

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 13 December 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 December 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)

01/12/16 Apologies

To receive apologies

02/12/16 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.

03/12/16 Minutes of the last meeting held on Tuesday 8 November 2016 (previously circulated)

To be agreed and signed as a true record

04/12/16 Mid Devon District Council

4.1 Planning Applications:

16/01776/FULL- Erection of extension to umbrella roof over existing open cattle yard at West Raddon Farm, Shobrooke

16/01795 - Erection of stable block and sand arena for use by an equestrian business at Efford, Shobrooke

4.2 Planning Decisions:

16/01473/LBC - Listed building consent for erection of an orangery extension to side elevation at Shute Manor – permission granted.

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 – permission granted

05/12/16 Road and Footpaths

5.1 Footpath report from Warden - attached

5.2 Outstanding Road and Footpath issues (list attached)

5.3 New issues identified

06/12/16 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	Install hand rail to steps opposite village hall	94.36
6.2.2	DB Fencing	Galvanised fencing for South fence at playing field	2,452.39
6.2.3	DALC	Training course for Cllr J Ingham	30.00
6.2.4	J Hole	Salary and expenses	163.87
			£2,740.62

6.3 Parish Council Payments received:

Item	Payee	Purpose	Amount £
6.3.1	DCC	Locality grant for purchase of bench	135.00
			£135.00

6.4 Balances:

6.4a Parish Council Current Account balance: £2,689.75

6.4b Parish Council Footpath balance (in above current account figure): £899.33

6.4c Parish Council Reserve Account balance: £3,386.35

6.5 Financial Statement and Budget Monitor – attached for Cllrs

6.6 To agree purchase of bench for bus shelter (grant received)

6.7 To consider grant to Crediton Community Transport for £100.00 (money in budget)

6.8 To consider budget for 2017/18 – circulated separately

07/12/16 Matters raised by the Chair

7.1 Report from Chairman re Annual Chairman and Clerk meeting with MDCC

08/12/16 Councillor's Reports

8.1 To consider any Councillor reports for areas of responsibility

09/12/16 Clerk's Report

9.1 Local Council Award Scheme – to confirm that the council publishes online the information required and has the necessary Governance, Community and Development policies and procedures in place as required for the Foundation level award.

9.2 To note a grant application to Cllr M Squires for £365.00 for production of footpath leaflet

10/12/16 Parish Council

10.1 Playing Field

10.1a To consider latest Inspection Report

10.2 Update on outstanding painting to bus shelter and provision of noticeboard

10.3 To note any volunteers/suggestions re articles in The Brooke – to date none have been received

11/12/16 Miscellaneous Correspondence

A list will be available at the meeting

12/12/16 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.

13/12/16 Date of next meeting: Tuesday 10 January 2017 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

Shobrooke Parish Council Footpath Report December 2016

Background

It has been a busy time for activities on the footpath network since the September Report. The weather has been relatively benign and many people have enjoyed the benefits of walking various paths. This report provides an update on developments and highlights areas for future action in the.

Activities since September

1. The survey of the paths has been completed for 2016 and the forms have been sent to the Clerk for eventual onward transmission to Ros Davies at Devon County Council (DCC) by 13th February, 2017. No major issues were identified in this survey.
2. Comments Sheets on individual paths will be prepared shortly and will also be sent to the Clerk.
3. The stile replacement programme has progressed and three more stiles have been replaced with gates. This leaves one to be done. This is on FP27 at the top of Shobrooke Park. The landowner would like the gate to be the original which fits with the fencing furniture style of the estate. It needs some welding. The Footpath Warden has agreed to fund this on the basis that the work will cost no more than a new metal gate. It is proving difficult to get all parties together. However I am confident that it will be done at no extra cost to the Parish Council in due course.
4. I attended the Raddon Hills Group of Parishes meeting on 26th October. Ros Davies reported favourably on developments with footpaths in the Parish.
5. The Parish was represented at a *Walk and Talk* event held at Morchard Bishop for Parish Council Liaison people for the Parish Pathways Partnership (P3) Scheme. This was attended by around 20 people from a wide range of Parishes, Footpath Wardens and Ros Davies. It was a useful opportunity to exchange ideas and learn from the experiences of others. Fred Harper and Jane Hole attended from the Parish.
6. The handrail on FP14 on the field side of the steps leading up from the village hall has been installed.

Outstanding Issues

1. The stile replacement should be completed.
2. The gate closer on the small gate at the western end of FP57 needs to be done. Steve Wilfort has been asked to do this.
3. The backfilling of some steps on FP17 and FP15 needs to be done and again Steve Wilfort has been asked to do this.
4. The finance forms for the P3 activities need to be completed and sent to DCC.

New Issues

Parishioners have notified me of the following.

1. The need for wire mesh to be attached to the bridge on FP19. It is currently a slip hazard in wet and frosty weather.
2. Wire mesh is needed on the top of the step boards on FP14 by the village hall and on FP15 where the permissive path through the allotments joins it.

Footpath Leaflet

The Clerk and I had some discussions at the *Walk and Talk* day about footpath leaflets. A number of parishes have them. Jane has already raised this with the Parish Council and costs have been obtained for printing either 500 or 1000 leaflets (£340.00 and £365.00 plus VAT) on good quality paper in colour. The Council is asked to advise on how to progress this matter. Fred Harper and Phil Keen have both volunteered to write the text and provide illustrations. The leaflet would include some information on the history and current facilities in the village as well as guides to selected footpaths.

We would not try to cover all the paths in one leaflet but rather concentrate on walks starting in the village and reaching out to the north and south.

It would be possible to complete this leaflet within the current financial year.

Fred Harper
5th December 2016

Agenda Item 5.2

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 - completed – remove from list
- V. Broken directional sign an Normansland – waiting for quote
- VI. Horse box causing obstruction near 30mph sign – police report it does not meet the criteria for unnecessary obstruction

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	£2,400.00
Locality grant	£135.00
	£10,952.39

Expenditure as at 13.12.16

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	£2,177.35	£529.65	£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	£84.39	-£4.39	£55.51
	<i>Clerk's Expenses</i>	£80.00	£59.39	£20.61	£55.51
	<i>Other Expenses</i>	£0.00	£25.00	-£25.00	£0.00
	Payroll incl PAYE	£1,994.00	£1,479.15	£514.85	£1,900.33
	Training (inc. ref materials)	£100.00	£60.00	£40.00	£181.70
	<i>Training Clerk's</i>	£50.00	£0.00	£50.00	£144.00
	<i>Training Councillors</i>	£50.00	£60.00	-£10.00	£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	£5,655.29	£427.17	£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	£833.13	£49.33	£1,585.55
	Playground fencing	£4,000.00	£3,433.99	£566.01	£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	£8,262.64	£1,556.82	£9,664.87
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Current Account 3.12.16

Total income YTD	£10,952.39
Withdrawn	£5,462.02
Less O/S Cheques	£2,800.62
Balance (incl Footpath):	£2,689.75

Footpath account: £899.33

Reserve Balance £3,386.35

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	£3,142.85
Balance	£899.33
VAT to be re-claimed	£371.73

Shobrooke Parish Council

Clerks wages and expenses breakdown

December 2016

Salary for November	13 hours' x £9.647	£125.41
	Additional hours 1.55 x 9.647	£ 14.95
		£140.36

Expenses

Item	Quantity	Charge
Home office allowance*		£ 6.00
Envelopes 2p each	7	£ 0.14
2 nd class stamp (55p)	5	£ 2.75
Printing 4p per sheet	33 sheets	£ 1.32
Mileage to PC World for laptop repair = 34 miles x £0.45		£13.30

* Shobrooke portion of 50/50 split with NSC

Expenses sub-total **£23.51**

Total **£163.87**