

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 15 September 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 9 September 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)

01/09/21 Apologies

To receive apologies

02/09/21 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.

03/09/21 Minutes of the last meeting held on Wednesday Tuesday 21 July 2021 (previously circulated)

To be agreed and signed as a true record

04/09/21 To consider any applicants for co-option

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

05/09/21 Mid Devon District Council

- 5.1 Planning Applications
 - 21/01334/HOUSE- Erection of single storey extension at Nomansland Cottage, Shobrooke Crediton – no comment already posted after email consultation with councillors
 - 21/01430/FULL- Erection of an agricultural workers dwelling at NGR 289026 99967 (West Of Shute Cross) – no comment already posted after email consultation with councillors
 - 21/01650/HOUSE - Erection of single storey side and rear extension to form additional living space and annexe following demolition of existing conservatory at 9 The Village, Shobrooke
- 5.2 Planning Decisions:
 - 21/01336/FULL - Removal of agricultural occupation Condition (f) of Planning Permission
 - 87/01805/FULL - Erection of detached agricultural bungalow with garage at Oaklea Shobrooke – grant permission
- 5.3 Update on Affordable Housing – see below and to note consultation on draft Housing Strategy for Mid Devon 2021-25 – email circulated

5.4 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish.

06/09/21 Finance

6.1 Parish Council receipts Current Account: £500.00 Locality grant towards purchase of defibrillator

6.2 Parish Council payments current account:

Item	Payee	Purpose	Amount £
6.2.1	Allan Jones	Materials for play park	39.24
6.2.2	SJ Surfacing Solutions	Installation of new play equipment	1,502
6.2.3	J Hole	Salary and expenses (July and August	450.36
6.2.4	J Hole	Home office allowance already paid to test internet banking	26.00
6.2.4	HMRC	PAYE	26.40

6.3 To approve signatures for this month's cheques

6.4 Balances:

6.4.1 Parish Council Current Account balance: £5,129.05

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

6.4.3 Parish Council Reserve Account balance: £7,798.58 (£3,250.00 ringfenced for play equipment)

6.5 Financial Statement and Budget Monitor – attached.

6.7 Update on internet banking

6.8 To agree purchase of defibrillator – see details below

07/09/21 Road and Footpaths

7.1 Outstanding Road and Footpath issues - Salt for new Salt bins – DCC have advised that we need to fill the salt bins using our supply of salt

7.2 New issues identified

08/09/21 Parish Council

8.1 To note request for Hedgehog warning signs – request sent to DCC to provide signs – see below

8.2 To agree training for new Councillors – DALC course

8.3 Update on Community plan – clerk is attending MDDC workshop on 27 September

09/09/21 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 To arrange meeting with MDDC to carry out risk assessment

9.2.3 To agree the specification for the toddler multi-play to allow grant applications to be made

9.2.4 To note email requesting a hard surface for playing basket ball – see below

10/09/21 Clerk's Report - None

11/09/21 Devon County Council

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

12/09/21 Miscellaneous Correspondence

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

13/09/21 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.

14/07/21 Date of next meeting: Wednesday 20 October 2021, at 7.30 pm, at the Village Hall

End of formal business

Agenda Item 5.3

Dear Jane,

My colleague, Arron Beecham, who is the Council's Principal Housing Enabler and Policy officer would be our point of contact and is copied in, but he is now away until 6th September.

We would be happy to assist where we can with affordable housing in Shobrooke. However, this will need to be within the framework of national planning policy, and policies in the current adopted Mid Devon Local Plan. The adopted Local Plan is published on the Council's website here: <https://www.middevon.gov.uk/residents/planning-policy/adopted-local-plan-and-policies-maps/>

Since there are no identified settlements in Shobrooke Parish that are designated as 'villages' (through Local Plan Policy S13 – page 46) the Council's rural exceptions policy for affordable housing is not applicable (Policy DM6, page 127). The Local Plan seeks to restrict new housing outside settlements in isolated locations in the countryside. However, Local Plan Policy S14 (page 48) could provide an opportunity for gypsy and traveller accommodation, residential conversion of appropriate existing buildings, replacement dwellings, housing essential to accommodate a rural worker and accommodation ancillary to a dwelling.

We are currently preparing a new Local Plan for Mid Devon and intend to publish and consult on an Issues Paper in the autumn this year. This will provide an opportunity for Shobrooke Parish Council to engage in this process, including telling us about matters that you consider to be important for the future planning of Mid Devon.

Please let me know if you need further advice in addition to that I have provided above.

Regards,

Tristan

Tristan Peat | Forward Planning Team Leader

Agenda Item 6.8

Company	Model	Cost of Defib £	Cost of Cabinet £	Total Cost £ (excl VAT)
A	Cardiac Science Powerheart G5 Fully Automatic AED	890.00	440.00	1,330.00
B	Cardiac Science Powerheart G5 Fully Automatic AED	820.00	442.00	1,262.00
C	Cardiac Science Powerheart G5 Fully Automatic AED	995.00	520.00	1,515.00

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	£46.01 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 September 2021

Item	Budget	To date	Balance	20/21 actual
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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	£1,910.37	£2,072.63	£3,451.18
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,012.00	£1,434.00	£1,578.00	£2,870.50
	Salary incl PAYE	£2,850.00	£1,356.00	£1,494.00	£2,762.50
	Home office allowance	£162.00	£78.00	£84.00	£108.00
	Total Expenses	£165.00	£76.32	£88.68	£79.03
	Clerk's Expenses	£140.00	£62.92	£77.08	£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	£149.01	£150.99	£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	£186.91	£2,459.83	£852.57
	Grass cutting in play park	£700.00	£0.00	£700.00	£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	£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	£0.00

Misc	Total misc costs	£546.01	£1,969.67	£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				
	S106	£0.00	£0.00	£0.00	£3,485.44
	VAT	£46.01	£46.01	£0.00	£751.58

Totals:	£7,775.75	£4,566.95	£5,132.46	£9,640.77
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Added in installation of play equipment and purchase of defibrillator

Current Account

Total income YTD	£9,696.00
Withdrawn/Transf	£2,496.55
Less O/S Cheques	£2,070.40

Balance (incl Footpath) £5,129.05

Footpath account: £311.74

Reserve Balance £7,798.58

Required reserve	£2,000.00
Ringfenced for play equip	£3,250.00
Available balance	£2,548.58

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

Agenda Item 8.1

Hello Jane

Could the Parish council out a request forward to Devon county council for hedgehog roads signs to be placed throughout the parish?

Last year 5 hedgehogs were killed just within the village on the road. This year I have already seen 3 squashed. The fact that they are breeding here is a blessing. But numbers will not increase with so many being killed in the roads.

If the signs could at least be supplied I am sure we would find many willing people to put them up. But signs would be needed on the road through Shobrooke and up to Langford (which I think is still within the parish boundary).

Kind Regards

Dear Jane,

Thank you for your email to the Department for Transport about the small wild mammal signs. This sign may be appropriate at sites wherever such animals are likely to be encountered regularly on the road in significant numbers and could be placed in areas where accident rates caused by animals are highest. Local highway authorities and animal welfare groups are best placed to identify accident and wildlife hotspots where the sign should be located.

The warning signs are available for your local highway authority to use on their roads on application to this Department. The highway authority will need to assess the need for these signs and comply with their duties for placing traffic signs under the Road Traffic Regulation Act 1984.

An application has to be made to the DfT by the highway authority in charge of the road/s in question. They will need to submit the following:

- Completed application form (available upon request)
- Maps showing the approximate locations where the signs are to be placed
- Data showing that the locations are accident and wildlife hotspots
- Statement of reason for the signs

The application must be submitted to this address: Authorisation.Requests@dft.gov.uk

Clerks note - Devon County Council will consider applying for signs if we provide the above information

Agenda Item 9.2.4

Dear Jane hole , parish clerk,

I have been wanting to ask you about the basketball area in the local park. I really enjoy playing basketball but even though there is a hoop in our park, it's not easy to play because there is a grass [area.it](#) would be really good if there was a concrete area where we could bounce the ball.

As an example, here is Belmont park in Exeter. This attached.

This would be ideal for our park as we already have a hoop.

Would this be something that the council would consider putting in our park.

Thanks for your time,

Shobrooke Parish Council

Clerks salary and expenses breakdown

September 2021

Salary for July	20 hours' x £11.30	£226.00
Salary for August	20 hours' x £11.30	£226.00
	PAYE	£ 26.40

£425.60

Expenses

Item	Quantity	Charge
Home office allowance*	2	£26.00
Envelopes 4p each	4	£0.16
Large envelope	0	£0.00
2 nd class stamp (66p)	4	£2.64
2 nd class stamp large	0	£0.00
Printing 8p per sheet	72 sheets	£5.76
Mileage x 6 visit	36 miles	£16.20

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£50.76
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Total	£476.36
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Minus £26.00 already paid (to test internet banking)	£450.36
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