

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 11 October 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 5 October 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)

01/10/16 Apologies

To receive apologies

02/10/16 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.

03/10/16 Minutes of the last meeting held on Tuesday 13 September 2016 (previously circulated)

To be agreed and signed as a true record

04/10/16 Mid Devon District Council

4.1 Planning Applications:

Consultation by BT on proposed removal of public payphone at School Close, Shobrooke
To consider if the Parish Council should "adopt" the kiosk. Further information available at:
are available at: <https://business.bt.com/content/dam/bt/business/PDFs/payphones/Adopt-a-Kiosk-Brochure.pdf>

16/01365/FULL - Erection of 2 dwellings for security staff; part change of use of agricultural building to form sentry office on mezzanine level and formation of an elevated walkway at Trew Farm, Chilton

16/01310/FULL - Conversion of redundant agricultural building to dwelling at NGR 287346 99975 (Wyke Farm) Shobrooke

16/01473/LBC Listed Building Consent at Shute Manor, Shute, Shobrooke LBC for the erection of an Orangery extension to side elevation

4.2 Planning Decisions:

None

05/09/16 Road and Footpaths

- 5.1 Outstanding Road and Footpath issues (list attached)
- 5.2 New issues identified

06/10/16 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	Country Matters	Replace stile with gate at Jerry Brook and John Reid (labour/travel only)	138.07 143.96
6.2.2	J Hole	Salary and expenses	169.32
			£451.35

- 6.3 Parish Council Payments received:
None
- 6.4 Balances:
 - 6.4a Parish Council Current Account balance: £4,538.46
 - 6.4b Parish Council Footpath balance (in above current account figure): £1,450.43
 - 6.4c Parish Council Reserve Account balance: £5,785.38
- 6.5 Financial Statement and Budget Monitor – attached for Cllrs

07/10/16 Matters raised by the Chair

- 7.1 None

08/10/16 Councillor's Reports

- 8.1 To consider any Councillor reports for areas of responsibility

09/10/16 Clerk's Report

- 9.1 None

10/10/16 Parish Council

- 10.1 Playing Field
 - 10.1a To consider latest Inspection Report
 - 10.1b To formally approve the work to replace the wood surrounding the soft matting around the roundabout as agreed by e-mail
- 10.2 Report from Cllr A Jones re new councillor training course attended
- 10.3 To consider attendance at new councillor training course for Cllr A Ripper – next course 15 November, in Exeter 10 -12.30pm
- 10.4 To consider the council's action plan – details attached
- 10.5 To note the consultation on the 2017/18 Local Government Finance Settlement – proposal to cap higher spending parish and town councils at 2% or up to £5 (whichever is higher) – details circulated separately

11/10/16 Miscellaneous Correspondence

A list will be available at the meeting

12/10/16 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.

13/10/16 Date of next meeting: Tuesday 8 November 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 5.1

Outstanding issues for Roads and Footpaths

- I. Green traffic signs – available from Archer Signs – example circulated separately
- 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 and Zephyr– reported to DCC
- IV. Broken gate closer on Footpath 57 – Footpath Warden to action
- V. Rail required to Footpath 14 - Footpath Warden to action
- VI. Replacement gate posts at allotments – quote for £200 received for wood or galvanised metal
- VII. To note that the padlock has been fitted to the allotment gate
- VIII. “No parking” signs for footpath near playing fields

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 11.10.16

Item	Budget	Spend to date	Balance	15/16 spend
Parish Council Grants	£630.00	£430.00	£200.00	£1,530.00
Churchyard	£430.00	£430.00	£0.00	£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
Total Admin & running costs	£2,707.00	£1,733.89	£973.11	£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	£56.73	£23.27	£55.51
Clerk's Expenses	£80.00	£31.73	£48.27	£55.51
Other Expenses	£0.00	£25.00	-£25.00	£0.00
Payroll incl PAYE	£1,994.00	£1,183.35	£810.65	£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
Total Repairs & Maintenance	£6,082.46	£1,715.04	£4,367.42	£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	£46.71	£103.29	£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	£581.73	£300.73	£1,585.55
Playground fencing	£4,000.00	£981.60	£3,018.40	£0.00
Total Misc	£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	£3,878.93	£5,940.53	£9,664.87

Current Account	11.10.16
Total income YTD	£8,417.39
Withdrawn	£3,114.43
Less O/S Cheques	£764.50
Balance (incl Footpath):	£4,538.46

Footpath account: £1,450.43

Reserve Balance £5,785.61

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	£0.00
Additional funds 15/16	£500.00
Grant received 15/16	£1,500.00
Grant received 16/17	£1,000.00
Total income	£3,890.00
VAT reclaimed to date	£152.18
Income plus VAT	£4,042.18
Expenditure	£2,591.75
Balance	£1,450.43
VAT to be re-claimed	£279.88

Agenda Item 10.5

SHOBROOKE PARISH COUNCIL

Action Plan October 2016 – October 2017

- To have regard to the safety and interests of parishioners as a primary consideration in all council activities
- To replace the south fencing in the play park
- To repair the bus shelter in the middle of the village
- To maintain and improve parish footpaths where necessary as part of Devon County Council's Parish Partnership Scheme
- To continue to request improvements to the dog waste collection service
- To consider improvements to parishes noticeboards and other council property as necessary
- To monitor the safety of the playground equipment and consider upgrades to playground equipment as necessary
- To support the maintenance of the war memorial
- To ensure continued compliance with the relevant legislation including openness and transparency
- To ensure all council policies and procedures are reviewed annually and updated as necessary
- To consider planning applications in the interest of parishioners
- To continue to support the Raddon Hills Group of Parishes
- To respond promptly to external correspondence/contact within x calendar days.
- To continue to develop links with, and work with, Devon County Highways, including Footpaths, Devon and Cornwall Police and Mid Devon District Council including planning
- To continue to develop links with and support where possible local parish organisations such as the village hall, churchyard and local community travel organisations
- To ensure equality of treatment of parishioners in line with legislation.
- To ensure the action plan is reviewed annually at the annual parish meeting in May to ensure any appropriate action has been taken. (Action plan to run May to April from May 2017)

Shobrooke Parish Council

Clerks wages and expenses breakdown

October 2016

Salary for September	13 hours' x £9.647	£125.41
	Additional hours 3 x 9.647	£ 28.94
		£154.35

Expenses

Item	Quantity	Charge
Home office allowance*		£ 6.00
Envelopes 2p each	1	£ 0.02
2 nd class stamp (53p)	1	£ 0.53
Printing 4p per sheet	53 sheets	£ 2.12
Mileage for 2 extra visits (Aug & Sep)	45p x 14miles	£6.30

* Shobrooke portion of 50/50 split with NSC

Expenses sub-total **£14.97**

Total **£169.32**