

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 20 January 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 14 January 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/82533228840?pwd=ZkFxZVY4Q2lIS0tZaTkrMTB6OVh1dz09>
Meeting ID: 825 3322 8840, Passcode: 273381

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)

01/01/21 Apologies

To receive apologies

02/01/21 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.

03/01/21 Minutes of the last meeting held on Tuesday 8 December 2020 (previously circulated)

To be agreed and signed as a true record

04/01/21 Mid Devon District Council

- 4.1 Planning Applications:
20/01594/FULL - Erection of 2 sheds (Revised Scheme), formation of access track and erection of carport following removal of double garage at Westacott, Shobrooke
- 4.2 Planning Decisions: None
- 4.3 To note the publication of the Boundary Commission final report re MDDC wards - <https://consultation.lgbce.org.uk/node/18162>
- 4.4 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish.

05/01/21 Finance

- 5.1 Parish Council receipts Current Account:
MDDC S106 grant - £4,147.00 and DCC Locality grant - £350.00
- 5.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
5.2.1	Wicksteed	Purchase of swingalong bars for playpark	2,688.84
5.2.2	Creative Play	Purchase of Springy for playpark	739.20
5.2.3	Hags	Purchase of 4 x seater Springy for playpark	754.49
5.2.4	J Hole	Salary and expenses	238.62
5.2.5	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: £2,569.41

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

5.4.3 Parish Council Reserve Account balance: £7,798.13 (£3,250.00 ringfenced for play equipment)

5.5 Financial Statement and Budget Monitor - attached

5.6 To consider donation request to Mid Devon Mobility – circulated separately

06/01/21 Road and Footpaths

6.1 Outstanding Road and Footpath issues – Salt for new Salt bins – DCC chased

6.2 New issues identified

07/01/21 Parish Council

7.1 To note publication of S106 reports on MDDC website <https://www.middevon.gov.uk/residents/planning/section-106/s106-parish-reports/> This shows that there is a balance of £1,000.00 in the general fund which is shared with Newton St Cyres

7.2 To note locality grant to purchase a cordless mower – to agree specification and delivery

08/01/21 Councillor's Reports

8.1 To consider any Councillor reports for areas of responsibility

8.2 Coronavirus – any issues to consider? To note COVID-19 3rd wave grant funding from DCC, focused on food provision.

8.3 Playing Fields

8.3.1 To note any updates regarding re-opening of play park and any volunteers for carrying out inspections.

8.3.2 To note ROSPA annual inspection is due in March – to agree if a councillor will accompany inspector at an additional cost of £42.00. A routine checklist template tailored to our playground is available at an additional cost of £30.00

09/01/21 Clerk's Report - none

10/01/21 Devon County Council

10.1 To consider a response to consultation on the Devon Carbon Plan – circulated separately

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

11/01/21 Miscellaneous Correspondence

Various DALC newsletters; temporary road closures

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

12/01/21 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.

13/01/21 Date of next meeting: Wednesday 17 February 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	£350.00
VAT	£0.00
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

£746.78 To claim

Expenditure as at January 2021

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	£2,888.60	£810.40	£3,561.48
	Elections	£0.00	£0.00	£0.00	£147.35
	Total Clerks Wages	£2,808.00	£2,344.00	£464.00	£2,582.34
	Salary incl PAYE	£2,700.00	£2,254.00	£446.00	£2,474.34
	Home office allowance	£108.00	£90.00	£18.00	£108.00
	Total Expenses	£175.00	£66.93	£108.07	£146.65
	Clerk's Expenses	£150.00	£48.18	£101.82	£132.03
	Other Expenses	£25.00	£18.75	£6.25	£14.62
	Room expenses	£126.00	£23.98	£102.02	£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 Clerks	£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	£6,393.78	£4,732.22	£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	£746.78	£746.78	£0.00	£577.24

Totals:	£13,539.52	£8,973.39	£4,566.13	£10,235.68
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Current Account

Total income YTD	£11,542.80
Withdrawn/Transf	£4,525.84
Less O/S Cheques	£4,447.55
Balance (incl Footpath)	£2,569.41

Footpath account: £311.74

Reserve Balance £7,798.13

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.13

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

January 2021

Salary for December	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	0	
Large envelope	1	£0.20
2 nd class stamp (61p)	0	
2 nd class stamp large	1	£0.88
Printing 5p per sheet	27 sheets	£ 1.35
Mileage x 1 visit	6 miles	
Zoom Subscription		£14.39

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£25.82
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Total	£238.62
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