

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 17 March 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 11 March 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/89448099874?pwd=Q2VlVWVNsYk1CcTZpUEcwbElSTEdxQT09>
Meeting ID: 894 4809 9874
Passcode: 806816

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)

01/03/21 Apologies

To receive apologies

02/03/21 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.

03/03/21 Minutes of the last meeting held on Tuesday 17 February 2021 (previously circulated)

To be agreed and signed as a true record

04/03/21 Mid Devon District Council

- 4.1 Planning Applications:
 - 21/00331/HOUSE - Erection of two-storey extension at 1 Mill Cottages, Shobrooke
 - 21/00334/HOUSE - Erection of detached garage with ancillary space over at 1 Mill Cottages, Shobrooke
- 4.2 Planning Decisions: None
- 4.3 To note MDDC launch of a Call for Sites process to inform a new Local Plan for Mid Devon.
- 4.4 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish.

05/03/21 Finance

- 5.1 Parish Council receipts Current Account: VAT refund £775.97
- 5.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
5.2.1	J Hole	Salary and expenses	287.79
5.2.2	HMRC	PAYE	24.60

- 5.3 To approve signatures for this month's cheques
- 5.4 Balances:
 - 5.4.1 Parish Council Current Account balance: £2,684.50
 - 5.4.2 Parish Council Footpath balance (in above current account figure): £311.74
 - 5.4.3 Parish Council Reserve Account balance: £7,798.26 (£3,250.00 ringfenced for play equipment)
- 5.5 Financial Statement and Budget Monitor - attached

- 06/03/21 Road and Footpaths**
 - 6.1 Outstanding Road and Footpath issues
Salt for new Salt bins and steps opposite Village Hall
 - 6.2 New issues identified

- 07/03/21 Parish Council**
 - 7.1 Update on specification for cordless mower
 - 7.2 To agree any further actions re Councillor liability
 - 7.3 To consider future meetings – unless further legislation is passed, zoom meeting will not be legal after 7 May. Should we hold the Annual Parish Meeting in April via zoom or defer for another year? The May Annual Parish Council meeting will need to be held in person unless we hold it before 7 May.

- 08/03/21 Councillor's Reports**
 - 8.1 To consider any Councillor reports for areas of responsibility
 - 8.1.1 Raddon Hills report
 - 8.2 Coronavirus support – any issues to consider?
 - 8.3 Playing Fields
 - 8.3.1 To note weekly inspections reports
 - 8.3.2 To note any progress with volunteers to carry out inspections.
 - 8.3.3 Update on quotes for installation of play equipment
 - 8.3.4 To consider cost of monthly/quarterly play park inspections by a contractor – see below

- 09/03/21 Clerk's Report**
 - 9.1 None

- 10/03/21 Devon County Council**
 - 10.1 Report from DCC Councillor, Cllr M Squires on DCC business relevant to the parish

- 11/03/21 Miscellaneous Correspondence**
 - Draft Resources and Waste Strategy consultation – details circulated
 - DCC Climate Emergency newsletter - circulated
 - "Life on the Verge" presentation – 22 April
 - A list of any other correspondence will be available at the meeting

- 12/03/21 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.

- 13/03/21 Date of next meeting: Wednesday 21 April 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	£775.97
DCC Community Enhancement grant	£0.00
MDDC S106 grant	£4,147.00
Other grant	£500.00
Communities Together Fund (TAP)	£0.00
	£12,318.77

Expenditure as at March 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	£600.00	£100.00	£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	£100.00	£0.00	£200.00
	Other organisations	£100.00	£0.00	£100.00	£0.00

Administration & running costs	Total Admin & running costs	£3,699.00	£3,444.68	£254.32	£3,561.48
	Elections	£0.00	£0.00	£0.00	£147.35
	Total Clerks Wages	£2,808.00	£2,870.50	-£62.50	£2,582.34
	Salary incl PAYE	£2,700.00	£2,762.50	-£62.50	£2,474.34
	Home office allowance	£108.00	£108.00	£0.00	£108.00
	Total Expenses	£175.00	£72.53	£102.47	£146.65
	Clerk's Expenses	£150.00	£53.78	£96.22	£132.03
	Other Expenses	£25.00	£18.75	£6.25	£14.62
	Room expenses	£126.00	£47.96	£78.04	£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	£6,398.58	£4,737.02	£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	£751.58	£751.58	£0.00	£577.24

Totals:	£13,544.32	£9,634.27	£3,910.05	£10,235.68
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Current Account

Total income YTD	£12,318.77
Withdrawn/Transf	£9,215.18
Less O/S Cheques	£419.09
Balance (incl Footpath)	£2,684.50

Footpath account: £311.74

Reserve Balance

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.26

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 8.3.4

Cost of provision of monthly or quarterly inspections for play park

Provider	Monthly inspection (annual cost)	Quarterly inspection (annual cost)	Other
A	£720.00 (£60 per visit)	£180.00	Plus one off £100.00 initial risk assessment
B	£995.00	£495.00	Up to 10 items
C	n/a	£978.00	Up to 5 items; over 5 charged at £3.50 per item

Shobrooke Parish Council

Clerks wages and expenses breakdown

March 2021

Salary for February	20 hours' x £11.30	£226.00
	5 hours extra x £11.30	£ 56.50
	PAYE	£ 24.60

£257.90

Expenses

Item	Quantity	Charge
Home office allowance*	1	£ 9.00
Envelopes 4p each	4	£0.16
Large envelope	0	£0.00
2 nd class stamp (66p)	0	£2.64
2 nd class stamp large	0	£0.00
Printing 5p per sheet	20 sheets	£ 1.00
Mileage x 1 visit	6 miles	£2.70
Zoom Subscription		£14.39

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal **£29.89**

Total **£287.79**