

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 15 December 2021 at **7.30pm**

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 9 December 2021

Signed



Jane Hole

Clerk to the Parish Council

shobrookepc@outlook.com

01392 851148

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)

01/12/21 Apologies

To receive apologies

02/12/21 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.

03/12/21 Minutes of the last meeting held on Wednesday 17 November 2021 (previously circulated)

To be agreed and signed as a true record

04/12/21 To consider any applicants for co-option

Standing orders to be suspended to allow discussion with candidates. If co-opted to consider training requirements

05/12/21 Mid Devon District Council

5.1 Planning Applications:

None

5.2 Planning Decisions:

21/01650/HOUSE - Erection of single storey side and rear extension to form additional living space and annexe following demolition of existing conservatory at 9 The Village, Shobrooke – grant permission

5.3 To note consultation on Crediton Neighbourhood Plan – circulated separately

5.4 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish including update on continuing Council Housing repairs

06/12/21 Finance

6.1 Parish Council receipts Current Account: None

6.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
6.2.2	DALC	Training course for new Cllr	18.00
6.2.3	J Hole	Salary and expenses	233.58
6.2.3	HMRC *	PAYE	13.20

- 6.3 To approve authorisers/signatories for this month's online payments/Cheques*
- 6.4 Balances:
- 6.4.1 Parish Council Current Account balance: £1,879.08
- 6.4.2 Parish Council Footpath balance (in above current account figure): £311.74
- 6.4.3 Parish Council Reserve Account balance: £7,798.85 (£3,250.00 ringfenced for play equipment)
- 6.5 Financial Statement and Budget Monitor – attached.
- 6.6 Quarterly Bank Reconciliation – for signatories to sign
- 6.7 Update on internet banking and to sign form to add Cllr L Balkwill to internet account
- 6.8 To consider grant to Mid Devon Mobility and Citizens Advice – requests circulated separately
- 6.8 To agree budget and precept for 2022/23 – draft circulated separately

07/12/21 Road and Footpaths

- 7.1 Outstanding Road and Footpath issues – Update on salt for new salt bins
- 7.2 New issues identified

08/12/21 Parish Council

- 8.1 Update on Community Emergency plan
- 8.2 Update on meeting re Broadband coverage – waiting for a reply
- 8.3 Update on Defibrillator installation

09/12/21 Councillor's Reports

- 9.1 To consider any Councillor reports for areas of responsibility
- Update on appointment of Snow Warden and storage of towable gritter
- 9.2 Playing Fields
- 9.2.1 To note weekly inspections reports
- 9.2.2 Update on meeting with MDDC to carry out risk assessment.
- 9.2.3 Update on grant application to Viridor Credits – suggest that new toddler swing is included in grant application. Two companies will visit in new year to give quote, one has visited already.

10/12/21 Clerk's Report

To agree Christmas cards to volunteers (by email)

11/12/21 Devon County Council

- 11.1 Report from DCC Councillor, Cllr M Squires on DCC business relevant to the parish
- 11.2 To note DCC Autumn briefing with Cllr J Hart

12/12/21 Miscellaneous Correspondence

Various newsletters circulated. A list of any other correspondence will be available at the meeting

13/12/21 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.

14/12/21 Date of next meeting: Wednesday 19 January 2022, at 7.30 pm, at the Village Hall

End of formal business

Agenda Item 6.5

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	£500.00	
VAT	£0.00	£326.01 To claim
DCC Community Enhancement grant	£0.00	
MDDC S106 grant	£0.00	
Other grant	£0.00	
Communities Together Fund (TAP)	£0.00	
	£9,696.00	

Expenditure as at December 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	£500.00	£100.00	£600.00
	Churchyard	£500.00	£500.00	£0.00	£400.00
	Maintenance of war memorial	£0.00	£0.00	£0.00	£100.00
	Community Transport	£100.00	£0.00	£100.00	£100.00
Administration & running costs	Total Admin & running costs	£3,983.00	£2,805.34	£1,177.66	£3,451.18
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,012.00	£2,179.25	£832.75	£2,870.50
	Salary incl PAYE	£2,850.00	£2,062.25	£787.75	£2,762.50
	Home office allowance	£162.00	£117.00	£45.00	£108.00
	Total Expenses	£165.00	£116.04	£48.96	£79.03
	Clerk's Expenses	£140.00	£102.64	£37.36	£60.28
	Other Expenses	£25.00	£13.40	£11.60	£18.75
	Room expenses	£126.00	£11.99	£114.01	£47.96
	Insurance	£270.00	£239.05	£30.95	£236.69
	Fees and Subscriptions	£300.00	£214.01	£85.99	£204.50
	Total Training (inc. ref. materials)	£110.00	£45.00	£65.00	£12.50
	Training Clerk's	£50.00	£0.00	£50.00	£12.50
	Training Councillors	£60.00	£45.00	£15.00	£0.00
Repairs & maintenance	Total Repairs & maintenance costs	£2,646.74	£906.91	£1,739.83	£852.57
	Grass cutting in play park	£700.00	£700.00	£0.00	£700.00
	Playground Inspections	£135.00	£119.50	£15.50	£131.50
	Playground maintenance	£700.00	£67.41	£632.59	£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	£20.00	£280.00	£0.00
	P3 Footpaths	£311.74	£0.00	£311.74	£0.00
	BT Kiosk/defib maintenance	£100.00	£0.00	£100.00	£0.00
Misc	Total misc costs	£826.01	£3,604.67	£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	£921.66	£0.00	£500.00
	Installation of play equipment	£0.00	£1,502.00	£0.00	£0.00
	Purchase of defibrillator	£0.00	£855.00	£0.00	£0.00
	S106	£0.00	£0.00	£0.00	£3,485.44
	VAT	£326.01	£326.01	£0.00	£751.58
Totals:		£8,055.75	£7,816.92	£3,517.49	£9,640.77

Current Account

Total income YTD	£9,696.00
Withdrawn/Transf	£7,538.94
Less O/S Cheques	£277.98
Balance (incl Footpath)	£1,879.08

Footpath account: £311.74

Reserve Balance

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.85

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 salary and expenses breakdown

December 2021

Salary for October	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	1	£0.04
Large envelope	0	£0.00
2 nd class stamp (66p)	1	£0.66
2 nd class stamp large	0	£0.00
Printing 8p per sheet	21 sheets	£1.68
Mileage x 2 visits	12 miles	£5.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal **£20.78**

Total **£233.58**