

Shobrooke Parish Council

Minutes of the Annual Parish Council meeting held in the Village Hall on Tuesday 9 May 2017

The meeting commenced at 7.30pm

Members Present:

Cllr R Ayre (Chairman)	Cllr A Jones
Cllr B Curle	Cllr L Pitts
Cllr C Furse	Cllr A Ripper
Cllr J Ingham	

In attendance:

Cllr P Hare-Scott, MDDC (left 8pm), J Hole, Parish Clerk

Business to be Transacted Public Participation

There was none

Formal Business

01/05/17 Election of Chairman and Vice Chairman

Election of Chairman - to receive the Chairman's declaration of acceptance of office
Cllr R Ayre was proposed by Cllr B Curle and seconded by Cllr J Ingham and agreed unanimously. Cllr R Ayre duly signed the acceptance of office form

Election of Vice-Chairman

Cllr C Furse was proposed by Cllr R Ayre and seconded by Cllr B Cure and agreed unanimously.

02/05/17 Apologies

Cllr J Lee (work), Cllr C Boulton (ill)

03/05/17 Declaration of Interest

None

04/05/17 Minutes of the last meeting held on Tuesday 11 April 2017

Add Cllr C Boulton to the list of councillors present. Agreed and signed as a true record

05/05/17 To review:

5.1

Standing Orders

The Clerk had circulated two amendments which were required to be made and several suggested amendments. Cllr B Curle requested that the orders be made applicable to him/her. It was resolved to adopt these changes and the **Clerk would circulate** an updated copy to all councillors with a copy to be signed at the next meeting.

5.2

Financial Regulations

It was resolved to remove the requirement in 6a for cheques to be over the value of £10.00

5.3

Risk Management Policy and risk assessments

Clerk to circulate to all councillors for sign off at next meeting

5.4

Complaints procedure

This had been reviewed recently and no changes were necessary

5.5

Bank signatories and to appoint three signatories for payments

No changes required

5.6

The appointment and job description of the Clerk

The requirement to review this had been deleted from standing orders. The job description would be reviewed at appraisal

- 5.7 Dates for meetings in 2018
These were agreed
- 5.8 Asset register
Clerk to circulate for information
- 5.9 To confirm Insurance Policy (automatic renewal) and confirm Declaration
Clerk to request e-mail confirmation from all councillors that they meet the requirements of the insurance declaration
- 5.10 Code of Conduct
No amendments necessary
- 5.11 Parish Council Action plan
The completed actions of replacing the south fencing at the play park and repairing the bus shelter were removed. It was agreed to add “to maintain BT kiosk as a resource for the parish” and “to consider options for improvements to the north fencing at the play park”. **Clerk to amend** and circulate
- 5.12 Training and Development Policy
Agreed
- 5.13 Publications Policy (FOI)
Agreed

06/05/17 Election of officers/representatives

- 6.1 Crediton Neighbourhood Plan representative – Cllr B Curle to continue. **Clerk to e-mail** Crediton Town Council to enquire when meetings will take place
- 6.2 Neighbourhood Watch Officer – Cllr L Pitts – to continue
- 6.3 Raddon Hills representative – Cllr R Ayre to continue and Clerk to ask if Cllr C Boulton wishes to continue. **Clerk to circulate** Raddon Hill minutes to councillors for information.
- 6.4 Snow Warden – **clerk to ask** Cllr C Boulton if he wishes to continue
- 6.5 Delegated responsibility: Footpath Warden – Fred Harper to continue
Playing fields rep – **Clerk to ask** Darren Fox if he will continue
Website Officer – Clerk to continue

07/05/17 Mid Devon District Council

- 7.1 Planning Applications:
17/00612/LBC – Listed Building Consent for formation of a new door opening and installation of French doors on east elevation at Brooke Barn, Moor Lane, Shobrooke – no comment
- 7.2 Planning Decisions:
17/00177/FULL - erection of 2 agricultural buildings for livestock, Westacott – permission granted
17/00263/FULL - erection of an agricultural building at Nomansland Farm, Shobrooke Park, Crediton Devon EX17 1DH – permission granted
- 7.3 To confirm adoption of the BT kiosk for £1.00 and sign the agreement
Cllr R Ayre duly signed the agreement. **Clerk to request** some paint from BT
Minuted here but taken after item 3
- 7.4 Report from Cllr P Hare-Scott
MDDC finished the last financial year had finished on budget and this year had started quietly due to the county council elections. The land behind the Town Hall in Tiverton would be re-developed. The local plan had been submitted

08/05/17 Road and Footpaths

- 8.1 Outstanding Road and Footpath issues
- 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 – no update
 - ii. Poor road surface by church and Zephyr– reported to DCC – no update. **Clerk to request** an update from Cllr M Squires

- iii. Backfilling of steps on FP15 and 17 – this work had been completed. The pedestrian gate had been removed because the catch was broken. Councillors requested that the gate be reinstated as it provided a useful barrier between the field and the steps. **Clerk to request**
 - iv. Pothole on Exeter Hill Cross and Stump Cross – reported to DCC – no update
 - v. Broken directional signs – Cllr R Ayre would replace the bolt on the Exeter Hill Cross sign. Cllr L Pitts had sent pictures of the sign post at Camps Cross which required new lettering. **Clerk to investigate** lettering
 - vi. New sign for permissive path at allotment - £25.00 for 2 signs “Dogs must be on a lead whilst on permissive path” size 250x80mm, 5mm pvc
It was agreed to purchase the signs which should read “Dogs must be on a lead”.
Clerk to order
 - vii. Signs for dog fouling – the clerk had e-mailed MDDC and was waiting to hear.
- 8.2 New issues identified
None

09/05/17 Finance

9.1 To approve signatures for this month’s cheques

Cllr C Furse and Cllr B Curle

9.2 Parish Council Receipts Current Account:

None

9.3 Parish Council Payments Current Account

These were agreed as: (except for 9.3.4)

Item	Payee	Purpose	Amount £
9.3.1	Information Commissioner	Data Protection	35.00
9.3.2	BT	Adoption of BT kiosk	1.00
9.3.3	Aon	Insurance (incl 5% discount)	258.32
9.3.4	Country Matters	Back fill steps opp. Hall and at allotments	79.08
9.3.5	J Hole	Salary and expenses	191.90

£565.30

With regard to item 9.3.4, it was noted that the invoice detailed that stone had been installed at the allotments but it had not. The mesh on the steps by the village hall had been removed as it was a trip hazard but not replaced. Slate chippings had been put down and councillors queried if these were suitable? **Clerk to raise queries** with Footpath Warden/County Matters

9.4 Balances

9.4a Parish Council Current Account balance: £6,620.65

9.4b Parish Council Footpath balance: £1,069.58 (included in above figure)

9.4c Parish Council Reserve Account balance: £5,786.90

9.5 Financial Statement and Budget Monitor

These were noted

9.6 Annual return

9.6.1 To approve Part 1 Annual Governance Statement 2016/17

Cllr R Ayre read out Part 1 Annual Governance Statement and duly signed the return together with the Clerk

9.6.2 To approve Part 2 Accounting Statements 2016/17

The Part 2 Account Statement was approved and duly signed by Cllr R Ayre and the RFO. It was resolved that the Clerk should provide a small gift for the internal auditor . who did not wish to receive payment

10/05/17 Matters raised by the Chair

None

11/05/17 Councillor’s Reports

None

12/05/17 Clerk’s Report

None

13/05/17 Parish Council

13.1 Playing Field

13.1a To consider latest Inspection Report

There was no report

13.2b Update on minor works to be carried out to play park as agreed at last meeting
Cllr A Jones had cut a hole in the wire mesh in the entrance gate to allow easier access to the catch. He was waiting to meet up with Cllr C Boulton to check the zip wire tension and the chains for the swings. Cllr R Ayre would contact Cllr C Boulton to arrange delivery of top soil for use by the roundabout.

Cllr B Curle reported that many play parks now had a list of rules displayed close to the park entrance. Cllr B Curle would provide a draft of suggested rules ahead of the next meeting. It was noted that the insurance required that suitable signs be erected detailing any information that is necessary for the safe use of the equipment and clearly stating any restrictions on its use. It may be necessary to consider requiring that children under a certain age were supervised.

13.2 Update on work to bus shelter and installation of bench.

The bench had been installed in the bus shelter. Cllr A Jones reported that the brown gloss work to the outside of the shelter was still outstanding and he would apply this as and when he could. It was noted that posters were being stapled to the outside of the bus shelter and this would lead to damage over time. **Clerk to put a note** in the Brooke requesting that any posters are pinned to the inside noticeboard only.

14/05/17 Devon County Council

Report from Cllr M Squires

There was no report

15/05/17 Miscellaneous Correspondence

None

16/05/17 Minor Matters and Items for Future Agenda

To consider a donation to RNLI

17/05/17 Date of next meeting: Tuesday 13 June 2016 in the Village Hall at 7.30 pm

The meeting closed at 9.10pm