

Shobrooke Parish Council

Notice of Annual Meeting of Parish Council

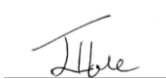
Dear Councillors

I hereby give notice that the Annual meeting of the above-named Parish Council will be held in the Shobrooke Village Hall on Wednesday 19 May 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 13 May 2021

Signed



Jane Hole

Clerk to the Parish Council

shobrookepc@outlook.com

01392 851148

Business to be Transacted - Formal Business

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

01/05/21 Election of Chairman and Vice Chairman

- 1.1 To receive nominations for Chairman and to receive the Chairman's declaration of acceptance of office form
- 1.2 To receive nominations for Vice Chairman

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.

Standing orders reinstated

02/05/21 Apologies - To receive apologies

03/05/21 Declaration of Interest

- 3.1 Register of Interests (ROI). Councillors to update as required
- 3.2 Personal Interests (PI). Councillors must declare any personal interest in items on the agenda and their nature.
- 3.3 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.

04/05/21 Minutes of the last meeting held on Wednesday 28 April 2021 (previously circulated) To be agreed and signed as a true record

05/05/21 To consider any applicants for co-option – five posts are available Standing orders to be suspended to allow discussion with potential candidates To consider publicity plans to attract candidates

06/05/21 Mid Devon District Council

- 6.1 Planning Applications:
21/00331/HOUSE - Erection of two-storey extension at 1 Mill Cottages, Shobrooke (revised plans) – to note request to Cllr G Barnell to call this into Planning Committee
- 6.2 Planning Decisions: none
- 6.3 Report from MDDC Councillor on MDDC business relevant to the parish.

07/05/21 To review: (on website unless stated otherwise)

- 7.1 Standing Orders – already reviewed
- 7.2 Financial Regulations – already reviewed
- 7.3 Risk Assessments (<https://parish.middevon.gov.uk/shobrooke/risk-assessments/>)
- 7.4 Complaints procedure
- 7.5 Bank signatories – to add and remove signatories and to consider internet banking
- 7.6 Dates for meetings in 2022 – see below
- 7.7 Asset register

- 7.8 To confirm Insurance Policy – confirmed at last meeting
- 7.9 Code of Conduct – being reviewed by MDDC – to consider once their review is complete
- 7.10 Parish Council Action plan (<https://parish.middevon.gov.uk/media/84223/action-plan.pdf>)
- 7.11 Training and Development Policy
- 7.12 Publications Policy (FOI)

08/05/21 Election of officers/representatives

- 8.1 Neighbourhood Watch Officer
- 8.2 Raddon Hills representative x 2
- 8.3 Snow Warden
- 8.4 Playing Fields Liaison Officer
- 8.5 Delegated responsibility: Footpath Warden / Playing fields representative / Website Officer
- 8.6 Defibrillator/Kiosk Officer (to include weekly reporting for defib)

09/05/21 Road and Footpaths

- 9.1 Outstanding Road and Footpath issues – Salt for new salt bins and steps opposite Hall
- 9.2 New issues identified – blocked gullies Exeter Hill

10/05/21 Finance

- 10.1 Parish Council receipts Current Account: MDDC Precept - £6,518.00
- 10.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
10.2.1	C Furse	Reimbursement for paint for play park	33.80
10.2.2	BHIB	Insurance	239.05
10.2.3	Shobrooke Parish Church	Grant for maintenance	500.00
10.2.4	J Hole	Salary and expenses	237.36
10.2.5	HMRC	PAYE	13.20

- 10.3 To approve signatures for this month's cheques
- 10.4 Balances:
- 10.4.1 Parish Council Current Account balance: £7,742.54
- 10.4.2 Parish Council Footpath balance (in above current account figure): £311.74
- 10.4.3 Parish Council Reserve Account balance: £7,798.39
- 10.5 Financial Statement and Budget Monitor - attached

11/05/21 Councillor's Reports

- 11.1 To consider any Councillor reports for areas of responsibility
- 11.2 Playing Fields
- 11.2.1 To note weekly inspection reports
- 11.2.2 Update on installation of new play equipment
- 11.2.3 To agree maintenance programme for play park

12/05/21 Clerk's Report - none

13/05/21 Parish Council

- 13.2 To consider any training needs

14/05/21 Devon County Council - Report from Cllr M Squires on DCC business relevant to parish

15/05/21 Miscellaneous Correspondence - A list will be available at the meeting

16/05/21 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.

17/05/21 Date of next meeting: Wednesday 16 June 2021 in the Village Hall at 7.30 pm

Shobrooke Parish Council

Meeting dates for 2022

Wednesday 19 January

Wednesday 16 February

Wednesday 16 March

Wednesday 10 April

Annual Parish Meeting – Wednesday 18 May

Wednesday 18 May (Parish Council Annual Meeting)

Wednesday 15 June

Wednesday 20 July

Wednesday 21 September

Wednesday 19 October

Wednesday 16 November

Wednesday 21 December (Budget and precept)

Agenda 10.5

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

£40.38 To claim

Expenditure as at May 2021

Item	Budget	To date	Balance	20/21 actual
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To date figures are minus VAT. VAT paid is shown in misc

Grants	Total Parish Council Grants	£600.00	£0.00	£600.00	£600.00
	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	£100.00
	Other organisations	£0.00	£0.00	£0.00	£0.00

Administration & running costs	Total Admin & running costs	£3,983.00	£899.79	£3,083.21	£3,451.18
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,012.00	£478.00	£2,534.00	£2,870.50
	Salary incl PAYE	£2,850.00	£452.00	£2,398.00	£2,762.50
	Home office allowance	£162.00	£26.00	£136.00	£108.00
	Total Expenses	£165.00	£21.74	£143.26	£79.03
	Clerk's Expenses	£140.00	£21.74	£118.26	£60.28
	Other Expenses	£25.00	£0.00	£25.00	£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 Clerks	£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	£153.30	£2,493.44	£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	£33.80	£666.20	£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	£540.38	£400.37	£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	£359.99	£0.00	£500.00
	New play equipment	£0.00	£0.00	£0.00	£0.00
	S106	£0.00	£0.00	£0.00	£3,485.44
	VAT	£40.38	£40.38	£0.00	£751.58

Totals:	£7,770.12	£1,453.46	£6,676.65	£9,640.77
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Current Account

Total income YTD	£9,196.00
Withdrawn/Transf	£0.00
Less O/S Cheques	£1,453.46
Balance (incl Footpath)	£7,742.54

Footpath account: £311.74

Reserve Balance £7,798.32

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.32

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 Salary and expenses breakdown

May 2021

Salary for March	20 hours' x £11.30	£226.00
	PAYE	£ 13.20

£212.80

Expenses

Item	Quantity	Charge
Home office allowance*	1	£13.00
Envelopes 4p each	4	£0.16
Large envelope	2	£0.08
2 nd class stamp (66p)	4	£2.64
2 nd class stamp large	2	£1.92
Printing 8p per sheet	17 sheets	£1.36
Mileage x 2 visit	12 miles	£5.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£24.56
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Total	£237.36
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