

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 in the Shobrooke Village Hall on Tuesday 10 March 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 4 March 2020

Signed 
Clerk to the Parish Council

Jane Hole
shobrookepc@outlook.com 01392 851148

Business to be Transacted

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)

01/03/20 Apologies

To receive apologies

02/03/20 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.

03/03/20 Minutes of the last meeting held on Tuesday 11 February 2020 (previously circulated)

To be agreed and signed as a true record

04/03/20 To consider any applicants for co-option – two posts are available

Standing orders to be suspended to allow discussion with potential candidates

05/03/20 Mid Devon District Council

- 5.1 Planning Applications
None
- 5.2 Planning Decisions:
None
- 5.3 To consider Local Government Boundary Commission public consultation proposals for Mid Devon which reduce MDDC wards by 3 and change ward boundaries. See: <http://www.lgbce.org.uk/all-reviews/south-west/devon/mid-devon>
- 5.4 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish

06/03/20 Road and Footpaths

- 6.1 Outstanding Road and Footpath issues
Various pot holes/ Damaged drain opposite old Post Office – reported to DCC/
Standing water on bend by Shobrooke Park/Bus stop trip hazard/salt bins
- 6.2 New issues identified
- 6.3 Update on location of 20 is plenty signs

07/03/20 Finance

7.1 Parish Council receipts Current Account: None

7.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
7.2.1	Archer Signs	Warning sign for icy conditions	175.14
7.2.2	J Hole	Salary and expenses	224.41
7.2.3	HMRC	PAYE	12.00
			£411.55

7.3 To approve signatures for this month's cheques

7.4 Balances:

7.4.1 Parish Council Current Account balance: £1,027.80

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

7.4.3 Parish Council Reserve Account balance: £7,795.67 (£3,250.00 ringfenced for play equipment)

7.5 Financial Statement and Budget Monitor - attached

08/03/20 Councillor's Reports

8.1 To consider any Councillor reports for areas of responsibility

8.2 Playing Fields report

09/03/20 Clerk's Report

9.1 None

10/03/20 Parish Council

10.1 To consider any training needs for new co-opted councillors

10.2 Arrangements for Annual Parish Meeting ahead of next PC meeting

10.3 Should the Parish Council write a Community Emergency Plan?

11/03/20 Devon County Council

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

12/03/20 Miscellaneous Correspondence

A list will be available at the meeting

13/03/20 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.

14/03/20 Date of next meeting: Tuesday 14 April 2020, Annual Parish Meeting at 7.00 pm in the Village Hall, followed by Parish Council meeting

End of formal business

Agenda Item 7.5

Financial Statement and Budget Monitor 2019/20

Income

Opening Balance (c/f from 18/19)	£4,615.43
Precept	£5,358.00
Prow grant	£0.00
DCC Locality grant	£0.00
VAT	£548.05
DCC Community Enhancement grant	£0.00
MDDC S106 grant	£0.00
Other grant	£463.00
TAP grant	£279.00
	£11,263.48

Expenditure as at March 2020

Item	Budget	To date	Balance	18/19 actual
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To date figures are minus VAT. VAT paid is shown in misc

Grants	Total Parish Council Grants	£800.00	£700.00	£100.00	£480.00
	Churchyard	£400.00	£400.00	£0.00	£480.00
	Maintenance of war memorial	£100.00	£100.00	£0.00	£0.00
	Community Transport (£100 c/f)	£200.00	£200.00	£0.00	£0.00
	Other organisations	£100.00	£0.00	£100.00	£0.00

Administration & running costs	Total Admin & running costs	£3,139.00	£3,561.48	-£422.48	£2,561.03
	Elections	£150.00	£147.35	£2.65	£0.00
	Total Clerks Wages	£1,908.00	£2,582.34	-£674.34	£1,888.13
	Salary incl PAYE	£1,800.00	£2,474.34	-£674.34	£1,780.13
	Home office allowance	£108.00	£108.00	£0.00	£108.00
	Total Expenses	£175.00	£146.65	£28.35	£134.12
	Clerk's Expenses	£150.00	£132.03	£17.97	£120.12
	Other Expenses	£25.00	£14.62	£10.38	£14.00
	Room expenses	£126.00	£126.00	£0.00	£126.00
	Insurance	£270.00	£235.92	£34.08	£244.72
	Fees and Subscriptions	£200.00	£203.22	-£3.22	£148.06
	Total Training (inc. ref. materials)	£110.00	£120.00	-£10.00	£20.00
	Training Clerks	£50.00	£0.00	£50.00	£0.00
	Training Councillors	£60.00	£120.00	-£60.00	£20.00
	Newsletter and printing	£200.00	£0.00	£200.00	£0.00

Repairs & maintenance	Total Repairs & maintenance costs	£3,174.74	£1,434.22	£1,740.52	£1,975.78
	Grass cutting in play park	£700.00	£700.00	£0.00	£700.00
	Playground Inspections	£110.00	£135.00	-£25.00	£312.50
	Playground maintenance	£800.00	£0.00	£800.00	£481.14
	General maintenance	£300.00	£14.00	£286.00	£88.33
	Signs/noticeboards	£100.00	£296.77	-£196.77	£150.20
	Footpaths (not P3)	£300.00	£0.00	£300.00	£0.00
	P3 Footpaths	£311.74	£0.00	£311.74	£230.00
	BT Kiosk/defib maintenance	£100.00	£88.45	£11.55	£13.61
	Playground fencing	£453.00	£200.00	£253.00	£0.00

Misc	Total misc costs	£5,034.20	£4,539.98	£494.22	£2,638.73
	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	£2,000.00	-£2,000.00	£0.00
	Emergency spending	£200.00	£0.00	£200.00	£0.00
	Spending covered by grant	£1,956.96	£1,962.74	-£5.78	£2,024.00
	New play equipment	£2,000.00	£0.00	£2,000.00	£0.00
	VAT	£577.24	£577.24	£0.00	£614.73

Totals:	£12,147.94	£10,235.68	£1,912.26	£7,655.54
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Current Account

Total income YTD	£11,263.48
Withdrawn/Transf	£9,462.73
Less O/S Cheques	£772.95
Balance (incl Footpath)	£1,027.80

Footpath account: £311.74

Reserve Balance £7,795.67

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,545.67

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

March 2020

Salary for February	20 hours' x £11.00	£220.00
	PAYE	£ 12.00
	(minus 9p overpaid in May 2019)	£ 0.09

£207.91

Expenses

Item	Quantity	Charge
Home office allowance*		£ 9.00
Envelopes 4p each	2	£ 0.08
Large envelope	0	
2 nd class stamp (61p)	2	£ 1.22
2 nd class stamp large	0	
Printing 5p per sheet	16 sheets	£ 0.80
Mileage x 2 visits	12 miles	£ 5.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£16.50
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Total	£224.41
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