

Shobrooke Parish Council

Notice of Annual Meeting of Parish Council

Dear Councillors

I hereby give notice that the meeting of the above-named Parish Council will be held on Wednesday 18 May 2022 at **7.45pm**

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 12 May 2022

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)

01/05/22 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

02/05/22 Apologies

To receive apologies

03/05/22 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.

04/05/22 Minutes of the last meeting held on Wednesday 20 April 2022 (previously circulated)

To be agreed and signed as a true record

05/05/22 To consider any applicants for co-option

Standing orders to be suspended to allow discussion with candidates.

06/05/22 Mid Devon District Council

6.1 Planning Applications:

22/00403/FULL - Erection of cabin for use as a holiday let at Brambly Hedge, Efford Shobrooke

6.2 Planning Decisions:

21/02552/FULL - Retention of Mongolian Ger, tool cupboard, tool shed and lean to for agricultural equipment at Wyke Hill, Shobrooke – refuse permission

22/00371/FULL - Erection of dwelling following demolition of Dutch barn and stable and formation of vehicular access at West Efford Farm, Efford, Shobrooke – grant permission

22/00423/LBC - Listed Building Consent to replace tiled roof of house and guttering and repoint chimney at Zephyr Cottage, Shobrooke – grant permission

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

- 7.1 Standing Orders
- 7.2 Financial Regulations
- 7.3 Code of Conduct Code of conduct – To agree to adopt MDDC updated Code – available to read at: <https://www.middevon.gov.uk/media/353419/approved-code-of-conduct-october-2021.pdf>
- 7.4 Training and Development Policy
- 7.5 Publications Policy (FOI)
- 7.6 Complaints procedure
- 7.7 Risk Assessments
- 7.8 Parish Council Action plan
- 7.9 Bank signatories
- 7.10 Dates for meetings in 2023 – see below
- 7.11 Asset register – circulated separately
- 7.12 To confirm Insurance Policy – circulated separately

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 Defibrillator/Kiosk Officer (to include reporting for defib)
- 8.6 Delegated responsibility: Footpath Warden/Website Officer

09/05/22 Finance

- 9.1 Parish Council receipts Current Account: None
- 9.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
9.2.1	BHIB	Insurance	263.17
9.2.2	ICO	Data Protection (£35 if direct debit is set up)	40.00
9.2.3	Shobrooke Parish Church	Grant for maintenance	500.00
9.2.4	J Hole	Reimbursement for seeds for jubilee	87.75
9.2.5	J Hole	Salary and expenses	240.85
9.2.6	HMRC	PAYE	14.20

- 9.3 To approve authorisers/signatories for this month's online payments
- 9.4 Balances:
 - 9.4.1 Parish Council Current Account balance: £6,837.78
 - 9.4.2 Parish Council Footpath balance (in above current account figure): £311.74
 - 9.4.3 Parish Council Reserve Account balance: £7,799.10 (£4,000.00 ringfenced for play equipment)
- 9.5 Financial Statement and Budget Monitor – attached.
- 5.6 Annual Return - copy circulated separately
 - 5.6.1. To note completion of Internal Audit
 - 5.6.2 To approve Part 1 Annual Governance Statement 2021/22
 - 5.6.3 To approve Part 2 Accounting Statements 2021/22
 - 5.6.4 To sign Certificate of Exemption stating that during 2021/22 the higher of the authority's income for the year or gross annual expenditure did not exceed £25,000. To note the date for public inspection as 13 June to 22 July 2022

10/05/22 Road and Footpaths

- 10.1 Outstanding Road and Footpath issues
- 10.2 New issues identified

11/05/22 Parish Council

- 11.1 Review of Annual Parish Meeting held earlier – to agree/review any actions required
- 11.2 To consider parish questionnaire re 20mph zone – see below
- 11.3 To note seeds are available for collection by parish children under 16 – note put in Brooke
- 11.4 To note information has been sent to DCC requesting Hedgehog warning signs

12/05/22 Councillor's Reports

- 12.1 To consider any Councillor reports for areas of responsibility
 - 12.1.1 Notes from Raddon Hills meeting – circulated separately
- 12.2 Playing Fields
 - 12.2.1 To note weekly inspections reports
 - 12.2.1 Update on grant application to Viridor

13/05/22 Clerk's Report - None

14/05/22 Devon County Council

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

15/05/22 Miscellaneous Correspondence

Various newsletters circulated.
A list of any other correspondence will be available at the meeting

16/05/22 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.

17/05/22 Date of next meeting: Wednesday 15 June 2022, at 7.30 pm, at the Village Hall

End of formal business

Shobrooke Parish Council

Meeting dates for 2023

- Wednesday 18 January
- Wednesday 15 February
- Wednesday 15 March
- Wednesday 19 April
- Annual Parish Meeting – Wednesday 17 May
- Wednesday 17 May (Parish Council Annual Meeting)
- Wednesday 21 June
- Wednesday 19 July
- Wednesday 19 September
- Wednesday 18 October
- Wednesday 15 November
- Wednesday 20 December (Budget and precept)

Agenda item 11.2

Shobrooke Parish Council – Parish Consultation

Shobrooke Parish Council would like to find out if there is support in the Parish for a 20mph speed zone in the centre of the village where the current 30mph zone is.
If there is sufficient support then a request will be made to Devon County Council



☐	YES– I would support a 20mph speed zone	Reason for support:
☐	NO – I would not support a 20mph speed zone	Reason for not supporting:

Would you be interested in working with the Parish Council to develop a Community Housing Scheme for local people? **YES/NO**

Would be interested in becoming a Parish Councillor? **YES/NO**

Name: _____ Contact details: _____

Shobooke Parish Council

Financial Statement and Budget Monitor 2022- 2023

Income

Opening Balance (c/f from 21/22)	£964.31	
Precept	£7,518.00	
Prow grant	£0.00	
DCC Locality grant	£0.00	
VAT	£0.00	£34.98 To claim
DCC Community Enhancement grant	£0.00	
MDDC S106 grant	£0.00	
Other grant	£0.00	
Communities Together Fund (TAP)	£0.00	
Total	£8,482.31	

Expenditure as at May 2022

	Item	Budget	To date	Balance	21/22 actual
To date figures are minus VAT. VAT paid is shown in misc					
Grants	Total Parish Council Grants	£650.00	£500.00	£150.00	£650.00
	Churchyard	£500.00	£500.00	£0.00	£500.00
	Community Transport	£100.00	£0.00	£100.00	£100.00
	Other	£50.00	£0.00	£50.00	£50.00
Administration & running costs	Total Admin & running costs	£3,967.00	£916.80	£3,050.20	£3,789.92
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,006.00	£486.00	£2,520.00	£2,955.55
	Salary incl PAYE	£2,850.00	£460.00	£2,390.00	£2,799.55
	Home office allowance	£156.00	£26.00	£130.00	£156.00
	Total Expenses	£165.00	£25.63	£139.37	£143.32
	Clerk's Expenses	£140.00	£25.63	£114.37	£129.92
	Other Expenses	£25.00	£0.00	£25.00	£13.40
	Room expenses	£126.00	£0.00	£126.00	£137.99
	Insurance	£270.00	£263.17	£6.83	£239.05
	Fees and Subscriptions	£250.00	£142.00	£108.00	£214.01
	Total Training (inc. ref. materials)	£150.00	£0.00	£150.00	£100.00
	Training Clerk's	£50.00	£0.00	£50.00	£0.00
	Training Councillors	£100.00	£0.00	£100.00	£100.00
Repairs & maintenance	Total Repairs & maintenance costs	£2,221.74	£105.00	£2,116.74	£970.32
	Grass cutting in play park	£700.00	£0.00	£700.00	£700.00
	Playground Inspections	£130.00	£105.00	£25.00	£119.50
	Playground maintenance	£500.00	£0.00	£500.00	£60.87
	General maintenance	£200.00	£0.00	£200.00	£0.00
	Signs/noticeboards	£100.00	£0.00	£100.00	£0.00
	Footpaths (not P3)	£180.00	£0.00	£180.00	£20.00
	P3 Footpaths	£311.74	£0.00	£311.74	£0.00
	BT Kiosk/defib maintenance	£100.00	£0.00	£100.00	£69.95
Misc	Total misc costs	£1,300.00	£122.73	£300.00	£3,686.19
	PC equipment	£100.00	£0.00	£100.00	£0.00
	Emergency spending	£200.00	£0.00	£200.00	£0.00
	Spending covered by grant	£0.00	£0.00	£0.00	£921.66
	Play equipment	£1,000.00	£0.00	£0.00	£1,502.00
	Purchase of defibrillator	£0.00	£0.00	£0.00	£855.00
	Queens jubilee celebrations	£0.00	£87.75	£0.00	£49.99
	S106	£0.00	£0.00	£0.00	£0.00
	VAT	£0.00	£34.98	£0.00	£357.54
	Totals:	£8,138.74	£1,644.53	£5,616.94	£9,096.43

Added in Queens Jubilee

Current Account

Total income YTD	£8,482.31
Withdrawn/Transf	£126.00
Less O/S Cheques	£1,518.53
Balance (incl Footpath)	£6,837.78

Footpath account: £311.74

Reserve Balance

Reserve Balance	£7,799.10
Required reserve	£2,000.00
Ringfenced for play equip	£4,000.00
Available balance	£1,799.10

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 2022

Salary for April	20 hours' x £11.50	£230.00
	PAYE	£14.20
		£215.80

Expenses

Item	Quantity	Charge
Home office allowance*	1	£13.00
Envelopes 4p each	0	£0.00
Large envelope	1	£0.08
2 nd class stamp (66p)	0	£0.00
2 nd class stamp large	1	£1.29
Printing 8p per sheet	66 sheets	£5.28
Mileage x 2 visits	12 miles	£5.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal **£25.05**

Total **£240.85**