

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 8 November 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 27 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)

01/11/16 Apologies

To receive apologies

02/11/16 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.

03/11/16 Minutes of the last meeting held on Tuesday 4 October 2016 (previously circulated)

To be agreed and signed as a true record

04/11/16 Mid Devon District Council

4.1 Planning Applications:

None

4.2 Planning Decisions:

16/00883/FULL - Creation of 2 ponds and a hatchery/store building at Pennicott, Shobrooke – permitted with conditions to discharge

16/01042/FULL Change of use of agricultural land to equestrian use, erection of stable block and hay barn, and formation of new vehicular access at Efford – permitted with conditions to discharge

16/01310/FULL -Conversion of redundant agricultural building to dwelling at Wyke Farm, Shobrooke - permitted with conditions to discharge

05/11/16 Road and Footpaths

5.1 Outstanding Road and Footpath issues (list attached)

5.2 New issues identified

06/11/16 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	NALC	Registration Fee for Local Council Award Scheme	60.00
6.2.2	DALC	Training course for Cllr A Jones	30.00
6.2.3	Archer Safety Signs	2 x green road signs, fixings and postage	146.46
6.2.4	John Matthews	Replace timber edging to roundabout	150.00
6.2.5	Country Matters	Replace stile with gate at Trew (labour/travel only)	157.04
6.2.6	Country Matters	Replace 2 gate posts at allotments	240.00
6.2.7	John Hill	Grass cutting at play park	700.00
6.2.8	J Hole	Salary and expenses	159.59
			£1,643.09

6.3 Parish Council Payments received:
None

6.4 Balances:

6.4a Parish Council Current Account balance: £2,895.37

6.4b Parish Council Footpath balance (in above current account figure): £893.69

6.4c Parish Council Reserve Account balance: £5,785.86

6.5 Financial Statement and Budget Monitor – attached for Cllrs

6.6 To consider signing a bank transfer letter to transfer £2,452.00 from the reserve account to the current account to enable payment for the south fencing to be made at the December meeting (reimbursement from MDDC should follow)

07/11/16 Matters raised by the Chair

7.1 None

08/11/16 Councillor's Reports

8.1 To consider any Councillor reports for areas of responsibility

09/11/16 Clerk's Report

9.1 Quality Council Foundation Award Application – under this award scheme the council is required to have a training policy for new staff/councillors and disciplinary and grievance procedures. Suggested training policy attached and proposal to adopt ACAS's grievance and disciplinary procedures, as amended from time to time (these can be viewed at <http://www.acas.org.uk/media/pdf/f/m/Acas-Code-of-Practice-1-on-disciplinary-and-grievance-procedures.pdf>)

10/11/16 Parish Council

10.1 Playing Field

10.1a To consider latest Inspection Report

10.1b Update on south fencing – contractor expects to start on Friday 11 November

10.2 To note that MDDC will support a litter pick on a specified day by providing the equipment needed. To agree if volunteers should be requested via the Brooke

10.3 To note repairs to the bus shelter and to consider painting required

10.4 To note DALC new councillor training dates: 17 January/7 March 6.30 to 9pm, Exeter

11/11/16 Miscellaneous Correspondence

A list will be available at the meeting

12/11/16 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.

13/11/16 Date of next meeting: Tuesday 13 December 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. 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
- II. Poor road surface by church and Zephyr– reported to DCC
- III. Broken gate closer on Footpath 57 – Footpath Warden to action
- IV. Rail required to Footpath 14 - Footpath Warden to action
- V. “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 Depost Account	
Locality grant	
	£8,417.39

Expenditure as at 8.11.16

Item	Budget	Spend to date	Balance	15/16 spend
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Grants	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

Admin & running costs	Total Admin & running costs	£2,707.00	£1,983.48	£723.52	£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	£66.88	£13.12	£55.51
	<i>Clerk's Expenses</i>	£80.00	£41.88	£38.12	£55.51
	<i>Other Expenses</i>	£0.00	£25.00	-£25.00	£0.00
	Payroll incl PAYE	£1,994.00	£1,332.79	£661.21	£1,900.33
	Training (inc. ref materials)	£100.00	£30.00	£70.00	£181.70
	<i>Training Clerk's</i>	£50.00	£0.00	£50.00	£144.00
	<i>Training Councillors</i>	£50.00	£30.00	£20.00	£37.70
	Fees and Subscriptions	£160.00	£215.96	-£55.96	£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	£3,108.54	£2,973.92	£2,871.95
	Grass cutting in play park	£700.00	£700.00	£0.00	£700.00
	Playground inspections	£100.00	£105.00	-£5.00	£96.00
	General Maintenance	£150.00	£196.71	-£46.71	£278.40
	Allotment rent	£0.00	£0.00	£0.00	£0.00
	Signs	£50.00	£146.46	-£96.46	£26.00
	Footpaths (not P3)	£200.00	£240.00	-£40.00	£186.00
	P3 Footpaths	£882.46	£738.77	£143.69	£1,585.55
	Playground fencing	£4,000.00	£981.60	£3,018.40	£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	£5,522.02	£4,297.44	£9,664.87
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Current Account 8.11.16

Total income YTD	£8,417.39
Withdrawn	£3,427.60
Less O/S Cheques	£2,094.42
Balance (incl Footpath):	£2,895.37

Footpath account: **£893.69**

Reserve Balance **£5,785.86**

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	£3,148.49
Balance	£893.69
VAT to be re-claimed	£329.83

Agenda Item 9.1

Shobrooke Parish Council

Training Policy - staff and councillors

Shobrooke Parish Council is committed to a programme of training and support for employees and councillors and recognises the importance training can play in the successful running of the council.

Employees (the Clerk)

On appointment

Training needs will be discussed with the recruitment panel. If the Clerk is new to the job of clerk, they should attend the DALC course for new clerks within six months of appointment. The cost of this will be met by the Council.

Sector specific training

Consideration will be given to the Clerk undertaking the "Introduction to Local Council Administration Course" as offered by SLCC. This is a web-based training course.

Upon a request from the Clerk, consideration will be given to the Clerk undertaking the "Certificate in Local Council Administration" (CiLCA) as offered by SLCC. This is the professional qualification for Clerks and must be completed within a year of registration.

Consideration will be given to the Clerk attending the DALC 1.5 day course which assists with the CiLCA qualification

Financial support for sector specific training for the Clerk

The provision of financial support for the relevant clerk qualifications will be considered by the full council on merit at the time of application. If financial support is agreed, the Clerk will reimburse the council the cost of the training if they leave the position within a period of time to be specified by the Council.

Continuing Professional Development

In order to ensure continuing professional development, the Clerk will be encouraged to attend relevant training courses as and when these arise, the cost of which will be met by the Council. Such training course will usually be run by DALC and take place locally. For example: Elections updates, Planning, budgets and precepts

Councillors

New councillors (elected or co-opted) should attend the new councillor training course run by DALC within six months of appointment. The cost of attendance will be met by the Council.

New councillors will receive a copy of the council's policies and procedures. If required a briefing on the Code of Conduct can be arranged

Chairman

Consideration should be given to the Chairman attending a chairman course run by DALC. The cost of attendance will be met by the Council

Training budget

In order to ensure that identified training needs can be met, the Council will ensure there is a provision for training in each year's budget.

Shobrooke Parish Council

Clerks wages and expenses breakdown

November 2016

Salary for October	13 hours' x £9.647	£125.41
	Additional hours 1.87x 9.647	£ 18.03
		£143.44

Expenses

Item	Quantity	Charge
Home office allowance*		£ 6.00
Envelopes 2p each	2	£ 0.04
2 nd class stamp (53p)	9	£4.77
Printing 4p per sheet	39 sheets	£1.56
Thank you cards		£1.98
Mileage to Bernaville to purchase cards = 4 miles x £0.45		£1.80

* Shobrooke portion of 50/50 split with NSC

Expenses sub-total **£16.15**

Total **£159.59**