

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 8 September 2020 at **7.30pm at the Red Lion Pub in Shobrooke**

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 3 September 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 8 September 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)

01/09/20 Apologies

To receive apologies

02/09/20 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.

03/09/20 Minutes of the last meeting held on Tuesday 14 July 2020 (previously circulated)

To be agreed and signed as a true record

04/09/20 Mid Devon District Council

- 4.1 Planning Applications: None
- 4.2 Planning Decisions: None
- 4.3 To note MDDC have adopted their Local Plan 2013-2033
- 4.4 Update on Greater Exeter Strategic Plan
- 4.5 To consider upgrade of litter bins to dual use to encourage recycling – see below
- 4.6 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish

05/09/20 Finance

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

Item	Payee	Purpose	Amount £
5.2.1	J Hole	Salary and expenses (July and August)	445.85
5.2.2	HMRC	PAYE (July and August)	24.00

- 5.3 To approve signatures for this month's cheques

- 5.4 Balances:
5.4.1 Parish Council Current Account balance: £4,052.40
5.4.2 Parish Council Footpath balance (in above current account figure): £311.74
5.4.3 Parish Council Reserve Account balance: £7,7967.88 (£3,250.00 ringfenced for play equipment)
- 5.5 Financial Statement and Budget Monitor - attached
- 06/09/20 Road and Footpaths**
6.1 Outstanding Road and Footpath issues
Bus stop trip hazard/salt bins
6.2 New issues identified
- 07/09/20 Parish Council**
7.1 Maintenance of war memorial – to note any update
7.2 To note the Road Verge Guidance – circulated separately – to consider if the Parish Council should enter discussions with MDDC regarding the cutting of the bank in the centre of the parish.
- 08/09/20 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
8.2.2 To agree purchase of telegraph poles for zip wire and basket swing (as the equipment is not under warranty)
8.2.3 To consider a survey of parishioners to find out how the space at the play park should be used.
- 09/09/20 Clerk's Report**
9.1 To agree Clerks attendance at SLCC virtual training conference (£25.00 to be split with NSC)
9.2 To note NALC pay increase backdated to April 2020 (plus 30p per hour)
- 10/09/20 Devon County Council**
10.1 Report from DCC Councillor, Cllr M Squires on DCC business relevant to the parish
- 11/09/20 Miscellaneous Correspondence**
DCC Climate emergency newsletter – circulated
MDDC presentation to parishes on Covid – circulated
MDDC Climate conversation 2 - circulated
A list of any other correspondence will be available at the meeting
- 12/09/20 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.
- 13/09/20 Date of next meeting: Tuesday 13 October 2020, at 7.30 pm, location to be confirmed**

End of formal business

Agenda Item 4.5

Dear Clerk,

DUAL USE BINS TO ENCOURAGE RECYCLING WITHIN OUR DISTRICTS

We wanted to take this opportunity to write to make you aware of a new initiative to roll out dual use bins within the town centres.

Whilst we wait to confirm availability for funding, we write to enquire whether you would be interested to upgrade your existing bins within the Parish to the dual use bins. These bins have two sides, one side is for general waste that is non-recyclable and the other that is for mixed recycling. The other option are dual side by side bins, one for general waste and the other for mixed recycling. This will also help to recycle of the go and support our green agenda.

The cost per bin will be subject to registering your interest in this with us. In the first instance please can you email the Property Services department propertyservices@middevon.gov.uk to confirm whether this is something that you would be interested in.

We will advise on the cost including instalment prior to any financial commitment.

Yours Sincerely,

Andrew Busby

Group Manager for Corporate Property and Commercial Assets

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
TAP grant	£0.00
	£6,545.80

£44.89 To claim

Expenditure as at September 2020

Item	Budget	To date	Balance	19/20 actual
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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	£1,795.94	£1,903.06	£3,561.48
	Elections	£0.00	£0.00	£0.00	£147.35
	Total Clerks Wages	£2,808.00	£1,374.00	£1,434.00	£2,582.34
	Salary incl PAYE	£2,700.00	£1,320.00	£1,380.00	£2,474.34
	Home office allowance	£108.00	£54.00	£54.00	£108.00
	Total Expenses	£175.00	£35.25	£139.75	£146.65
	Clerk's Expenses	£150.00	£16.50	£133.50	£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	£150.00	£60.00	£203.22
	Total Training (inc. ref. materials)	£110.00	£0.00	£110.00	£120.00
	Training Clerks	£50.00	£0.00	£50.00	£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	£152.57	£2,594.17	£1,434.22
	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	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	£2,493.40	£5,697.23	£10,235.68
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Current Account

Total income YTD	£6,545.80
Withdrawn/Transf	£1,495.40
Less O/S Cheques	£998.00
Balance (incl Footpath)	£4,052.40

Footpath account: £311.74

Reserve Balance £7,797.88

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,547.88

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

September 2020

Salary for July	20 hours' x £11.00	£220.00
Salary for August	20 hours' x £11.00	£220.00
	PAYE	£ 24.00

£416.00

Expenses

Item	Quantity	Charge
Home office allowance*	2	£18.00
Envelopes 4p each	3	£ 0.12
Large envelope	0	
2 nd class stamp (61p)	3	£ 1.83
2 nd class stamp large	0	
Printing 5p per sheet	36 sheets	£ 1.80
Mileage x 3 visits	18 miles	£8.10

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal **£29.85**

Total **£445.85**