

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 14 June 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 8 June 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)

1/06/16 Apologies

To receive apologies

2/06/16 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.

3/06/16 To consider any nominations for co-opted Councillors

4/06/16 Minutes of the last meeting held on Tuesday 10 May 2016 (previously circulated)

To be agreed and signed as a true record

5/06/16 Mid Devon District Council

5.1 Planning Applications:

16/00792/HOUSE – erection of a first floor extension and garage at 1 Burrington Drive Shobrooke EX17 1AU

Consultation as a neighbouring parish – 16/00825/MFUL - Construction of an anaerobic digestion plant including vehicular access from Down End, provision of infrastructure works to support the plant including creating compensatory flood storage and regrading of land and landscaping and all associated works and development at (Goosealler Marshes), Commonmarsh Lane, Lords Meadow Industrial Estate, Crediton

5.2 Planning Decisions: None

5.3 To note the updated arrangements for TAP funding (circulated separately)

6/06/16 Road and Footpaths

6.1 Outstanding Road and Footpath issues (list attached)

6.2 New issues identified

7/06/16 Finance

7.1 To approve signatures for this month's cheques

7.2 Parish Council Payments Current Account:

Item	Payee	Purpose	Amount £
7.2.1	Shobrooke Village Hall	Hire of Hall for meetings	72.00
7.2.2	J Hole	Salary and expenses	187.87
			£259.87

7.3 Parish Council Payments received:
None

7.4 Balances

7.4a Parish Council Current Account balance: £6,849.14

7.4b Parish Council Footpath balance (in above current account figure): £1,882.46

7.4c Parish Council Reserve Account balance: £5,784.88

7.5 Financial Statement and Budget Monitor – attached for Cllrs

7.6 To consider request from PCC to increase the contribution for the upkeep of the war memorial and churchyard from £430.00 to £480.00 per annum with effect for 2016

8/06/16 Matters raised by the Chair

8.1 To consider if any new councillors should attend new councillor course - cost £25.00

9/06/16 Councillor's Reports

9.1 To consider any Councillor reports for areas of responsibility

10/06/16 Clerk's Report

10.1 To consider if the Council should apply for Foundation Level for the Quality Council Scheme at a cost of £120.00. Details of scheme at <http://www.nalc.gov.uk/library/our-work/lcas/1855-local-council-award-scheme-guide-2016-pdf/file>. See page 6/7 for foundation criteria

11/06/16 Parish Council

11.1 Playing Field

10.1a To consider latest Inspection Report

10.2b To consider any information regarding the possible grant application proposed by the Friends of the Playing Fields re additional playground equipment

11.2 To consider revised complaints procedure – attached.

11.3 To note that the Village Hall do not wish to display a copy of the parish footpath map on the village hall and therefore to consider other locations

11.4 To consider a request from a parishioner to remove the litter bin by the bus shelter as a way to stop dog mess being deposited and preventing flies and smell

11.5 Update on arrangements for new bus shelter

11.6 Update on progress of S106 grant application for new south fencing at playing fields

12/06/16 Miscellaneous Correspondence

A list will be available at the meeting

13/06/16 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.

14/06/16 Date of next meeting: Tuesday 12 July 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 6.1

Outstanding issues for Roads and Footpaths

- I. Traffic speeding in the village – to note any reports made to clerk as requested in The Brooke – if there are none to take off the list
- II. 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
- III. Poor road surface by church – reported to DCC

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 Deposit Account	
Locality grant	
	£8,417.39

Expenditure as at 12.6.16

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	£1,163.55	£1,543.45	£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	£40.97	£39.03	£55.51
Clerk's Expenses	£80.00	£15.97	£64.03	£55.51
Other Expenses	£0.00	£25.00	£-25.00	£0.00
Payroll incl PAYE	£1,994.00	£628.77	£1,365.23	£1,900.33
Training (inc. ref materials)	£100.00	£0.00	£100.00	£181.70
Training Clerk's	£50.00	£0.00	£50.00	£144.00
Training Councillors	£50.00	£0.00	£50.00	£37.70
Fees and Subscriptions	£160.00	£155.96	£4.04	£153.30
Room Expenses	£60.00	£72.00	£-12.00	£60.00
Insurance	£278.00	£265.85	£12.15	£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	£1,568.25	£8,251.21	£9,664.87

Current Account 12.6.16

Total income YTD	£8,417.39
Withdrawn	£1,308.38
Less O/S Cheques	£259.87
Balance (incl Footpath):	£6,849.14

Footpath account £1,882.46

Reserve Balance £5,784.88

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
Grant received 16/17	£1,000.00
Total income	£4,040.00
VAT reclaimed to date	£152.18
Income plus VAT	£4,192.18
Expenditure	£2,309.72
Balance	£1,882.46
VAT to be re-claimed	£232.88

Shobrooke Parish Council

Complaints procedure

This complaints procedure will be adopted for dealing with complaints about the Council's administration or its procedures. It does not cover complaints about the conduct of a Parish Councillor.

1. All formal complaints must be in writing.
2. The complainant will be asked if they wish the complaint to be treated confidentially. In any event the council will comply with its obligations under the Data Protection Act 1998 to safeguard against the unlawful disclosure of personal data.
3. The Parish Councils procedure is available on the Councils website and a copy can be supplied in accordance with the Councils publication guide.
4. The written complaint should be sent to the Parish Clerk (Jane Hole, The Cellar, Pump Street, Newton St Cyres, Exeter, EX5 5DA or shobrookepc@outlook.com). If the complaint concerns the Clerk, then it should be sent to the chairman of the Parish Council.
5. The receipt of your complaint will be acknowledged within five working days.
6. Your complaint will be dealt with by a nominated Parish Councillor.
7. The nominated Parish Councillor will need to investigate the facts of the complaint and collate relevant evidence. This will be done as soon as possible and within 30 days from the receipt of the complaint.
8. The complainant will be offered the opportunity to attend a meeting with the nominated Parish Councillor (and the Clerk if required) to make a verbal representation and may be accompanied by a friend or colleague at the meeting. Before the meeting the complainant shall provide the nominated Parish Councillor with any new information or other evidence relevant to the complaint and the nominated Parish Councillor shall provide the complainant with new information or evidence relevant to the complaint.
9. At the meeting the nominated Parish Councillor will explain how the meeting will proceed. The complainant should outline the grounds for complaint and thereafter questions may be asked by the nominated Parish Councillor. The nominated Parish Councillor will have an opportunity to explain the council's position and questions may be asked by the complainant. The nominated Parish Councillor and then the complainant will have the opportunity to summarise their respective positions. The complainant should be advised when a decision about the complaint is likely to be made and when it is likely to be communicated to them.
10. After the complaint has been heard, the Clerk will write to the complainant to let them know the outcome of the meeting and whether or not their complaint has been upheld. The letter should give reasons for the decision together with details of any action to be taken by the council if this is appropriate.
11. The decision should be communicated to the complainant within ten days of the meeting taking place.
12. If the complainant is not satisfied with the outcome they have a right of appeal to a panel of Councillors consisting of the Chair, Vice-Chair and one other Parish Councillor (the appeal panel will not have been involved with the first complaint hearing). The complainant must appeal within ten days from the date of the e-mail/letter informing them of the decision. The decision of the appeal panel is final.

Shobrooke Parish Council

Clerks wages and expenses breakdown

June 2016

Salary for May

13 hours' x £9.647*	£125.41
Additional hours 2.3 x £9.647	£ 22.19
Back pay for April 2016	£ 1.68
	£149.28

*SLCC rate increased from £9.551 to £9.647 per hour wef 1.4.16

Expenses

Item	Quantity	Charge
Home office allowance*		£ 6.00
Envelopes 2p each	5	£ 0.10
2 nd class stamp (53p)	4	£ 2.12
2 nd large stamp (A.return)	1	£ 1.85
Printing 4p per sheet	88 sheets	£ 3.52
Gift for internal auditor		£25.00

* Shobrooke portion of 50/50 split with NSC

Expenses sub-total **£38.59**

Total **£187.87**