

Shobrooke Parish Council

Minutes of Parish Council meeting held in the Village Hall on Tuesday 10 October 2017

The meeting commenced at 7.30pm

Members Present:

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

In attendance:

Cllr P Hare-Scott, MDDC (left 8.05pm), J Hole, Parish Clerk

Business to be Transacted Public Participation

There was none

Formal Business

01/10/17 Apologies

Cllr J Lee, Cllr M Squires, DCC

02/10/17 Declaration of Interest

None

03/10/17 Minutes of the last meeting held on Tuesday 12 September 2017

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

Cllr P Hare-Scott reported that MDDC were on budget. The local plan had been delayed further. There was no update on Peddlerspool planning application

05/10/17 Road and Footpaths

5.1 Outstanding Road and Footpath issues

- I. Poor road surface by church – waiting for patching. Councillors reported that the road had been marked up recently.
- II. 2 x broken directional signs at Camps Cross and Exeter Cross. A grant from DCC Community Enhancement fund had been agreed for £135.00 in total. The Clerk was still waiting to hear from DCC as to the specification/supplier for signs. Cllr A Ripper suggested a vertical sign to prevent damage to another horizontal sign, or perhaps Shobrooke could be abbreviated? **Clerk to investigate**

5.2 New issues identified

There were none.

06/10/17 Finance

6.1 To approve signatures for this month's cheques
Cllrs C Furse and Cllr B Curle

6.2 Parish Council receipts Current Account: None

6.3 Parish Council payments current account:

The Clerk advised that item 6.3.2 as detailed on the agenda was a duplicate invoice and had already been paid. However, since the agenda had been sent three additional invoices had been received, listed below at 6.3.3 to 6.3.5. It was resolved to pay all the invoices.

Item	Payee	Purpose	Amount £
6.3.1	Stocksigns	New sign for playing field	88.44
6.3.2	J Hole	Salary and expenses	139.49
6.3.3	J Ayre	Work to FP 15	960.00
6.3.4	Country Matters	Work to FP8	156.50
6.3.5	Fenland Leisure Products Ltd	Swing parts	336.79
			£1,681.22

6.4 Balances:

6.4a Parish Council Current Account balance: £3,744.64

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

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

It was noted that the Footpath account had overspent. However, the Clerk advised that £253.86 of VAT would be claimed back shortly.

6.5 Financial Statement and Budget Monitor
Noted

07/10/17 Councillor's Reports

7.1 To consider any Councillor reports for areas of responsibility
None

08/10/17 Clerk's Report

None

09/10/17 Parish Council

9.1 Playing Field

9.1a To consider latest Inspection Report

Inspection reports had been received back to May 2017 and no new issues were identified. The Clerk had sent the pictures showing the wear on the swing brushes to the inspection company who had replied that in their opinion at the time of the inspection, they had enough material to last another year with the proviso they were monitored throughout the year. Some swing shackles have more play than others as they do not have bushes in the housing's.

9.1b Update on minor works

Cllr A Jones had installed the playground rules sign and all minor works had now been completed.

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

Cllr B Curle had been advised by a parishioner who cuts the grass that the bench needed to be moved to allow mowing, but the Clerk had been advised that it could be fixed in place. An offer from a parishioner to donate a bench had been received and it was resolved to accept this offer. Cllr A Jones reported that he had attended a police information event in Crediton at which it was suggested that a GPS tracker could be hidden in a bench. However, Cllr C Boulton warned that some trackers incurred a monthly

cost. It was resolved that the bench should be branded with SBPC and the Clerk would ask for advice from Tom Lee on how it could be fixed in place.

9.3

BT Kiosk

14.4a Maintenance issues – community payback update.

The Clerk had not been able to contact the community payback scheme. Cllr A Jones had replaced the broken Perspex panel and jet washed the kiosk. He advised that 72 panels required rubbing down before being painted. It was agreed that Cllr A Jones would remove the panels and councillors would paint at home. Cllr R Ayre would deliver the paint to Cllr A Jones who would issue to Councillors. **Clerk to e-mail contact** details for BT to Cllr A Jones to contact re spare parts.

9.4

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

A brief report from Cllr A Ripper of the meeting with DAAT on 8 August had been circulated. DAAT had concluded that the playing field was not suitable as a night time landing site due to the slope and the power cables.

9.5

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

This was unanimously agreed.

9.6

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

A draft policy had been circulated. This was based on the advice on HMRC website. Following discussion, a few amendments were made and Cllr L Pitts agreed to make the revisions and send to the Clerk for circulation. It was agreed to combine this form with the requirement to provide a risk assessment and insurance documents. It was resolved to make this Financial Regulations 9d

9.7

To consider an amendment to Standing Orders and Financial regulations regarding minor works

A suggested amendment from Cllr B Curle had been circulated. It was resolved to add the following to Financial regulations, item 9c

“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 £500.00 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”

Cllr B Curle advised that standing orders may require further revisions and he would endeavour to look at these before the annual review next May.

10/10/17

Devon County Council

10.1

Report from Cllr M Squires

There was no report

11/10/17

Miscellaneous Correspondence

The Clerk had made a TAP application for the purchase of a defibrillator and would hear within 10 days from 30 October

Highways Town and Parish Councils Conference – dates available from the Clerk

MDDC were reviewing the Councillor allowance scheme - **Clerk to circulate details**

Devon and Cornwall Police were using Alert, a two-way community messaging system

“Next Door” had been launched in Shobrooke

12/1017 Minor Matters and Items for Future Agenda
The use of an e-mail list to communicate with parishioners

13/10/17 Date of next meeting: Tuesday 14 November 2017 in the Village Hall at 7.30 pm.

End of formal business

The meeting closed at 8.45pm