

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 Tuesday 8 December 2020 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 3 December 2020

Signed 
Clerk to the Parish Council

Jane Hole
shobrookepc@outlook.com 01392 851148

Public Participation – please email the Parish Clerk by 6pm on Tuesday 8 December for details of how to join the zoom meeting

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)

01/12/20 Apologies

To receive apologies

02/12/20 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.

03/12/20 Minutes of the last meeting held on Tuesday 10 November 2020 (previously circulated)

To be agreed and signed as a true record

04/12/20 Mid Devon District Council

- 4.1 Planning Applications:
None
- 4.2 Planning Decisions:
20/01634/HOUSE - Erection of garden room at Trew House, Chilton – grant permission
- 4.3 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish. Email re estate walkabout circulated

05/12/20 Finance

- 5.1 Parish Council receipts Current Account:
DCC - £500.00 Covid-19 support grant

5.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
5.2.1	WDEG	Grant to support Covid work	500.00
5.2.2	J Hole	Salary and expenses	241.59
5.2.3	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: £2,506.76

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

5.4.3 Parish Council Reserve Account balance: £7,7967.94 (£3,250.00 ringfenced for play equipment)

5.5 Financial Statement and Budget Monitor - attached

5.6 Quarterly Bank Reconciliation for agreement and signature

5.7 To agree budget and precept for 2021/22 – circulated separately. To consider donation to Citizens advice

06/12/20 Road and Footpaths

6.1 Outstanding Road and Footpath issues

New Salt bins – DCC chased

6.2 New issues identified

07/12/20 Parish Council

7.1 To consider any projects suitable for funding from Cllr M Squires DCC Locality budget

08/12/20 Councillor's Reports

8.1 To consider any Councillor reports for areas of responsibility

8.2 Playing Fields

8.2.1 To review re-opening of park – to agree signage – previously circulated

8.2.2 To note S106 funding has been agreed. Monkey Bars and matting and 1 x 2 seater springy and 1 x 4 seater springy – details circulated separately. To agree delivery and installation

09/12/20 Clerk's Report

9.1 To resolve that criteria are in place for application to Local Council Award Scheme – Quality level – details circulated separately

10/12/20 Devon County Council

10.1 Report from DCC Councillor, Cllr M Squires on DCC business relevant to the parish – circulated separately

11/12/20 Miscellaneous Correspondence

A list will be available at the meeting

12/12/20 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.

13/12/20 Date of next meeting: Wednesday 20 January 2021, at 7.30 pm, via zoom

End of formal business

Agenda Item 5.5

Shobooke Parish Council

Financial Statement and Budget Monitor 2020- 2021

Income

Opening Balance (c/f from 19/2020)	£1,027.80
Precept	£5,518.00
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	£500.00
Communities Together Fund (TAP)	£0.00
	£7,045.80

£47.29 To claim

Expenditure as at December 2020

Item	Budget	To date	Balance	19/20 actual
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To date figures are minus VAT. VAT paid is shown in misc

Grants	Total Parish Council Grants	£700.00	£500.00	£200.00	£700.00
	Churchyard	£400.00	£400.00	£0.00	£400.00
	Maintenance of war memorial	£100.00	£100.00	£0.00	£100.00
	Community Transport	£100.00	£0.00	£100.00	£200.00
	Other organisations	£100.00	£0.00	£100.00	£0.00

Administration & running costs	Total Admin & running costs	£3,699.00	£2,639.18	£1,059.82	£3,561.48
	Elections	£0.00	£0.00	£0.00	£147.35
	Total Clerks Wages	£2,808.00	£2,109.00	£699.00	£2,582.34
	Salary incl PAYE	£2,700.00	£2,028.00	£672.00	£2,474.34
	Home office allowance	£108.00	£81.00	£27.00	£108.00
	Total Expenses	£175.00	£64.50	£110.50	£146.65
	Clerk's Expenses	£150.00	£45.75	£104.25	£132.03
	Other Expenses	£25.00	£18.75	£6.25	£14.62
	Room expenses	£126.00	£0.00	£126.00	£126.00
	Insurance	£270.00	£236.69	£33.31	£235.92
	Fees and Subscriptions	£210.00	£216.49	-£6.49	£203.22
	Total Training (inc. ref. materials)	£110.00	£12.50	£97.50	£120.00
	Training Clerk's	£50.00	£12.50	£37.50	£0.00
	Training Councillors	£60.00	£0.00	£60.00	£120.00
	Newsletter and printing	£0.00	£0.00	£0.00	£0.00

Repairs & maintenance	Total Repairs & maintenance costs	£2,746.74	£852.57	£1,894.17	£1,434.22
	Grass cutting in play park	£700.00	£700.00	£0.00	£700.00
	Playground Inspections	£135.00	£131.50	£3.50	£135.00
	Playground maintenance	£800.00	£0.00	£800.00	£0.00
	General maintenance	£300.00	£0.00	£300.00	£14.00
	Signs/noticeboards	£100.00	£21.07	£78.93	£296.77
	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	£88.45
	Playground fencing	£0.00	£0.00	£0.00	£200.00

Misc	Total misc costs	£1,047.29	£547.29	£1,000.00	£4,539.98
	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	£2,000.00
	Emergency spending	£200.00	£0.00	£200.00	£0.00
	Spending covered by grant	£0.00	£500.00	£0.00	£1,962.74
	New play equipment	£500.00	£0.00	£500.00	£0.00
	VAT	£47.29	£47.29	£0.00	£577.24

Totals:	£8,193.03	£4,539.04	£4,153.99	£10,235.68
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Current Account

Total income YTD	£7,045.80
Withdrawn/Transf	£2,802.95
Less O/S Cheques	£1,736.09
Balance (incl Footpath)	£2,506.76

Footpath account: £311.74

Reserve Balance £7,798.00

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.00

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

Shobrooke Parish Council

Clerks wages and expenses breakdown

December 2020

Salary for November	20 hours' x £11.30	£226.00
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PAYE	£13.20
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£212.80

Expenses

Item	Quantity	Charge
Home office allowance*	1	£ 9.00
Envelopes 4p each	3	£ 0.12
Large envelope	0	
2 nd class stamp (61p)	3	£ 1.83
2 nd class stamp large	0	
Printing 5p per sheet	15 sheets	£ 0.75
Mileage x 1 visit	6 miles	£2.70
Zoom Subscription		£14.39

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£28.79
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Total	£241.59
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