

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 remotely using Zoom on Tuesday 9 June 2020 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 3 June 2020

Signed 
Clerk to the Parish Council

Jane Hole
shobrookepc@outlook.com 01392 851148

Public Participation – please email the Parish Clerk by 6pm on Tuesday 9 June for details of how to join the zoom meeting

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)

01/06/20 Apologies

To receive apologies

02/06/20 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.

03/06/20 Minutes of the last meeting held on Tuesday 12 May 2020 (previously circulated)

To be agreed and signed as a true record

04/06/20 Mid Devon District Council

- 4.1 Planning Applications
None
- 4.2 Planning Decisions:
20/00469/CLP - Certificate of lawfulness for the proposed siting of a caravan for use as an annexe at Stokes Farm, Shobrooke – permission refused
- 4.3 MDDC Consultations i) MDDC Design Guidance SPD and ii) Public Space Protection Order
<https://www.middevon.gov.uk/your-council/consultation-involvement/current-consultations/>
- 4.4 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish

05/06/20 Finance

- 5.1 Parish Council receipts Current Account:
None
- 5.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
5.2.1	Shobrooke PCC	Grant for maintenance of churchyard	400.00
5.2.2	Shobrooke PCC	Grant for maintenance of war memorial	100.00
5.2.3	A Jones	Reimbursement for materials to fix signs	25.29
5.2.4	J Hole	Salary and expenses	222.35
5.2.5	HMRC	PAYE	12.00

5.3 To approve signatures for this month's cheques

5.4 Balances:

5.4.1 Parish Council Current Account balance: £4,763.05

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

5.4.3 Parish Council Reserve Account balance: £7,796.98 (£3,250.00 ringfenced for play equipment)

5.5 Financial Statement and Budget Monitor - attached

5.6 Quarterly Bank Reconciliation for checking and signing

06/06/20 Road and Footpaths

6.1 Outstanding Road and Footpath issues

Various pot holes/ Damaged drain opposite old Post Office/ Standing water on bend by Shobrooke Park/Bus stop trip hazard/salt bins/hedge slippage/missing railing on steps - see updates below

6.2 New issues identified

Broken step on FP 16 by Mill – reported to DCC

DCC report mirrors on the highway (further details requested)

6.3 Update on location of 20 is plenty signs

07/06/20 Parish Council

7.1 To note resignation of Cllr C Boulton

7.2 Update on Coronavirus and any Parish actions required.

7.3 Maintenance of war memorial

08/06/20 Councillor's Reports

8.1 To consider any Councillor reports for areas of responsibility

8.2 Playing Fields report

09/06/20 Clerk's Report

9.1 None

10/06/20 Devon County Council

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

11/06/20 Miscellaneous Correspondence

DCC Climate Emergency Newsletter

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

12/06/20 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.

13/06/20 Date of next meeting: Tuesday 14 July 2020, at 7.30 pm to be held remotely

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	£0.00
VAT	£0.00
DCC Community Enhancement grant	£0.00
MDDC S106 grant	£0.00
Other grant	£0.00
TAP grant	£0.00
	£6,545.80

Expenditure as at June 2020

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	£1,099.66	£2,599.34	£3,561.48
	Elections	£0.00	£0.00	£0.00	£147.35
	Total Clerks Wages	£2,808.00	£687.00	£2,121.00	£2,582.34
	Salary incl PAYE	£2,700.00	£660.00	£2,040.00	£2,474.34
	Home office allowance	£108.00	£27.00	£81.00	£108.00
	Total Expenses	£175.00	£11.60	£163.40	£146.65
	Clerk's Expenses	£150.00	£11.60	£138.40	£132.03
	Other Expenses	£25.00	£0.00	£25.00	£14.62
	Room expenses	£126.00	£0.00	£126.00	£126.00
	Insurance	£270.00	£236.69	£33.31	£235.92
	Fees and Subscriptions	£210.00	£164.37	£45.63	£203.22
	Total Training (inc. ref. materials)	£110.00	£0.00	£110.00	£120.00
	Training Clerks	£50.00	£0.00	£50.00	£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	£156.79	£2,589.95	£1,434.22
	Grass cutting in play park	£700.00	£0.00	£700.00	£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	£25.29	£74.71	£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	£1,026.30	£26.30	£1,000.00	£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	£0.00	£0.00	£0.00	£1,962.74
	New play equipment	£500.00	£0.00	£500.00	£0.00
	VAT	£26.30	£26.30	£0.00	£577.24

Totals:	£8,172.04	£1,782.75	£6,389.29	£10,235.68
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Current Account

Total income YTD	£6,545.80
Withdrawn/Transf	£858.74
Less O/S Cheques	£924.01
Balance (incl Footpath)	£4,763.05

Footpath account: £311.74

Reserve Balance £7,796.98

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,546.98

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 6.1

Updates from DCC website

Drain near Moor Farm and on the bend at Shobrooke Park

Thank you for your enquiry, we are dealing with a large volume of reports of blocked highway drainage, we are prioritising main roads and flooding to property at present. Resources for this work is limited and generally has to be hired, demand for these resources are high and the waiting list for the resource varies from 4-12 weeks depending on demand. This will cause delays in responding to all the reports and we are working to co-ordinate some clearance works with the routine cleaning programme to speed up the response as best we can.

Drain opposite Old Post Office

An assessment for this report was completed on 08 Jan 2020.

The officer entered the following comments:

Thank you for your enquiry. Our contractor is aware of this and will make this safe.

Bank opposite Clyne

The problem has been identified at the location you provided but does not meet the criteria for a safety problem and no action has been taken. Details of when we will take action are available on our [website](#). However, we do not ignore the information that we receive. We will use this information to measure, benchmark and analyse our performance and to help plan our future works programmes and determine our priorities.

The approach that we take to manage our highway network is detailed in our Highway Asset Management Plan which is available to view on our [Website](#).

Hedge slipping on road into village from Shobrooke

Problem has been repaired

Trip hazard by bus stop

An assessment for this report was completed on 25 Feb 2020.

The officer entered the following comments:

From the location details provided, the problem could not be found. If the problem is still evident please visit our [report a problem page](#) and create another report, providing additional location information.

Potholes – all reported as repaired

Agenda Item 10.1

June 2020 report to Parishes – Cllr M Squires

It now seems a long time since the National Emergency started when the Country went into lock-down. In fact it has been 10 weeks and an awful lot has happened in those intervening weeks. I believe our staff in Adult Social Care have risen to the enormous challenge and have acted in an exemplary manner. As you know DCC has been working for many years in partnership with the CCG and the NHS and have had a good working relationship and this has undoubtedly helped us to weather the storm. It has contributed to the many positive results in Devon, not least DCC recording one of the lowest levels of Care Homes with Covid 19 in the Country. The number of new people reported to have Coronavirus is now reducing along with the number of deaths. The South West from Gloucestershire to Cornwall and the Isles of Scilly the lowest region in the country. The 4 Counties of Devon, Cornwall, Somerset, and Dorset are even lower but there is still a fear that another spike of cases could occur after the tourist season starts.

DCC have worked with the CCG to create a 'Third Capacity' and identified buildings that could support the Covid-19 discharge pathway and release hospital bed capacity. 3 facilities were established – The Hamptons Hotel Exeter, Durrant House Hotel Bideford, and the Nightingale Hospital Sowton Exeter.

School attendance at the start on the 24th of March saw 2455 children in school and as the pandemic developed numbers went down to 866. Numbers gradually went up again and just before half term on the 20th of May nearly 4000 children were attending. These are the children of key workers and vulnerable children and Devon rates are above the National average. Teachers have been brilliant. The overwhelming majority of children have been at home and schools have been engaging with their students virtually and with workbooks. Devon's school population is about 96000.

When the Government announced that some Primary Year Groups would return to school from the 1st of June 2020, all schools were asked to do a COVID 19 safety assessment. The Senior School Leaders Board assessed the dfe guidance, so advice was consistent across Devon. All school buildings are different, so each school had to make their own decision if they should open for Reception, Year 1 and Year 6. About 62% of primary Schools have opened to these three year groups. Others will open to some, or not open for the time being. Schools are keeping in close contact with parents.

In a survey we carried out just before half term, parents indicated that 30% of Early Years, 40% Reception, 40% Year1 and 50% Of Year 6 would return from the 1st of June..

Household Waste Recycling Centres (HWRC)

Were reopened on Monday 11 May. Residents are urged to follow government guidance and only travel to recycling centres if the waste presents a hazard and 'cannot be legally and responsibly disposed of in other ways. To protect the public and staff a series of health protection measures is in force at each centre, including a one-in one-out policy and the two-metre social distancing guidelines. Unfortunately, this means for the time being site staff will not be able to assist with unloading waste. This means delays and queues and we have advised residents to postpone their visit where possible.

In addition: • Residents displaying coronavirus symptoms, are asked not to visit the recycling centres.. • Payments on site must be by credit/debit card only

Library buildings have been closed due to the difficulty of social distancing but library staff have been hard at work enhancing their e-readership by increasing their library of e-books, loaning e-readers and even hand delivering books to the more vulnerable or 'shielded' residents.

Shobrooke Parish Council

Clerks wages and expenses breakdown

June 2020

Salary for May	20 hours' x £11.00	£220.00
	PAYE	£ 12.00

£208.00

Expenses

Item	Quantity	Charge
Home office allowance*	1	£ 9.00
Envelopes 4p each	6	£ 0.24
Large envelope	0	
2 nd class stamp (61p)	6	£ 3.66
2 nd class stamp large	0	
Printing 5p per sheet	29 sheets	£ 1.45
Mileage x 2 visits	12 miles	£

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£14.35
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Total	£222.35
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