

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 28 September 2022 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 23 September 2022

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)

01/09/22 Apologies

To receive apologies

02/09/22 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.

03/09/22 Minutes of the last meeting held on Wednesday 20 July 2022 (previously circulated)

To be agreed and signed as a true record

04/09/22 To consider any applicants for co-option

Standing orders to be suspended to allow discussion with candidates.

05/09/22 Mid Devon District Council

5.1 Planning Applications:

22/00063/MARM - Reserved matter for the erection of 257 dwellings and up to 5 Gypsy and Traveller pitches; associated works in connection with 8.6ha of land to facilitate future Crediton Rugby Club and up to 1.1ha of land for future primary school; details of landscaping, public open space and other associated infrastructure and engineering operations and access and highway work following outline approval 17/00348/MOUT Location: Land at NGR 284185 101165 (Creedy Bridge) Crediton Devon - Revised drawings submitted

5.2 Planning Decisions:

21/02409/HOUSE - Erection of a replacement extension with associated works following demolition of existing lean to extension at The Old Post Office, 10 The Village, Shobrooke – grant permission
22/00889/HOUSE - Erection of single storey extension Location: 1 Little Gutton Cottages Shobrooke - Crediton Devon - grant permission

- 5.3 Report from MDDC Councillor, Cllr Graeme Barnell on MDDC business relevant to the parish including update on affordable housing

06/09/22 Finance

6.1 Parish Council receipts Current Account: DCC Locality grant £1,000.00

6.2 Parish Council payments Current Account:

	Payee	Purpose	Amount £
6.2.1	J Hole	Salary and expenses (July and August)	455.78
6.2.2	HMRC	PAYE	28.40

6.3 To approve authorisers/signatories for this month's online payments

6.4 Balances:

6.4.1 Parish Council Current Account balance: £5,825.96

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

6.4.3 Parish Council Reserve Account balance: £7,799.63 (£4,000.00 ringfenced for play equipment)

6.5 Financial Statement and Budget Monitor – attached.

6.6 To agree to remain opted in to the external audit – details circulated separately

07/09/22 Road and Footpaths

7.1 Outstanding Road and Footpath issues

7.2 New issues identified

08/09/22 Parish Council

8.1 To consider any responses to parish consultation re 20mph speeding limit and to consider any further action

8.2 To note correspondence received re proposed Boniface Trail – circulated separately

8.3 Crediton Cluster meetings – notes circulated separately

8.4 Notes from Raddon Hills meeting – circulated separately

09/09/22 Councillor's Reports

9.1 To consider any Councillor reports for areas of responsibility

9.2 Playing Fields

9.2.1 To note weekly inspections reports and update on maintenance

9.2.2 Update on new play equipment

10/09/22 Clerk's Report

10.1 To note resignation of the Clerk – last day 31 October 2022 and to agree action to recruit new clerk

11/09/22 Devon County Council

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

12/09/22 Miscellaneous Correspondence

Various newsletters circulated.

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

13/09/22 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.

14/09/22 Date of next meeting: Wednesday 19 October 2022, at 7.30 pm, at the Village Hall

End of formal business

Agenda Item 6.5

Shobooke Parish Council

Financial Statement and Budget Monitor 2022- 2023

Income

Opening Balance (c/f from 21/22)	£964.31
Precept	£7,518.00
Prow grant	£0.00
DCC Locality grant	£1,000.00
VAT	£0.00
DCC Community Enhancement grant	£0.00
MDDC S106 grant	£0.00
Other grant	£0.00
Communities Together Fund (TAP)	£0.00
	£9,482.31

£34.98 To claim

Expenditure as at September 2022

Item	Budget	To date	Balance	21/22 actual
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To date figures are minus VAT. VAT paid is shown in misc

Grants	Total Parish Council Grants	£650.00	£500.00	£150.00	£650.00
	Churchyard	£500.00	£500.00	£0.00	£500.00
	Community Transport	£100.00	£0.00	£100.00	£100.00
	Other	£50.00	£0.00	£50.00	£50.00
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Administration & running costs	Total Admin & running costs	£3,967.00	£1,928.62	£2,038.38	£3,789.92
	Elections	£0.00	£0.00	£0.00	£0.00
	Total Clerks Wages	£3,006.00	£1,445.00	£1,561.00	£2,955.55
	Salary incl PAYE	£2,850.00	£1,380.00	£1,470.00	£2,799.55
	Home office allowance	£156.00	£65.00	£91.00	£156.00
	Total Expenses	£165.00	£78.45	£86.55	£143.32
	Clerk's Expenses	£140.00	£57.95	£82.05	£129.92
	Other Expenses	£25.00	£20.50	£4.50	£13.40
	Room expenses	£126.00	£0.00	£126.00	£137.99
	Insurance	£270.00	£263.17	£6.83	£239.05
	Fees and Subscriptions	£250.00	£142.00	£108.00	£214.01
	Total Training (inc. ref. materials)	£150.00	£0.00	£150.00	£100.00
	Training Clerk's	£50.00	£0.00	£50.00	£0.00
	Training Councillors	£100.00	£0.00	£100.00	£100.00
Repairs & maintenance	Total Repairs & maintenance costs	£2,221.74	£105.00	£2,116.74	£970.32
	Grass cutting in play park	£700.00	£0.00	£700.00	£700.00
	Playground Inspections	£130.00	£105.00	£25.00	£119.50
	Playground maintenance	£500.00	£0.00	£500.00	£60.87
	General maintenance	£200.00	£0.00	£200.00	£0.00
	Signs/noticeboards	£100.00	£0.00	£100.00	£0.00
	Footpaths (not P3)	£180.00	£0.00	£180.00	£20.00
	P3 Footpaths	£311.74	£0.00	£311.74	£0.00
	BT Kiosk/defib maintenance	£100.00	£0.00	£100.00	£69.95
Misc	Total misc costs	£1,300.00	£1,122.73	£300.00	£3,686.19
	PC equipment	£100.00	£0.00	£100.00	£0.00
	Emergency spending	£200.00	£0.00	£200.00	£0.00
	Spending covered by grant	£0.00	£1,000.00	£0.00	£921.66
	Play equipment	£1,000.00	£0.00	£0.00	£1,502.00
	Purchase of defibrillator	£0.00	£0.00	£0.00	£855.00
	Queens jubilee celebrations	£0.00	£87.75	£0.00	£49.99
	S106	£0.00	£0.00	£0.00	£0.00
	VAT	£0.00	£34.98	£0.00	£357.54
Totals:		£8,138.74	£3,656.35	£4,605.12	£9,096.43

Added in Queens Jubilee

Current Account

Total income YTD	£9,482.31
Withdrawn/Transf	£2,920.58
Less O/S Cheques	£735.77
Balance (incl Footpath)	£5,825.96

Footpath account: £311.74

Reserve Balance

Required reserve	£2,000.00
Ringfenced for play equip	£4,000.00
Available balance	£1,799.63

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 salary and expenses breakdown

September 2022

Salary for July	20 hours' x £11.50	£230.00
Salary for August	20 hours' x £11.50	£230.00
	PAYE x 2 months	£28.40

£431.60

Expenses

Item	Quantity	Charge
Home office allowance*	1	£13.00
Envelopes 4p each	6	£0.24
Large envelope	0	£0.00
2 nd class stamp (68p)	3	£2.04
1 st class stamp (95p)	2	£1.90
Printing 8p per sheet	20 sheets	£1.60
Mileage x 2 visits	12 miles	£5.40

* Shobrooke portion of 50/50 split with NSC

Expenses subtotal	£24.18
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Total	£455.78
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