

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 Tuesday 10 November 2020 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 5 November 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 10 November for details of how to join the zoom meeting

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)

01/11/20 Apologies

To receive apologies

02/11/20 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.

03/11/20 Minutes of the last meeting held on Tuesday 12 October 2020 (previously circulated)

To be agreed and signed as a true record

04/11/20 Mid Devon District Council

- 4.1 Planning Applications:
East Devon District Council 20/1517/FUL - Construction of digestate storage lagoon, with associated hardstanding and 2.4 metre high security fencing at Land South of Rixenford Lane, Upton Pyne – Shobrooke PC are not consultees. However the issues are with regard to accuracy of planning applications and how traffic implications can affect parishes outside the consultation area
- 4.2 Planning Decisions: None
- 4.3 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish

05/11/20 Finance

- 5.1 Parish Council receipts Current Account: None
- 5.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
5.2.1	J Hill	Hire of mower and petrol	700.00
5.2.2	J Hole	Salary and expenses	228.10
5.2.3	HMRC	PAYE	13.20

- 5.3 To approve signatures for this month's cheques
- 5.4 Balances:
- 5.4.1 Parish Council Current Account balance: £2,761.55
- 5.4.2 Parish Council Footpath balance (in above current account figure): £311.74
- 5.4.3 Parish Council Reserve Account balance: £7,796.94 (£3,250.00 ringfenced for play equipment)
- 5.5 Financial Statement and Budget Monitor - attached
- 5.6 To consider purchase of zoom subscription at £11.99 per month
- 06/11/20 Road and Footpaths**
- 6.1 Outstanding Road and Footpath issues
- Bus stop trip hazard – hazard does not meet criteria for action
- New Salt bins – DCC chased/ sign post at the Mill
- 6.2 New issues identified
- 07/11/20 Parish Council**
- 7.1 Maintenance of war memorial
- 7.2 Maintenance of churchyards
- 7.3 To agree to hold meetings on the third Wednesday in the month with effect from January 2021
- 7.4 Update on request to move post box to the other side of the road where there is a pavement and safer access – request accepted and waiting for approval
- 08/11/20 Councillor's Reports**
- 8.1 To consider any Councillor reports for areas of responsibility
- 8.2 Playing Fields
- 8.2.1 To review re-opening of park – to note new guidance received from insurer
- 8.2.2 Telegraph poles – Western Power are not able to supply FOC. Quote received £180.00 - £250.00 each (excl VAT) for 9 to 12m poles
- 8.2.3 To note delivery of saplings in November and to agree planting
- 09/11/20 Clerk's Report**
- 9.1 To note Quality Council award has expired. To consider renewing – cost £150.00
- 10/11/20 Devon County Council**
- 10.1 Report from DCC Councillor, Cllr M Squires on DCC business relevant to the parish
- 11/11/20 Miscellaneous Correspondence**
- A list will be available at the meeting
- 12/11/20 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.
- 13/11/20 Date of next meeting: Tuesday 8 December 2020, 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	£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
	£6,545.80

£44.89 To claim

Expenditure as at November 2020

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

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

Grants	Total Parish Council Grants	£700.00	£500.00	£200.00	£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	£0.00	£100.00	£200.00
	Other organisations	£100.00	£0.00	£100.00	£0.00

Administration & running costs	Total Admin & running costs	£3,699.00	£2,386.79	£1,312.21	£3,561.48
	Elections	£0.00	£0.00	£0.00	£147.35
	Total Clerks Wages	£2,808.00	£1,874.00	£934.00	£2,582.34
	Salary incl PAYE	£2,700.00	£1,802.00	£898.00	£2,474.34
	Home office allowance	£108.00	£72.00	£36.00	£108.00
	Total Expenses	£175.00	£59.10	£115.90	£146.65
	Clerk's Expenses	£150.00	£40.35	£109.65	£132.03
	Other Expenses	£25.00	£18.75	£6.25	£14.62
	Room expenses	£126.00	£0.00	£126.00	£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 Clerk's	£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	£1,044.89	£44.89	£1,000.00	£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	£0.00	£0.00	£0.00	£1,962.74
	New play equipment	£500.00	£0.00	£500.00	£0.00
	VAT	£44.89	£44.89	£0.00	£577.24

Totals:	£8,190.63	£3,784.25	£4,406.38	£10,235.68
----------------	------------------	------------------	------------------	-------------------

Current Account

Total income YTD	£6,545.80
Withdrawn/Transf	£2,465.25
Less O/S Cheques	£1,319.00
Balance (incl Footpath)	£2,761.55

Footpath account: £311.74

Reserve Balance £7,797.94

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,547.94

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

November 2020

Salary for September	20 hours' x £11.30	£226.00
-----------------------------	--------------------	---------

PAYE	£13.20
------	--------

£212.80

Expenses

Item	Quantity	Charge
Home office allowance*	1	£ 9.00
Envelopes 4p each	4	£ 0.16
Large envelope	0	
2 nd class stamp (61p)	4	£ 2.44
2 nd class stamp large	0	
Printing 5p per sheet	20 sheets	£ 1.00
Mileage x 1 visit	6 miles	£2.70

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£15.30
--------------------------	---------------

Total	£228.10
--------------	----------------