

# Shobrooke Parish Council

## Notice of Annual Meeting of Parish Council

Dear Councillors

I hereby give notice that the Annual meeting of the above named Parish Council will be held in the Shobrooke Village Hall on Tuesday 10 May 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 4 May 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)**

#### **1/05/16 Election of Chairman and Vice Chairman**

Election of Chairman - to receive the Chairman's declaration of acceptance of office  
Election of Vice-Chairman

#### **2/05/16 To consider co-options**

There are currently two vacancies. One co-option may be made at this meeting, the other vacancy is still being advertised

#### **3/05/16 Apologies**

To receive apologies

#### **4/05/16 Declaration of Interest**

- 4.1 Register of Interests. Councillors to update as required
- 4.2 Personal Interests. Councillors must declare any personal interest in items on the agenda and their nature.
- 4.3 Prejudicial Interests. Councillors must declare any prejudicial interest in items on the agenda and their nature and they must leave the meeting for that agenda item.

#### **5/05/16 Minutes of the last meeting held on Tuesday 12 April 2016 (previously circulated)**

To be agreed and signed as a true record

#### **6/05/16 To review:** (copies on website <https://parish.middevon.gov.uk/shobrooke> unless stated otherwise)

- 6.1 Standing Orders
- 6.2 Financial Regulations
- 6.3 Risk Management Policy and risk assessments (circulated separately for Cllrs)
- 6.4 Complaints procedure (new policy - circulated separately for Cllrs)
- 6.5 To review bank signatories and to appoint three signatories for payments
- 6.6 The appointment and job description of the Clerk (circulated separately for Cllrs)
- 6.7 Dates for meetings in 2017 (list attached)
- 6.8 Assets register
- 6.9 Insurance Policy (available at meeting)
- 6.10 Code of Conduct – MDDC have updated their code (circulated separately for Cllrs). To consider adoption of updated MDDC code

#### **7/05/16 Election of officers/representatives**

- 7.1 Crediton Neighbourhood Plan representative – currently Cllr B Curle

- 7.2 Neighbourhood Watch Officer – currently Cllr L Pitts
- 7.3 Raddon Hills representative – Currently Cllrs C Boulton and R Ayre
- 7.4 Snow Warden – currently Cllr C Boulton
- 7.5 Delegated responsibility: Footpath Warden – currently Fred Harper  
Playing fields rep – currently Darren Fox  
Website Officer – currently Clerk

**8/05/16 Mid Devon District Council**

- 8.1 Planning Applications:  
16/00478/LBC - Listed Building Consent for the proposed installation of a velux window and a replacement window to rear extension Location: 19 The Village Shobrooke
- 8.2 Planning Decisions:  
16/00224/FULL - Erection of a garden/storage shed with formation of adjoining hardstanding at Rivington Barn, Shobrooke – grant permission

**9/05/16 Road and Footpaths**

- 9.1 Outstanding Road and Footpath issues (list attached)
- 9.2 New issues identified

**10/05/16 Finance**

- 10.1 To approve signatures for this month's cheques
- 10.2 Parish Council payments Current Account:

Item	Payee	Purpose	Amount £
10.2.1	Aon UK Limited	Insurance	265.85
10.2.2	Information Commissioner	Data Protection registration	35.00
10.2.3	J Hole	Salary and Expenses	150.95
10.2.4	HMRC	PAYE	28.60
			<b>£480.40</b>

- 10.3 Parish Council receipts Current Account:

Item	Payee	Purpose	Amount £
10.3.1	DCC	Additional P3 grant	1,000.00
			<b>£1,000.00</b>

- 10.4 Balances

- 10.4a Parish Council Current Account balance: £7,252.26
- 10.4b Parish Council Footpath balance: £1,882.46 (included in above figure)
- 10.4c Parish Council Reserve Account balance: £7,784.17

- 10.5 Financial Statement and Budget Monitor – attached for Cllrs
- 10.6 Annual return

- 10.6.1 To approve Part 1 Annual Governance Statement 2015/16
- 10.6.2 To approve Part 2 Accounting Statements 2015/16

**11/05/16 Matters raised by the Chair - None**

**12/05/16 Councillor's Reports**

- 12.1 To receive Councillor reports

**13/05/16 Clerk's Report - None**

**14/05/16 Parish Council**

- 14.1 Playing Field
  - 14.1.1 To consider latest Inspection Report
  - 14.1.2 Update on S106 grant application
- 14.2 Dog fouling and use of litter bin (see correspondence attached)
- 14.3 To consider how and where to display a footpath map of the parish
- 14.4 Trees on the wall opposite the pub – to note that MDDC are not able to advise/inspect and have referred the matter to DCC Highways for an engineer to inspect – to consider any further action.

**15/05/16 Miscellaneous Correspondence**

For information only: 15/01194/MFUL – Appeal made re erection of a solar farm 4.9MW, landscaping and associated infrastructure, access and underground at Duncombe, Newton St Cyres

A list will be available at the meeting

**16/05/16 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.

**17/05/16 Date of next meeting: Tuesday 14 June 2016 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 5.7**

### **Meeting dates for 2017**

Tuesday 12 January (Precept)

Tuesday 9 February

Tuesday 8 March

Tuesday 12 April

Annual Parish Meeting – Tuesday 9 May

Tuesday 9 May (Parish Council Annual Meeting)

Tuesday 13 June

Tuesday 11 July

Tuesday 8 August

Tuesday 12 September

Tuesday 10 October

Tuesday 14 November

Tuesday 12 December (Budget)

## **Agenda Item 9.1**

### **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 22: The broken post in the gateway to the path opposite Shute Farm entrance needs to be fixed or replaced. Robert Ayre to action
- III. 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
- IV. Poor road surface by church – reported to DCC
- V. Tractors/trailers mounting grass verge outside lane entrance to Moor Farm – MDDC will be installing bollards – target completion 7/7/16

# 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	£1,000.00
VAT Refund	
Transfer from Depost Account	
Locality grant	
	£8,417.39

### Expenditure as at 10.5.16

Item	Budget	Spend to date	Balance	15/16 spend
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<b>Grants</b>	<b>Parish Council Grants</b>	<b>£630.00</b>	<b>£0.00</b>	<b>£630.00</b>	<b>£1,530.00</b>
	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

<b>Admin &amp; running costs</b>	<b>Total Admin &amp; running costs</b>	<b>£2,707.00</b>	<b>£760.43</b>	<b>£1,946.57</b>	<b>£2,788.49</b>
	<b>Audit fees</b>	£35.00	£0.00	£35.00	£32.95
	<b>Election</b>	£0.00	£0.00	£0.00	<b>£147.35</b>
	<b>Expenses</b>	£80.00	£8.38	£71.62	<b>£55.51</b>
	<i>Clerk's Expenses</i>	£80.00	£8.38	£71.62	£55.51
	<i>Other Expenses</i>	£0.00	£0.00	£0.00	£0.00
	<b>Payroll incl PAYE</b>	£1,994.00	£330.24	£1,663.76	<b>£1,900.33</b>
	<b>Training (inc. ref materials)</b>	£100.00	£0.00	£100.00	<b>£181.70</b>
	<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
	<b>Fees and Subscriptions</b>	£160.00	£155.96	£4.04	<b>£153.30</b>
	<b>Room Expenses</b>	£60.00	£0.00	£60.00	<b>£60.00</b>
	<b>Insurance</b>	£278.00	£265.85	£12.15	<b>£257.35</b>
	<b>Publications</b>	£0.00	£0.00	£0.00	<b>£0.00</b>
<b>Newsletter</b>	£0.00	£0.00	£0.00	<b>£0.00</b>	

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

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

<b>Totals:</b>	<b>£9,819.46</b>	<b>£1,165.13</b>	<b>£8,654.33</b>	<b>£9,664.87</b>
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<b>Current Account</b>	10.5.16
Total income YTD	£8,417.39
Withdrawn	£0.00
Less O/S Cheques	£1,165.13
Balance (incl Footpath):	<b>£7,252.26</b>

**Footpath account £1,882.46**

**Reserve Balance £5,784.17**

<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	£150.00
Additional funds 15/16	£500.00
Grant received 15/16	£1,500.00
Grant received 16/17	£1,000.00
Total income	£4,040.00
VAT reclaimed to date	£152.18
<b>Income plus VAT</b>	<b>£4,192.18</b>
Expenditure	£2,309.72
<b>Balance</b>	<b>£1,882.46</b>
VAT to be re-claimed	£232.88

## **Agenda Item 14.4**

E-mail from Stuart Noyce, Waste & Transport Manager, MDDC

Cllr Hare-Scott has asked me to reply to your email regarding dog bins.

The Council currently has a very large number of litter and dog bins for the size of the district which it empties and maintains. The Council has decided to put on hold the installation of any new bins until it has completed its Street Cleansing Review during 2016. The review will include developing a policy on the provision of litter and dog bins. The on-going cost of installing and emptying additional bins needs to be considered in the background of reducing financial resources. The Council may even consider rationalising the number of bins as often dog and litter bins are located next to each other with all waste ending up in the same disposal site.

All new bin requests which will be maintained and emptied by MDDC are likely to have careful consideration before being installed. This will include the identification of need (e.g. surveys of litter in area) and distance to alternative bin. It also likely that residents will be encouraged to take litter/waste home with them rather than installing ever increasing amounts of bins in the future.

E-Mail to Stuart Noyce from Clerk

Thank you for your reply.

The main complaint from Shobrooke is the smell and flies round the bin. If it were possible to get a litter bin with a fitted lid that you lift up, this would greatly reduce the problem.

I believe MDDC preferred supplier of litter bins is Glasdon. I have looked though their range of bins but they do not seem to have one with a lid. In fact I have struggled to find any supplier that has a bin with a lid. Do you know of any supplier that provides litter bins with lids, that MDDC would be prepared to empty?

Stuart replied that the review will include the type of bins used. I asked if our request for a bin with a lid could be noted.

# Shobrooke Parish Council

## Clerks wages and expenses breakdown

May 2016

### Salary for April 2016

13 hours x 9.551	£124.16
Additional hours – 4.55 x 9.551	£ 43.46
Minus HMRC PAYE	£ 28.60
	<b>£139.02</b>

### Expenses

Item	Quantity	Charge
Home office allowance*		£6.00
Envelopes 2p each	3	£0.06
2 <sup>nd</sup> class stamp (53p)	3	£1.59
1 <sup>st</sup> class stamp (62p)	0	
Printing 4p per sheet	107 sheets	£4.28

\* Shobrooke portion of 50/50  
split with NSC

**Expenses sub total** **£11.93**

**Total** **£150.95**