

# 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 13 October 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 7 October 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 13 October 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)**

#### 01/10/20 Apologies

To receive apologies

#### 02/10/20 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.

#### 03/10/20 Minutes of the last meeting held on Tuesday 8 September 2020 (previously circulated)

To be agreed and signed as a true record

#### 04/10/20 Mid Devon District Council

- 4.1 Planning Applications:  
20/01634/HOUSE - Erection of garden room at Trew House, Chilton
- 4.2 Planning Decisions:  
None
- 4.3 To note the Local Government Boundary Commission have accepted the proposals put forward by Cllr G Barnell and are now consulting on this amendment – details circulated separately
- 4.4 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish – to consider petition to MDDC and DCC re traffic/road safety – see below

#### 05/10/20 Finance

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

| Item  | Payee  | Purpose                                        | Amount £ |
|-------|--------|------------------------------------------------|----------|
| 5.2.1 | NSC PC | Shobrooke portion of training course for clerk | 12.50    |
| 5.2.1 | J Hole | Salary and expenses                            | 306.00   |
| 5.2.2 | HMRC   | PAYE                                           | 19.20    |

5.3 To approve signatures for this month's cheques

5.4 Balances:

5.4.1 Parish Council Current Account balance: £3,702.85

5.4.2 Parish Council Footpath balance (in above current account figure): £311.74

5.4.3 Parish Council Reserve Account balance: £7,796.88 (£3,250.00 ringfenced for play equipment)

5.5 Quarterly Bank Reconciliation – for signatories to sign

5.6 Financial Statement and Budget Monitor - attached

#### **06/10/20 Road and Footpaths**

6.1 Outstanding Road and Footpath issues

Bus stop trip hazard/salt bins/ sign post at the Mill

6.2 New issues identified

#### **07/10/20 Parish Council**

7.1 Maintenance of war memorial

7.2 Maintenance of churchyards – see below

7.3 To consider change of day/week for meetings

7.4 To consider request to move post box to the other side of the road where there is a pavement and safer access

#### **08/10/20 Councillor's Reports**

8.1 To consider any Councillor reports for areas of responsibility

8.1.1 Report from Raddon Hills Meeting

8.2 Playing Fields

8.2.1 To review re-opening of park

8.2.2 Telegraph poles – waiting to hear from Western Power

8.2.3 To consider a survey of parishioners to find out how the space at the play park should be used.

#### **09/10/20 Clerk's Report**

None

#### **10/10/20 Devon County Council**

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

#### **11/10/20 Miscellaneous Correspondence**

Broadband update from CDS

A list of any other correspondence will be available at the meeting

#### **12/10/20 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.

**13/10/20 Date of next meeting: Tuesday 10 November 2020, at 7.30 pm, location to be confirmed**

**End of formal business**

## **Agenda Item 4.4**

### **Crediton Housing Developments- Transport Assessment and Plan- Petition**

This is a petition from the four Parish Councils representing communities located between Crediton and Exeter and the four District Councillors who also represent these communities.

We note that the Mid Devon Planning Committee have recently given planning permission for two large new housing developments located to the East and North East of Crediton; Well Parks (aka Tarka View) (185 houses) and, more recently, Pedlers Pool (257 houses).

We also note that the new MDDC Local Plan details several more new developments in and around Crediton that are due to be built out before 2027. These include Red Hills Cross (135 houses), Sports field (120 houses), Stonewall (50 houses). The Local Plan also includes a large commercial mixed-use site adjacent to the A377 east of Crediton that is also in the process of development and expansion.

It is estimated that half of the additional traffic movements deriving from these schemes will be along the A377, the main road that connects the eight miles between Crediton and Exeter. The Tarka View development is now almost built out and is already making a significant impact on traffic volumes through our communities.

The A377 bisects several communities between Crediton and Exeter. These include Smallbrook, Newton St Cyres, Tytheing (including Sandown Lane), Half Moon and Cowley. In addition, there are other villages located on rural roads that are increasingly used as convenient back routes by commuters and others wishing to visit Exeter; Shobrooke, Hookway, Sweetham and Langford. It should be noted that none of these communities currently has statutory or controlled road crossing points and that roadside paths are often absent.

We have, as individual Councils and Councillors, attempted on many occasions, to raise our concerns about the damaging impact of additional traffic on our communities both with the Mid Devon Planning Authority and also with the Devon County Council Highways Authority. These impacts include increased pollution, serious difficulties for parents with children and older and disabled people in safely crossing the road, and increased incidence of speeding and serious road accidents. These concerns have been largely ignored. It must be noted, however that DCC Highways have now included a controlled Toucan Crossing in the Village of Newton St Cyres in its Capital Budget programme for year 2020/21. This is a welcome start to the measures we need to mitigate the impact of increasing road traffic.

As an essential part of the planning process for major new developments the Mid Devon Local Plan requires a “comprehensive and integrated” transport assessment, travel plan, and traffic pollution assessment (Policy DM3). We are dismayed at the limited nature and poor quality of the transport assessments and plans that have been accepted as part of the planning consents given for both the Tarka View and the Pedlers Pool developments. These assessments omit any analysis of additional traffic movements between Crediton and Exeter and their impacts on our communities in spite of acknowledging that half of additional traffic movements deriving from these developments would be along the A377. We, therefore, believe that the planning consents given by MDDC for these developments are neither compliant with Policy DM3 in the new MDDC Local Plan nor with Policy DM6 in the old Plan.

We are also very concerned that the transport and travel impacts of the development allocations within the MDDC Local Plan (CRE 1 to 10) on our communities have and will only be assessed piecemeal on the basis of individual planning applications, if they are assessed at all. Moreover, Local Plan Policy CRE 11 “Crediton Infrastructure”, that sets out the Community Infrastructure Levy that will need to be paid by developers to address the impacts of these new developments, focusses entirely on Crediton and makes no mention of its environs.

**We are asking that this situation is remedied as soon as possible and that: -**

1. MDDC and DCC work together to produce a joint transport assessment and plan that addresses the impact of new housing developments in and around Crediton on the communities between Crediton and Exeter. This plan would seek to remedy the deficiencies in the transport assessments provided as part of the planning applications for Tarka View and Pedlers Pool. It would also inform and underpin the transport assessments that will need to be provided in future as part of the planning process for the other Crediton developments set out in the Local Plan. Finally, it will assist DCC Highways in formulating its plans for future road improvements and road safety schemes.
2. This plan focus both on the individual and cumulative impact of the development allocations agreed in the MDDC Local Plan (CRE 1 to 10).
3. The plan gives priority to active travel options that will reduce the reliance on motorised transport, including a dedicated cycleway and improved rail services between Crediton and Exeter.
4. The plan sets out the options for addressing the impact of additional traffic on road safety, on pollution, and on the quality of life of those whose daily lives are harmed by increasing road traffic.

## **Agenda item 7.2**

### **Maintenance of Churchyards (SLCC advice note)**

The Parochial Church Council (PCC) are required by S215 of the 1972 Local Government Act to maintain in decent order a closed Church of England churchyard. The PCC may serve written notice on the local council requesting it to take over the maintenance. If the local council receives such a request and does not wish to accept responsibility for future maintenance of the ground, the local council may in turn give notice to the district council and to the PCC accordingly, and the district council shall then assume responsibility after the expiry of three months. It should be noted that the notice by the local council to the district council and the PCC declining responsibility for the churchyard must be given within three months of the PCC's initial request, otherwise the local council will become responsible for the future maintenance.

# 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            |
|                                    | <b>£6,545.80</b> |

£44.89 To claim

### Expenditure as at October 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>£500.00</b> | <b>£200.00</b> | <b>£700.00</b> |
|        | 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 | <b>Total Admin &amp; running costs</b>      | <b>£3,699.00</b> | <b>£2,145.49</b> | <b>£1,553.51</b> | <b>£3,561.48</b> |
|                                | <b>Elections</b>                            | £0.00            | £0.00            | £0.00            | £147.35          |
|                                | <b>Total Clerks Wages</b>                   | <b>£2,808.00</b> | <b>£1,639.00</b> | <b>£1,169.00</b> | <b>£2,582.34</b> |
|                                | Salary incl PAYE                            | £2,700.00        | £1,576.00        | £1,124.00        | £2,474.34        |
|                                | Home office allowance                       | £108.00          | £63.00           | £45.00           | £108.00          |
|                                | <b>Total Expenses</b>                       | <b>£175.00</b>   | <b>£52.80</b>    | <b>£122.20</b>   | <b>£146.65</b>   |
|                                | Clerk's Expenses                            | £150.00          | £34.05           | £115.95          | £132.03          |
|                                | Other Expenses                              | £25.00           | £18.75           | £6.25            | £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>£204.50</b>   | <b>£5.50</b>     | <b>£203.22</b>   |
|                                | <b>Total Training (inc. ref. materials)</b> | <b>£110.00</b>   | <b>£12.50</b>    | <b>£97.50</b>    | <b>£120.00</b>   |
|                                | Training Clerks                             | £50.00           | £12.50           | £37.50           | £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>£152.57</b> | <b>£2,594.17</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          | £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 | <b>Total misc costs</b>   | <b>£1,044.89</b> | <b>£44.89</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                       | £44.89           | £44.89        | £0.00            | £577.24          |

|                |                  |                  |                  |                   |
|----------------|------------------|------------------|------------------|-------------------|
| <b>Totals:</b> | <b>£8,190.63</b> | <b>£2,842.95</b> | <b>£5,347.68</b> | <b>£10,235.68</b> |
|----------------|------------------|------------------|------------------|-------------------|

### Current Account

|                                |                  |
|--------------------------------|------------------|
| Total income YTD               | £6,545.80        |
| Withdrawn/Transf               | £2,465.25        |
| Less O/S Cheques               | £377.70          |
| <b>Balance (incl Footpath)</b> | <b>£3,702.85</b> |

**Footpath account: £311.74**

### Reserve Balance

|                           |                  |
|---------------------------|------------------|
| Required reserve          | £2,000.00        |
| Ringfenced for play equip | £3,250.00        |
| <b>Available balance</b>  | <b>£2,547.88</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        |
| <b>Balance</b>         | <b>£311.74</b>   |
| VAT to be re-claimed   | £0.00            |

# Shobrooke Parish Council

## Clerks wages and expenses breakdown

October 2020

|                             |                    |         |
|-----------------------------|--------------------|---------|
| <b>Salary for September</b> | 20 hours' x £11.30 | £226.00 |
|-----------------------------|--------------------|---------|

|                                                  |  |         |
|--------------------------------------------------|--|---------|
| 0.30p increase per hour x<br>20 hours x 5 months |  | £ 30.00 |
|--------------------------------------------------|--|---------|

|      |  |        |
|------|--|--------|
| PAYE |  | £19.20 |
|------|--|--------|

**£236.80**

### Expenses

| Item                                   | Quantity  | Charge |
|----------------------------------------|-----------|--------|
| Home office allowance*                 | 1         | £9.00  |
| Envelopes 4p each                      | 2         | £ 0.08 |
| Large envelope                         | 0         |        |
| 2 <sup>nd</sup> class stamp (61p)      | 2         | £ 1.22 |
| 2 <sup>nd</sup> class stamp large      | 0         |        |
| Printing 5p per sheet                  | 34 sheets | £ 1.70 |
| Mileage x 1 visits                     | 6 miles   | £2.70  |
| SLCC membership<br>(Shobrooke portion) |           | 54.50  |

\* Shobrooke portion of 50/50 split with NSC

|                          |               |
|--------------------------|---------------|
| <b>Expenses subtotal</b> | <b>£69.20</b> |
|--------------------------|---------------|

|              |                |
|--------------|----------------|
| <b>Total</b> | <b>£306.00</b> |
|--------------|----------------|