

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 November 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 11 November 2021

Signed



Jane Hole

Clerk to the Parish Council

shobrookepc@outlook.com

01392 851148

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)

01/11/21 Apologies

To receive apologies

02/11/21 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.

03/11/21 Minutes of the last meeting held on Wednesday 20 October 2021 (previously circulated)

To be agreed and signed as a true record

04/11/21 To consider any applicants for co-option

Standing orders to be suspended to allow discussion with candidates. If co-opted to consider training requirements

05/11/21 Mid Devon District Council

- 5.1 Planning Applications:
None
- 5.2 Planning Decisions:
None
- 5.3 Public Spaces Protection Order – to note MDDC will be erecting signage – see below
- 5.4 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish – to include feedback from recent estate walkabout

06/11/21 Finance

- 6.1 Parish Council receipts Current Account: None
- 6.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
6.2.1	John Hill *	Hire of mower and petrol	720.00
6.2.2	DALC **	Training course for new Cllr	36.00
6.2.3	J Hole **	Salary and expenses	234.84
6.2.3	HMRC	PAYE	13.20

*£20.00 expenses incurred for repair to gate ** To be paid via internet banking

- 6.3 To approve authorisers/signatories for this month's online payments
- 6.4 Balances:
 - 6.4.1 Parish Council Current Account balance: £2,143.86
 - 6.4.2 Parish Council Footpath balance (in above current account figure): £311.74
 - 6.4.3 Parish Council Reserve Account balance: £7,798.72 (£3,250.00 ringfenced for play equipment)
- 6.5 Financial Statement and Budget Monitor – attached.
- 6.6 Update on internet banking

07/11/21 Road and Footpaths

- 7.1 Outstanding Road and Footpath issues – Update on salt for new salt bins
- 7.2 New issues identified
- 7.3 To note Highways Conference via zoom on 24/25 November – details circulated

08/11/21 Parish Council

- 8.1 Update on Community Emergency plan
- 8.2 Update on Broadband coverage – emails circulated
- 8.3 To note the Foundation level for the Local Council Award Scheme has been re-confirmed
- 8.4 Update on Defibrillator installation – see below

09/11/21 Councillor's Reports

- 9.1 To consider any Councillor reports for areas of responsibility
 - Update on Neighbourhood Watch Co-ordinator
 - Update on appointment of Snow Warden and storage of towable gritter
- 9.2 Playing Fields
 - 9.2.1 To note weekly inspections reports
 - 9.2.2 Update on meeting with MDDC to carry out risk assessment. To note response from insurance company re a post installation inspection of the new equipment – see below
 - 9.2.3 Update on quotes for replacement wooden cross bars/upright for toddler swing and quote for new metal replacement – quotes requested
 - 9.2.4 Update on grant application to Viridor Credits – quotes requested

10/11/21 Clerk's Report - None

11/11/21 Devon County Council

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

12/11/21 Miscellaneous Correspondence

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

13/11/21 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.

14/11/21 Date of next meeting: Wednesday 15 December 2021, at 7.30 pm, at the Village Hall

End of formal business

Agenda Item 5.3

Dear Jane

The Council is erecting signage to support the Order. Where this is on Parish Council sites will you please confirm your agreement for the Council to erect the signage where it thinks appropriate or is this something that the Parish will do itself? If you'd like the Council to erect the signage and you have a preference as to where that may be (fence/ gate/ wall say) please let me know. If you have facility to install yourselves and would like the signs delivered for you to do so then again please let me know.

I appreciate that in most cases this will be straightforward but I want to head off any potential issue of things not being quite as you'd like to see.

Land Management Officer | Mid Devon District Council

Agenda item 8.4

Update from parishioner looking after defib at Shute

We hopefully will be installing it very soon and will send you some pics when in place. In the meantime I have messaged everyone on the Efford What's App group telling everyone it's available and at my house in the hallway. With access from my neighbour who works from home during the day.

I will also register it ASAP.

I will post letters in all surrounding area doors (Shute and Raddon) to let them know with the code. Be good if it could be mentioned in the Brooke so all who gets it will see it's another location for AED.

I will hold a meeting to inform everyone how to use it and give all the neighbours the code to access it. I'll also create a regular maintenance regime to check battery and functionality of the AED.

Agenda item 9.2.2

Email sent to insurance company

"If we install new play equipment in our play park and the installation is carried out by a company recommended and used by our District Council, is there any requirement from an insurance point of view to get a post installation inspection carried out by a third party?"

Reply received from insurance company

Thank you for your recent email.

Please ensure the new play equipment is installed by a professional contractor, with their own Public Liability Insurance.

Then you must have a yearly inspection carried out by a qualified organisation, this is a legal requirement, more information on this can be found here: [Annual inspections of playgrounds - RoSPA](#) and [Legal aspects of safety on children's play areas - RoSPA](#).

Agenda Item 6.5

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	£500.00	
VAT	£0.00	£323.01 To claim
DCC Community Enhancement grant	£0.00	
MDDC S106 grant	£0.00	
Other grant	£0.00	
Communities Together Fund (TAP)	£0.00	
	£9,696.00	

Expenditure as at November 2021

	Item	Budget	To date	Balance	20/21 actual
To date figures are minus VAT. VAT paid is shown in misc					
Grants	Total Parish Council Grants	£600.00	£500.00	£100.00	£600.00
	Churchyard	£500.00	£500.00	£0.00	£400.00
	Maintenance of war memorial	£0.00	£0.00	£0.00	£100.00
	Community Transport	£100.00	£0.00	£100.00	£100.00
Administration & running costs	Total Admin & running costs	£3,983.00	£2,513.56	£1,469.44	£3,451.18
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,012.00	£1,940.25	£1,071.75	£2,870.50
	Salary incl PAYE	£2,850.00	£1,836.25	£1,013.75	£2,762.50
	Home office allowance	£162.00	£104.00	£58.00	£108.00
	Total Expenses	£165.00	£108.26	£56.74	£79.03
	Clerk's Expenses	£140.00	£94.86	£45.14	£60.28
	Other Expenses	£25.00	£13.40	£11.60	£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	£214.01	£85.99	£204.50
	Total Training (inc. ref. materials)	£110.00	£0.00	£110.00	£12.50
	Training Clerk's	£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	£906.91	£1,739.83	£852.57
	Grass cutting in play park	£700.00	£700.00	£0.00	£700.00
	Playground Inspections	£135.00	£119.50	£15.50	£131.50
	Playground maintenance	£700.00	£67.41	£632.59	£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	£20.00	£280.00	£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	£823.01	£3,601.67	£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	£421.66	£0.00	£500.00
	Installation of play equipment	£0.00	£1,502.00	£0.00	£0.00
	Purchase of defibrillator	£0.00	£1,355.00	£0.00	£0.00
	S106	£0.00	£0.00	£0.00	£3,485.44
	VAT	£323.01	£323.01	£0.00	£751.58
Totals:		£8,052.75	£7,522.14	£3,809.27	£9,640.77

Current Account

Total income YTD	£9,696.00
Withdrawn/Transf	£6,529.10
Less O/S Cheques	£1,023.04
Balance (incl Footpath)	£2,143.86

Footpath account: £311.74

Reserve Balance

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.72

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

Added in installation of play equipment and purchase of defibrillator

Shobrooke Parish Council

Clerks salary and expenses breakdown

November 2021

Salary for October	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	2	£0.08
Large envelope	0	£0.00
2 nd class stamp (66p)	2	£1.32
2 nd class stamp large	0	£0.00
Printing 8p per sheet	28 sheets	£2.24
Mileage x 2 visits	12 miles	£5.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£22.04
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Total	£234.84
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