

Shobrooke Parish Council

Notice of Meeting of Parish Council

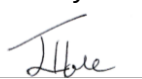
Dear Councillors

I hereby give notice that the meeting of the above-named Parish Council will be held on Wednesday 17 February 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 11 February 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/87908456841?pwd=NWg3VTBXOFgzRER3cXJFaFR2Yi90QT09>

Meeting ID: 879 0845 6841 Passcode: 410331

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)

07/02/21 Apologies

To receive apologies

08/02/21 Declaration of Interest

8.1 Register of Interests (ROI). Councillors to update as required

8.2 Personal Interests (PI). Councillors must declare any personal interest in items on the agenda and their nature.

8.3 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.

09/02/21 Minutes of the last meeting held on Tuesday 3 February 2021 (previously circulated)

To be agreed and signed as a true record

10/02/21 Mid Devon District Council

10.1 Planning Applications: None

10.2 Planning Decisions: None

10.3 To note MDDC launch of a Call for Sites process to inform a new Local Plan for Mid Devon.

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

11/02/21 Finance

11.1 Parish Council receipts Current Account: None

11.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
11.2.1	Mid Devon Mobility	Grant	100.00
11.2.2	J Hole	Salary and expenses	241.79
11.2.3	HMRC	PAYE	13.20

- 11.3 To approve signatures for this month's cheques
- 11.4 Balances:
 - 5.4.1 Parish Council Current Account balance: £2,214.42
 - 5.4.2 Parish Council Footpath balance (in above current account figure): £311.74
 - 5.4.3 Parish Council Reserve Account balance: £7,798.20 (£3,250.00 ringfenced for play equipment)
- 11.5 Financial Statement and Budget Monitor - attached

- 12/02/21 Road and Footpaths**
 - 12.1 Outstanding Road and Footpath issues
 - Salt for new Salt bins and steps opposite Village Hall
 - 12.2 New issues identified

- 13/02/21 Parish Council**
 - 13.1 To note Councillor resignations and to consider recruitment of new Councillors
 - 13.2 Update on specification for cordless mower

- 14/02/21 Councillor's Reports**
 - 14.1 To consider any Councillor reports for areas of responsibility
 - 14.2 Coronavirus support – any issues to consider?
 - 14.3 Playing Fields
 - 14.3.1 To note response from insurance company regarding requirements for persons carrying out inspections and to record that we comply with the requirements – see below
 - 14.3.2 To note advice received from BHIB Insurance, DLAC and SLCC that the Parish Council and not individual Councillors would be liable for any claims that the insurance company – see below
 - 14.3.3 To note survey of local play parks – see below
 - 14.3.4 To note list of insurance companies contacted for quotes – see below.
 - 14.3.5 To consider training courses available for those carrying out play park inspections – see below
 - 14.3.6 To note any progress with volunteers to carry out inspections.
 - 14.3.7 Update on quotes for installation of play equipment

- 15/02/21 Clerk's Report**
 - 15.1 To note 5 extra hours worked on play park information and to request payment

- 15/02/21 Devon County Council**
 - 15.1 Report from DCC Councillor, Cllr M Squires on DCC business relevant to the parish

- 16/02/21 Miscellaneous Correspondence**
 - A list of any other correspondence will be available at the meeting

- 17/02/21 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.

- 18/02/21 Date of next meeting: Wednesday 17 March 2021, at 7.30 pm, via zoom**
- End of formal business**

Agenda Item 11.5

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	£350.00	
VAT	£0.00	£749.18 To claim
DCC Community Enhancement grant	£0.00	
MDDC S106 grant	£4,147.00	
Other grant	£500.00	
Communities Together Fund (TAP)	£0.00	
	£11,542.80	

Expenditure as at February 2021

	Item	Budget	To date	Balance	19/20 actual
To date figures are minus VAT. VAT paid is shown in misc					
Grants	Total Parish Council Grants	£700.00	£600.00	£100.00	£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	£100.00	£0.00	£200.00
	Other organisations	£100.00	£0.00	£100.00	£0.00
Administration & running costs	Total Admin & running costs	£3,699.00	£3,141.19	£557.81	£3,561.48
	Elections	£0.00	£0.00	£0.00	£147.35
	Total Clerks Wages	£2,808.00	£2,579.00	£229.00	£2,582.34
	Salary incl PAYE	£2,700.00	£2,480.00	£220.00	£2,474.34
	Home office allowance	£108.00	£99.00	£9.00	£108.00
	Total Expenses	£175.00	£72.53	£102.47	£146.65
	Clerk's Expenses	£150.00	£53.78	£96.22	£132.03
	Other Expenses	£25.00	£18.75	£6.25	£14.62
	Room expenses	£126.00	£35.97	£90.03	£126.00
	Insurance	£270.00	£236.69	£33.31	£235.92
	Fees and Subscriptions	£210.00	£204.50	£5.50	£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	£6,396.18	£4,734.62	£1,661.56	£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	£500.00	£500.00	£0.00	£1,962.74
	New play equipment	£500.00	£0.00	£500.00	£0.00
	S106	£4,147.00	£3,485.44	£661.56	
	VAT	£749.18	£749.18	£0.00	£577.24
Totals:		£13,541.92	£9,328.38	£4,213.54	£10,235.68

Current Account

Total income YTD	£11,542.80
Withdrawn/Transf	£4,777.66
Less O/S Cheques	£4,550.72
Balance (incl Footpath)	£2,214.42

Footpath account: £311.74

Reserve Balance

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.20

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 14.3.1

Response from BHIB Insurance on requirements for person carrying out inspections:

“Please note that an annual inspection should be carried out on the Playground Equipment, by ROSPA. However, in respect of weekly checks these can be done by a volunteer or a parish councillor. This then needs be logged on your minutes that this has been carried out”

Agenda Item 14.3.2

Response from BHIB Insurance on question of Parish Councillor Liability:

“Please note that providing the councillor/volunteer are working on the sole instructions of the Parish Council, to carry out this specific duty the legal liabilities will lie with Parish Council”

Response from DALC:

“Since the council owns the play park, it will be the council as a corporate body that would be liable, individual councillors would not be liable”

SLCC Advice note;

“Section 265 of the Public Health Act 1875 exempts members (and officers) from personal liability for bona fide actions carried out in the name of the council and for a lawful purpose. This does not obviate the need to ensure that the council (as a statutory corporation) always has a legal power to take whatever action it wishes to take. This requirement is much easier (in England) for councils able to use the general power of competence in the Localism Act 2011 and (in Wales) for “eligible councils” with the 2000 Act “wellbeing” power.”

Agenda item 14.3.3

Parish Councils who own their play parks

Summary of Inspections and checks

Name	Annual inspection?	Checks?	Training course attended?
Play park A	Annual inspection by ROSPA	Checked weekly by PC employed handyman	Yes
B	Inspection by ROSPA every 2 years	Checked by 2 councillors on a regular basis	
C	Inspections by MDDC during year	Weekly inspections by PC contractor	
D	Annual inspections by Wicksteed	Not regularly inspected	
E	Annual inspection by ROSPA	Checked by Councillor	Yes

Reply from MDDC regarding inspections of their play parks

Mid Devon inspects its play areas on the basis of risk assessment. This can be ‘daily’/ weekly or monthly and varies in some cases summer to winter.

As I understand it (and it's the case with our insurer) that provided you have a policy for inspection and adhere to that then they will support you. I can't speak for your insurer or the specifics of your play area.

Mid Devon can provide an inspection service for a fee. Other Parishes engage services on a monthly or quarterly basis – that may be risk based or to support the inspections of their own Cllrs.

Agenda Item 11.5

Insurance quotes are valid for 90 days so quotes will not be given until the start of March

Name of company contacted	Response
Came & Company	No reply to date
Zurich	Waiting for a quote – need to agree valuation for war memorial and BT Kiosk
Norris and Fisher	No reply to date
Parish Protect Insurance	No reply to date
Community Action Suffolk	See below guidance for park inspections

From Community Action Suffolk PLAYGROUND INSPECTIONS – PARISH COUNCILS

British Standard BS EN 1176-7 recommends that playground equipment be inspected regularly. To be more specific the recommendations are to employ a three-tier system of inspection as follows: -

1. Daily Inspections A visual inspection carried out by a nominated person to spot 'superficial' faults or defects.
2. 1-3 Monthly A visual inspection also carried out by a nominated person looking for defects, faults, corrosion, or wear. The findings must be recorded in a log book together with details of the remedial action taken. NB Even if no defects are found, it is important to record this as "none found".
3. Certified Inspections At periods *not exceeding* 12 months a fully certified inspection carried out by a 'competent person' (i.e., a professional engineer surveyor). Inspection reports must be retained permanently.

In addition, the standard strongly recommends that the surfacing be of an impact absorbing type. Inspections should therefore go beyond reporting on the condition of the playground equipment, but should also report possible hazards to safety surfacing which immediately surrounds equipment. Similarly, if hazards to safety exist in the playground generally (e.g., broken bench seats, broken fences, glass or dog excrement) then these should be reported too.

Whilst playground inspections are not a legal requirement, we do strongly recommend that you follow the British Standard guidelines. Failure to do so can increase the likelihood of a claim against you. This in turn could lead to an increase in Public Liability premiums.

Whether inspections take place or not, if damage is reported immediate action is essential to render the equipment safe. Failure to do so will make defending an action for subsequent injury virtually impossible.

Agenda item 14.3.5

Training Courses – one day courses for those carrying out inspections

Name of Company	Location of course	Cost	Comments
ROSPA	Exeter	£260.00	Not running at present due to Covid-19
Skills Training Centre			No reply to date
Play Inspections Company	Devon	Depends on no. of delegates	Not running at present due to Covid-19 but will let us know if they have any course in this area in future – may be able to join another organisations training

Shobrooke Parish Council

Clerks wages and expenses breakdown

February 2021

Salary for January	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	6	£0.24
Large envelope	0	£0.00
2 nd class stamp (66p)	0	£3.96
2 nd class stamp large	0	£0.00
Printing 5p per sheet	28 sheets	£ 1.40
Mileage x 1 visit	6 miles	
Zoom Subscription		£14.39

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£28.99
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Total	£241.79
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