

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 21 July 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 15 July 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)

01/07/21 Following the resignation of Alistair Ripper and Melanie Boulton, to note the Council was inquorate and that Mid Devon District Council have therefore appointed Cllr M Squires and Cllr G Barnell under Section 91 of the Local Government Act 1972 to act as Parish Councillors

02/07/21 Apologies

To receive apologies

03/07/21 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.

04/07/21 Minutes of the last meeting held on Wednesday Tuesday 19 May 2021 (previously circulated)

To be agreed and signed as a true record

05/07/21 To consider any applicants for co-option

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

06/07/21 Mid Devon District Council

6.1 Planning Applications

21/01336/FULL - Removal of agricultural occupation Condition (f) of Planning Permission
87/01805/FULL - Erection of detached agricultural bungalow with garage at Oaklea Shobrooke

6.2 Planning Decisions:

21/00527/FULL - Erection of extension to an agricultural storage shed and change of use to a poultry brooder at (Lane to Creedy Barton), Shobrooke – grant permission
19/00878/FULL - Conversion of barns to 5 dwellings at Furze Farm, Shute, Shobrooke

6.3 To consider any submissions to the Building At Risk Survey and Register – circulated separately

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

07/07/21 Finance

7.1 Parish Council receipts Current Account: None

7.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
7.2.1	J Hole	Salary and expenses (May and June)	481.42
7.2.2	HMRC	PAYE	26.40

7.3 To approve signatures for this month's cheques

7.4 Balances:

7.4.1 Parish Council Current Account balance: £6,673.05

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

7.4.3 Parish Council Reserve Account balance: £7,798.46 (£3,250.00 ringfenced for play equipment)

7.5 Financial Statement and Budget Monitor – attached.

7.6 Quarterly Bank Reconciliation – for signatories to sign

7.7 Update on internet banking

08/07/21 Road and Footpaths

8.1 Outstanding Road and Footpath issues - Salt for new Salt bins and steps opposite Village Hall

8.2 New issues identified

09/07/21 Parish Council

9.1 To consider any updates to the Action Plan

9.2 To consider ways to increase Community Engagement

9.3 To consider delegating authority to the Clerk to respond to planning applications that are received over the summer following email correspondence with Councillors

9.4 To consider request from Efford residents for the purchase of a Defibrillator to be located in Efford

10/07/21 Councillor's Reports

10.1 To consider any Councillor reports for areas of responsibility

Update on Neighbourhood Watch Co-ordinator

Update on appointment of Snow Warden and storage of towable gritter

10.3 Playing Fields

10.3.1 To note weekly inspections reports

10.3.2 To note meeting with MDDC Health and Safety Inspector and Land Management Officer and discussions with MDDC Insurance Department

10.3.3 Update on installation of new play equipment

10.3.4 Update on volunteer to help check play equipment

11/07/21 Clerk's Report - None

12/07/21 Devon County Council

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

13/07/21 Miscellaneous Correspondence

Various newsletters circulated; Email enquiring about joining a "Friends of Shobrooke Play Park";

Email about strimming at Pennicott path – passed to DCC; Email re crop spraying

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

14/07/21 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.

15/07/21 Date of next meeting: Wednesday 16 September 2021, at 7.30 pm, at the Village Hall

End of formal business

Agenda Item 7.5

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	£0.00	
VAT	£0.00	£46.01 To claim
DCC Community Enhancement grant	£0.00	
MDDC S106 grant	£0.00	
Other grant	£0.00	
Communities Together Fund (TAP)	£0.00	
	£9,196.00	

Expenditure as at July 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	£1,407.61	£2,575.39	£3,451.18
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,012.00	£956.00	£2,056.00	£2,870.50
	Salary incl PAYE	£2,850.00	£904.00	£1,946.00	£2,762.50
	Home office allowance	£162.00	£52.00	£110.00	£108.00
	Total Expenses	£165.00	£51.56	£113.44	£79.03
	Clerk's Expenses	£140.00	£38.36	£101.64	£60.28
	Other Expenses	£25.00	£13.20	£11.80	£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	£149.01	£150.99	£204.50
	Total Training (inc. ref. materials)	£110.00	£0.00	£110.00	£12.50
	Training Clerk's	£50.00	£0.00	£50.00	£12.50
	Training Councillors	£60.00	£0.00	£60.00	£0.00
Repairs & maintenance	Total Repairs & maintenance costs	£2,646.74	£147.67	£2,499.07	£852.57
	Grass cutting in play park	£700.00	£0.00	£700.00	£700.00
	Playground Inspections	£135.00	£119.50	£15.50	£131.50
	Playground maintenance	£700.00	£28.17	£671.83	£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	£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	£0.00
Misc	Total misc costs	£546.01	£467.67	£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	£421.66	£0.00	£500.00
	S106	£0.00	£0.00	£0.00	£3,485.44
	VAT	£46.01	£46.01	£0.00	£751.58
Totals:		£7,775.75	£2,522.95	£5,674.46	£9,640.77

Current Account

Total income YTD	£9,196.00
Withdrawn/Transf	£2,015.13
Less O/S Cheques	£507.82
Balance (incl Footpath)	£6,673.05

Footpath account: **£311.74**

Reserve Balance

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.46

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

July 2021

Salary for May	20 hours' x £11.30	£226.00
Salary for June	20 hours' x £11.30	£226.00
	PAYE	£ 26.40

£425.60

Expenses

Item	Quantity	Charge
Home office allowance*	2	£26.00
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	19 sheets	£1.52
Mileage x 4 visit	24 miles	£10.80
New file		£2.00
Chairmans Allowance		£13.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£55.82
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Total	£481.42
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