

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 14 November 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 November 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)

01/11/17 Apologies

To receive apologies

02/11/17 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.

03/11/17 Minutes of the last meeting held on Tuesday 10 October 2017 (previously circulated)

To be agreed and signed as a true record

04/11/17 Mid Devon District Council

4.1 Planning Applications:

17/01613/FULL - Conversion of mill buildings to form one dwelling, two holiday flats, office, and associated parking at Shobrooke Mill, Shobrooke

17/11613/LBC - Listed Building Consent for the conversion of mill buildings to form one dwelling, two holiday flats, office, and associated parking at Shobrooke Mill, Shobrooke

4.2 Planning Decisions:

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 – approval of prior application

4.3 Report from Cllr P Hare-Scott

05/11/17 Road and Footpaths

5.1 Outstanding Road and Footpath issues (list attached)

5.2 Report from Footpath Warden (see below)

5.3 New issues identified – poor road surface on road from Shobrooke to Crediton near Creedy Court.

06/11/17 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	A Jones	Parts for swing in playground	11.29
6.3.2	More lock Signs Ltd	New sign at Exeter Hill Cross (grant to be claimed)	62.20
6.3.3	John Hill	Grass cutting/weed control at playpark for 2017	700.00
6.3.4	J Hole	Salary and expenses	137.81
			£911.30

6.4 Balances:

6.4a Parish Council Current Account balance: £2,844.63

6.4b Parish Council Footpath balance (in above current account figure): -£52.12

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

6.5 Financial Statement and Budget Monitor - attached

07/11/17 Councillor's Reports

7.1 To consider any Councillor reports for areas of responsibility

7.1a Notes from Raddon Hills meeting held on 30 October (circulated separately)

08/11/17 Clerk's Report - none

09/11/17 Parish Council

9.1 Playing Field

9.1a To consider latest Inspection Report

9.1b To agree grass cutting specification – circulated separately

9.2 Update on new bench by the war memorial

9.3 BT Kiosk

Update on maintenance issues

9.4 To consider new "Prior to commencement of work" form – attached below

9.5 To consider the use of an e-mail list to communicate with Parishioners (note the Brooke is still being produced)

9.6 To note that the TAP application of £1,124.00 for the purchase of a defibrillator has been granted in full. To agree purchase of defibrillator and who will be responsible for checking the defibrillator to enable it can be listed on the 999 system.

10/11/17 Devon County Council

10.1 Report from Cllr M Squires

11/11/17 Miscellaneous Correspondence

Letter from CPRE requesting Parish Council to join at £36 per year

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

12/11/17 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.

13/11/17 Date of next meeting: Tuesday 12 December 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

Agenda Item 5.2

Shobrooke Parish Council Report from Footpath (P3) Coordinator November 2017

Parish Paths Partnership Autumn Workshop

I attended this event in the Boniface Centre in Crediton on Friday 13th October 2017. Over 40 people were there made up of Footpath Wardens and Devon County Council Highways Department staff. The agenda focussed on presentations by the P3 staff and the Devon County Council Footpath Wardens. I was unable to attend the afternoon session which was a walk around the footpaths of Crediton. It is always useful to attend such events to keep in touch and get a feel for the current issues.

Annual Path Surveys

The forms for the annual survey of paths have been or soon will be sent to Clerks of Councils. There are 24 paths in Shobrooke Parish and, at the time of writing, 19 have been walked and surveyed. No major issues have been identified. The remaining paths will, be walked and surveyed by the end of November.

The biggest problem which affects access to paths is growing crops and the margins left, or not left, for access by landowners. This problem may not be picked up in the autumn survey as crops have been removed by then. A different result would be found if some paths were surveyed in the June to September period This is particularly a problem with maize and oilseed rape crops. Landowners should leave clear field margins of at least 1.5 metres.

Outstanding Items of Work

The only planned work that remains to be done is on FP17 where it is proposed to replace a narrow bridge over a ditch which is beginning to rot. I plan to approach James Ayre to do this work. I will obtain a price in advance but it will not exceed £200. The survey may reveal other work need and this will be reported to the appropriate authorities.

Fred Harper

30th October, 2017

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
	£338.54 to claim of which £253.96 is FP
	£7,751.66

Expenditure as at November 2017

Item	Budget	To date	Balance	16/17 actual
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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

Administration & running costs	Total Admin & running costs	£3,122.00	£1,674.33	£1,447.67	£2,647.85
	Audit fees	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£2,000.00	£1,176.81	£823.19	£1,873.38
	Salary incl PAYE	£1,892.00	£1,107.81	£784.19	£1,801.38
	Home office allowance	£108.00	£69.00	£39.00	£72.00
	Total Expenses	£105.00	£82.25	£22.75	£100.66
	Clerk's Expenses	£80.00	£64.50	£15.50	£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	

Repairs & maintenance	Total Repairs & maintenance costs	£2,703.66	£2,727.70	-£24.04	£5,923.48
	Grass cutting in play park	£700.00	£700.00	£0.00	£946.00
	Playground Inspections	£105.00	£109.20	-£4.20	£105.00
	General maintenance incl playpark	£300.00	£349.08	-£49.08	£96.50
	Signs/noticeboards	£150.00	£168.64	-£18.64	£146.46
	Footpaths (not P3)	£300.00	£0.00	£300.00	£240.00
	P3 Footpaths	£1,148.66	£1,400.78	-£252.12	£955.53
	Playground fencing	£0.00	£0.00	£0.00	£3,433.99

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 S137	£0.00	£0.00	£0.00	£561.22

Totals:	£7,105.66	£4,907.03	£2,223.63	£12,152.54
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Current Account

Total income YTD	£7,751.66
Withdrawn/Transf	£2,314.51
Less O/S Cheques	£2,592.52
Balance (incl Footpath)	£2,844.63

Footpath account: **-£52.12**

Reserve Balance **£5,788.36**

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
Grant received 17/18	£200.00
Total income	£4,090.00
VAT reclaimed to date	£523.91
Income plus VAT	£4,613.91
Expenditure	£4,666.03
Balance	-£52.12
VAT to be re-claimed	£253.86

SHOBROOKE PARISH COUNCIL

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

01392 851148

shobrookepc@outlook.com

Prior to commencement of work form

Before commencing work for Shobrooke Parish Council, please read and complete section 1 below and send the documents detailed in section 2 to the Clerk

Section 1

Shobrooke Parish Council engage the services of:

for the task of

The Parish Council has hired you/your business on the understanding that you are a freelancer, consultant or contractor and that you are either self-employed or the Parish Council has contracted directly with a company which you represent/work for.

If you undertake work for the Parish Council through a company, then the company, not the Parish Council, would be responsible for all employer responsibilities and you will not be required to consider or sign the declaration below.

Self-employed workers aren't paid as an employee through PAYE. Someone can be both employed and self-employed at the same time, for example if they work for an employer during the day and run their own business in the evenings.

Shobrooke Parish Council is required to fulfil all legal responsibilities as a potential employer and confirm whether an individual who undertakes any work for it should be paid through PAYE.

Someone is probably self-employed and would not normally be paid through PAYE if most of the following are true:-

1. they're in business for themselves, are responsible for the success or failure of their business and can make a loss or a profit
2. they can decide what work they do and when, where or how to do it
3. they can hire someone else to do the work
4. they're responsible for fixing any unsatisfactory work in their own time
5. A fixed price is agreed for the work - it doesn't depend on how long the job takes to finish
6. they use their own money to buy business assets, cover running costs, and provide tools and equipment for their work
7. they can work for more than one client

If your circumstances agree with the above statement then you would personally be responsible for declaring your income to HMRC and paying your own tax and National Insurance. You should therefore sign the declaration below and return it to the Clerk of Shobrooke Parish Council.

If your circumstances cannot be described by the statements above or you do not wish to sign the declaration then please contact the Clerk of Shobrooke Parish Council. If you are unsure, then you can check your employment status online at:- www.gov.uk/guidance/check-employment-status-for-tax

Declaration

I agree that my work fits the statements at 1-7 above and I can confirm that I am self-employed, responsible for declaring my income to HMRC and paying my own tax and National Insurance.

Signed..... Date:

Please be aware that the Parish Council is obliged, if required by HMRC, to provide them with details of all amounts paid to contractors.

Section 2

Please send a copy of your insurance certificate.

Please send a copy of the risk assessment for the work detailed in section 1

Both documents will be kept on file by the Parish Clerk.

You are advised not to start work without completing Section 1 and providing the documents required in Section 2 otherwise payment may be delayed.

Shobrooke Parish Council

Clerks wages and expenses breakdown

November 2017

Salary for October 13 hours' x £9.647 £125.41

£125.41

Expenses

Item	Quantity	Charge
Home office allowance*		£9.00
Envelopes 4p each	4	£0.16
Large envelope	0	
2 nd class stamp (56p)	4	£2.24
2 nd class stamp large		
Printing 5p per sheet	20 sheets	£1.00

* Shobrooke portion of 50/50 split with NSC

Expenses sub-total **£12.40**

Total **£137.81**