

# Shobrooke Parish Council

## Minutes of the Annual Parish Council meeting held in the Village Hall on Tuesday 10 May 2016

The meeting commenced at 7.30pm

### Members Present:

Cllr R Ayre (Chairman)	Cllr A Jones
Cllr C Boulton	Cllr J Lee
Cllr B Curle	Cllr L Pitts
Cllr C Furse	

### In attendance:

1 member of public, J Hole, Parish Clerk

### Business to be Transacted Public Participation

There was no public participation.

### Formal Business

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

Cllr Robert Ayre was elected unanimously to the post of Chairman and duly completed his declaration of acceptance of office as Chairman.

Cllr Chris Furse was elected unanimously to the post of Vice-Chairman

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

Alistair Ripper was co-opted as a Parish Councillor and signed the declaration of acceptance of office form. He was duly welcomed to the Council.

#### 3/05/16 Apologies

Cllr P Hare-Scott, MDDC (MDDC meeting), Cllr M Squires (DCC meeting)

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

None

#### 5/05/16 Minutes of the last meeting held on Tuesday 12 April 2016

Agreed and signed as a true record.

#### 6/05/16 To review:

6.1 Standing Orders - Approved

6.2 Financial Regulations - Approved

6.3 Risk Management Policy and risk assessments

6.4 Complaints procedure – a draft policy had been circulated. **Clerk to amend** so that the complaint is heard by a nominated councillor and to add in a right of appeal to a panel of three councillors to include the chairman, the decision of which is final. **Clerk to circulate** amended policy.

6.5 To review bank signatories and to appoint three signatories for payments – no change required

6.6 The appointment and job description of the Clerk - approved. **Chairman and Clerk to undertake a performance appraisal.**

- 6.7 Dates for meetings in 2017 - agreed
- 6.8 Assets register - The new laptop had been added and the new bench by war memorial would be added.
- 6.9 Insurance Policy - a copy of the policy was circulated. It was noted that a 5% premium discount was available to quality councils. **Clerk to provide details** of the quality council scheme for the next meeting
- 6.10 Code of Conduct – A copy of MDDC updated code had been circulated. It was resolved to adopt the new code. **Clerk to amend website and inform MDDC.**

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

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

**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 – no comment
- 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
  - I. Traffic speeding in the village – following the police presentation at the Annual Parish Meeting, it was resolved that the **Clerk should place a notice** in the Brooke asking parishioners to report speeding incidents to the Clerk so that they can be collated and sent on to the Police. It was noted that without further evidence the police will be unable to proceed with monitoring.
  - II. Footpath 22: The broken post in the gateway to the path opposite Shute Farm entrance had been fixed - remove from list
  - 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 with a target completion date of 7 July
- 9.2 New issues identified
  - It would be helpful to know if DCC were planning any road surfacing this year. **Clerk to ask DCC**

**10/05/16 Finance**

- 10.1 To approve signatures for this month's cheques  
Cllr C Furse and Cllr B Curle
- 10.2 Parish Council payments Current Account

These were agreed as:

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

**£480.40**

10.3 Parish Council receipts Current Account:		Purpose	Amount £
Item	Payee		
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

These were noted

#### 10.6 Annual return

10.6.1 To approve Part 1 Annual Governance Statement 2015/16

Cllr R Ayre read out Part 1 Annual Governance Statement and duly signed the return, together with the Clerk.

10.6.2 To approve Part 2 Accounting Statements 2015/16

The Part 2 Accounting Statements were approved and duly signed by the RFO and Cllr R Ayre. It was resolved to provide a small gift for the internal auditor. **Clerk to arrange.**

#### 11/05/16 Matters raised by the Chair

None

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

None

#### 13/05/16 Clerk's Report

None

#### 14/05/16 Parish Council

##### 14.1 Playing Field

14.1.1 To consider latest Inspection Report

The latest inspection report did not identify any new issues.

14.1.2 Update on S106 grant application

An application had been made to use S106 grant funding towards the cost of repair of the south fence.

##### 14.2 Dog fouling and use of litter bin

**MDDC had stated that they were unable to collect from any new dog waste bins whilst their "Street Cleansing Review" was taking place. The Clerk had asked that Shobrooke's request for a lidded waste bin be noted and considered as part of this review. Clerk to advise parishioner.**

##### 14.3 To consider how and where to display a footpath map of the parish

Cllr A Jones had made a frame for the Parish footpath map. **Clerk to ask Village Hall** for permission to fix to the Village Hall wall.

##### 14.4 Trees on the wall opposite the pub

MDDC are not able to advise/inspect and have referred the matter to DCC Highways for an engineer to inspect. **Clerk to advise parishioner.**

#### 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

#### 16/05/16 Minor Matters and Items for Future Agenda

Cllr A Jones would be attending MDDC's "Fly a flag for our Armed Forces" ceremony

Clerk to e-mail volunteer re the proposed work to the bus shelter

Clerk to chase contractor re the completion of the east fence in the playing fields.

#### 17/05/16 Date of next meeting: Tuesday 14 June 2016 in the Village Hall at 7.30 pm

The meeting closed at 8.30pm