

SHOBROOKE PARISH COUNCIL

Minutes of the Shobrooke Parish Council meeting held in the Parish Hall on Tuesday 14 October 2014

The meeting commenced at 7.30pm

Members Present:

Cllr C Furse (Chairman)
Cllr C Boulton
Cllr B Curle

Cllr J Lee

In attendance:

Cllr P Hare-Scott MDDC (Left 8.10pm)
Cllr M Squires DCC (Left 7.50pm)

J Hole Parish Clerk

Public Participation

There were no members of the public present

Formal Business

1/10/14 Apologies

Cllr H Evans, Cllr R Dawkins

2/10/14 Declaration of Interest

Cllr C Furse – item 9.2 Allotments

3/10/14 Minutes of the last meeting held on Tuesday 9 September 2014 and Minutes of Extraordinary General Meeting held on Monday 14 July 2014

Minutes of 9 September 2014. The following amendments were agreed
item 1 – Huw Evans was *proposed by Cllr J Lee and seconded by Cllr C Boulton*.

Item 4 Declaration of interest – Add *Cllr C Furse*

The amended minutes were duly signed as a true record

Minutes of Extraordinary General Meeting held on Monday 14 July 2014

Agreed and signed as a true record.

4/10/14 Mid Devon District Council

4.1 Planning Applications:

None

4.2 Planning Decisions:

None

5/10/14 Finance

5.1 To approve signatures for this month's cheques

Cllr C Furse and Cllr J Lee

5.2 Parish Council payments Current Account:

These were agreed as:

Item	Payee	Purpose	Amount £
5.2.1	Grant Thornton	Annual Audit	198.00
5.2.2	J Hole	Salary and Expenses	110.62

£308.62

It was noted that the Clerks hourly rate should be £8.835 per hour and not £8.428 as had been claimed. This will be corrected next month.

5.3 Parish Council

The following had been received into the account:

Item	Payee	Purpose	Amount £
5.3.1	Allotment Association	Allotment rent	250.00
			£250.00

5.4 Balances

5.4.a Parish Council Current Account balance – £5,280.03 (after above transactions)

5.4.b Parish Council Reserve Account balance – £4,279.23

It was proposed by Cllr B Curle and seconded by Cllr C Boulton and carried unanimously to transfer £3,000 from the current account to the Reserve Account. **Clerk to arrange.**

5.5 Financial Statement and Budget Monitor

These had been circulated to Cllrs and the contents were noted. The Clerk was requested to include a projected expenditure to year end for each heading.

5.6 To consider external auditors certificate and opinion from Annual Return

The comments from the external auditors report were noted. The Clerk will draw up a fixed asset register to include the bus shelter, noticeboard, and playground equipment. Following advice received, the Clerk confirmed the external auditors opinion that the donated playground equipment should be included in the fixed asset register at a nominal value of £1.00.

6/10/14 Matters raised by the Chair

6.1 To consider re-location of salt from School Close/Silver Way, following a request from MDDC Housing Services

Cllr P Hare-Scott gave his apologies as he had another appointment. It was noted that he had stood down as leader of MDDC with effect from the end of October and the Council proposed a vote of thanks for all his support. Cllr P Hare-Scott left the meeting.

It was agreed that it was important that some salt was stored in the village and it was noted that some salt was already stored at Shute. It was agreed to relocate the salt in School Close/Silver Way. The Red Lion and Peter Spencer were willing to store some and **Cllr C Boulton agreed to arrange for its transfer.** It was possible that the Village Hall could also store some salt. **Cllr C Furse to enquire.**

7/10/14 Councillor's Reports

7.1 Update on Neighbourhood Watch and Snow Warden vacant position

The Clerk had informed Lisa Crocker, PCSO, that the Neighbourhood Watch Scheme should be re-instated and had passed contact details for Lisa to Cllr H Evans.

Discussion took place on what the Snow Wardens job included and it was noted that it was to fill up the bins with salt to enable others to spread it as necessary. **Cllr C Furse will check with Cllr H Evans if he will be the Snow Warden.**

8/10/14 Clerk's Report

8.1 Training request for Clerk – Preparing for Elections course (£25) and Introduction to Local Council Administration (£120)

Newton St Cyres Parish Council were willing to share the cost for the above training courses. It was proposed by Cllr B Curle and seconded by Cllr C Boulton and agreed unanimously that the Council would pay half the cost but if the Clerk left in the next 6 months, she would have to reimburse the Council for the cost of the training.

8.2 Website update

The Clerk reported updates to the website including basic Cllr details and information. Cllrs agreed to view the website and report back at the next meeting with ideas and suggestions for further content.

9/10/14 Parish Council

9.1 Playing Field

To consider latest Inspection Report and to note any new issues

The latest Inspection Report was not available. **Cllr C Boulton agreed to carry out a one-off inspection.**

9.2 Allotments

To consider latest report from Allotment Association and to note any new issues

No report was available. An e-mail had been received from Fred Harper. **Clerk to reply** that his e-mail had been noted and that Cllrs feel that the issues have been fully addressed.

The new owner for the allotments remained unknown. Cllrs agreed to discuss at next meeting the involvement of the Parish Council once there is a new owner.

9.3 Openness of Local Government Bodies Regulations 2014 – amendment to standing orders

The proposed amendment had been circulated to Cllrs. The amendment was proposed by Cllr J Lee and seconded by Cllr B Curle and carried unanimously. Standing orders were amended accordingly.

9.4 To consider Model Protocol on the filming and recording of Local Council and Committee Meetings

The Model Protocol had been circulated to Cllrs. The Model Protocol was proposed by Cllr J Lee and seconded by Cllr B Curle and carried unanimously. The model protocol was adopted.

9.5 War Memorial

To consider request from MDDC to put forward war memorial for Listing

Clerk to find out who owns the War Memorial before a decision is taken on whether or not to put the memorial forward for listing.

Minuted here but taken after Item 2

10/10/14 Road and Footpaths

10.1 Outstanding issues

The pothole and damaged path steps had been reported. No further work had taken place at Camps Bridge.

10.2 New issues identified

A parishioner had reported to Cllr M Squires that the road surface on the road down to the Church was uneven when using a mobility scooter. **Cllr C Boulton to check.** It was noted that DCC had proposed a system of Road Wardens, and further details should follow in due course.

11/10/14 Miscellaneous Correspondence

The application for the installation of Sure Signal Boxes in the village had been sent off.

12/10/14 Minor Matters and Items for Future Agenda

To consider the Parish Council involvement with the allotments once the allotments have a new owner.

13/10/14 Date of next meeting: Tuesday 11 November 2014 in the Village Hall at 7.30 pm

The meeting closed at 8.50pm