

Shobrooke Parish Council

Notice of Meeting of Parish Council

Dear Councillors

I hereby give notice that the meeting of the above-named Parish Council will be held on Wednesday 28 April 2021 at **7.30pm via Zoom**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted at the meeting set out hereunder.

Dated this 22 April 2021

Signed



Clerk to the Parish Council

Jane Hole

shobrookepc@outlook.com

01392 851148

Public Participation – members of public can join the zoom meeting with the following details:

<https://us02web.zoom.us/j/84977081414?pwd=NDV6ZG94YkhHODI0WHlhdWpqMmYxQT09>

Meeting ID: 849 7708 1414 Passcode: 641927

Public Participation

Members of the public are invited to give their views and ask questions on issues on this agenda or to raise issues for future consideration by the Parish Council. Limited to 15 minutes.

Formal Business

(Members of the public may not take part in the formal business of the Parish Council except under special circumstances)

01/04/21 Apologies

To receive apologies

02/04/21 Declaration of Interest

- 2.1 Register of Interests (ROI). Councillors to update as required
- 2.2 Personal Interests (PI). Councillors must declare any personal interest in items on the agenda and their nature.
- 2.3 Disclosable Pecuniary interest (DPI). Councillors must declare any pecuniary interest in items on the agenda and their nature and they must leave the meeting for that agenda item.

03/04/21 Minutes of the last meeting held on Tuesday 17 March 2021 (previously circulated)

To be agreed and signed as a true record

04/04/21 Mid Devon District Council

- 4.1 Planning Applications:
21/00527/FULL - Erection of extension to an agricultural storage shed and change of use to a poultry brooder at (Lane to Creedy Barton), Shobrooke
- 4.2 Planning Decisions: None
- 4.3 To consider request from MDDC to make the play park subject to a Public Spaces Protection Order – see below
- 4.4 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish.

05/04/21 Finance

5.1 Parish Council receipts Current Account: MDDC precept - £6,518.00

5.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
5.2.1	Playsafety Ltd	Playground Inspection	143.40
5.2.2	DALC	Membership renewal	123.09

5.2.3	ICO	Data Protection Registration	40.00
5.2.4	J Hole	Reimbursement for purchase of mower	359.99
5.2.5	J Hole	Salary and expenses	250.37
5.2.6	HMRC	PAYE	13.20

- 5.3 To approve signatures for this month's cheques
- 5.4 Balances:
- 5.4.1 Parish Council Current Account balance: £8,265.95
- 5.4.2 Parish Council Footpath balance (in above current account figure): £311.74
- 5.4.3 Parish Council Reserve Account balance: £7,798.32 (£3,250.00 ringfenced for play equipment)
- 5.5 Financial Statement and Budget Monitor – attached. Summary to 31 March 2021 circulated
- 5.6 Annual Return - to note completion including Internal Audit - details circulated
- 5.6.1 To approve Part 1 Annual Governance Statement 2020/21
- 5.6.2 To approve Part 2 Accounting Statements 2020/21
- 5.6.3 To sign Certificate of Exemption stating that during 2020/21 the higher of the authority's income for the year or gross annual expenditure did not exceed £25,000
- 5.7 To consider insurance quotes – summary below – full details circulated

06/04/21 Road and Footpaths

- 6.1 Outstanding Road and Footpath issues
- Salt for new Salt bins and steps opposite Village Hall
- 6.2 New issues identified

07/04/21 Parish Council

- 7.1 To review and agree updated Standing Orders and Financial Regulations – circulated separately
- 7.2 Update on location of future meetings

08/04/21 Councillor's Reports

- 8.1 To consider any Councillor reports for areas of responsibility
- Defibrillator – to check if new pads are due
- 8.2 Coronavirus support – any issues to consider?
- 8.3 Playing Fields
- 8.3.1 To note weekly inspections reports
- 8.3.2 To note annual inspection report – to agree any actions
- 8.3.3 Update on progress with quotes for installation of new play equipment

09/04/21 Clerk's Report

- 9.1 None

10/04/21 Devon County Council

- 10.1 Report from DCC Councillor, Cllr M Squires on DCC business relevant to the parish

11/04/21 Miscellaneous Correspondence

Community Risk Management Plan for Devon and Somerset Fire and Rescue Service

A list of any other correspondence will be available at the meeting

12/04/21 Minor Matters and Items for Future Agenda

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

- 13/04/21 Date of next meeting: Wednesday 19 May 2021, at 7.30 pm, location to be confirmed**
- End of formal business**

Agenda Item 5.5

Shobooke Parish Council

Financial Statement and Budget Monitor 2021- 2022

Income

Opening Balance (c/f from 19/2020)	£2,678.00
Precept	£6,518.00
Prow grant	£0.00
DCC Locality grant	£0.00
VAT	£0.00
DCC Community Enhancement grant	£0.00
MDDC S106 grant	£0.00
Other grant	£0.00
Communities Together Fund (TAP)	£0.00
	£9,196.00

£40.38 To claim

Expenditure as at April 2021

	Item	Budget	To date	Balance	20/21 actual
To date figures are minus VAT. VAT paid is shown in misc					
Grants	Total Parish Council Grants	£600.00	£0.00	£600.00	£600.00
	Churchyard	£400.00	£0.00	£400.00	£400.00
	Maintenance of war memorial	£100.00	£0.00	£100.00	£100.00
	Community Transport	£100.00	£0.00	£100.00	£100.00
	Other organisations	£0.00	£0.00	£0.00	£0.00
Administration & running costs	Total Admin & running costs	£3,983.00	£410.18	£3,572.82	£3,451.18
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,012.00	£239.00	£2,773.00	£2,870.50
	Salary incl PAYE	£2,850.00	£226.00	£2,624.00	£2,762.50
	Home office allowance	£162.00	£13.00	£149.00	£108.00
	Total Expenses	£165.00	£10.18	£154.82	£79.03
	Clerk's Expenses	£140.00	£10.18	£129.82	£60.28
	Other Expenses	£25.00	£0.00	£25.00	£18.75
	Room expenses	£126.00	£11.99	£114.01	£47.96
	Insurance	£270.00	£0.00	£270.00	£236.69
	Fees and Subscriptions	£300.00	£149.01	£150.99	£204.50
	Total Training (inc. ref. materials)	£110.00	£0.00	£110.00	£12.50
	Training Clerk's	£50.00	£0.00	£50.00	£12.50
	Training Councillors	£60.00	£0.00	£60.00	£0.00
	Newsletter and printing	£0.00	£0.00	£0.00	£0.00
Repairs & maintenance	Total Repairs & maintenance costs	£2,646.74	£119.50	£2,527.24	£852.57
	Grass cutting in play park	£700.00	£0.00	£700.00	£700.00
	Playground Inspections	£135.00	£119.50	£15.50	£131.50
	Playground maintenance	£700.00	£0.00	£700.00	£0.00
	General maintenance	£300.00	£0.00	£300.00	£0.00
	Signs/noticeboards	£100.00	£0.00	£100.00	£21.07
	Footpaths (not P3)	£300.00	£0.00	£300.00	£0.00
	P3 Footpaths	£311.74	£0.00	£311.74	£0.00
	BT Kiosk/defib maintenance	£100.00	£0.00	£100.00	£0.00
	Playground fencing	£0.00	£0.00	£0.00	£0.00
Misc	Total misc costs	£540.38	£400.37	£500.00	£4,737.02
	PC equipment	£100.00	£0.00	£100.00	£0.00
	Non budgeted expenditure	£200.00	£0.00	£200.00	£0.00
	Transfer to deposit	£0.00	£0.00	£0.00	£0.00
	Emergency spending	£200.00	£0.00	£200.00	£0.00
	Spending covered by grant	£0.00	£359.99	£0.00	£500.00
	New play equipment	£0.00	£0.00	£0.00	£0.00
	S106	£0.00	£0.00	£0.00	£3,485.44
	VAT	£40.38	£40.38	£0.00	£751.58
Totals:		£7,770.12	£930.05	£7,200.06	£9,640.77

Current Account

Total income YTD	£9,196.00
Withdrawn/Transf	£0.00
Less O/S Cheques	£930.05
Balance (incl Footpath)	£8,265.95

Footpath account: £311.74

Reserve Balance

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.32

P3 Footpath

Grant received 12/13	£340.00
Grant received 13/14	£350.00
Grant received 14/15	£200.00
PC top up 15/16	£0.00
Additional funds 15/16	£500.00
Grant received 15/16	£1,500.00
Grant received 16/17	£1,000.00
Grant received 17/18	£540.00
Total income	£4,430.00
VAT reclaimed to date	£823.77
Income plus VAT	£5,253.77
Expenditure	£4,942.03

Balance	£311.74
VAT to be re-claimed	£0.00

Agenda Item 4.3

Dear Clerks

We are considering including these areas within the Mid Devon (Public Spaces Protection) (Dog Control) Order 2020. Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014. The areas listed within the schedules will have these restrictions.

Enclosed play areas – Dog exempt

Open areas (not enclosed) which contain play equipment – Dogs on Leads

Open areas listed as BMX tracks – Dogs on leads

Open areas which include football goals – Dogs on leads

Enclosed areas which contain thoroughfare – Dogs on leads

BMX/Skateparks – Dogs on leads

See attached map for your parish, if you wish for the areas to be included within the PSPO please mark a boundary line around the requested area in red, please can you also specify if the areas are enclosed, open and what they contain eg, play equipment, football goals etc.

MDDC can include land owned by other people/organisations into the PSPO as long as it has consulted with the owners of that land.

Part 10 of the draft order sets out the exemptions these are as follows

10.1 The requirements and prohibitions imposed by this Order shall not apply to any person who:

10.1.1 is registered as blind, sight or hearing impaired under the National Assistance Act 1948, or any other legislation;

10.1.2 has a disability which affects his mobility, manual dexterity, physical coordination, or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a registered charity and upon which he relies for assistance;

10.2.3 is using a working dog for purposes of law enforcement, military duties or statutory emergency services (search and rescue); or

10.2.4 is using a working dog for agricultural activities or exempt hunting as set out in Schedule 1 of the Hunting Act 2004.

If you wish to view the draft order please use this link to the website <https://democracy.middevon.gov.uk/ieListDocuments.aspx?CIId=135&MIId=1491&Ver=4>

Agenda Item 5.7

Insurance Renewal Quotations

Company	Quote	Agreement length
Company A	£239.05	3 year agreement figure quoted
Company B	£798.86	3 year agreement not quoted
Company C	£624.91	3 year agreement - £580.61

Shobrooke Parish Council

Clerks wages and expenses breakdown

April 2021

Salary for March	20 hours' x £11.30	£226.00
	PAYE	£ 13.20

£212.80

Expenses

Item	Quantity	Charge
Home office allowance*	1	£13.00
Envelopes 4p each	6	£0.24
Large envelope	0	£0.00
2 nd class stamp (66p)	6	£3.96
2 nd class stamp large	0	£0.00
Printing 8p per sheet	41 sheets	£3.28
Mileage x 1 visit	6 miles	£2.70
Zoom Subscription		£14.39

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£37.57
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Total	£250.37
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Home office allowance increased to £13.00 as agreed in budget