

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 10 October 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 5 October 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)

01/10/17 Apologies

To receive apologies

02/10/17 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.

03/10/17 Minutes of the last meeting held on Tuesday 12 September 2017 (previously circulated)

To be agreed and signed as a true record

04/10/17 Mid Devon District Council

4.1 Planning Applications:

17/01532/PNHH PN Householder - Prior Notification for the erection of an extension, extending to 6 m to the rear, maximum height of 2.45 m, eaves height of 2.98 m at 26 The Village Shobrooke Crediton Devon EX17 1AU – for information only no comments invited

4.2 Planning Decisions: None

4.3 Report from Cllr P Hare-Scott

05/10/17 Road and Footpaths

5.1 Outstanding Road and Footpath issues (list attached)

5.2 New issues identified

06/10/17 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 £
6.3.1	Stocksigns	New sign for playing field	88.44
6.3.2	J Ayre	Installation of kissing gate labour and postcrete (footpath account)	205.20
6.3.3	J Hole	Salary and expenses	139.49
			£433.13

6.4 Balances:

6.4a Parish Council Current Account balance: £5,004.02

6.4b Parish Council Footpath balance (in above current account figure): £859.18

6.4c Parish Council Reserve Account balance: £5,787.86

6.5 Financial Statement and Budget Monitor - attached

07/10/17 Councillor's Reports

7.1 To consider any Councillor reports for areas of responsibility

08/10/17 Clerk's Report - none

09/10/17 Parish Council

9.1 Playing Field

9.1a To consider latest Inspection Report

9.1b Update on minor works

9.2 Update on whether the bench by the war memorial can be fixed in place – if it can to agree the purchase of a new bench

9.3 BT Kiosk

14.4a Maintenance issues – community payback update.

9.4 Update on night time landing site at the playing fields for Devon Air Ambulance Trust following a meeting with DAAT

9.5 To consider TAP support for Thorverton Parish Council for the purchase of a shed to store handyman tools in.

9.6 To consider a policy on how contractors are paid – Cllr L Pitts to advise

9.7 To consider an amendment to Standing Orders and Financial regulations regarding minor works – See below

10/10/17 Devon County Council

10.1 Report from Cllr M Squires

11/10/17 Miscellaneous Correspondence

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

12/10/17 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.

13/10/17 Date of next meeting: Tuesday 8 November 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. Poor road surface by church – waiting for patching
- II. 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 6.5

Shobooke Parish Council

Financial Statement and Budget Monitor 2017/18

Income

Opening Balance (c/f from 16/17)	£2,451.66
Precept	£4,667.84
Council Tax support grant	£432.16
Prow grant	£200.00
VAT	£0.00
	£7,751.66

Expenditure as at October 2017

	Item	Budget	To date	Balance	16/17 actual
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	Item	Budget	To date	Balance	16/17 actual
Grants	Total Parish Council Grants	£780.00	£480.00	£300.00	£530.00
	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

	Item	Budget	To date	Balance	16/17 actual
Administration & running costs	Total Admin & running costs	£3,122.00	£1,536.52	£1,585.48	£2,647.85
	Audit fees	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£2,000.00	£1,042.40	£957.60	£1,873.38
	Salary incl PAYE	£1,892.00	£982.40	£909.60	£1,801.38
	Home office allowance	£108.00	£60.00	£48.00	£72.00
	Total Expenses	£105.00	£78.85	£26.15	£100.66
	Clerk's Expenses	£80.00	£61.10	£18.90	£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 Clerks	£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	

	Item	Budget	To date	Balance	16/17 actual
Repairs & maintenance	Total Repairs & maintenance costs	£2,526.73	£706.12	£1,820.61	£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	£106.44	£43.56	£146.46
	Footpaths (not P3)	£300.00	£0.00	£300.00	£240.00
	P3 Footpaths	£971.73	£489.48	£482.25	£955.53
	Playground fencing	£0.00	£0.00	£0.00	£3,433.99

	Item	Budget	To date	Balance	16/17 actual
Misc	Total misc costs	£500.00	£25.00	£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	£0.00	£0.00	£0.00	£561.22
S137			£25.00		

Totals:	£6,928.73	£2,747.64	£4,206.09	£12,152.54
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Current Account

Total income YTD	£7,751.66
Withdrawn/Transf	£1,980.86
Less O/S Cheques	£766.78
Balance (incl Footpath)	£5,004.02

Footpath account: £859.18

Reserve Balance £5,788.10

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
Income plus VAT	£4,613.91
Expenditure	£3,754.73
Balance	£859.18
VAT to be re-claimed	£101.98

Agenda Item 9.7

Proposed Amendment To Financial Regulation 9

New regulation 9c

Orders for the provision of Goods & Services.

The “Responsible Finance Officer” (RFO) will obtain two (2) quotations for any goods or services over the value of £250.00 as required by the Parish Council. For goods or services over the value of (£XXX value to be agreed) the RFO will obtain (3) quotations.

The process as shown above will apply all orders for Goods or Services placed on behalf of the Parish Council irrespective of funding stream.

Extract from SLCC & NALC Model Financial Regulations

All Councillors and Officers are responsible for obtaining value for money at all times.

The officer (RFO/Clerk) issuing an official order shall ensure as far as reasonable and practicable the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations from appropriate suppliers.

Shobrooke Parish Council

Clerks wages and expenses breakdown

October 2017

Salary for September 13 hours' x £9.647 £125.41

£125.41

Expenses

Item	Quantity	Charge
Home office allowance*		£ 9.00
Envelopes 4p each	0	£ 0.0
Large envelope	0	£ 0.0
2 nd class stamp (56p)	0	£ 0.0
2 nd class stamp large		
Printing 5p per sheet	32 sheets	£ 1.60
USB memory stick		£3.48

* Shobrooke portion of 50/50 split with NSC

Expenses sub-total **£14.08**

Total **£139.49**