

# 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 12 September 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 7 September 2017

Signed



Clerk to the Parish Council

Jane Hole

shobrookepc@outlook.com

01392 851148

### **Business to be Transacted**

#### **Public Participation**

Simon Trafford, Planning Officer, MDDC will attend the meeting to speak about the planning application detailed in 9.1 below

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)**

#### **06/09/17 Apologies**

To receive apologies

#### **07/09/17 Declaration of Interest**

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

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

7.3 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.

#### **08/09/17 Minutes of the last meeting held on Tuesday 12 July 2017 and 1 September 2017 (previously circulated)**

To be agreed and signed as a true record

#### **09/09/17 Mid Devon District Council**

9.1 Planning Applications:

17/00348/OUT - Residential development of up to 326 dwellings; 8.6 hectares of land made available to facilitate the relocation of Crediton Rugby Club; up to 1.1 hectares of land safeguarded for the delivery of a primary school; access arrangements from A3072 (Exhibition Way); pedestrian and cycle access on to Pounds Hill/Stonewall Cross junction, Old Tiverton Road and Pedlerspool Lane; landscaping and area of public open space; and other associated infrastructure and engineering operations Location: Land at NGR 284185 101165 (Creedy Bridge), Crediton, Devon

9.2 Planning Decisions:

17/00474 - Conversion of redundant engineering workshop to two 3-bedroom holiday cottages at (The Workshop), Shute Cross, Shobrooke, Devon – permission granted

9.3 Report from Cllr P Hare-Scott

#### **10/09/17 Road and Footpaths**

10.1 Outstanding Road and Footpath issues (list attached)

10.2 New issues identified

#### **11/09/17 Finance**

11.1	To approve signatures for this month's cheques		
11.2	Parish Council receipts Current Account:		
	Item	Payee	Purpose
	11.2.1	DCC	Additional grant for footpaths
			Amount £
			200.00
			<b>£200.00</b>

11.3	Parish Council payments current account:		
	Item	Payee	Purpose
	11.2.2	J Hole	Salary and expenses
			Amount £
			308.65
			<b>£308.65</b>

- 11.4 Balances:  
 11.4a Parish Council Current Account balance: £5,437.15  
 11.4b Parish Council Footpath balance (in above current account figure): £1,064.38  
 11.4c Parish Council Reserve Account balance: £5,787.86
- 11.5 Financial Statement and Budget Monitor - attached  
 11.6 To note the successful conclusion of the Annual Return for 2016/17

**12/09/17 Councillor's Reports**

- 12.1 To consider any Councillor reports for areas of responsibility

**13/09/17 Clerk's Report - none**

**14/09/17 Parish Council**

- 14.1 Playing Field  
 14.1a To consider latest Inspection Report  
 14.1b Update on minor works and to agree location of new sign
- 14.2 To consider applying for a TAP grant to purchase a defibrillator/cabinet. Estimated cost £1,249.00. See details below. TAP application deadline is 30 September. Newton St Cyres and Thorverton Parish Councils have been asked to support the application. Cllr M Squires will consider a £250.00 contribution from her locality grant
- 14.3 To consider the purchase of a replacement bench by the war memorial  
 14.4 BT Kiosk  
 14.4a Update on maintenance issues.  
 14.4b Update from Community Payback.
- 14.5 Update on night time landing site at the playing fields for Devon Air Ambulance Trust following a meeting with DAAT
- 14.6 Parking on pavement by the bench and Cherry tree in School Close – MDDC will put a sign up – to agree location
- 14.7 To sign a letter to the Clerk re pension scheme – letter attached.  
 14.8 To consider a policy on how contractors are paid – Cllr L Pitts to advise  
 14.9 To consider an amendment to Standing Orders and Financial regulations regarding minor works – Cllr B Curle to advise  
 14.10 To note that the editor of The Brooke has left the village and to consider options for future parish newsletters.

**15/09/17 Devon County Council**

- 15.1 Report from Cllr M Squires

**16/09/17 Miscellaneous Correspondence**

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

**17/09/17 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.

**18/09/17 Date of next meeting: Tuesday 10 October 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 10.1

### 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 - checked with DCC and all these sites are on the list for jetting as and when funds are available – remove from list
- II. Poor road surface by church – waiting for patching
- III. 2 x broken directional signs at Camps Cross and Exeter Cross – grant from DCC Community Enhancement fund has been agreed for £135.00 in total.

## Agenda Item 11.5

### 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	£200.00
VAT	£0.00
	£7,751.66

#### Expenditure as at September 2017

Item	Budget	To date	Balance	16/17 actual
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Grants	<b>Total Parish Council Grants</b>	<b>£780.00</b>	<b>£480.00</b>	<b>£300.00</b>	<b>£530.00</b>
	Churchyard	£480.00	£480.00	£0.00	£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	<b>Total Admin &amp; running costs</b>	<b>£3,122.00</b>	<b>£1,397.03</b>	<b>£1,724.97</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>£907.99</b>	<b>£1,092.01</b>	<b>£1,873.38</b>
	Salary incl PAYE	£1,892.00	£856.99	£1,035.01	£1,801.38
	Home office allowance	£108.00	£51.00	£57.00	£72.00
	<b>Total Expenses</b>	<b>£105.00</b>	<b>£73.77</b>	<b>£31.23</b>	<b>£100.66</b>
	Clerk's Expenses	£80.00	£56.02	£23.98	£75.66
	Other Expenses	£25.00	£17.75	£7.25	£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>£258.32</b>	<b>£11.68</b>	<b>£265.85</b>
	<b>Fees and Subscriptions</b>	<b>£200.00</b>	<b>£156.95</b>	<b>£43.05</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 Clerks	£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>	

Repairs & maintenance	<b>Total Repairs &amp; maintenance costs</b>	<b>£2,526.73</b>	<b>£412.48</b>	<b>£2,114.25</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	£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	£284.28	£687.45	£955.53
	Playground fencing	£0.00	£0.00	£0.00	£3,433.99

Misc	<b>Total misc costs</b>	<b>£500.00</b>	<b>£25.00</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>£2,314.51</b>	<b>£4,639.22</b>	<b>£12,152.54</b>
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#### Current Account

Total income YTD	£7,751.66
Withdrawn/Transf	£1,769.69
Less O/S Cheques	£544.82
<b>Balance (incl Footpath)</b>	<b>£5,437.15</b>

**Footpath account: £1,064.38**

**Reserve Balance £5,787.86**

#### 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
Grant received 17/18	£200.00
Total income	£4,090.00
VAT reclaimed to date	£523.91
<b>Income plus VAT</b>	<b>£4,613.91</b>
Expenditure	£3,549.53
<b>Balance</b>	<b>£1,064.38</b>
VAT to be re-claimed	£67.78

## **Agenda Item 14.2**

<https://www.primarycaresupplies.co.uk/products/Medical+Equipment+%26+Diagnostics/Defibrillators/Defibrillator+Packages/Rescue+SAM+Defibrillator+Outdoor+Community+Package/2756999540>

Rescue SAM Defibrillator Outdoor Community Package £1,249.00 (ex VAT)

The Rescue SAM semi-automatic defibrillator is safe and simple to use, even for users that have no CPR or first aid experience. Users are guided through each step of resuscitation with lit-up visual instructions on the main interface together with loud and clear voice prompts. Its on-board ECG scans the rhythm of a patient's heart beat before determining whether to deliver a shock or prompt the user to perform CPR.

The Rescue SAM is perfect for installation in a community setting.

The Rescue SAM includes adult pads (suitable for use on persons aged 8+) and long-life Lithium Ion battery (typically up to 4 years on standby). The defibrillator main unit is covered with an 8-year warranty as standard. The battery has a 4-year limited warranty\* with accessories 1 year.

### **What's in the package?**

- Rescue SAM Semi-Automatic Defibrillator
- Adult Pads (suitable for use on persons aged 8+)
- Paediatric Pads
- AED Prep Kit
- Carrying Case
- Outdoor Wall Cabinet with Heating
- Disposable Battery
- AED Wall Sign
- User's Manual

## Agenda Item 14.7

# SHOBROOKE PARISH COUNCIL

Clerk: Jane Hole, The Cellar, Pump Street, Newton St Cyres, Exeter, EX5 5BY

01392 851148

shobrookepc@outlook.com

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12 September 2017

### Shobrooke Parish Council pension scheme - A change in the law that affects you

Dear Jane

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme for certain staff and pay money into it.

We must enrol any of our staff who meet all of the following criteria:

- You earn over £192 per week (or £833 per month)
- You are aged 22 or over and
- You are under state pension age

Because you did not meet these criteria, **you have not become a member of the scheme automatically, but you can ask to join it if you want to.** If you do join, each month you will put money into the pension directly from your pay and the government will also contribute through tax relief. If you earn over £113 a week (or £490 a month), the minimum amount you will put into the scheme each pay period will be 1% of your earnings.

If you earn over £113 when you ask to join, we will also contribute to the pension scheme on your behalf. If you earn less than £113 a week we are not obliged to contribute to the scheme as well. If you want to join the pension scheme, tell us in writing by sending a letter which has to be signed by you. Or if you send it electronically, please include the phrase, 'I confirm I personally submitted this notice to join a workplace pension scheme.'

In the future if you earn more than £192 per week (or £833 per month) or turn 22, and you have not joined the scheme, we will automatically enrol you and tell you we have done this.

Yours sincerely,

Robert Ayre  
Parish Council Chairman

# Shobrooke Parish Council

## Clerks wages and expenses breakdown

September 2017

<b>Salary for July</b>	13 hours' x £9.647	£125.41
<b>Salary for August</b>	13 hours' x £9.647	£125.41

**£250.82**

### Expenses

Item	Quantity	Charge
Home office allowance*		£ 18.00
Envelopes 4p each	3	£ 0.12
Large envelope	1	£ 0.12
2 <sup>nd</sup> class stamp (56p)	3	£ 1.68
2 <sup>nd</sup> class stamp large		
Printing 5p per sheet	39 sheets	£ 1.95
Laminating pouches		£ 1.20
Mileage to training course *		£ 9.90
22 miles x £0.45		£10.80
Mileage for 3 extra visits		
24 miles x £0.45		
USB memory stick		£3.26

\* Shobrooke portion of 50/50 split with NSC

**Expenses sub-total** **£57.83**

**Total** **£308.65**