£1,801.38
	Home office allowance	£108.00	£24.00	£84.00	£72.00
	Total Expenses	£105.00	£27.97	£77.03	£100.66
	Clerk's Expenses	£80.00	£10.22	£69.78	£75.66
	Other Expenses	£25.00	£17.75	£7.25	£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	£207.28	£2,319.45	£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	£18.00	£132.00	£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	£1,155.28	£5,773.45	£12,152.54
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Current Account

Total income YTD	£7,551.66
Withdrawn/Transf	£931.01
Less O/S Cheques	£224.27
Balance (incl Footpath)	£6,396.38

Footpath account: **£1,069.58**

Reserve Balance **£5,787.36**

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

June 2017

Salary for May	13 hours' x £9.647	£125.41
	Additional hours 5.00 x 9.647	£ 48.23
		£173.64

Expenses

Item	Quantity	Charge
Home office allowance*		£ 9.00
Envelopes 4p each	4	£ 0.16
2 nd class stamp (56p)	3	£ 1.68
2 nd class stamp large	1	£0.76
Printing 4p per sheet	82 sheets	£3.28
Gift for auditor		£17.75

* Shobrooke portion of 50/50 split with NSC

Expenses sub-total **£32.63**

Total **£206.27**