

Shobrooke Parish Council

Minutes of the Parish Council meeting held in the Village Hall on Tuesday 14 July 2015

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	Cllr R Steer

In attendance:

J Hole Parish Clerk

Business to be Transacted Public Participation

There was no public participation

Formal Business

1/07/15 Apologies

Apologies were received from Cllr P Hare-Scott (MDDC) and Cllr M Squires (DCC)

2/07/15 Declaration of Interest

Cllr C Furse – 11.2 Allotments, Cllr B Curle – 5.1 Planning Application

3/07/15 Minutes of the last meeting held on Tuesday 9 June 2015

Agreed and signed as a true record

4/07/15 To consider co-options

A parishioner had e-mailed the Clerk to express an interest in being co-opted. An invitation to attend this meeting had been sent but no reply had been received.

5/07/15 Mid Devon District Council

5.1 Planning Applications:

15/00805/FULL – Erection of 3 extensions at Clyne, Shobrooke – no comment

5.2 Planning Decisions:

15/00812/PNAG - Prior notification for the erection of an agricultural storage shed at Wykes Hill Garden – approval of prior notification

6/07/15 Road and Footpaths

6.1 Outstanding Road and Footpath issues

- I. Traffic speeding in the village – Cllr C Furse had contacted Bob Wright who would visit Shobrooke to demonstrate the speeding equipment on a Saturday afternoon in August. **Cllr C Furse to agree a date** with Bob and notify Clerk who would publicise the meeting.
- II. Footpath no 8 – chained gate – reported to Footpath Warden and DCC – New double gate - No update had been received.
- III. Poor road surface on the main road at the junction of Silverway and The Village – reported to DCC – noted as assessed on 19 March – **Clerk to re-report**
6.1a To consider whether the purchase of wheelie bin stickers, “speed kills, slow down”, might help to raise awareness of speeding vehicles in the village (100 stickers costs £70.00)

Cllrs decided against purchasing wheelie bin stickers as bins are only put out once every two weeks. It was resolved to check with Bob Wright what signs would be permitted and to consider putting a fixed sign near the Shobrooke Village signs. Cllr C Boulton would be able to provide a quote to produce a suitable sign once the wording was agreed. **Clerk to put a note in The Brooke** regarding speeding in the Village.

6.2 Permissive path at allotments

6.2a Update on installation of stone chippings/hardcore inbetween the two small gates
It was reported that Jon Williams had installed a man hole cover in the area in between the two small gates. **Clerk to request** a quote for Jon Williams to dig out area in between the two small gates at the same time as he digs his area. The Parish Council would supply the chippings/hardcore for the PC area.

6.2b Water supply from allotments to adjacent field

It was reported that Jon Williams had connected to the water supply from the allotments via a meter

6.2c Update on signs for permissive path

These had been produced and required mounting onto wood. A quote of £10 to mount both signs including fixing had been received and it was resolved to go ahead. **Cllr B Curle to arrange.**

6.2d Agreement for permissive path - notice clause added

The details circulated stated one months notice to be given by the Parish Council. However, it was resolved at the last PC meeting that the notice required to be given by the Parish Council would be two months. **Clerk to amend and re-circulate.**

6.3 To consider correspondence received re proposed changes to footpaths

Details of e-mail correspondence from Tom Shelley had been circulated. **Clerk to invite Tom Shelley to attend a Parish Council meeting** in September/October which could include a site visit to the relevant paths. **Clerk to inform** Tom Shelley of the deadline for the Brooke.

6.4 To note minutes from meeting held between DCC and Footpath Warden, to consider any actions and to consider how future reports from the Footpath Warden should be received.

The minutes from the meeting had been circulated to Cllrs. It was noted that DCC would consider further funding if a particular footpath project was identified. **Clerk to ask Footpath Warden if there are any projects.** It was noted that a footpath map should be displayed in the parish and it was agreed to consider this further once the meeting had taken place with Tom Shelley. **Clerk to request the Footpath Warden to make written quarterly reports,** but to advise any urgent issues as soon as possible.

6.5 New issues identified

None

7/07/15 Finance

7.1 To approve signatures for this month's cheques

It was resolved to approve Cllr C Furse and Cllr B Curle to sign this months cheques.

7.2 Parish Council payments Current Account:

These were agreed as:

Item	Payee	Purpose	Amount £
7.2.1	Shobrooke Church	Grant towards maintenance of Churchyard and war memorial	430.00
7.2.2	Country Matters	Replacement of kissing gate post	96.00
7.2.3	J Hole	Salary and Expenses	153.23

679.23

Two invoice were presented at the meeting for payment: P Keen for the permissive path signs - £16.00 and FS Stevens for work and cleaning to the war memorial - £1,640.40. It was resolved to pay both.

- 7.3 Parish Council receipts:
None
- 7.4 Balances
7.4a Parish Council Current Account balance: £3,717.95 (not including the two cheques noted above)
7.4b Parish Council Footpath balance (included in above current account figure): £196.32
7.4c Parish Council Reserve Account balance: £7,281.91
- 7.5 Financial Statement and Budget Monitor
These were noted
- 7.6 To note External Auditors opinion re Annual Return
The Clerk reported that the Annual Return had been signed off by the External Auditors. They had commented that the Fixed Asset figure from last year should have been re-stated on this year's form but noted that "the value stated for the year 2014/15 now shows fixed assets valued in accordance with the NALC/SLCC publication". There was no audit fee payable as income was below £10,000.00

8/07/15 Matters raised by the Chair

- 8.1 To receive verbal report from presentation evening on 30 June organised by Cllr M Squires
Notes from Cllr M Squires had been circulated to Cllrs and Cllr B Curle gave a verbal report. Highways presentation noted that it may become necessary for some minor, no through roads, to revert back to green lanes. Parish Councils could consider increases in precept or TAP funding to cover the cost of taking on tasks such as grass cutting or weed control. Further guidance was awaited.
- 8.2 To receive verbal report from Councillor training course on Tuesday 23 June 2015
Cllr L Pitts and Cllr R Steer had attended and reported that the course was useful.

9/07/15 Councillor's Reports

- 9.1 To consider any Councillor reports for areas of responsibility
Credition Neighbourhood Plan – no date had been agreed for the next meeting
Neighbourhood Watch – **Clerk to update** contact details for The Brooke
Website – The Clerk would be updating the website with details of the Annual Return

10/07/15 Clerk's Report

No report

11/07/15 Parish Council

- 11.1 Playing Field
11.1a To consider latest Inspection Report
The latest report noted that the frame on the monkey bars needed tightening (D Fox to fix), the timber around the matting for the roundabout needed replacing and some of the perimeter fence required replacing.
11.1b. Update on minor repairs/maintenance – wood around roundabout, removal of dead elm
A quote to replace the wood around the roundabout had been included in the work required on the perimeter fence.
11.1c. Update on perimeter fence
New fencing was required to ensure the play park was safe and secure and to allow more sport to be played. The Clerk was waiting to hear from MDDC whether Section 106 funding could be used. One estimate for 8 new metal fence posts at the bottom of the field had been received and a second estimate was awaited. **Clerk to get a quote for all the fencing in the park.**
11.1d Update on "residents only" parking sign
Cllr P Hare-Scott had requested a "residents only" parking sign for the houses near the play park

- 11.2 Allotments
11.2a To consider latest Inspection Report from Allotment Association
There was no report available
11.2b To consider hedge maintenance
It was noted that the allotment holders would prefer the hedge to be cut to a height of 10'. **Clerk to confirm** who owns the hedge and when the current allotment notice expires.
- 11.3 War Memorial
11.3a To receive update from Cllr B Curle re work scheduled to the memorial
The cleaning and work to the war memorial had been completed. **Clerk to inform the PCC** to allow them the opportunity of marking the completion of the work. Once the hand rail has been repaired and the bench have been sited, the Clerk will apply for listed status.
11.3b To consider quote for metal handrail – a verbal quote of £75.00 has been received
It was resolved to go ahead with this work. **Clerk to action.**
11.3c To receive update on the bench
The work should be carried out within the next two weeks at a cost of £260.00
- 11.4 Dog Fouling – update from Dog Warden and to consider signs
The Clerk had requested more signs from the dog warden. **Clerk to re-request.**

12/07/15 Miscellaneous Correspondence

None

13/07/15 Minor Matters and Items for Future Agenda

To consider replacing the bus shelter

14/07/15 Date of next meeting: Tuesday 11 August 2015 in the Village Hall at 7.30 pm. The Village Hall will be unavailable for this meeting.

It was resolved that the Chairman and Clerk would advise if a meeting was required in August.

End of Formal Business

The meeting closed at 9.10pm