

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 April 2016 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 6 April 2016

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)

1/04/16 Apologies and resignation

To receive apologies and note Cllr R Steer's resignation

2/04/16 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.

3/04/16 Minutes of the last meeting held on Tuesday 8 March 2016 (previously circulated)

To be agreed and signed as a true record

4/04/16 Mid Devon District Council

4.1 Planning Applications: None

4.2 Planning Decisions:

16/00173/HOUSE – Erection of a conservatory at 4 Queen's Park, Shobrooke – permission granted

4.3 Proposed development at Creedy Bridge – further information available on developer website at www.creedybridge.com

5/04/16 Road and Footpaths

5.1 To consider report from Footpath Warden - attached

5.1 Outstanding Road and Footpath issues (list attached for Cllrs)

5.2 New issues identified

6/04/16 Finance

6.1 To approve signatures for this month's cheques

6.2 Parish Council Payments Current Account:

Item	Payee	Purpose	Amount £
6.2.1	Playsafe Limited	Playground inspection	105.00
6.2.2	DALC	Membership	120.96
6.2.2	Country Matters	2 x stile replacement on FP16/17	299.70
6.2.2	J Hole	Salary and expenses Includes £143.25 grant for work to website	302.32

£684.73

6.3 Parish Council Payments received:

Item	Payee	Purpose	Amount £
6.3.1	DCC	Locality grant for playground fencing (rec'ed 15/16)	500.00
6.3.2	DCC	P3 PROW grant (rec'ed 15/16)	1,500.00
6.3.3	DALC	Grant for work to website (rec'ed 15/16)	143.25
6.3.4	DCC	Precept	5,000.00
			£7,143.25

6.4 Balances

6.3a Parish Council Current Account balance: £6,732.66

6.3b Parish Council Footpath balance (in above current account figure): £882.46

6.3c Parish Council Reserve Account balance: £5,784.40

6.5 To note unaudited summary of receipts and payments for 2104/15 – attached

6.6 Financial Statement and Budget Monitor – attached for Cllrs

7/04/16 Matters raised by the Chair

None

8/04/16 Councillor's Reports

8.1 To consider any Councillor reports for areas of responsibility

9/04/16 Clerk's Report

9.1 Annual Parish Meeting, Tuesday 10 May – update on arrangements

9.2 To note the new website and to consider if councillor photos should be added

10/04/16 Parish Council

10.1 Playing Field

10.1a To consider latest Inspection Report

10.1b Cllr C Boulton wishes to clarify the policy regarding working dogs entering the playpark when working, following query raised when a working dog did enter the park

10.2 To consider any action regarding trees on the wall opposite pub – e-mail from parishioner attached

10.3 To consider any activities for the Queen's Birthday. See e-mail from Church Warden attached.

10.4 War Memorial – to note that the War Memorial is now Grade II listed

11/04/16 Miscellaneous Correspondence

A list will be available at the meeting

12/04/16 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.

13/04/16 Date of next meeting: Tuesday 10 May 2016 in the Village Hall – Annual Parish Meeting at 7.00pm followed by Annual Parish Council Meeting 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)

13/04/16 Playing fields

13.1 To consider the revised quotes for the South Fence at the playing fields (circulated)

13.2 To agree if S106 funding should be applied for and if so resolved to formally endorse the scheme to allow an application to be made.

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

Shobrooke Parish Council Improvements to Footpaths in the Parish

Background

Since the Parish Council signed up to the Parish Paths Partnership (P3) with Devon County Council (DCC), considerable improvements have been made to the footpath network at little cost to the Parish budget. Ros Davies who coordinates the P3, and Sam Jeffcoat, DCC Warden for the footpaths in Shobrooke Parish, have been very supportive and provided finance and labour for maintenance.

The footpath survey for 2015/2016 showed that some money needs to be spent to improve a small number of paths but hopefully the landowners and the Warden will be able to bring about these improvements with little cost to the Parish budget. It is proposed to identify these in a separate note.

Replacement of Stiles with Gates

The report of a broken stile on FP3 in 2015 resulted in a request from Councillors regarding the DCC policy on replacement of stiles with more accessible structures. The Parish liaison person investigated this and DCC policy is to replace stiles with either gates, or where there are no livestock retention factors, open gaps. Funds were made available to replace two stiles on FP3 with gates and this represents a big improvement in accessibility. The allocation of subsequent funds has enabled three more stiles to be replaced on FP21 in the vicinity of Wyke Hill Gardens. In late March, two more stiles were replaced on FP16 (Grid Ref.:872006) and FP17 (Grid Ref.:871005).

There are three other stiles in the Parish which ought to be replaced under this new approach and there is sympathy, through the allocation of an enhanced grant from DCC, to do this. The stiles are located as follows in order of priority based on perceived frequency of use.

1. FP27 close to the farm buildings at Shobrooke House. This is situated in an old ironwork fence line and the owner, Dr J Shelley, wants to do some preliminary work on this before a gate is hung (Grid Ref: 867018).
2. FP2 which is situated in the north west corner of the Parish near Broxfords where it leaves the wooded area to enter the grass field known as Higher Broxford (Grid Ref: 852036).
3. FP5 opposite Lower Westwood Farm leaving the main Crediton to Tiverton Road going south (Grid Ref: 867029).

There is also a stile on FP29. This is a case for inspection by the Warden before action. The owner has erected a new gateway and adjacent stile at the northern entrance to this path. The *legality* and accessibility of this needs checking out (Grid Ref: 858038). Two other stiles exist on the network but these seem to be redundant and do not prevent easy access. They are on FP17 (Grid Ref.: 873008) and FP27 (Grid Ref.: 858018).

Action Proposed

The plan should be to replace all stiles with gates on the Shobrooke footpath network by the end of the 2016/2017 financial year.

I spoke to Ros Davies on 18th March and she has an agreement with Sam Jeffcoat that he will provide materials for replacement of the remaining stiles in the Parish at no cost. I suggest deferring replacement of the other three stiles until later in the year when all other issues have been considered. Ros has left the door open for me to go back for more funds later if needed.

Seven stiles have been replaced so far.

Action on items raised in February 2016 Meeting

1. The damaged waymarker post on FP5 has been inspected. No action is considered necessary as the damage does not affect the signposting function.
2. The two large posts on the gateway on FP6 have been tightened up and the gate works freely now.
3. Handrails have been fitted to FP13 near the church; these are demountable.
4. The Chairman has a new gate for entrance to FP22 opposite the entrance to Shute Farm and has agreed to fit it.
5. Wire mesh has been fixed to the slippery bridge on FP11.

Fred Harper
(P3 Liaison person for Shobrooke Parish)
31st March 2016.

Agenda Item 5.2

Outstanding issues for Roads and Footpaths

- I. Traffic speeding in the village – Police are conducting more evaluation to determine if a CSW would be justified
- II. Footpath 5: Damaged waymarker post at the southern end near Lower Coombe needs replacing – inspected and no action necessary, **remove from list**
- III. Footpath 6: The two large gateposts on the northern side of the stream at the midpoint of this path are loose - work completed, **remove from list**
- IV. Footpath 13: Clarification on the handrail - Two hand rails referred to one handrail in two parts, rather than one handrail either side – **remove from list**
- V. Footpath 22: The broken post in the gateway to the path opposite Shute Farm entrance needs to be fixed or replaced. Robert Ayre to action
- VI. 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
- VII. Poor road surface by church – reported to DCC
- VIII. Tractors/trailers mounting grass verge outside lane entrance to Moor Farm – MDDC will be installing bollards

Agenda Item 6.5

SHOBROOKE PARISH COUNCIL			
Receipts and Payments Account			
Year ending 31 March 2016			
Unaudited			
Receipts			
	Precept		£4,499.52
	Grants		
		Council tax	£500.48
		PROW	£2,000.00
		DCC Locality	£500.00
		DALC Transparency re computer/website	£621.58
	VAT refund		£493.65
Total Receipts current account			£8,615.23
Payments			
	Grants		
		Churchyard	£430.00
		Community Transport	£100.00
		Village Hall	£1,000.00
	Administration and running costs		
		Clerks wages	£1,891.48
		Clerks expenses	£64.36
		Other expenses	£32.95
		DALC Health Check	£72.05
		Fees and subscriptions	£137.83
		Insurance	£257.35
		Room expenses	£60.00
		Training & reference material	£157.70
		Election costs	£147.35
	Repairs & maintenance		
		Playground maintenance incl grass cutting	£829.50
		General maintenance	£380.00
		Footpaths P3	£1,321.29
		Footpaths (not P3)	£155.00
		Signs	£26.00
	Miscellaneous		
		War memorial restoration and hand rail	£1,429.50
		Laptop	£374.98
		VAT	£797.53
Total Payments current account			£9,664.87
Financial Summary Current Account			
	Balance b/f as at 1 April 2015		£1,967.03
	Add Receipts for Y/E 31 March 2016		£8,615.23
	Add transfers for Y/E 31 March 2016		£1,500.00
	Less Payments for Y/E 31 March 2016		£9,664.87
	Balance C/F as at 31 March 2016		£2,417.39
Financial Summary Reserve Account			
	Balance b/f as at 1 April 2015		£7,280.99
	Add Receipts for Y/E 31 March 2016		£3.41
	Less Payments for Y/E 31 March 2016		£0.00
	Less transfers for Y/E 31 March 2016		£1,500.00
	Balance C/F as at 31 March 2016		£5,784.40
Financial Summary both accounts			
	Current Account		£2,417.39
	Reserve Account		£5,784.40
	Total both accounts as at 1Apr 2016		£8,201.79

Agenda Item 6.6

Shobrooke Parish Council
Financial Statement and Budget Monitor 2016/17

Income/transfer

Current Account	Income
Opening balance (cf from 15/16)	£2,417.39
Precept	£5,000.00
Council Tax Reduction grant	
PROW grant	
VAT Refund	
Transfer from Depost Account	
Locality grant	
	£7,417.39

Expenditure as at 12.4.16

Item	Budget	Spend to date	Balance	15/16 spend
------	--------	---------------	---------	-------------

Grants	Parish Council Grants	£630.00	£0.00	£630.00	£1,530.00
	Churchyard	£430.00	£0.00	£430.00	£430.00
	Village Hall	£0.00	£0.00	£0.00	£1,000.00
	Community Transport	£100.00	£0.00	£100.00	£100.00
	Other organisations	£100.00	£0.00	£100.00	£0.00

Admin & running costs	Total Admin & running costs	£2,707.00	£280.03	£2,426.97	£2,788.49
	Audit fees	£35.00	£0.00	£35.00	£32.95
	Election	£0.00	£0.00	£0.00	£147.35
	Expenses	£80.00	£2.45	£77.55	£55.51
	<i>Clerk's Expenses</i>	£80.00	£2.45	£77.55	£55.51
	<i>Other Expenses</i>	£0.00	£0.00	£0.00	£0.00
	Payroll incl PAYE	£1,994.00	£156.62	£1,837.38	£1,900.33
	Training (inc. ref materials)	£100.00	£0.00	£100.00	£181.70
	<i>Training Clerk's</i>	£50.00	£0.00	£50.00	£144.00
	<i>Training Councillors</i>	£50.00	£0.00	£50.00	£37.70
	Fees and Subscriptions	£160.00	£120.96	£39.04	£153.30
	Room Expenses	£60.00	£0.00	£60.00	£60.00
	Insurance	£278.00	£0.00	£278.00	£257.35
Publications	£0.00	£0.00	£0.00	£0.00	
Newsletter	£0.00	£0.00	£0.00	£0.00	

Repairs & maint.	Total Repairs & Maintenance	£6,082.46	£404.70	£5,677.76	£2,871.95
	Grass cutting in play park	£700.00	£0.00	£700.00	£700.00
	Playground inspections	£100.00	£105.00	£-5.00	£96.00
	General Maintenance	£150.00	£0.00	£150.00	£278.40
	Allotment rent	£0.00	£0.00	£0.00	£0.00
	Signs	£50.00	£0.00	£50.00	£26.00
	Footpaths (not P3)	£200.00	£0.00	£200.00	£186.00
	P3 Footpaths	£882.46	£299.70	£582.76	£1,585.55
	Playground fencing	£4,000.00	£0.00	£4,000.00	£0.00

Misc	Other expenses	£400.00	£0.00	£400.00	£2,474.43
	PC equipment	£0.00	£0.00	£0.00	£449.98
	War memorial	£0.00	£0.00	£0.00	£1,640.40
	Non budgeted expenditure	£200.00	£0.00	£200.00	£384.05
	Emergency spending	£200.00	£0.00	£200.00	£0.00

Totals:	£9,819.46	£684.73	£9,134.73	£9,664.87
----------------	------------------	----------------	------------------	------------------

Current Account 12.4.16

Total income YTD	£7,417.39
Withdrawn	£0.00
Less O/S Cheques	£684.73
Balance (incl Footpath):	£6,732.66

Footpath account £882.46

Reserve Balance **£5,784.17**

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	£150.00
Additional funds 15/16	£500.00
Grant received 15/16	£1,500.00
Total income	£3,040.00
VAT reclaimed to date	£152.18
Income plus VAT	£3,192.18
Expenditure	£2,309.72
Balance	£882.46
VAT to be re-claimed	£232.88

Agenda Item 10.2

I wanted to mention 2 fairly young Oak trees, situated opposite the Red Lion Pub, on top of the ancient stone wall.

I think the situation is that no-one wants to claim ownership of that wall, but i think Tom Shelley owns the field above the wall. I think therefore that the Oak trees are his. If this is the case, we could ask him if we could fell them, as these two trees are starting to grow quite large and are starting to push the stones out on the top of the wall. It won't be long before the fall. If we could fell the trees and apply a stump killer to the stumps, we could safeguard the wall for some time.

If Tom Shelley says he does not own the trees, then perhaps the Parish can take them down, to protect our built environment?

I really feel that i should push this item along, as i know that when the wall falls, we shall have a replacement concrete block wall in its place, which would be such a shame.

Agenda Item 10.3

We are hoping to have a special church service on Sunday 12th June to commemorate the Queen's 90th Birthday, and our Shobrooke Local History Group is also wondering whether we could put on some kind of a small exhibition of Shobooke over the decades, but we also wondered if the Parish Council is thinking of putting on something special, and if so, whether we could join forces?

Hope all is well with you.

Best wishes

Rosemary

Shobrooke Parish Council

Clerks wages and expenses breakdown

April 2016

Salary for March

13 hours x 9.551	£124.16
Additional hours 2.77 x 9.551	£ 26.46
15 hours work for website set up (covered by DALC grant)	£143.25
	£293.87

Expenses

Item	Quantity	Charge
Home office allowance*		£6.00
Envelopes 2p each	1	£0.02
2 nd class stamp (53p)	1	£0.53
1 st class stamp		
Printing 4p per sheet	48 sheets	£1.92

* Shobrooke portion of 50/50 split with NSC

Expenses sub-total **£8.45**

Total **£302.32**