

Shobrooke Parish Council

Minutes of Annual Parish Council meeting held in the Village Hall on Wednesday 18 May 2022

The meeting commenced at 7.30pm

Members Present

Cllr C Furse (Chair)	Cllr L Pilgrim
Cllr L Balkwill	Cllr M Squires
Cllr G Barnell	

In attendance:

J Hole, Parish Clerk

Business to be Transacted - Formal Business

01/05/22 Election of Chairman and Vice Chairman

- 1.1 To receive nominations for Chairman and to receive the Chairman's declaration of acceptance of office form
Cllr C Furse was proposed by Cllr G Barnell and seconded by Cllr M Squires and agreed unanimously. The declaration of acceptance of office form was duly signed
- 1.2 To receive nominations for Vice Chairman
Cllr A Jones was proposed by Cllr G Barnell and seconded by Cllr L Balkwill and agreed unanimously. The Declaration of Acceptance of Office form would be signed at the next meeting

Public Participation – standing orders suspended

There was none

Standing orders reinstated

02/05/22 Apologies

Cllr A Jones

03/05/22 Declaration of Interest

None noted

04/05/22 Minutes of the last meeting held on Wednesday 20 April 2022

Agreed and signed as a true record

05/05/22 To consider any applicants for co-option

There were none

06/05/22 Mid Devon District Council

6.1 Planning Applications:

22/00403/FULL - Erection of cabin for use as a holiday let at Brambly Hedge, Efford Shobrooke – no comment

6.2 Planning Decisions:

21/02552/FULL - Retention of Mongolian Ger, tool cupboard, tool shed and lean to for agricultural equipment at Wyke Hill, Shobrooke – refuse permission

22/00371/FULL- Erection of dwelling following demolition of Dutch barn and stable and formation of vehicular access at West Efford Farm, Efford, Shobrooke – grant permission

22/00423/LBC - Listed Building Consent to replace tiled roof of house and guttering and repoint chimney at Zephyr Cottage, Shobrooke – grant permission

6.3 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish

Cllr G Barnell reported that Crediton Town Council had organised a meeting on the 28 May to discuss planning issues in Crediton and surrounding areas with MDDC Officers. Cllr C Furse was unable to attend so would ask if Cllr A Jones could attend.

Following the presentation at the Annual Parish Meeting on Affordable Housing, it was agreed to set up a Group to look further at Community based housing. Cllr L Balkwill agreed to work with Cllr G Barnell to set up a meeting of interested parishioners to which MDDC Officers would be invited to attend

07/05/21 To review: (on website unless stated otherwise)

- 7.1 Standing Orders – no update required
- 7.2 Financial Regulations. It was resolved that BACS payments could be used.
- 7.3 Code of Conduct Code of conduct – It was resolved to adopt MDDC updated Code of Conduct
- 7.4 Training and Development Policy – no update required
- 7.5 Publications Policy (FOI) - no update required
- 7.6 Complaints procedure – no update required
- 7.7 Risk Assessments – no update required
- 7.8 Parish Council Action plan - no update required
- 7.9 Bank signatories – no update required
- 7.10 Dates for meetings in 2023 – agreed as the third Wednesday each month
- 7.11 Asset register – this had been circulated and was noted
- 7.12 To confirm Insurance Policy – details had been circulated and were agreed

08/05/21 Election of officers/representatives

- 8.1 Neighbourhood Watch Officer – Cllr L Piligram
- 8.2 Raddon Hills representative x 2 – Cllr C Furse and Cllr A Jones
- 8.3 Snow Warden – post vacant
- 8.4 Defibrillators (to include reporting for defib). Village defibrillator and Kiosk Officer – Cllr A Jones, Efford defibrillator – Mark Banfield
- 8.5 Delegated responsibility: Playing Fields Liaison Officer – Ben Jacobs
Footpath Warden – Carole Maher
Website Officer - Clerk

09/05/22 Finance

9.1 Parish Council receipts Current Account: None

9.2 Parish Council payments current account

It was resolved to renew the ICO fee by direct debit as this would save £5 per year

These were agreed as

Item	Payee	Purpose	Amount £
9.2.1	BHIB	Insurance	263.17
9.2.2	ICO	Data Protection	35.00
9.2.3	Shobrooke Parish Church	Grant for maintenance	500.00

9.2.4	J Hole	Reimbursement for seeds for jubilee	87.75
9.2.5	J Hole	Salary and expenses	240.85
9.2.6	HMRC	PAYE (cheque payment)	14.20

9.3 To approve authorisers/signatories for this month's online payments

Cllr C Furse and Cllr L Balkwill

9.4 Balances:

9.4.1 Parish Council Current Account balance: £6,837.78

9.4.2 Parish Council Footpath balance (in above current account figure): £311.74

9.4.3 Parish Council Reserve Account balance: £7,799.10 (£4,000.00 ringfenced for play equipment)

9.5 Financial Statement and Budget Monitor

Noted

9.6 Annual Return

The Annual Return had been circulated and was on the website

9.6.1 To note completion of Internal Audit

Noted – no issued identified

9.6.2 To approve Part 1 Annual Governance Statement 2021/22

Part 1 was approved and signed by the Chair

9.6.3 To approve Part 2 Accounting Statements 2021/22

Part 2 was approved and signed by the Chair

9.6.4 To sign Certificate of Exemption stating that during 2021/22 the higher of the authority's income for the year or gross annual expenditure did not exceed £25,000. To note the date for public inspection as 13 June to 22 July 2022

The Certificate of Exemption was noted and signed by the Chair

10/05/22 Road and Footpaths

10.1 Outstanding Road and Footpath issues

There was no update on outstanding issues. Cllr M Squires reported that the pot holes at Exeter Hill Cross were scheduled to be dragon patched.

10.2 New issues identified

There were no new issues

11/05/22 Parish Council

11.1 Review of Annual Parish Meeting held earlier – to agree/review any actions required

This had been discussed in above

11.2 To consider parish questionnaire re 20mph zone

A draft questionnaire had been circulated and was agreed. Clerk to provide copies for Jubilee weekend.

11.3 To note seeds are available for collection by parish children under 16

A note had been put in The Brooke asking that parents contact the Parish Clerk or a Councillor to arrange collection of the seed packets

11.4 To note information has been sent to DCC requesting Hedgehog warning signs

A parishioner had sent the Clerk photos showing suggested locations for warning signs and the Clerk had forwarded these to DCC.

12/05/22 Councillor's Reports

12.1 To consider any Councillor reports for areas of responsibility

12.1.1 Notes from Raddon Hills meeting – these had been circulated and were noted

12.2 Playing Fields

- 12.2.1 To note weekly inspections reports**
Noted. No new issues were identified
- 12.2.1 Update on grant application to Viridor**
Due to the increased cost of the play equipment a grant application for £10,000.00 for toddler multiplay equipment only had been made with a Parish Council contribution of £668.00 and £1,000.00 from Cllr M Squires. It was hoped that the remained of the ringfenced Parish Council money could be used to purchase the toddler swings with installation by a local contractor rather than the manufacturer. A representative from Viridor would be visiting the play park to assess the application.
- 13/05/22 Clerk's Report – None**
- 14/05/22 Devon County Council**
14.1 Report from DCC Councillor, Cllr M Squires on DCC business relevant to the parish
There was no report
- 15/05/22 Miscellaneous Correspondence**
Various newsletters circulated.
- 16/05/22 Minor Matters and Items for Future Agenda**
Maintenance of war memorial grass
- 17/05/22 Date of next meeting: Wednesday 15 June 2022, at 7.30 pm, at the Village Hall**

End of formal business

The meeting finished at 8.48pm