

# 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 12 May 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 5 May 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 12 May for details of how to join the zoom meeting

### Formal Business

**(Members of the public may not take part in the formal business of the Parish Council except under special circumstances)**

#### 01/05/20 Coronavirus

To resolve to adopt supplementary Standing Orders (as advised by DALC) to meet the statutory requirements for the holding of remote meetings. These last until 7 May 2021 or the repeal of legislation whichever is the earlier (Supplementary orders shown below)

### Public Participation (Standing Orders suspended)

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.

#### 02/05/20 Apologies

To receive apologies

#### 03/05/20 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.

#### 04/05/20 Minutes of the last meeting held on Tuesday 10 March 2020 (previously circulated)

To be agreed and signed as a true record

#### 05/03/20 Mid Devon District Council

- 5.1 Planning Applications
  - 20/00642/FULL - Erection of an agricultural building for grain storage at Shute Farm Shute
  - 20/00628/FULL - Change of use of Woodleigh from dwelling to care home (C2) to form part of Creedy Court Care Home, Shobrooke
- 5.2 Planning Decisions:
  - None
- 5.3 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish

#### 06/03/20 Finance

- 6.1 Parish Council receipts Current Account:

| Item  | Payee | Purpose | Amount £ |
|-------|-------|---------|----------|
| 6.1.1 | MDDC  | Precept | 5,518.00 |

- 6.2 Parish Council payments current account:  
The following payment was agreed via email and paid in April:

| Item  | Payee              | Purpose                      | Amount £ |
|-------|--------------------|------------------------------|----------|
| 6.2.1 | Playsafety Limited | Playground annual inspection | 157.80   |

Payments to be made in May:

|       |                          |                                   |        |
|-------|--------------------------|-----------------------------------|--------|
| 6.2.2 | DALC                     | Annual Membership                 | 124.37 |
| 6.2.3 | Information Commissioner | Data Protection Registration Fee  | 40.00  |
| 6.2.4 | BHIB                     | Insurance                         | 236.69 |
| 6.2.5 | J Hole                   | Salary and expenses (March/April) | 440.25 |
| 6.2.6 | HMRC                     | PAYE                              | 24.00  |

- 6.3 To approve signatures for this month's cheques
- 6.4 Balances:
- 6.4.1 Parish Council Current Account balance: £5,522.69
- 6.4.2 Parish Council Footpath balance (in above current account figure): £311.74
- 6.4.3 Parish Council Reserve Account balance: £7,796.64 (£3,250.00 ringfenced for play equipment)
- 6.5 Financial Statement and Budget Monitor - attached and Receipts and Payments summary for year ending 31 March 2020 (attached)
- 6.6 Annual Return – to note internal audit has been completed satisfactorily
- 6.6.1 To approve Section 1 Annual Governance Statement 2019/20
- 6.6.2 Annual Return – to approve Section 2 Accounting Statements 2019/20
- 6.2.3 To sign Certificate of Exemption stating that during 2019/20 the higher of the authority's income for the year or gross annual expenditure did not exceed £25,000 and declare the PC exempt for a limited assurance review. Annual Return documents are available on the website: <https://www.middevonparish.co.uk/shobrooke/finance/>

#### **07/05/20 Road and Footpaths**

- 7.1 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
- 7.2 New issues identified
- 7.3 Update on location of 20 is plenty signs

#### **08/05/20 Councillor's Reports**

- 8.1 To consider any Councillor reports for areas of responsibility
- 8.2 Playing Fields report

#### **09/05/20 Clerk's Report**

- 9.1 None

#### **10/05/20 Parish Council**

- 10.1 Update on Coronavirus and any Parish actions required.
- 10.2 Update on Community Emergency Plan

#### **11/05/20 Devon County Council**

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

#### **12/05/20 Miscellaneous Correspondence**

The Local Government Boundary Commission Review has been paused  
DCC Climate Emergency Newsletter  
A list of any other correspondence 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 9 June 2020, at 7.30 pm to be held remotely**  
**End of formal business**

## **REMOTE MEETINGS PROTOCOL AND PROCEDURES AMENDMENTS TO STANDING ORDERS**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required.

These regulations remain in force until May 7<sup>th</sup>, 2021 or earlier if repealed, and require a number of temporary changes to Standing Orders.

### **General**

This Protocol and Procedures should be read in conjunction with the Council's standing orders.

The Regulations made under s78 of Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or legislation, these Remote Meetings Procedures take precedence in relation to any remote meeting.

### **1) Annual Meeting**

- a) The requirement to hold an Annual Meeting of the Council is to be disregarded and prior to May 7<sup>th</sup>, 2021 may only take place
  - i) where called by the Chair or
  - ii) following a resolution calling for an annual meeting being passed at an ordinary or extra ordinary meeting of the Council.

### **2) Access to Information**

- a) Where a document is required to be 'open to inspection' this shall include published on the website of the council.
- b) Where a document is required to be published and made available at the council's offices, this shall include published on the website of the council.
- c) Where there is a requirement to publish information including public notices, agendas, minutes, background papers and written reports, this shall include published on the website of the council.

### **3) Remote Access to Meetings**

- a) The definition of meeting within the Council's standing orders is amended so that
  - i) 'place' includes where a meeting is held, or to be held in more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers
  - ii) 'open to the public' includes access to the meeting by remote means including video conferencing, live webcasting and interactive streaming
  - iii) where a meeting is accessible to the public through remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person.
- b) If the Council becomes aware that its technology has failed, and the meeting is no longer accessible to the public, the meeting shall be adjourned.
- c) If public access cannot be restored within a reasonable period, the remaining business shall be deferred to a future meeting.

#### **4) Councillors in Remote Attendance**

- a) A councillor in remote attendance is present and counted for the purposes of the quorum when they can:
  - i) hear and where practicable see other members of the council
  - ii) hear and where practicable see members of the public wishing to participate during the public session of the meeting or as invited by the Chairman
- b) A councillor in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance at 4 a) are not met.
- c) Subject to 4 b) the Chairman may if appropriate
  - i) adjourn the meeting to permit conditions for remote attendance to be re-established
  - ii) count the number of councillors in attendance for the purpose of the quorum

#### **5) Remote attendance by members of the public**

- a) A member of the public is in remote attendance when they can :
  - i) hear and where practicable see and so be heard and where practicable seen by members of the council at the meeting
  - ii) hear and where practicable see and so be heard and where practicable seen by other members of the public attending the meeting including those wishing to speak during the public session or as invited by the Chairman
- b) A member of the public in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance at 5 a) are not met.
- c) Subject to 5 b) the Chairman may if appropriate
  - i) adjourn the meeting to permit conditions for remote attendance to be re-established
  - ii) vary the order of the agenda or complete the remaining business of the meeting in the absence of the member of the public in remote attendance.

#### **6) Remote Voting**

Unless a recorded vote is demanded, the Chair will take the vote by :

- a) confirmation of the meeting that there is agreement or
- b) a roll call and the number of votes for or against the motion or amendment or abstaining will be recorded.

#### **7) Code of Conduct – councillors excluded from the meeting**

Where a councillor is required to leave the room as a requirement of the Council's code of conduct, the means of remote attendance and access will be severed whilst any discussion or vote take place.

#### **8) Exclusion of the press and public**

Where the council has resolved to exclude the press and public from any part of the meeting, due to the confidentiality of the business to be discussed then :

- a) The means of remote attendance and access to the meeting by members of the press and public will be severed
- b) Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.

## Agenda Item 6.5

### 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 May 2020

| Item | Budget | To date | Balance | 19/20 actual |
|------|--------|---------|---------|--------------|
|------|--------|---------|---------|--------------|

To date figures are minus VAT. VAT paid is shown in misc

|        |                                    |                |              |                |                |
|--------|------------------------------------|----------------|--------------|----------------|----------------|
| Grants | <b>Total Parish Council Grants</b> | <b>£700.00</b> | <b>£0.00</b> | <b>£700.00</b> | <b>£700.00</b> |
|        | Churchyard                         | £400.00        | £0.00        | £400.00        | £400.00        |
|        | Maintenance of war memorial        | £100.00        | £0.00        | £100.00        | £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 | <b>Total Admin &amp; running costs</b>      | <b>£3,699.00</b> | <b>£865.31</b> | <b>£2,833.69</b> | <b>£3,561.48</b> |
|                                | Elections                                   | £0.00            | £0.00          | £0.00            | £147.35          |
|                                | <b>Total Clerks Wages</b>                   | <b>£2,808.00</b> | <b>£458.00</b> | <b>£2,350.00</b> | <b>£2,582.34</b> |
|                                | Salary incl PAYE                            | £2,700.00        | £440.00        | £2,260.00        | £2,474.34        |
|                                | Home office allowance                       | £108.00          | £18.00         | £90.00           | £108.00          |
|                                | <b>Total Expenses</b>                       | <b>£175.00</b>   | <b>£6.25</b>   | <b>£168.75</b>   | <b>£146.65</b>   |
|                                | Clerk's Expenses                            | £150.00          | £6.25          | £143.75          | £132.03          |
|                                | Other Expenses                              | £25.00           | £0.00          | £25.00           | £14.62           |
|                                | <b>Room expenses</b>                        | <b>£126.00</b>   | <b>£0.00</b>   | <b>£126.00</b>   | <b>£126.00</b>   |
|                                | <b>Insurance</b>                            | <b>£270.00</b>   | <b>£236.69</b> | <b>£33.31</b>    | <b>£235.92</b>   |
|                                | <b>Fees and Subscriptions</b>               | <b>£210.00</b>   | <b>£164.37</b> | <b>£45.63</b>    | <b>£203.22</b>   |
|                                | <b>Total Training (inc. ref. materials)</b> | <b>£110.00</b>   | <b>£0.00</b>   | <b>£110.00</b>   | <b>£120.00</b>   |
|                                | Training Clerks                             | £50.00           | £0.00          | £50.00           | £0.00            |
|                                | Training Councillors                        | £60.00           | £0.00          | £60.00           | £120.00          |
|                                | <b>Newsletter and printing</b>              | <b>£0.00</b>     | <b>£0.00</b>   | <b>£0.00</b>     | <b>£0.00</b>     |

|                       |                                              |                  |                |                  |                  |
|-----------------------|----------------------------------------------|------------------|----------------|------------------|------------------|
| Repairs & maintenance | <b>Total Repairs &amp; maintenance costs</b> | <b>£2,746.74</b> | <b>£131.50</b> | <b>£2,615.24</b> | <b>£1,434.22</b> |
|                       | 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          | £0.00          | £100.00          | £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 | <b>Total misc costs</b>   | <b>£1,026.30</b> | <b>£26.30</b> | <b>£1,000.00</b> | <b>£4,539.98</b> |
|      | 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          |

|                |                  |                  |                  |                   |
|----------------|------------------|------------------|------------------|-------------------|
| <b>Totals:</b> | <b>£8,172.04</b> | <b>£1,023.11</b> | <b>£7,148.93</b> | <b>£10,235.68</b> |
|----------------|------------------|------------------|------------------|-------------------|

##### Current Account

|                                |                  |
|--------------------------------|------------------|
| Total income YTD               | £6,545.80        |
| Withdrawn/Transf               | £157.80          |
| Less O/S Cheques               | £865.31          |
| <b>Balance (incl Footpath)</b> | <b>£5,522.69</b> |

**Footpath account: £311.74**

**Reserve Balance £7,796.64**

|                           |                  |
|---------------------------|------------------|
| Required reserve          | £2,000.00        |
| Ringfenced for play equip | £3,250.00        |
| <b>Available balance</b>  | <b>£2,546.64</b> |

##### 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          |
| <b>Income plus VAT</b> | <b>£5,253.77</b> |
| Expenditure            | £4,942.03        |

**Balance £311.74**

VAT to be re-claimed £0.00

# SHOBROOKE PARISH COUNCIL

## Receipts and Payments Account

Year ending 31 March 2020

|                                          |                     |                                                 | This Year         | Last year         |
|------------------------------------------|---------------------|-------------------------------------------------|-------------------|-------------------|
|                                          |                     |                                                 | Y/E 2020          | Y/E 2019          |
| <b>Receipts</b>                          |                     |                                                 |                   |                   |
|                                          | Precept             |                                                 | £5,358.00         | £5,061.10         |
|                                          | Grants              | Council tax reduction                           | £0.00             | £140.90           |
|                                          |                     | DCC Enhancement Fund                            | £0.00             | £1,695.00         |
|                                          |                     | DCC Locality (FPLeafllet)                       | £0.00             | £250.00           |
|                                          |                     | MDD S106 Fencing                                | £0.00             | £1,677.96         |
|                                          |                     | MDDC Tap fund (grit bins)                       | £279.00           | £0.00             |
|                                          |                     | Donation from Allotment Association             | £250.00           | £0.00             |
|                                          |                     | Bank Compensation                               | £213.00           | £0.00             |
|                                          |                     | VAT refund                                      | £548.05           | £614.73           |
|                                          |                     | <b>Total receipts current account</b>           | <b>£6,648.05</b>  | <b>£9,439.69</b>  |
| <b>Payments</b>                          |                     |                                                 |                   |                   |
|                                          | Grants              | Churchyard maintenance                          | £400.00           | £480.00           |
|                                          |                     | War memorial maintenance                        | £100.00           | £0.00             |
|                                          |                     | Community Transport                             | £200.00           | £0.00             |
|                                          |                     |                                                 |                   |                   |
|                                          | Administration      | Clerks wages                                    | £2,582.34         | £1,888.13         |
|                                          | and running costs   | Expenses - Clerk                                | £132.03           | £120.12           |
|                                          |                     | Expenses - other                                | £14.62            | £14.00            |
|                                          |                     | Election                                        | £147.35           | £0.00             |
|                                          |                     | Fees and subscriptions                          | £203.22           | £148.06           |
|                                          |                     | Insurance                                       | £235.92           | £244.72           |
|                                          |                     | Room expenses                                   | £126.00           | £126.00           |
|                                          |                     | Training & reference material                   | £120.00           | £20.00            |
|                                          |                     |                                                 |                   |                   |
|                                          | Repairs/maintenance | BT kiosk/defib maintenance                      | £88.45            | £13.61            |
|                                          |                     | Footpaths P3                                    | £0.00             | £230.00           |
|                                          |                     | General maintenance                             | £14.00            | £88.33            |
|                                          |                     | Playpark - grass cutting/inspection/maintenance | £835.00           | £1,493.64         |
|                                          |                     | Signs                                           | £296.77           | £150.20           |
|                                          |                     |                                                 |                   |                   |
|                                          | Miscellaneous       | Playground fencing (grant received £1,677.00)   | £1,877.96         | £0.00             |
|                                          |                     | Salt bins (grant received £279.00)              | £284.78           | £0.00             |
|                                          |                     | Transfer to deposit                             | £2,000.00         | £0.00             |
|                                          |                     | VAT                                             | £577.24           | £614.73           |
|                                          |                     | Footpath leaflet (grant received)               | £0.00             | £264.00           |
|                                          |                     | Gritter (grant received)                        | £0.00             | £1,760.00         |
|                                          |                     | <b>Total payments/transfers current account</b> | <b>£10,235.68</b> | <b>£7,655.54</b>  |
| <b>Financial Summary Current Account</b> |                     |                                                 |                   |                   |
|                                          |                     | Balance b/f as at 1 April 2019                  | £4,615.43         | £2,831.28         |
|                                          |                     | Add receipts for Y/E 31 March 2020              | £6,648.05         | £9,439.69         |
|                                          |                     | Less payments for Y/E 31 March 2020             | £10,235.68        | £7,655.54         |
|                                          |                     | Balance C/F as at 31 March 2020                 | £1,027.80         | £4,615.43         |
| <b>Financial Summary Reserve Account</b> |                     |                                                 |                   |                   |
|                                          |                     | Balance b/f as at 1 April 2019                  | £5,792.70         | £5,789.78         |
|                                          |                     | Add receipts/transfers for Y/E 31 March 2020    | £2,003.61         | £2.92             |
|                                          |                     | Less payments for Y/E 31 March 2020             | £0.00             | £0.00             |
|                                          |                     | Balance C/F as at 31 March 2020                 | £7,796.31         | £5,792.70         |
| <b>Financial Summary both Accounts</b>   |                     |                                                 |                   |                   |
|                                          |                     | Current Account                                 | £1,027.80         | £4,615.43         |
|                                          |                     | Reserve account                                 | £7,796.31         | £5,792.70         |
|                                          |                     | <b>Total both accounts as at 1 April 2020</b>   | <b>£8,824.11</b>  | <b>£10,408.13</b> |

# Shobrooke Parish Council

## Clerks wages and expenses breakdown

May 2020

|                  |                    |         |
|------------------|--------------------|---------|
| Salary for March | 20 hours' x £11.00 | £220.00 |
| Salary for April | 20 hours' x £11.00 | £220.00 |
|                  | PAYE               | £24.00  |

**£416.00**

### Expenses

| Item                              | Quantity  | Charge  |
|-----------------------------------|-----------|---------|
| Home office allowance*            | 2         | £ 18.00 |
| Envelopes 4p each                 | 7         | £ 0.28  |
| Large envelope                    | 0         |         |
| 2 <sup>nd</sup> class stamp (61p) | 7         | £ 4.27  |
| 2 <sup>nd</sup> class stamp large | 0         |         |
| Printing 5p per sheet             | 34 sheets | £ 1.70  |
| Mileage x 2 visits                | 12 miles  | £       |

\* Shobrooke portion of 50/50 split with NSC

**Expenses subtotal** **£24.25**

**Total** **£440.25**