

Shobrooke Parish Council

Minutes of the Parish Council meeting held in the Village Hall on Tuesday 8 November 2016

The meeting commenced at 7.30pm

Members Present:

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

In attendance:

Cllr P Hare-Scott, MDDC (left 7.50pm), Cllr M Squires, DCC (left 7.50pm) J Hole, Parish Clerk

Business to be Transacted Public Participation

There were no public present

Formal Business

01/11/16 Apologies

Cllr J Lee (away)

02/11/16 Declaration of Interest

None

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

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

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 - no update

ii. Poor road surface by church and Zephyr– reported to DCC. Stephen Tucker, DCC Neighbourhood Manager had sent an e-mail confirming that the work has been on the programme to be patched for a while and stating he would inspect the road by the Church.

Clerk to request an update.

- 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 - Cllr C Boulton reported that the land belonged to MDDC and the matter would be considered in the next estate walkaround
- 5.2 New issues identified

Cllr L Pitts had e-mailed the Clerk to report a broken directional sign at the top of Park Hill. The Clerk was waiting to hear from Highways if they would repair the sign, but it was thought this was unlikely. Cllr L Pitts will forward a photo of the broken sign to the **Clerk who will obtain** a quote to replace/repair. Cllr M Squires may be able to fund the cost of repair out of her locality budget.

The Clerk had discussed with Fred Harper, Footpath Warden the possibility of putting together a leaflet showing walks around the parish. This was agreed as a good idea and the **Clerk will liaise** with Fred Harper to obtain a quote for printing. Cllr M Squires may be able to provide some funding from her locality budget.

Cllr J Ingham reported that a horse box was parking opposite the 30mph sign at the bottom end of the village and was obstructing the sign and causing visibility problems. **Clerk to inform Police.**

06/11/16 Finance

6.1 To approve signatures for this month’s cheques
Cllr C Furse and Cllr B Curle

6.2 Parish Council Payments Current Account
These were agreed as:

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

John Hill stated on his invoice that he would be willing to continue with the work for next year on terms to be agreed. **Clerk to confirm details** with him.

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
These were noted

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)
This was agreed

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
Cllr L Pitts hoped to install the Neighbourhood Watch sign by the next meeting.

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>)

The Clerk had circulated a draft training policy and it was resolved to adopt this. It was also resolved to adopt the ACAS grievance and disciplinary procedures as amended from time to time. These were a requirement for employees only.

10/11/16 Parish Council

10.1 Playing Field

10.1a to consider latest Inspection Report

This had not been received

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

The contractor reported problems with his original supply company resulting in delays while he found a new supplier. He had stated his intention to start the work on Friday 11 November and would contact Cllr B Curle before starting the work to agree the details. **Clerk to inform** contractor that unless work is started on Friday we will seek another contractor to carry out the work. It was noted that the other quotes received for the work may now be out of date and prices might have increased. This could lead to a shortfall between the cost and the S106 grant agreed by MDDC.

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

Cllr L Pitts would be willing to co-ordinate a litter pick. **Clerk to ask** for volunteers via The Brooke

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

The repairs to the bus shelter had been completed and the Clerk had sent thank you notes to those who had helped. Cllr B Curle would source the paint and materials required to paint the shelter and Cllr A Jones volunteered to carry this out. It was agreed that the bus shelter needed tidying up as there were lots of notices posted. Cllr B Curle would source a noticeboard and bill stickers would be encouraged to put notice on the board only. Cllr M Furse would tidy the notices on a regular basis and remove those that were out of date. It was noted that the outside corners of the bus shelter were a bit low and Cllr B Curle agreed to install some foam protection. It was resolved to replace the rotten chairs that were in the bus shelter with a bench and the **Clerk would apply** for a locality grant from Cllr M Squires

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

Cllr A Ripper to let the Clerk know if he would be able to attend either one of these dates.

11/11/16 Miscellaneous Correspondence

The Chairman and Clerk had been invited to a "tough choices" meeting with Cllr J Hart in December

12/11/16 Minor Matters and Items for Future Agenda

None

13/11/16 Date of next meeting: Tuesday 13 December 2016 in the Village Hall at 7.30 pm.

The meeting closed at 8.25pm