

Shobrooke Parish Council

Notice of Meeting of Parish Council

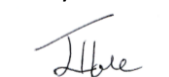
Dear Councillors

I hereby give notice that the meeting of the above-named Parish Council will be held on Wednesday 19 January 2022 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 13 January 2022

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)

01/01/22 Apologies

To receive apologies

02/01/22 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.

03/01/22 Minutes of the last meeting held on Wednesday 15 December 2021 (previously circulated)

To be agreed and signed as a true record

04/01/22 To consider any applicants for co-option

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

05/01/22 Mid Devon District Council

- 5.1 Planning Applications:
21/02409/HOUSE - Erection of a replacement extension with associated works following demolition of existing lean to extension at The Old Post Office, 10 The Village, Shobrooke
- 5.2 Planning Decisions:
None
- 5.3 To note consultation Parish Review by MDDC – details circulated separately
- 5.4 To note MDDC Planning Training – 20 January, 2pm via zoom
- 5.5 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish

06/01/22 Finance

- 6.1 Parish Council receipts Current Account: None
- 6.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
6.2.1	Mid Devon Mobility	Grant	100.00
6.2.2	Citizens Advice	Grant	50.00
6.2.3	Primary Care Supplies	Replacement Defib Pads	83.94
6.2.4	J Hole	Salary and expenses	260.26
6.2.5	HMRC *	PAYE	2.00

6.3 To approve authorisers/signatories for this month's online payments/Cheques*

6.4 Balances:

6.4.1 Parish Council Current Account balance: £1,813.08

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

6.4.3 Parish Council Reserve Account balance: £7,798.91 (£3,250.00 ringfenced for play equipment)

6.5 Financial Statement and Budget Monitor – attached.

07/01/22 Road and Footpaths

7.1 Outstanding Road and Footpath issues – to note completion of P3 Survey

7.2 New issues identified

08/01/22 Parish Council

8.1 Update on Community Emergency plan

8.3 To note installation of defibrillator at Efford

09/01/22 Councillor's Reports

9.1 To consider any Councillor reports for areas of responsibility

9.2 Playing Fields

9.2.1 To note weekly inspections reports

9.2.2 Update on grant application to Viridor

10/01/22 Clerk's Report

None

11/01/22 Devon County Council

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

12/01/22 Miscellaneous Correspondence

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

13/01/22 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.

14/01/22 Date of next meeting: Wednesday 16 February 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
DCC Community Enhancement grant	£0.00
MDDC S106 grant	£0.00
Other grant	£0.00
Communities Together Fund (TAP)	£0.00
	£9,696.00

£357.54 To claim

Expenditure as at January 2022

Item	Budget	To date	Balance	20/21 actual
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To date figures are minus VAT. VAT paid is shown in misc

Grants	Total Parish Council Grants	£600.00	£650.00	-£50.00	£600.00
	Churchyard	£500.00	£500.00	£0.00	£400.00
	Maintenance of war memorial	£0.00	£0.00	£0.00	£100.00
	Other	£100.00	£150.00	-£50.00	£100.00

Administration & running costs	Total Admin & running costs	£3,983.00	£3,122.60	£860.40	£3,451.18
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,012.00	£2,429.55	£582.45	£2,870.50
	Salary incl PAYE	£2,850.00	£2,299.55	£550.45	£2,762.50
	Home office allowance	£162.00	£130.00	£32.00	£108.00
	Total Expenses	£165.00	£128.00	£37.00	£79.03
	Clerk's Expenses	£140.00	£114.60	£25.40	£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	£100.00	£10.00	£12.50
	Training Clerk's	£50.00	£0.00	£50.00	£12.50
	Training Councillors	£60.00	£100.00	-£40.00	£0.00

Repairs & maintenance	Total Repairs & maintenance costs	£2,646.74	£970.32	£1,676.42	£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	£60.87	£639.13	£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	£69.95	£30.05	£0.00

Misc	Total misc costs	£857.54	£3,636.20	£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	£357.54	£357.54	£0.00	£751.58

Totals:	£8,087.28	£8,379.12	£2,986.82	£9,640.77
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Added in installation of play equipment and purchase of defibrillator

Current Account

Total income YTD	£9,696.00
Withdrawn/Transf	£7,882.92
Less O/S Cheques	£496.20
Balance (incl Footpath)	£1,316.88

Footpath account: £311.74

Reserve Balance

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.91

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

January 2022

Salary for October	20 hours' x £11.30	£226.00
	Extra hour	£11.30
	PAYE	£2.00

£235.30

Expenses

Item	Quantity	Charge
Home office allowance*	1	£13.00
Envelopes 4p each	3	£0.12
Large envelope	0	£0.00
2 nd class stamp (66p)	3	£1.98
2 nd class stamp large	0	£0.00
Printing 8p per sheet	22 sheets	£1.76
Mileage x 3 visits	18 miles	£8.10

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£24.96
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Total	£260.26
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Extra hour was meeting at play park on 13 December 2021