

# Shobrooke Parish Council

## Minutes of the Parish Council meeting held in the Village Hall on Tuesday 13 December 2016

The meeting commenced at 7.30pm

### Members Present:

Cllr R Ayre (Chairman)	Cllr A Jones
Cllr B Curle	Cllr J Lee
Cllr C Furse	Cllr A Ripper

### In attendance:

Fred Harper, Footpath Warden (left 7.45pm), J Hole, Parish Clerk

### Business to be Transacted Public Participation

It was noted that the work to the perimeter fencing at the playground was now completed. The entrance gate was the only unsecured area of fencing. It may be possible to fit a self-closing hinge with a spacer and this could be considered by the Council at a later date.

### Formal Business

#### 01/12/16 Apologies

Cllr J Ingham (away), Cllr C Boulton (working away), Cllr L Pitts (personal), Cllr P Hare-Scott, MDDC (away) and Cllr M Squires, DCC

#### 02/12/16 Declaration of Interest

None

#### 03/12/16 Minutes of the last meeting held on Tuesday 8 November 2016

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 – no comment

16/01042/FULL- Erection of stable block and sand arena for use by an equestrian business at Efford, Shobrooke – no comment

##### 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

Fred Harper gave a brief report based on his written report which had been circulated to councillors. The 2016 annual footpath survey had been completed and no major issues had been identified. The forms had been completed and sent to the Clerk for onward transmission to DCC. Comments sheets on individual paths would be prepared shortly

and also sent to the Clerk. Three more stiles had been replaced with gates, leaving only one outstanding on FP27 at the top of Shobrooke Park. The Footpath Warden and Clerk had attended the *Walk and Talk* event held at Morchard Bishop and this was a useful opportunity to exchange ideas and learn from the experience of others. The steps on footpaths 17 and 15 needed to be backfilled. A slip hazard in wet/frosty weather had been identified on the bridge on FP19 and some mesh was required. Mesh was also required on the top of the step boards on FP14 by the village hall and on FP15 where the permissive path through the allotments joined it. Fred reported that he would be willing to write a footpath leaflet with help from Phil Keen and that the leaflet could be written before March. Fred requested parishioners report any green public footpath signs that needed to be replaced as a supply of new signs is available. Cllr J Lee asked who would be responsible if someone slipped on one of the P3 paths? This was not known and Fred Harper agreed to ask DCC. Cllr R Ayre thanked Fred for his input and his work and Fred left the meeting

- 5.2 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 - reported to DCC – no update
  - II. Poor road surface by church and Zephyr– reported to DCC – no update
  - III. Broken gate closer on Footpath 57 – Footpath Warden to action
  - IV. Rail required to Footpath 14 - Completed and could be removed from the list
  - V. Broken directional sign an Normansland – a quote should be available soon
  - VI. Horse box causing obstruction near 30mph sign – police report it does not meet the criteria for unnecessary obstruction. **Clerk to check** tax status of vehicle.

- 5.3 New issues identified
- It was resolved to go ahead with the actions identified in the Footpaths Wardens report
- Backfilling of steps on FP15 and 17
  - Wire mesh for bridge on FP19
  - Wire mesh on the top of the step boards on FP14 and FP15

## 06/12/16 Finance

- 6.1 To approve signatures for this month's cheques  
Cllr C Furse and Cllr J Lee

- 6.2 Parish Council Payments Current Account:  
These were agreed as:

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
			<b>£2,740.62</b>

- 6.3 Parish Council Payments received:

Item	Payee	Purpose	Amount £
6.3.1	DCC	Locality grant for purchase of bench	135.00
			<b>£135.00</b>

- 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  
These were noted

- 6.6 To agree purchase of bench for bus shelter  
A grant of £135.00 had been received from Cllr M Squires for the new bench for the bus shelter. It was agreed to obtain a further quote and the **Clerk would e-mail** Cllr J Lee to obtain an estimate from Mole Avon.

6.7 To consider grant to Crediton Community Transport for £100.00  
The Clerk had received a grant request and money was allocated in this year's budget. Cllr B Curle had requested the Clerk find out how many people in Shobrooke were registered to use the service and the annual cost. There were currently 12 registered users in Shobrooke parish and the annual membership cost was £10.00 with no plans to increase this amount. **The Clerk was asked** to find out financial details and the grant would be considered at the January meeting.

6.8 To consider budget for 2017/18  
A draft budget had been circulated to councillors. This was considered and agreed. **The Clerk was asked** to write to John Hill to confirm the contract for next year.

#### **07/12/16 Matters raised by the Chair**

7.1 Report from Chairman re Annual Chairman and Clerk meeting with MDDC  
Cllr R Ayre gave a brief report. Cllr J Hart, DCC had spoken about the budgetary constraints faced by DCC. There was "Have Your Say" consultation on the website. (<https://new.devon.gov.uk/haveyoursay/consultations/budget-201718/>).  
Other presentations included waste management – recycling rates had increased, planning – a list of identified local projects would be held by planning to offset against future 106 contributions, street naming policy and public health. Training for parishes was available, if required, on planning and on code of conduct

#### **08/12/16 Councillor's Reports**

8.1 Cllr A Ripper reported that the Shute postbox had been taped up. **Clerk to enquire why**

#### **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.  
Cllr R Ayre read out the requirements for the Foundation level award and the Clerk reported that all the requirements had been met. It was proposed and seconded and agreed unanimously that the council apply for the award. **Clerk to action.**

9.2 To note a grant application to Cllr M Squires for £365.00 for production of footpath leaflet  
The Clerk had applied for a grant and it was hoped to hear soon if this had been successful.

#### **10/12/16 Parish Council**

10.1 Playing Field 10.1a To consider latest Inspection Report  
The latest inspection report had been received and no issues were identified.

10.2 Update on outstanding painting to bus shelter and provision of noticeboard  
An estimate for the cost of the materials and noticeboard had been obtained for £34.93 (excl VAT). It was resolved to purchase these. Cllr A Jones would arrange purchase and would also paint the shelter. The bench would need to be assembled in the bus shelter and it was hoped that both could be done at the same time.

10.3 To note any volunteers/suggestions re articles in The Brooke  
No volunteers for the litter pick had come forward. The suggestion of using the phone box for a book exchange had been supported by one parishioner.

#### **11/12/16 Miscellaneous Correspondence**

Christmas card from Mayor of Crediton and  
Solar PV Developments in the Landscape – document received from MDDC

#### **12/12/16 Minor Matters and Items for Future Agenda**

None

**13/12/16 Date of next meeting: Tuesday 10 January 2017 in the Village Hall at 7.30 pm.**

The meeting closed at 8.30pm

Shobooke Parish Council - Budget and Precept Calculation 2017-18

	Item	2015/16 actual for comparison	16/17 budget (a)	Year to date date (b)	Additional Projected to Y/E (c)	Estimated Year Total (b+c)	2017/18 Budget	Notes
<b>Grants</b>	<b>Grants to be Given</b>	£1,530.00	£630.00	£430.00	£100.00	£530.00	£780.00	
	Churchyard	£430.00	£430.00	£430.00	£0.00	£430.00	£480.00	Request for increase received
	Village Hall	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Community Transport	£100.00	£100.00	£0.00	£100.00	£100.00	£100.00	
	Other organisations	£0.00	£100.00	£0.00	£0.00	£0.00	£200.00	
	Item	2015/16 actual for comparison	16/17 budget (a)	Year to date date (b)	Additional Projected to Y/E (c)	Estimated Year Total (b+c)	2017/18 Budget	Notes
<b>Administration and running costs</b>	<b>Total Admin &amp; running costs</b>	£2,788.49	£2,707.00	£2,177.35	£530.00	£2,707.35	£3,122.00	
	Audit fees	£32.95	£35.00	£0.00	£0.00	£0.00	£0.00	
	Election	£147.35	£0.00	£0.00	£0.00	£0.00	£0.00	
	<b>Total Expenses</b>	<b>£55.51</b>	<b>£80.00</b>	<b>£84.39</b>	<b>£20.00</b>	<b>£104.39</b>	<b>£105.00</b>	
	Clerk's Expenses	£55.51	£80.00	£59.39	£20.00	£79.39	£80.00	
	Other Expenses (Chairman allowance)	£0.00	£0.00	£25.00	£0.00	£25.00	£25.00	
	<b>Payroll - Clerk's Wages incl HMRC/allowance</b>	<b>£1,900.33</b>	<b>£1,994.00</b>	<b>£1,479.15</b>	<b>£420.00</b>	<b>£1,899.15</b>	<b>£2,000.00</b>	17/18 Home allowance increased to £9pm
	<b>Training</b>	<b>£181.70</b>	<b>£100.00</b>	<b>£60.00</b>	<b>£30.00</b>	<b>£90.00</b>	<b>£110.00</b>	
	Training Clerk's	£144.00	£50.00	£0.00	£0.00	£0.00	£50.00	
	Training Councillors	£37.70	£50.00	£60.00	£30.00	£90.00	£60.00	£30 = course for Alistair
	<b>Fees and Subscriptions</b>	<b>£153.30</b>	<b>£160.00</b>	<b>£215.96</b>	<b>£60.00</b>	<b>£275.96</b>	<b>£200.00</b>	£60 = Quality council
	<b>Room Expenses - Hall rent</b>	<b>£60.00</b>	<b>£60.00</b>	<b>£72.00</b>	<b>£0.00</b>	<b>£72.00</b>	<b>£72.00</b>	
	<b>Insurance</b>	<b>£257.35</b>	<b>£278.00</b>	<b>£265.85</b>	<b>£0.00</b>	<b>£265.85</b>	<b>£270.00</b>	
	<b>Publications</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£365.00</b>	17/18 Footpath leaflet if no grant available?
<b>Newsletter</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		
	Item	2015/16 actual for comparison	16/17 budget (a)	Year to date date (b)	Additional Projected to Y/E (c)	Estimated Year Total (b+c)	2017/18 Budget	Notes
<b>Repairs &amp; Maint.</b>	<b>Total Repairs and Maintenance</b>	<b>£2,871.95</b>	<b>£5,932.46</b>	<b>£5,655.29</b>	<b>£435.00</b>	<b>£6,090.29</b>	<b>£2,526.73</b>	
	Grass cutting in play park	£700.00	£700.00	£700.00	£0.00	£700.00	£700.00	17/18 cost will remain the same
	Playground inspections	£96.00	£100.00	£105.00	£0.00	£105.00	£105.00	
	General maintenance	£278.40	£150.00	£196.71	£75.00	£271.71	£300.00	£75= in case needed
	Signs/noticeboards	£26.00	£50.00	£146.46	£60.00	£206.46	£150.00	£60 = Broken sign
	Footpaths (not P3)	£186.00	£200.00	£240.00	£0.00	£240.00	£300.00	
	P3	£1,585.55	£732.46	£833.13	£300.00	£1,133.13	£971.73	
Playground fencing	£0.00	£4,000.00	£3,433.99	£0.00	£3,433.99	£0.00		

P3 budget revised during year and reduced by £150.00

	Item	2015/16 actual for comparison	16/17 budget (a)	Year to date (b)	Additional Projected to Y/E (c)	Estimated Year Total (b+c)	2017/18 Budget	Notes
Misc.	Total misc	£2,474.43	£400.00	£0.00	£2,655.00	£2,655.00	£500.00	
	PC equipment	£449.98	£0.00	£0.00	£100.00	£100.00	£100.00	£100 = virus software
	War memorial	£1,640.40	£0.00	£0.00	£0.00	£0.00	£0.00	
	Non budgeted expenditure	£384.05	£200.00	£0.00	£155.00	£155.00	£200.00	£155=bench
	Transfer to deposit		0	0	£2,400.00	£2,400.00	£0.00	
	Emergency spending	£0.00	£200.00	£0.00	£0.00	£0.00	£200.00	
<b>Totals:</b>		<b>£9,664.87</b>	<b>£9,669.46</b>	<b>£8,262.64</b>	<b>£3,720.00</b>	<b>£11,982.64</b>	<b>£6,928.73</b>	

Actual Income to date 16/17	£10,952.39
Estimated expenditure without trans	£9,582.64
Estimated c/f	£1,369.75
of which P3 estimated	£600.00
Estimated c/f excl P3	£769.75

Income to be rec'd	£3,235.80
(VAT £1,192 and S106 £2,043)	
of which P3	£371.73
(VAT refund)	

Total projected income	£14,188.19
Estimated expend. (incl transfer)	£11,982.64
Estimated c/f	£2,205.55
of which P3	£971.73
Estimated c/f excl P3	£1,233.82

Current Account 2017/18		Projected Income	
Projected carry forward		£2,205.55	
P3 grant		£0.00	
<b>Projected total (minus precept)</b>	<b>£2,205.55</b>	<b>Projected expenditure</b>	<b>£6,928.73</b>