

# 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 December 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 December 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)**

#### 01/12/17 Apologies

To receive apologies

#### 02/12/17 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.

#### 03/12/17 Minutes of the last meeting held on Tuesday 14 November 2017 (previously circulated)

To be agreed and signed as a true record

#### 04/12/17 Mid Devon District Council

4.1 Planning Applications:

17/01774/HOUSE - erection of conservatory on front elevation at 2 Queens Park, Shobrooke

4.2 Planning Decisions:

None

4.3 Report from Cllr P Hare-Scott

#### 05/12/17 Road and Footpaths

5.1 Outstanding Road and Footpath issues

To note work to poor road surface by church is scheduled for 11 to 15 December

5.2 New issues identified – repair required to gate on FP7 – DCC have agreed to repair

#### 06/12/17 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	J Hole	Salary and expenses	141.76
			<b>£141.76</b>

6.4 Balances:

6.4a Parish Council Current Account balance: £2,702.89

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

6.6 To note appointment of external auditor from April 2018 to March 2022 - PKF Little John LLP

6.7 To consider budget for 2017/18 – circulated separately

6.8 To consider adding more signatories to the bank account

**07/12/17 Councillor's Reports**

7.1 To consider any Councillor reports for areas of responsibility

**08/12/17 Clerk's Report**

8.1 To consider request to attend DALC Data Protection course in April – cost £48

**09/12/17 Parish Council**

9.1 Playing Field

To consider latest Inspection Report

9.2 Update on security marking for new bench by the war memorial

9.3 BT Kiosk - to agree purchase of parts costing £71.19 and four "Defibrillator" signs costing £61.60

9.4 Update on purchase of defibrillator – currently waiting for confirmation from supplier that cabinet meets BT requirements and for grant money

9.5 To consider more permanent dog fouling signs

**10/12/17 Devon County Council**

10.1 Report from Cllr M Squires

**11/12/17 Miscellaneous Correspondence**

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

**12/12/17 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.

**13/12/17 Date of next meeting: Tuesday 9 January 2018 in the Village Hall at 7.30 pm.**

**Part II**

**(Members of the press and public will be excluded from Part II in order that commercially sensitive information can be considered confidentially)**

**13/07/16 Playing fields**

13.1 To consider quotes received for grass cutting at play park in 2018

**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 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 £253.86 is FP
	<b>£7,751.66</b>	

#### Expenditure as at November 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>£1,816.07</b>	<b>£1,305.93</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>£1,311.22</b>	<b>£688.78</b>	<b>£1,873.38</b>
	Salary incl PAYE	£1,892.00	£1,233.22	£658.78	£1,801.38
	Home office allowance	£108.00	£78.00	£30.00	£72.00
	<b>Total Expenses</b>	<b>£105.00</b>	<b>£89.58</b>	<b>£15.42</b>	<b>£100.66</b>
	Clerk's Expenses	£80.00	£71.83	£8.17	£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>£2,703.66</b>	<b>£2,727.70</b>	<b>£224.04</b>	<b>£5,923.48</b>
	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	<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	£0.00	£0.00	£0.00	£561.22
S137			£25.00		

<b>Totals:</b>	<b>£7,105.66</b>	<b>£5,048.77</b>	<b>£2,081.89</b>	<b>£12,152.54</b>
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#### Current Account

Total income YTD	£7,751.66
Withdrawn/Transf	£4,144.81
Less O/S Cheques	£903.96
<b>Balance (incl Footpath)</b>	<b>£2,702.89</b>

Footpath account: **-£52.12**

Reserve Balance **£5,788.58**

<b>P3 Path</b>	
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	£4,666.03
<b>Balance</b>	<b>-£52.12</b>
VAT to be re-claimed	£253.86

# Shobrooke Parish Council

## Clerks wages and expenses breakdown

December 2017

**Salary for November**      13 hours' x £9.647      £125.41

**£125.41**

### Expenses

Item	Quantity	Charge
Home office allowance*		£9.00
Envelopes 4p each	3	£0.12
Large envelope	0	
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
Mileage for extra trip 8 miles x £0.45		£3.60

\* Shobrooke portion of 50/50 split with NSC

**Expenses sub-total**      **£16.35**

**Total**      **£141.76**